Test Management for District and School Test Coordinators

Spring 2025



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#### Agenda

District/School Test Coordinator Test Management Activities in the *Illinois Administration Platform:* <u>il.mypearsonsupport.com/resources/training-</u> <u>resources/District%20School%20Test%20Coordinator%20Test%20Managment%20Activities%20in%20the%20</u> <u>Illinois%20Administration%20Platform%20Final.pdf</u>

Upload Student Accommodations	Create Proctor Groups
Prepare Network and Computers	Check Student Accommodations
Provide Practice Tests	Organize and Print Proctor Group and Student Print Cards before testing
Review Testing Resources and Provide Training	Monitor Testing through the Proctor Dashboard

## Test Management Activities

#### IL Support Site Training il.mypearsonsupport.com/training

- Upload student accommodations into the *Illinois Administration Platform*
- Test technology infrastructure
  - Student Practice Items and Student Readiness Tool il.mypearsonsupport.com/practice-items
  - Training and Materials for Test Proctors and Test Support Staff il.mypearsonsupport.com/iarsummative-resources
- Create Proctor Groups
- Check student accommodations
- Print Proctor Group and student print cards
- Monitor testing

#### Test Management Activities

School Test Coordinators will:

- Create Sessions (Proctor Groups)
  - No students added to these Proctor Groups
- Form groups to generate test codes
  - Based on content and grade level
- Populate each Proctor Group
- Print student print cards
- Choose student seating arrangements per Proctor Group
- Assign Test Support Staff
- Monitor testing

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늘 Test Management	^	Grade 6 Math
Administrations		■ 11/19/24 - 01/31/25
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iii Reporting	~	GROUPS GROUPS
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		TestOrganizationEE Grade 6 MathIllinois Administration Platform

Grade 6 Math	<b>Q</b> View	🤗 💶 🔒 🗉
<b>#</b> 11/19/24 - 01/31/25	🛃 Export	ACTIVE
59 STUDENTS : PROCTOR GROUPS	🖶 Print Cards	
Sessions	🖶 Print Cards (PG Create Only)	
Test EE Grade 6 Math	Organization Illinois Administration Plat	form

← Grade 6 Math: Proctor Groups										
O Create Group 59 PROCTOR GROUPS TEST CODE CDGZS4 PASSWORD WKDM4Z		<b>59</b> students		<b>O</b> ASSIGNED	59 UNASSIGNED	Lew Unassign	ned			
Search by Proctor Group Name of	Student Informati	у					1 to 0 (0) (1) $\rightarrow$ 30 $\times$			
♦ Name ♦ Testing	g School	Students	Test Code	Proctor Pw	1	Test Progress	Actions			
	There are no records to show									

#### Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

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Murphy Grade 6 Math Room 102

#### **Testing School Setup**

This information is used to define the school where this proctor group is physically testing the students.

Select Your District

Columbus School District	
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Select Your School

Little Valley Elementary

Students (0)

None

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6 PROCTOR GROUPS TEST CODE CDGZS4 PASSWO	Create Group	59 STUDENTS	<b>O</b> ASSIGNED	<b>5</b> U	5 <b>9</b> NASSIGNED	Lew Unassign	ed
Search by Proctor Group Name or Stud	ent Informatie 🗌 Hide Empty						1 to 6 (6)
≜ Name		Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Eastwood Grade 6 Math Room 101		Little Valley Elementary	0	KBVZWV	44CKE7	No Students	* 0 *
Murphy Grade 6 Math Room 102		Little Valley Elementary	0	S7PNTR	WHTC7X	No Students	* 0 *
Garcia Grade 6 Math Room 103		Little Valley Elementary	0	UJKRF4	6B2SDY	No Students	* 0 *
Anderson Grade 6 Math Spanish Room	110	Little Valley Elementary	0	CGHPYT	NQARHN	No Students	* 0 *
Loomis Grade 6 Math Separate Setting	Library	Little Valley Elementary	0	WCRZNV	55XB5D	No Students	* 0 *
Miller Grade 6 Math Small Group Confer	rence Room	Little Valley Elementary	0	WSHKTE	UW4CRR	No Students	* 0 *

← Grade 6 Math: Proctor Groups									
6	Create Group	50							
PROCTOR GROUPS		STUDENTS	<b>O</b> ASSIGNED	59 UNASSIGNED	Le View Unassigned				

Grade 6 Math	•
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59 STUDENTS I PROCTOR GROUPS I	
Test EE Grade 6 Math	Organization Illinois Administration Platform

