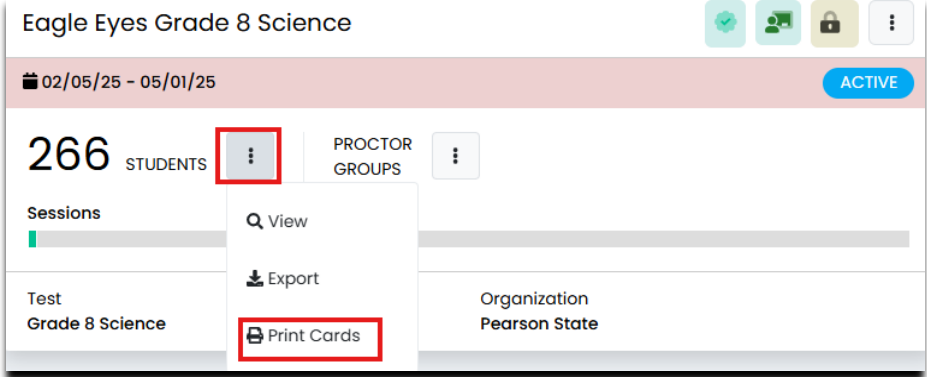
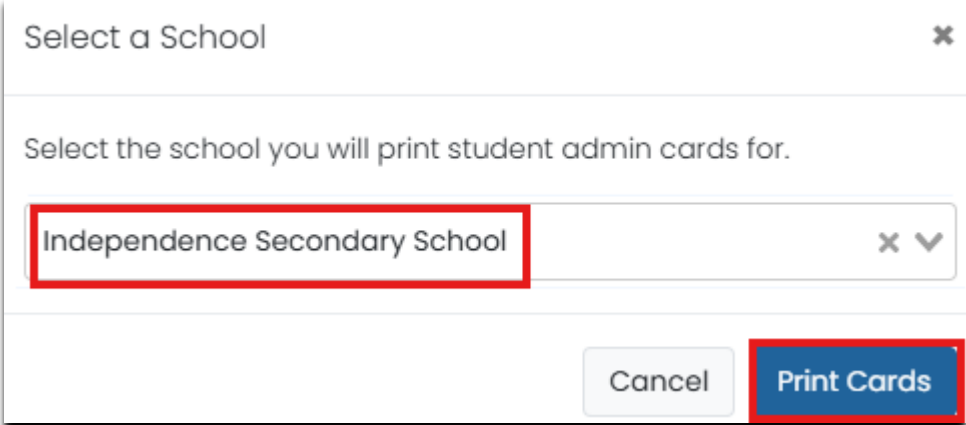




Checking Accommodations

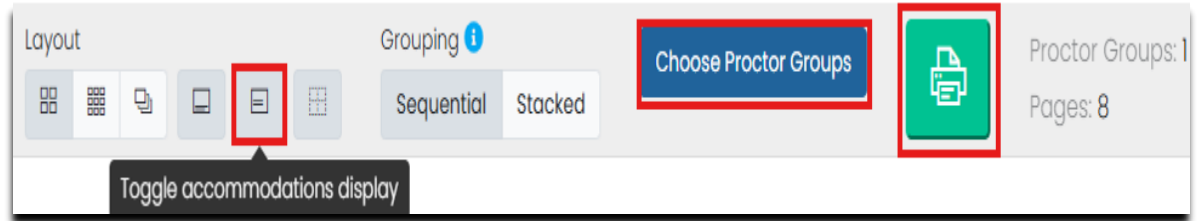
There are multiple ways the District Test Coordinator and School Test Coordinator may check accommodations in the Illinois Administration Platform. Following are four examples.

Steps for Checking Accommodations by Administration Card	Visual Steps
Step 1: District Test Coordinators and School Test Coordinators Go to: Students Kabob>Print Cards.	
Step 2: Choose a school from the dropdown and click 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 and/or print.

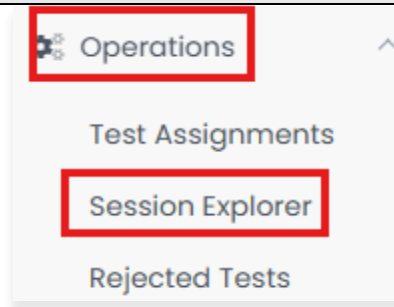
Print by Proctor Group will provide a printed copy of accommodations to share with Test Proctors the morning of testing.



