

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 Test:

Steps/Directions	Screenshot
<p>Navigate to Operations > Session Explorer</p> <p>On the Session Explorer Filter</p> <p>Find Test Information:</p> <p>In Test Program select IL Spring 2026 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 provide all the students that are need a Make- up test.

If locate the three dots, 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. On the left, there are navigation menus for Home, Test Management, Rostering, Reporting, Operations, and Orders. The main area displays a table of results with columns for Student ID, Student Name, Test Name, Test Progress, Test Status, Orgs, Reporting Orgs, Testing School, and Accommodations. The table lists four students: Eddie Ibarra, Aleso King, Hussein McCarty, and Cain Nolan, all with 'NOT STARTED' status. An 'Export Selected Sessions' button is highlighted in the top right. An 'Export' dialog box is open in the foreground, asking 'Select data to include with session export' with checkboxes for 'Accommodations', 'Demographics', and 'Review Information'. The 'Apply' button in the dialog is highlighted with a red box.

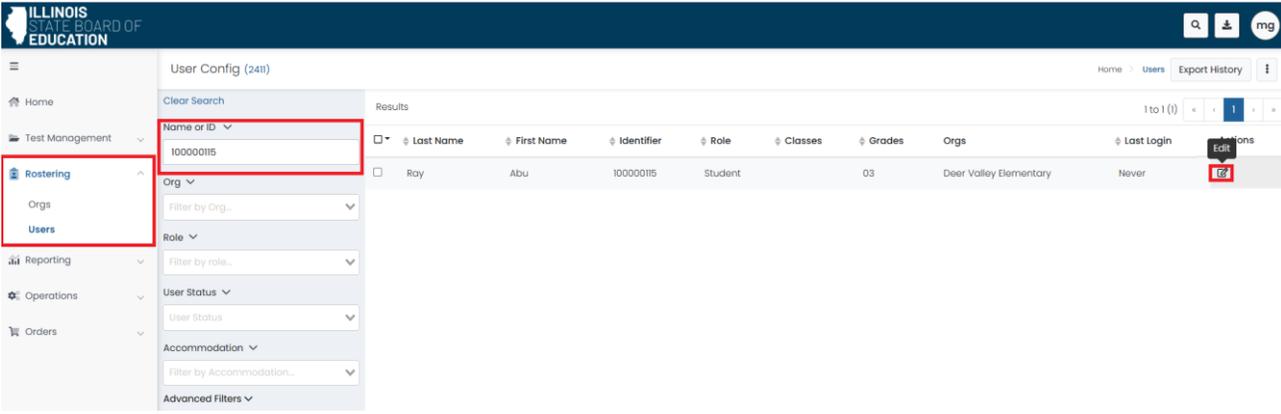
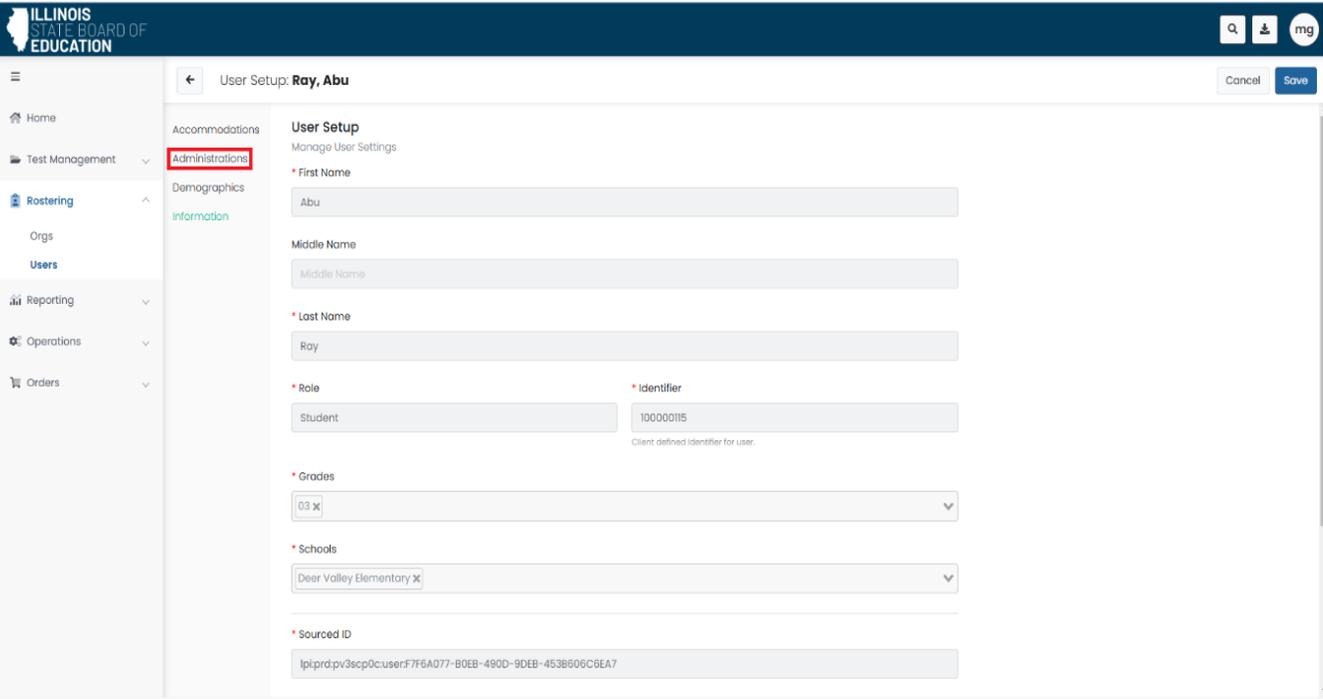
To download the export, click on **Export History.**