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STUDENTS	0 59 ACCOMMODATED REGULAR						View by Form Type: All (59	) 🗸
Search			T				1 to 25 (59) « (	1 2 3 > »
Display Name	e Orgs	Testing School	Test Progress	Test Status	Form Type	Auth Fields (Family Name, Identifier)	Test Code Accommodatio	n Code Actions
Arun Melendez	Little Valley Elementary	None	0	NOT STARTED	Regular	Melendez, 100000952		I
Mildred Haney	Little Valley Elementary	None	0	NOT STARTED	Regular	Haney, 100000871		I
Maja Watson	Little Valley Elementary	None	<b>B</b> • •	NOT STARTED	Regular	Watson, 100000818		I
Aliza Deleon	Little Valley Elementary	None	0	NOT STARTED	Regular	Deleon, 100000828		1
Luther Ray	Little Valley Elementary	None	0	NOT STARTED	Regular	Ray, 100000905		1
Abraham Herne	andez Little Valley Elementary	None	<b>O</b> -0-0	NOT STARTED	Regular	Hernandez, 100000945	Math: • Language - Spa	nish
Isobella Roy	Little Valley Elementary	None	<b>O</b> • •	NOT STARTED	Regular	Roy, 100000839	1	1

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← Grade 6 M	ath: <b>Students</b>								
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Display Name	Orgs	Testing School	Test Progress	Test Status	\$ Form Type	Auth Fields (Family Name, Identifier)	Test Code	Accommodation	Code Actions
Arun Melendez	Little Valley Elementary	None		NOT STARTED	Regular	Melendez, 100000952		1	•
Isobella Roy	Little Valley Elementary	None		NOT STARTED	Regular	Roy, 100000839		1	•
Belle Wells	Little Valley Elementary	None		NOT STARTED	Regular	Wells, 100000964		1	•
Md Mcgee	Little Valley Elementary	None		NOT STARTED	Regular	Mcgee, 100000948		1	:
Ali Parrish	Little Valley Elementary	None		NOT STARTED	Regular	Parrish, 100000888		1	•
Amir Bradley	Little Valley Elementary	None		NOT STARTED	Regular	Bradley, 100000919		1	•
Judith Hewitt	Little Valley Elementary	None		NOT STARTED	Regular	Hewitt, 100000923		1	•
Randy Harris	Little Valley Elementary	None		NOT STARTED	Regular	Harris, 100000822		1	:
Skyla Leon	Little Valley Elementary	None		NOT STARTED	Regular	Leon, 100000833		1	I
Sonny Mcdonald	Little Valley Elementary	None		NOT STARTED	Regular	Mcdonald, 100000929		1	:

#### IL Support Site Training il.mypearsonsupport.com/training

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A Home	Clear Search Name or ID 🗸	lear Search Results 1 to 20 (161)										<ul> <li>▲ Student Accommodation Upload</li> <li>▲ Send Welcome Email(s)</li> </ul>	
<ul> <li>System v</li> <li>Test Management ^</li> </ul>	Search		•	Last Name Hobbs	First Name Gabriel	Identifier 100000926	Role Student	Classes	Grades	Orgs Little Valley Elementary	Send Password Reset Email(s)		
Field Sets	Little Valley Elementary	××		Farrell	Claude	100000826	Student		06	Little Valley Elementary	<ul> <li>Enable Users</li> </ul>		
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iii Reporting 🗸 🗸				Melendez	Arun	100000952	Student		06	Little Valley Elementary	Never	⇒) ⑪ ピ	
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늘 Test Management	^	Grade 6 Math	<b>Q</b> View			
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					Sessions	Q View
					Test EE Grade 6 Math	<b>≵</b> Export ₿ Print Cards



