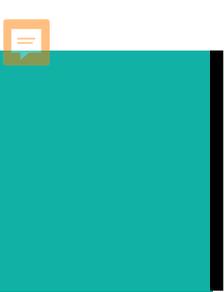




Test Management for Test Proctors and Test Support Staff

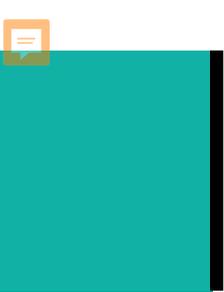
Spring 2025





Notes

- Use this training in conjunction with the test proctor script and IAR/ISA Computer-Based & Paper-Based Test Administration and Proctoring Manual.
- Test Proctors and Test Support Staff are required to:
 - Attend training provided by the School Test Coordinator.
 - Read the test proctor script and the test administration and proctoring manual at least one week before testing.
- Find before, during, and after testing activities in the test administration and proctoring manual.
- Find the test proctor script and the test administration and proctoring manual on the Illinois Support Site at il.mypearsonsupport.com.



Proctor Logging into a Test

1. Use the Proctor Test Ticket provided by the School Test Coordinator.
 - Go to il.adamexam.com/#/proctor.
2. Enter the test code and Proctor Password from the ticket and select **Submit** button.
3. Read and agree to the Proctor Acknowledgement.
 - Agree you have read the security agreement and understand your role as a testing proctor.
 - You will be prompted to fill out the security agreement only upon first time entry into the *Illinois Summative Administration Platform*.
4. Select the **Save** button.
 - View your dashboard.



Proctor Logging into a Test

Login to Proctor a Test

Enter Test Code

Enter Proctor Password

Illinois Summative ELA, Math, and Science Assessment
Robinson Grade 6 Math Room III

Grade 6 Math

Matt Robinson

Test Code	Proctor Password
V56XTH	EUQF7P

Seal Code 1: **1889**
Seal Code 2: **1925**
Seal Code 3: **5447**

EE Grade 6 Math
Use these credentials to login to this proctor group



Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor Last Name

Proctor Acknowledgement

If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.

- I will follow all security policies and test administration protocols described in the Test Administration and Proctoring Manual.

I have read this Security Agreement and understand my role in this test administration.

 I AGREE

Save

Proctor Logging into a Test

Proctor Logging into a Test

Testing Information	Config Information	Actions
Test: EE Grade 6 Math	Test Window: 11/19/24 - 01/31/25	Test Code: V56XTH
Administration: Grade 6 Math	Proctor Name: Matt Robinson	Proctor Password: EUQF7P
Proctor Group: Robinson Grade 6 Math Room III	Kiosk Only: Yes	Seal Code(s): Seal Code 1: 1889 Seal Code 2: 1925 Seal Code 3: 5447
Testing School: PDT School		Print Cards

Progress bar: [Blue bar] [Grey bar]

All 7 | Not Started 0 | In Progress 4 | Paused 0 | Submitted 0 | Needs Attention 3 | Exited 0

[Create Temporary Student](#)

Group Actions: [Checkmark](#) [Refresh](#) [Exit](#) [Power](#)

Search...

Auto Refresh (5 mins) 1 to 7 (7) « 1 »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
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Students Logging into a Test

Testing Information	Config Information	Actions
Test: EE Grade 6 Math Administration: Grade 6 Math Proctor Group: Robinson Grade 6 Math Room III Testing School: PDT School	Test Window: 11/19/24 - 01/31/25 Proctor Name: Matt Robinson Kiosk Only: Yes	Test Code: V56XTH Proctor Password: EUQF7P Seal Code(s): Seal Code 1: 1889 Seal Code 2: 1925 Seal Code 3: 5447 Print Cards

Group Actions:

All 2 |
 Not Started 2 |
 In Progress 0 |
 Paused 0 |
 Submitted 0 |
 Needs Attention 0 |
 Exited 0

[Create Temporary Student](#)

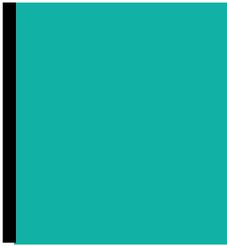
Search...

Auto Refresh (5 mins)
 1 to 2 (2)
 « ‹ 1 › »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Bronte Leblanc	100000980	Summerville Middle School	Not Started		NOT STARTED	None	None				
Chanelle Kelley	100001495	Summerville Middle School	Not Started		NOT STARTED	None	None				



Students Logging into a Test

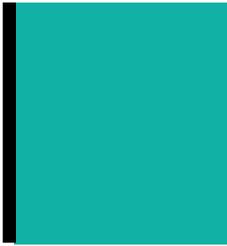


Test Code:

V56XTH



Students Logging into a Test



Illinois Summative ELA, Math, and Science Assessment

Daisy Duran

EE Grade 6 Math

Last Name Duran

State ID 100001732

Grade 6 Math
Grade 06

 A

Illinois

To begin a test you will need to enter a test code.

