

This guide outlines the process for administering a Make-up Test for students who were unable to complete specific sections of the test.

Steps to generate a report for students requiring a Make-up Tests:

Steps/Directions	Screenshot
<p>Navigate to Operations > Session Explorer</p> <p>On the Session Explorer Filter, Find Test Information:</p> <p>In Test Program select IL Spring 2025 ELA, Math, and Science</p> <p>Find Report Filters:</p> <p>Select the Organization.</p> <p>In Test Status select the following: In Progress, Not Started, Reseated, Exited</p> <p>Click Search.</p>	

Session Explorer will yield the results for students who need a make-up test.

Locate the three dots in the top right corner of the screen, there is an option to **Export Selected Session.**

A popup will show to *Select data to include with the export.*

Click **Apply**.

The screenshot shows the Session Explorer interface with the following details:

- Header: ILLINOIS STATE BOARD OF EDUCATION
- Navigation: Home, Session Explorer, Export History
- Session Search: Session ID, Test Information, Test Program (IL Spring 2025 ELA, Math, and Science), Test Name, Test Code, Remote Session (Show Remote Session Only), Report Filters, Organization (Crystal River Secondary School), Test Status (In Progress, Reseated)
- Results Table:

Student ID	Student Name	Test Name	Test Progress	Test Status	Orgs	Reporting Orgs	Testing School	Accomm
100001435	Eddie Ibarra	Grade 3 ELA	0	NOT STARTED	Crystal River Secondary School	Crystal River Secondary School	Crystal River Secondary School	1
100001414	Allisa King	Grade 3 ELA	0	NOT STARTED	Crystal River Secondary School	Crystal River Secondary School	Crystal River Secondary School	
100000523	Hussein Mccarty	Grade 3 ELA	0	NOT STARTED	Elk Creek Elementary	Elk Creek Elementary	Crystal River Secondary School	5
100001425	Cain Nolan	Grade 3 ELA	0	NOT STARTED	Crystal River Secondary School	Crystal River Secondary School	Crystal River Secondary School	1
- Export Dialog: Select data to include with session export. Options: Accommodations, Demographics. Buttons: Cancel, Apply.

To download the export, click on **Export History**.

Then click on the download icon to download the **Export Selected Session file**.

The screenshot shows the Session Explorer interface with the following details:

- Header: ILLINOIS STATE BOARD OF EDUCATION
- Navigation: Home, Session Explorer, Export History
- Session Search: Same as the previous screenshot.
- Results Table: Same as the previous screenshot.
- Export History Section:
 - Section Title: Session Export History
 - File Name: Search
 - Refresh button
 - Page Info: 1 to 3 (3)
 - Table:

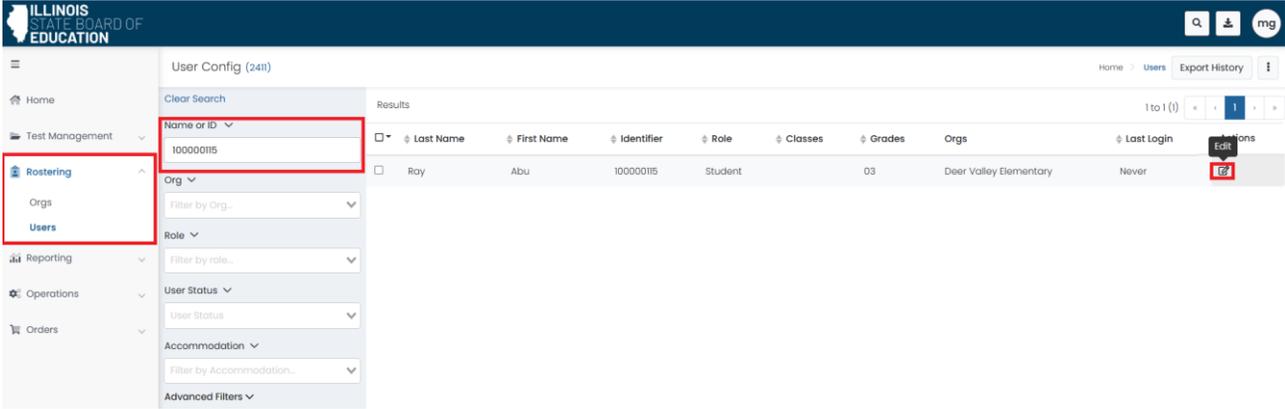
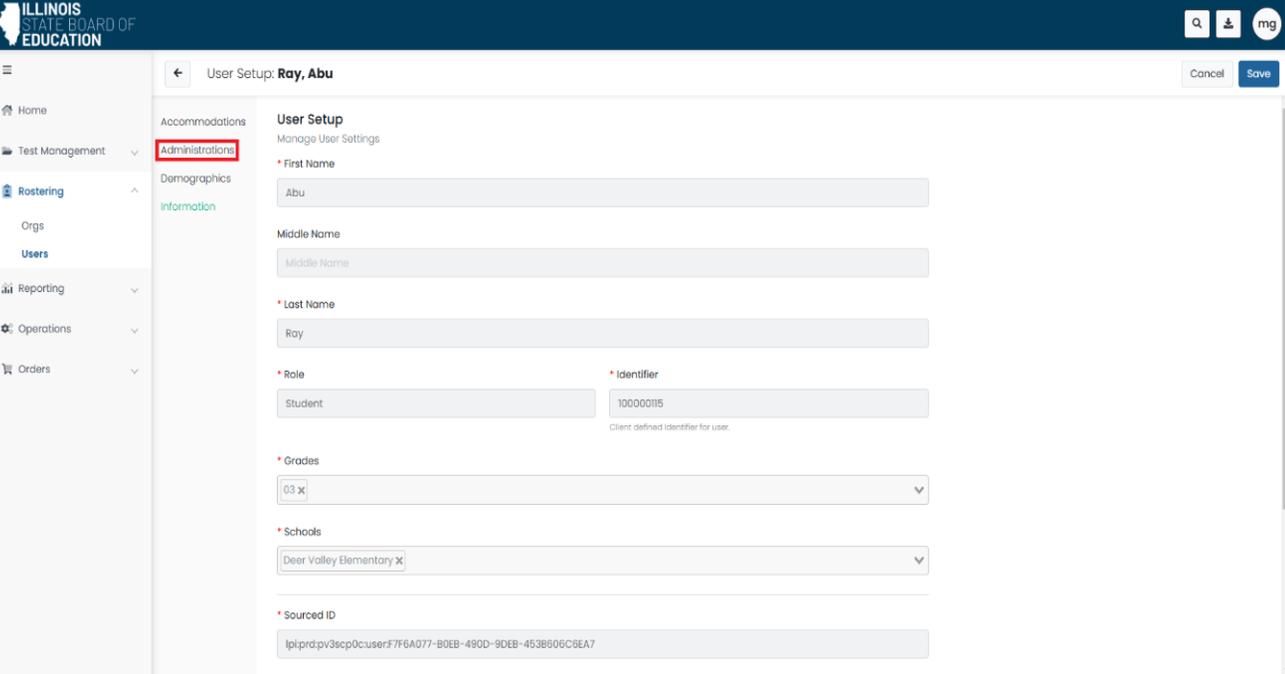
Name	Job Type	No of Sessions	Status	Percentage	Created by	Created
sessions_b3cebed-6c5d-4ec3-bfba-c5448fbfec0c.csv	SESSION_EXPLORER_EXPORT	12	Success	100	garcia, manuel	2025-02-25 08:02:19 pm
 - Download icon highlighted in the first row of the table.

The **Export Selected Session file** includes the necessary information to organize make-up tests for these students.

It provides details about student information, Proctor Group, Test Code, Status, Accountability code, Start time, and Test time in seconds.