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	Page 1			
Illinois Summative ELA, Math, and Science	Illinois Summative ELA, Math, and Science	Illinois Summative ELA, Math, and Science		
Assessment	Assessment	Assessment		
Esther Ayala	Ty Barr	Elias Berg		
EE Grade 6 Math	EE Grade 6 Math	EE Grade 6 Math		
Last Name <b>Ayala</b>	Last Name <b>Barr</b>	Last Name Berg		
State ID <b>100000849</b>	State ID <b>100000941</b>	State ID 100000817		
Grade 6 Math	Grade 6 Math	Grade 6 Math		
Grade 06	Grade 06	Grade 06		
Illinois Summative ELA, Math, and Science	Illinois Summative ELA, Math, and Science	Illinois Summative ELA, Math, and Science		
Assessment	Assessment	Assessment		
Estelle Bond	Amir Bradley	Kabir Bruce		
EE Grade 6 Math	EE Grade 6 Math	EE Grade 6 Math		
Last Name Bond	Last Name <b>Bradley</b>	Last Name Bruce		
State ID 100000933	State ID 100000919	State ID 100000960		
Grade 6 Math	Grade 6 Math	Grade 6 Math		
Grade 06	Grade 06	Grade 06		
Illinois Summative ELA, Math, and Science	Illinois Summative ELA, Math, and Science	Illinois Summative ELA, Math, and Science		
Assessment	Assessment	Assessment		
Kaylum Burch	Barbara Burgess	Preston Campos		
EE Grade 6 Math	EE Grade 6 Math	EE Grade 6 Math		
Last Name <b>Burch</b>	Last Name <b>Burgess</b>	Last Name <b>Campos</b>		
State ID <b>100000874</b>	State ID <b>100000868</b>	State ID <b>100000927</b>		
Grade 6 Math	Grade 6 Math	Grade 6 Math		
Grade 06	Grade 06	Grade 06		



## Monitor Testing

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6 Create Group PROCTOR GROUPS € TEST CODE CDGZS4 PASSWORD WKDM4Z	59 STUDENTS	<b>7</b> ASSIGNED	Ę	52 NASSIGNED	Le View Unassig	ned
Search by Proctor Group Name or Student Informatic Hide Empty						1 to 6 (6) « ( 1 ) »
Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Eastwood Grade 6 Math Room 101	Little Valley Elementary	0	KBVZWV	44CKE7	No Students	4 0 1
Murphy Grade 6 Math Room 102	Little Valley Elementary	0	S7PNTR	WHTC7X	No Students	11 O T
Garcia Grade 6 Math Room 103	Little Valley Elementary	0	UJKRF4	6B2SDY	No Students	Proctor
Anderson Grade 6 Math Spanish Room 110	Little Valley Elementary	3	CGHPYT	NQARHN		<u>*</u> 0
Loomis Grade 6 Math Separate Setting Library	Little Valley Elementary	1	WCRZNV	55XB5D		<u>*</u> 0
Miller Grade 6 Math Small Group Conference Room	Little Valley Elementary	3	WSHKTE	UW4CRR		<u>.</u> 0

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Testing Information				Config Information				Actions			
Test: Administration: Proctor Group: Testing School:	4	EE Gr Gr Anderson Grade 6 Math Spani Little Valley	ade 5 Math Test V ade 5 Math Procto sh Room 110 Klosk Elementary	Vindow: or Name: Only:		11/19/24 - 01/31/25 C holly woodruff Yes	Test Code: Proctor Password: Seal Code(s): III Print Cards	Seal Code 1: 1889 Seal Code 2: 1921	CGHPYT "* NQARHN 5 Seal Code 3: 5447		
All 3 Not Started 0 In Progress 2 Paused 0 Submitted 0 Needs Attention 1 Exited 0											
+ Tester	Identifier	Orgs	Started Time	© Test Progress	Test Status	Section Progress	Item Progress Test (	Duration Accommodation Co	de Actions		
Judith Hewitt	100000923	Little Valley Elementary	Jan 15th, 7:29:10 pm	• 🕲 •	IN PROGRESS	None	None	0	i		
Md Mcgee	100000948	Little Valley Elementary	Not Started	<b>O</b> • •	NEEDS ATTENTION	None	None	0	1		
Sonny Medonald	100000929	Little Valley Elementary	Jan 15th, 7:30:11 pm	• 🕑 •	IN PROGRESS	None	None		i		

## Monitor Testing

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6 PROCTOR GROUPS	59 STUDENTS	<b>7</b> ASSIGNED	Ę	5 <b>2</b> NASSIGNED	La View Unassig	ned
Search by Proctor Group Name or Student Informatic Hide Empty						1 to 6 (6) ( 1 ) »
\$ Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Eastwood Grade 6 Math Room 101	Little Valley Elementary	0	KBVZWV	44CKE7	No Students	* 0 1
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Garcia Grade 6 Math Room 103	Little Valley Elementary	0	UJKRF4	6B2SDY	No Students	* 0 *
Anderson Grade 6 Math Spanish Room 110	Little Valley Elementary	3	CGHPYT	NQARHN		* 0
Loomis Grade 6 Math Separate Setting Library	Little Valley Elementary	1	WCRZNV	55XB5D		* 0
Miller Grade 6 Math Small Group Conference Room	Little Valley Elementary	3	WSHKTE	UW4CRR		* 0



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#### Contact Information

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