

# User Role Matrix



# ILLINOIS STATE BOARD OF EDUCATION

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**1-833-213-3879**

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# Document Revisions

Revision Date	Version	Description
01/23/2025	1.0	Initial Version

The purpose of this document is to provide information about Roles and Permissions for user accounts within Illinois Administration Platform. This document defines each user role and contains a matrix that details permissions granted to each user role. This document can be used to determine which roles each user should have to support test administration.

## Roles

**Roles** are created with abilities that generally align to the organization level and title of the user (District Test Coordinator, School Test Coordinator, etc.). A user account generally only needs one role assigned but can be assigned multiple base roles if needed. For example, a teacher may be assigned the Test Proctor Role, and Report Access Role.

**NOTE:** Test Proctor accounts will not be created. They do not need permission to access the test management system. The School Test Coordinator will provide login information on a Test Proctor card, which includes a test code and password. This can be used at <https://il.adamexam.com/> to access the assigned testing session. Proctors can view the dashboard, print student cards, and move sections.

### List of Roles Assigned in the Illinois Administration Platform

- **District Test Coordinator Role** – Assigned to District Test Coordinator user accounts.
- **School Test Coordinator Role** – Assigned to School Test Coordinator user accounts.
- **Technology Coordinator Role** – Assigned to users who support technology for computer-based tests.
- **Report Access Role** – Assigned to users who will be able to access published report.

If importing a user file with a user that has more than one role, separate each role in the Role column using a colon:

Ability		District Test Coordinator Role	School Test Coordinator Role	Technology Coordinator Role	Report Access Role
<b>Organizations - NOTE: All organization and School Data must be updated through Student Information System (SIS)</b>					
1	Organizations - View	✓	✓	✓	
<b>Users</b>					
2	Admin User File Import / Export	✓	✓		
3	Users - Send Welcome email/Password Reset Email	✓	✓		
4	Manually create users via the User Interface (UI)	✓	✓		
5	Users - View user information	✓	✓		
<b>Students - NOTE: All individual student demographic information must be updated through the Student Information System (SIS)</b>					
6	Students - View (All information)	✓	✓	✓	
7	Student Accommodation Upload	✓	✓		
8	Students - Manually edit accommodations via the User Interface (UI)	✓	✓		

Ability		District Test Coordinator Role	School Test Coordinator Role	Technology Coordinator Role	Report Access Role
<b>Orders</b>					
11	Orders - View	✓	✓		
12	Orders - Manage (create/edit)	✓	✓		
13	Orders - Verify Address	✓	✓		
14	View order shipment tracking	✓	✓		
15	Access Order Reports	✓	✓		
<b>Proctor Groups</b>					
16	Upload Proctor Group Import	✓	✓		
17	Manually create Proctor Groups via the User Interface (UI)	✓	✓		
18	Manually add Students to Proctor Groups via the User Interface (UI)	✓	✓		
19	Access administrations and view proctor groups	✓	✓		
20	View Proctor Dashboard	✓	✓		
21	Print student cards and Proctor Group Cards	✓	✓		
22	Apply accountability codes	✓			
23	Move to Section	✓	✓		
24	Submit Section	✓	✓		
<b>Reporting</b>					
25	View Progress Report	✓	✓		
26	View Activity Report	✓	✓		
27	Report Assets (PDF and CSV)	✓	✓		✓