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	JoinName	SchoolID	FirstName	LastName	MiddleName	Identifier	Grades	ClassName	ProctorGroupName	ProctorName	ProgramCode	TestCode	Status	AccountabilityCode	StartTime	SubmitTime	TestTime(seconds)													
2	Istal River Secondary School	CrystalRiverSecondarySchool	Mahr	Glover		100001419 '03		Eagle Eyes Grade 3 ELA Unassigned				P7KHNN	NOT_STARTED				0													
3	Ir Valley Elementary	DeerValleyElementary	Abu	Ray		100000115 '03		Eagle Eyes Grade 3 Math	m g			UPQ63A	EXITED		1 02/24/2025 03:38 AM UTC		0													
4	Istal River Secondary School	CrystalRiverSecondarySchool	Maison	Dotson		100000447 '03		Eagle Eyes Grade 3 ELA Unassigned				P7KHNN	NOT_STARTED				0													
5	Creek Elementary	ElkCreekElementary	Hussein	Mccarty		100000523 '03		Eagle Eyes Grade 3 ELA	manny g			3YFSQV	NOT_STARTED				0													
6	Istal River Secondary School	CrystalRiverSecondarySchool	Cain	Nolan		100001425 '03		Eagle Eyes Grade 3 ELA	manny g			3YFSQV	NOT_STARTED				0													
7	Istal River Secondary School	CrystalRiverSecondarySchool	Kyla	Mendez		100001423 '03		Eagle Eyes Grade 3 ELA Unassigned				P7KHNN	NOT_STARTED				0													
8	Istal River Secondary School	CrystalRiverSecondarySchool	Alesia	King		100001414 '03		Eagle Eyes Grade 3 ELA	manny g			3YFSQV	NOT_STARTED				0													
9	Itoridge Elementary	WestbridgeElementary	Aayan	Simon		100000426 '03		Eagle Eyes Grade 3 Math	m g			UPQ63A	NOT_STARTED				0													
10	Istal River Secondary School	CrystalRiverSecondarySchool	Abby	Morton		100001107 '03		Eagle Eyes Grade 3 ELA Unassigned				P7KHNN	NOT_STARTED				0													
11	Istal River Secondary School	CrystalRiverSecondarySchool	Man	Garcia		temp-1111		Eagle Eyes Grade 3 ELA	manny g			3YFSQV	NOT_STARTED				0													
12	Istal River Secondary School	CrystalRiverSecondarySchool	Eddie	Ibarra		100001435 09 03		Eagle Eyes Grade 3 ELA	manny g			3YFSQV	NOT_STARTED				0													
13	Istal River Secondary School	CrystalRiverSecondarySchool	Kamran	Barker		100001428 '03		Eagle Eyes Grade 3 ELA	manny g			3YFSQV	EXITED	VR	02/24/2025 02:32 PM UTC		0													

If a DTC, STC, or Technology Coordinator is conducting a make-up test for one single student, please follow these steps:

Step/Directions	Screenshot																		
<p>Navigate to Rostering > Users</p> <p>Enter the name or the ID of the student.</p> <p>Then click on the Edit Icon on the Action column.</p>	 <p>The screenshot shows the 'User Config (241)' page. The search field 'Name or ID' contains '100000115'. The left sidebar has 'Rostering' and 'Users' highlighted. The table below shows a user named 'Ray, Abu' with an 'Edit' icon in the 'Actions' column.</p> <table border="1"><thead><tr><th>Last Name</th><th>First Name</th><th>Identifier</th><th>Role</th><th>Classes</th><th>Grades</th><th>Orgs</th><th>Last Login</th><th>Actions</th></tr></thead><tbody><tr><td>Ray</td><td>Abu</td><td>100000115</td><td>Student</td><td>03</td><td>Deer Valley Elementary</td><td>Never</td><td></td><td>Edit</td></tr></tbody></table>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions	Ray	Abu	100000115	Student	03	Deer Valley Elementary	Never		Edit
Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions											
Ray	Abu	100000115	Student	03	Deer Valley Elementary	Never		Edit											
<p>On the Student Information page, go to Administrations.</p>	 <p>The screenshot shows the 'User Setup: Ray, Abu' page. The 'Administrations' menu item in the left sidebar is highlighted. The 'Role' is set to 'Student' and the 'Identifier' is '100000115'.</p> <table border="1"><thead><tr><th>Field</th><th>Value</th></tr></thead><tbody><tr><td>First Name</td><td>Abu</td></tr><tr><td>Middle Name</td><td>Middle Name</td></tr><tr><td>Last Name</td><td>Ray</td></tr><tr><td>Role</td><td>Student</td></tr><tr><td>Identifier</td><td>100000115</td></tr><tr><td>Grades</td><td>03 X</td></tr><tr><td>Schools</td><td>Deer Valley Elementary X</td></tr><tr><td>Sourced ID</td><td>Iplprtdpv3scp0c:user:F7F6A077-B0EB-490D-9DEB-453B606C5EA7</td></tr></tbody></table>	Field	Value	First Name	Abu	Middle Name	Middle Name	Last Name	Ray	Role	Student	Identifier	100000115	Grades	03 X	Schools	Deer Valley Elementary X	Sourced ID	Iplprtdpv3scp0c:user:F7F6A077-B0EB-490D-9DEB-453B606C5EA7
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Sourced ID	Iplprtdpv3scp0c:user:F7F6A077-B0EB-490D-9DEB-453B606C5EA7																		