Test Code

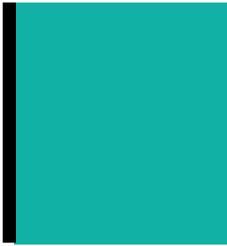
V56XTH

 TEST AUDIO  TEST MICROPHONE

NEXT



Students Logging into a Test





EE Grade 6 Math

Enter your information before continuing.

Last Name
Enter your last name

State ID
Enter your identifier

BACK NEXT



EE Grade 6 Math

Enter your information before continuing.

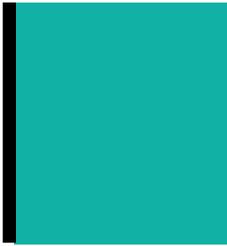
Last Name
Duran

State ID
100001732

BACK NEXT



Students Logging into a Test





Confirm

Click **Next** when you are ready.

Test

EE Grade 6 Math

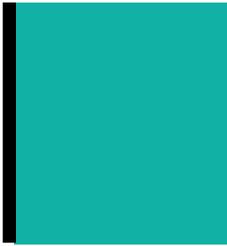
Your Name

Chanelle Kelley

QUIT **NEXT**



Students Logging into a Test



Waiting Approval...

Please wait for proctor to let you in.



Students Logging into a Test

Group Actions:    

All 7 | Not Started 0 | In Progress 3 | Paused 0 | Submitted 0 | Needs Attention 3 | Exited 1

Create Temporary Student

Search...

Auto Refresh (5 mins) 1 to 3 (3) « 1 »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Aaryan Day	100001716	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None				
Jasmin Sweeney	100001259	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		
Marco Butler	100001614	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		

Math:
• Text to Speech with Graphics Math

Students Logging into a Test

Group Actions:    

All 7 | **Not Started** 0 | **In Progress** 3 | **Paused** 0 | **Submitted** 0 | **Needs Attention** 3 | **Exited** 1

[Create Temporary Student](#)

Search...

 Auto Refresh (5 mins) 1 to 3 (3) « ‹ 1 › »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Aaryan Day	100001716	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None				
Jasmin Sweeney	100001259	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		<ul style="list-style-type: none">Actions Approve Session Move to Section
Marco Butler	100001614	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		

Students Logging into a Test

Approve All Sessions

All 7 | Not Started 0 | In Progress 3 | Paused 0 | Submitted 0 | Needs Attention 3 | Exited 1

Create Temporary Student

Search...

Auto Refresh (5 mins) 1 to 3 (3)

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Aaryan Day	100001716	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None				
Jasmin Sweeney	100001259	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		
Marco Butler	100001614	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		



Proctor Starting and Monitoring a Test

Welcome, TestNav User!

Grade 06 Mathematics

There are 4 sections.

There are 13 questions in section 1.

There is 1 question in section 2.

There are 6 questions in section 3.

There are 9 questions in section 4.

Start >

2867

Start >

Proctor Starting and Monitoring a Test

Group Actions:

All 7 | Not Started 0 | In Progress 4 | Paused 0 | Submitted 0 | Needs Attention 3 | Exited 0

[Create Temporary Student](#)

Search...

Auto Refresh (5 mins) 1 to 7 (7) « < 1 > »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Aryan Day	100001716	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None				
Chanelle Kelley	100001495	Summerville Middle School	Jan 5th, 5:29:00 pm		RESEAT	Section 1 (Non-Calculator)	0% Answered				
Daisy Duran	100001732	Sunshine Middle School	Jan 8th, 7:14:18 pm		IN PROGRESS	None	None		6		
Jasmin Sweeney	100001259	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		
Kyron Morton	100000471	Sunshine Middle School	Jan 8th, 7:14:18 pm		IN PROGRESS	None	None		1		
Leyla Underwood	100001768	Sunshine Middle School	Jan 8th, 7:14:18 pm		IN PROGRESS	None	None		1		
Marco Butler	100001614	Sunshine Middle School	Not Started		NEEDS ATTENTION	None	None		1		



Proctor Starting and Monitoring a Test

Progress:
Not Started



NOT STARTED



NEEDS ATTENTION

Progress:
Started



IN PROGRESS



RESEATED



EXITED

Progress:
Submitted



SUBMITTED

Group Actions:





Contact Information

Email Pearson:
SCHIllinoisTeam@pearson.com

Illinois Customer Support:
1-833-213-3879

Illinois Support Page:
il.mypearsonsupport.com



Pearson