

Checking Accommodations

There are multiple ways the District Test Coordinator and School Test Coordinator may check accommodations in the Illinois Administration Platform. Following are four examples.

Steps for Checking Accommodations by Administration Card	Visual Steps
Step 1: District Test Coordinators and School Test Coordinators Go to: Students Kabob>Print Cards.	Eagle Eyes Grade 8 Science
	266 STUDENTS : PROCTOR GROUPS : Sessions Q View
Stop 2. Chapped a school from the drandown and	Test Grade 8 Science Print Cards Corganization Pearson State
Step 2: Choose a school from the dropdown and click Print Cards .	Select a School 🗶
	Select the school you will print student admin cards for.
	Independence Secondary School 🗙 🗸
	Cancel Print Cards

Step 3a: Clicking on the Toggle Accommodations Display will display all students in an administration card along with their accommodations. From here, click Print . This will bring up a view of students and their accommodations to view or print. Step 3B: If students have been placed in Proctor Groups , click the Toggle Accommodations Display and Choose Proctor Groups to view	Layout Grouping Grouping Sequential Stacked Toggle accommodations display Grouping Grouping Choose Proctor Groups Choose Proctor Groups
and/or print.	
Print by Proctor Group will provide a printed copy of accommodations to share with Test Proctors the morning of testing.	
Steps for Checking Accommodations by Accommodation Type	Visual Steps
Step 1: District Test Coordinators and School Test Coordinators Go to: Operations>Session Explorer .	Coperations Test Assignments Session Explorer Rejected Tests
Step 2: Fill out Report Filters. Click on Search at the bottom of the Session Explorer Screen.	Report Filters Organization ~ Billings School District Test Status ~ Not Started * Accommodations ~ Accommodations ~ Accommodations ~ Accommodations ~

Step 3: Generate Reports. Billings School District has 86 students with the Text to Speech with Graphics ELA accommodation marked. To generate a report: Select All Students>Export Selected Sessions (sessions are students)>Select Accommodations and click Apply.	Results Image: Student (D) Image: Stude
Check the Export History and download the file.	
Steps for Checking Accommodations by	Visual Steps
Proctor Group	
Step 1: If a Test Proctor, Go to il.adamexam.com/#/proctor And log into the proctor group with a Proctor	Auto Refresh (5 mins) 1 to 20 (27)
Group testing ticket provided by the School Test Coordinator.	Item Progress Test Duration Accommodation Code Actions
Step 1a: If a DTC or STC go to: Administration	None 1
Card>ProctorGroup>View>Actions>Proctor	None 1
Step 2: Hover over the number associated with the student in the Accommodations column of	None 1
the selected proctor group to confirm accommodations.	None Math:
	• Text to Speech with Graphics Math
	None

Steps for Checking Accommodations by .csv	Visual Steps
file.	
District and School Test Coordinators:	Results Create New Export History
Step 1: Go to Rostering>Users	Roster Upload (Pearson State) × V
Step 2. Fill out the Org and Role fields in the User	Academic Sessions
Config Form	Orgs Role ~ (780)
Step 3: Select Students	Users Student X V
Step 4: Export Student Accommodation Upload	
Step 5: Scroll to the bottom and select Click to	Click to create template Template History
Create Template	
Step 6: Go to Template History and download the	
.csv file.	