Locate the test that the student needs to make-up.

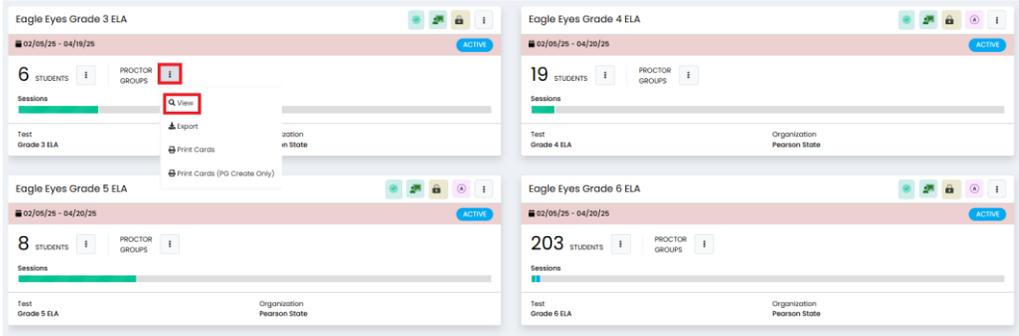
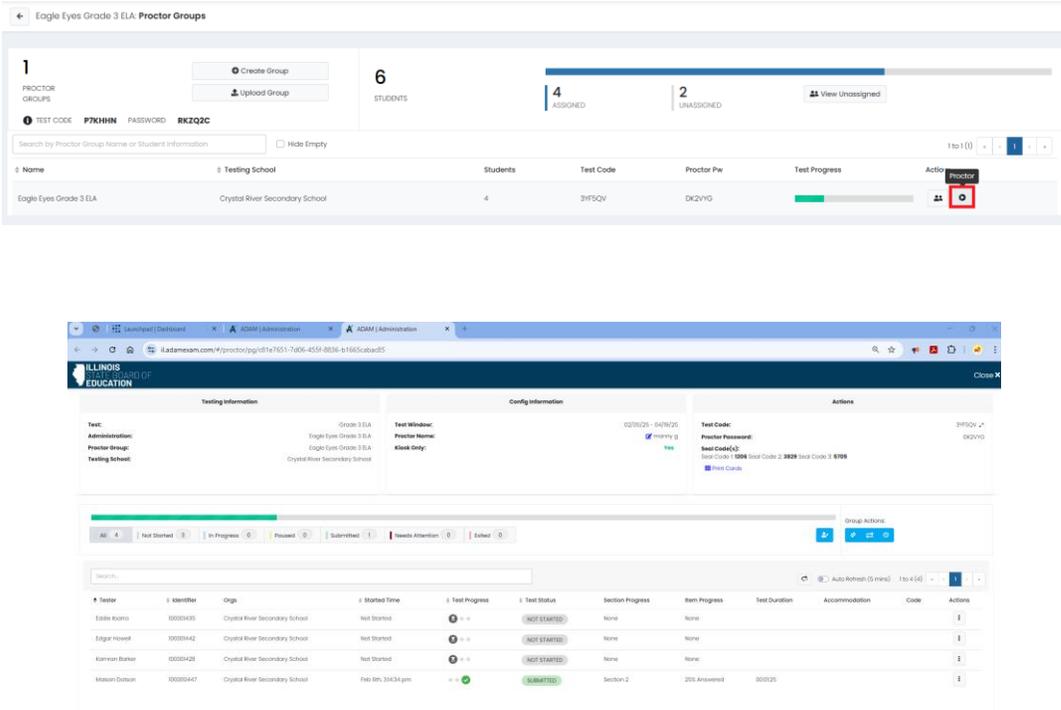
Next, click on the three dots and select **Proctor Dashboard**.