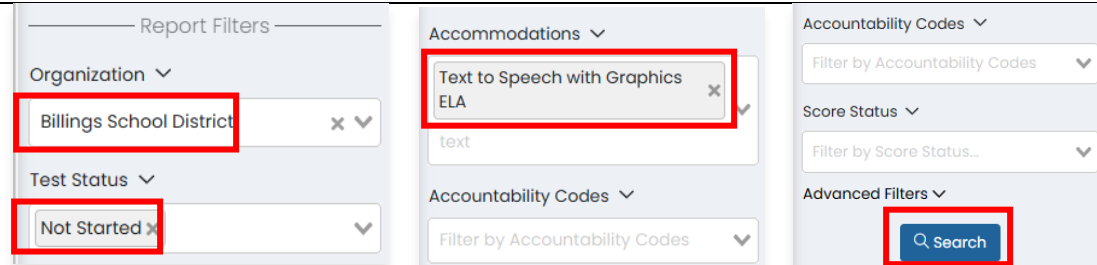
Steps for Checking Accommodations by Accommodation Type

Visual Steps

Step 1: District Test Coordinators and School Test Coordinators Go to: **Operations>Session Explorer**.



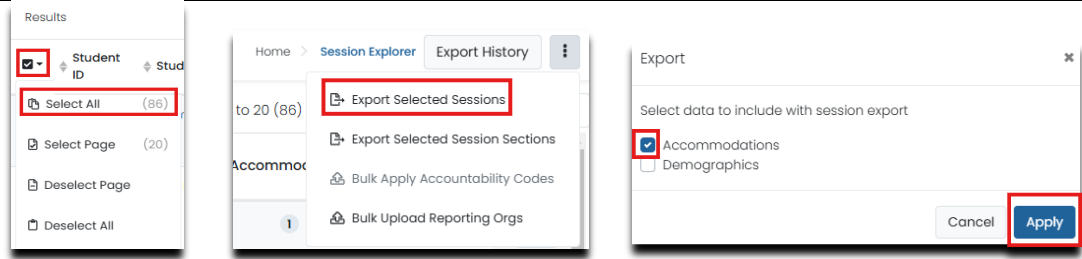
Step 2: Fill out Report Filters. Click on Search at the bottom of the Session Explorer Screen.



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.**

Check the Export History and download the file.



Steps for Checking Accommodations by Proctor Group

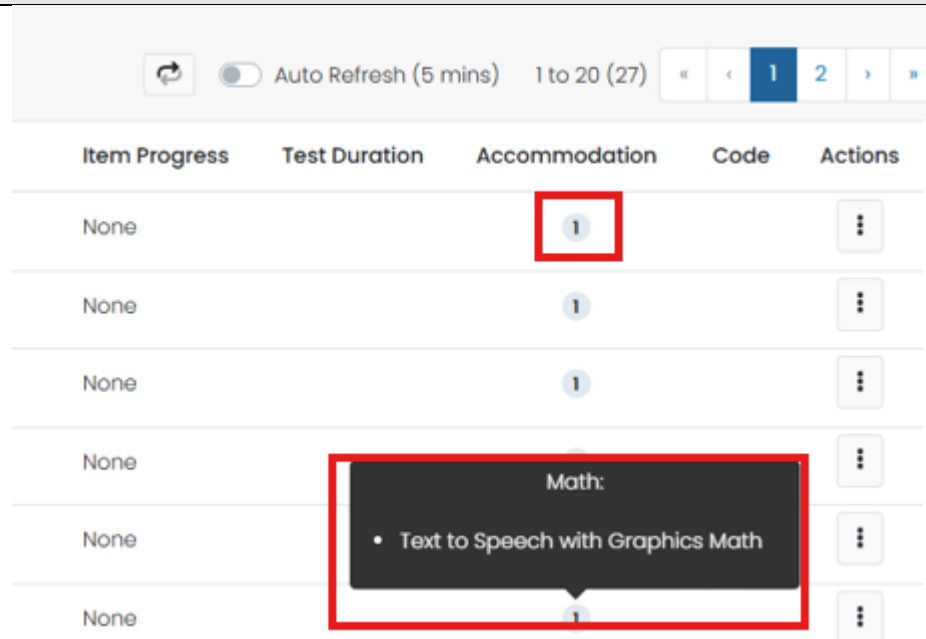
Visual Steps

Step 1: If a Test Proctor, Go to il.adamexam.com/#/proctor

And log into the proctor group with a Proctor Group testing ticket provided by the School Test Coordinator.

Step 1a: If a DTC or STC go to: **Administration Card>ProctorGroup>View>Actions>Proctor**

Step 2: Hover over the number associated with the student in the Accommodations column of the selected proctor group to confirm accommodations.



Steps for Checking Accommodations by .csv file.

District and School Test Coordinators:
Step 1: Go to Rostering>Users
Step 2. Fill out the Org and Role fields in the User Config Form
Step 3: Select Students
Step 4: Export Student Accommodation Upload
Step 5: Scroll to the bottom and select Click to Create Template
Step 6: Go to Template History and download the .csv file.

Visual Steps