This will open the Proctor Dashboard in a new browser window, allowing you to administer the student's make-up test.

The screenshot shows the 'User Setup: Ray, Abu' page in the Illinois State Board of Education system. The main content area is titled 'Administrations' and contains a table with the following columns: Administration, Test Name, Form Type, Test Progress, Test Status, Test Duration, Orgs, Reporting Orgs, Accommodation, Accountability Codes, and Actions. The table lists several test administrations, with the last one, 'Eagle Eyes Grade 3 Math', highlighted in red. The 'Test Status' for this entry is 'EXITED'. A dropdown menu is open for the 'Actions' column of this row, showing options like 'Apply Accountability Code' and 'Proctor Dashboard', with 'Proctor Dashboard' selected and highlighted in red.

Administration	Test Name	Form Type	Test Progress	Test Status	Test Duration	Orgs	Reporting Orgs	Accommodation	Accountability Codes	Actions
Pearson TTS Test Grade 4 ELA (Student)	Pearson TTS Test Grade 4 ELA (Student)	Regular	3/4	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 4 ELA (Clone)	Pearson TTS Test Grade 4 ELA (Clone)	Regular	3/4	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 4 ELA (Clone)	Pearson TTS Test Grade 4 ELA (Clone)	Regular	3/4	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 4 ELA	Pearson TTS Test Grade 4 ELA	Regular	3/4	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 3 Mathematics	Pearson TTS Test Grade 3 Mathematics	Regular	3/4	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson - TTS Test ELA	Pearson - TTS Test ELA	Regular	3/4	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Eagle Eyes Grade 3 Math	Grade 3 Mathematics	Language : Spanish	3/4	EXITED		Deer Valley Elementary	Deer Valley Elementary			⋮

If a DTC, STC, or Technology Coordinator is conducting a make-up test for more than one student, with different grades, and/or different proctor groups:

Step/Directions	Screenshot																																																												
<p>Step 1. Navigate to Test Management > Administrations.</p> <p>Locate the administration card and then select the View under Proctor Groups.</p>																																																													
<p>Step 2: The user will select the Proctor Play button for the Proctor Group of the student requiring a makeup. (Note: A new browser window will open the Proctor Dashboard.)</p>	 <table border="1"> <caption>Proctor Dashboard - Student Test Progress</caption> <thead> <tr> <th>Tester</th> <th>Identifier</th> <th>Org</th> <th>Started Time</th> <th>Test Progress</th> <th>Test Status</th> <th>Section Progress</th> <th>Item Progress</th> <th>Test Duration</th> <th>Accommodation</th> <th>Code</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Eddie Brown</td> <td>10000435</td> <td>Crystal River Secondary School</td> <td>Not Started</td> <td>0%</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Edgar Powell</td> <td>10000442</td> <td>Crystal River Secondary School</td> <td>Not Started</td> <td>0%</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Karmon Barber</td> <td>10000428</td> <td>Crystal River Secondary School</td> <td>Not Started</td> <td>0%</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Mason Dotson</td> <td>10000447</td> <td>Crystal River Secondary School</td> <td>Feb 09, 10:43:34 pm</td> <td>100%</td> <td>SUBMITTED</td> <td>Section 2</td> <td>2/16 Answered</td> <td>00:01:25</td> <td></td> <td></td> <td>1</td> </tr> </tbody> </table>	Tester	Identifier	Org	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions	Eddie Brown	10000435	Crystal River Secondary School	Not Started	0%	NOT STARTED	None	None				1	Edgar Powell	10000442	Crystal River Secondary School	Not Started	0%	NOT STARTED	None	None				1	Karmon Barber	10000428	Crystal River Secondary School	Not Started	0%	NOT STARTED	None	None				1	Mason Dotson	10000447	Crystal River Secondary School	Feb 09, 10:43:34 pm	100%	SUBMITTED	Section 2	2/16 Answered	00:01:25			1
Tester	Identifier	Org	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions																																																		
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Mason Dotson	10000447	Crystal River Secondary School	Feb 09, 10:43:34 pm	100%	SUBMITTED	Section 2	2/16 Answered	00:01:25			1																																																		

Step 3: Then repeat this process to open other Proctor Groups for any makeup student who needs proctoring.

The STC will have different browsers open of those students to administer their testing.

Eagle Eyes Grade 4 ELA: Proctor Groups

2 PROCTOR GROUPS

19 STUDENTS

9 ASSIGNED | 10 UNASSIGNED

TEST CODE MSZJNE PASSWORD SEK7QZ

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Eagle Eyes Grade 4 ELA	Crystal River Secondary School	8	B4Z6V	BTQ65C	<div style="width: 100%; height: 10px; background-color: green;"></div>	
JG Test	Independence Secondary School	1	ZCFMC7	NDT4H	<div style="width: 0%; height: 10px; background-color: gray;"></div>	

ILLINOIS STATE BOARD OF EDUCATION

Testing Information

Test: Grade 4 ELA
Administration: Eagle Eyes Grade 4 ELA
Proctor Group: JG Test
Testing School: Independence Secondary School

Config Information

Test Window: 02/05/20 - 04/20/25
Proctor Name: [m]g
Kiosk Only: Yes

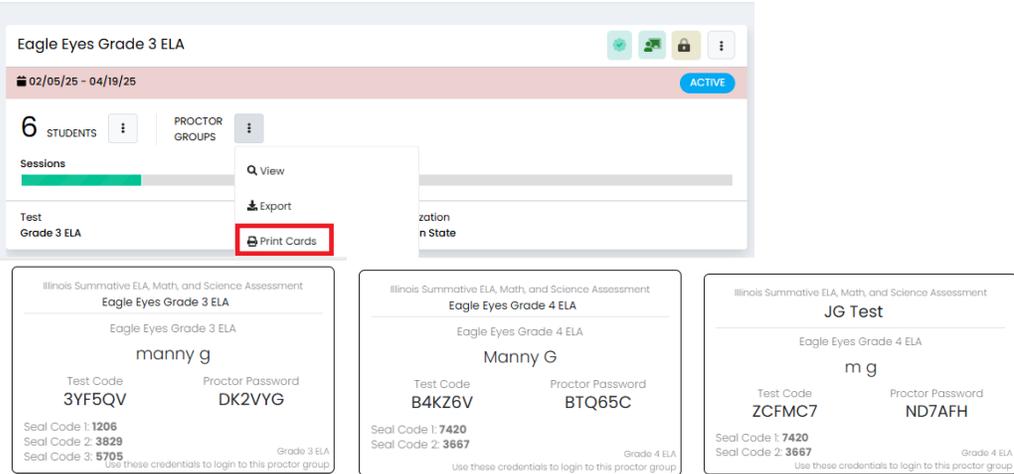
Test Code: ZCFMC7
Proctor Password: NDT4H
Seed Code(s):
Seed Code: 13430 Seed Code 2: 3667

Group Actions: [Add] [Refresh] [Print]

Group Status: All 1 | Not Started 1 | In Progress 0 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 0

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Floyd Knowles	100000336	Westbridge Elementary	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	NOT STARTED	None	None				

If a teacher needs to administer a makeup test for those students.

Step/Directions	Screenshot
<p>Step 1: STC or DTC will gather all Proctor Print Cards of where the students need a makeup test. If not already printed, please reprint by navigating to Test Management > Administrations.</p> <p>Locate the administration and then select the Print Cards under Proctor Groups.</p>	
<p>Step 2: The teacher (Test Proctor) must log in to the Proctor Dashboard on three different browsers by visiting https://il.adamexam.com/#/proctor</p> <p>This allows the teacher (Makeup Test Proctor) to administer the students effectively.</p> <p>Note: The Makeup Test Proctor must sign the Proctor Acknowledgment agreement outside of ADAM.</p>	