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

The screenshot shows the 'Session Export History' interface. At the top, there is a search bar for 'File Name' and a 'Refresh' button. Below this is a table with columns for Name, Job Type, No of Sessions, Status, Percentage, Created by, and Created. The table contains one record: 'sessions_b3cebced-6c5d-4ec3-bfba-c5448bfbec0c.csv' with a 'Success' status and a percentage of 100. A download icon is highlighted with a red box in the 'Name' column.

Name	Job Type	No of Sessions	Status	Percentage	Created by	Created
sessions_b3cebced-6c5d-4ec3-bfba-c5448bfbec0c.csv	SESSION_EXPLORER_EXPORT	12	Success	100	garcia, manuel	2025-02-25 08:02:19 pm

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 > Students</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 in the Illinois State Board of Education system. The left sidebar has 'Rostering' and 'Users' highlighted. The main area shows a search for '100000115' and a table of results. The 'Edit' icon in the 'Actions' column for the first row is highlighted with a red box.</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></td><td>03</td><td>Deer Valley Elementary</td><td>Never</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>In the Student information page, go to Administrations.</p>	 <p>The screenshot shows the 'User Setup: Ray, Abu' page. The 'Administrations' tab is highlighted with a red box. The page contains various fields for user information, including First Name, Middle Name, Last Name, Role, Identifier, Grades, Schools, and Sourced ID.</p> <p>User Setup Manage User Settings</p> <p>* First Name: Abu</p> <p>Middle Name: Middle Name</p> <p>* Last Name: Ray</p> <p>* Role: Student</p> <p>* Identifier: 100000115 <small>Client defined identifier for user.</small></p> <p>* Grades: 03</p> <p>* Schools: Deer Valley Elementary</p> <p>* Sourced ID: lpiprd:pv3scp0c:userf:7f6A077-80EB-490D-9DEB-453B606C6EA7</p>																		

Locate the test that the student needs to retake.

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' interface. The 'Administrations' table contains the following data:

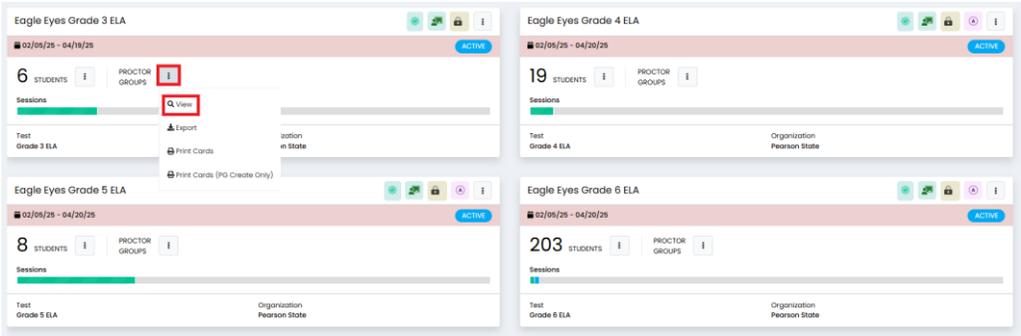
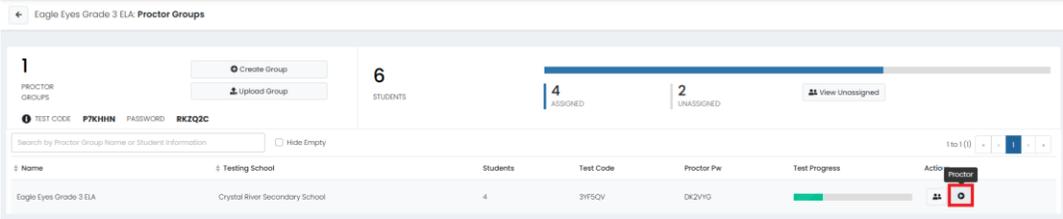
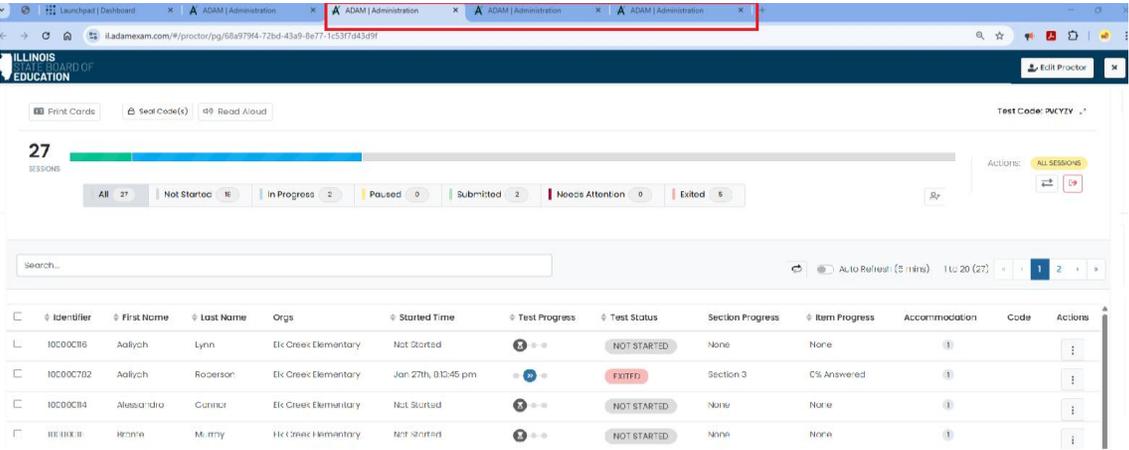
Administration	Test Name	Form Type	Test Progress	Test Status	Test Duration	Orgs	Reporting Orgs	Accommodation	Accountability Codes	Actions
Pearson TTS Test Grade 4 ELA (Student)	Pearson TTS Test Grade 4 ELA (Student)	Regular	0/100	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 4 ELA (Clone)	Pearson TTS Test Grade 4 ELA (Clone)	Regular	0/100	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 4 ELA (Clone)	Pearson TTS Test Grade 4 ELA (Clone)	Regular	0/100	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 4 ELA	Pearson TTS Test Grade 4 ELA	Regular	0/100	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson TTS Test Grade 3 Mathematics	Pearson TTS Test Grade 3 Mathematics	Regular	0/100	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Pearson - TTS Test ELA	Pearson - TTS Test ELA	Regular	0/100	NOT STARTED		Deer Valley Elementary	Deer Valley Elementary			⋮
Eagle Eyes Grade 3 Math	Grade 3 Mathematics	Language: Spanish	0/100	EXITED		Deer Valley Elementary	Deer Valley Elementary			⋮

The 'Eagle Eyes Grade 3 Math' row is highlighted with a red border. A dropdown menu is open for this row, showing the following options:

- Apply Accountability Code
- Proctor Dashboard

The 'Proctor Dashboard' option is also highlighted with a red border.

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

Step/Directions	Screenshot																																																												
<p>Step 1. Navigate to Test Management > Administrations.</p> <p>Locate the administration 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"> <thead> <tr> <th>Identifier</th> <th>First Name</th> <th>Last Name</th> <th>Orgs</th> <th>Started Time</th> <th>Test Progress</th> <th>Test Status</th> <th>Section Progress</th> <th>Item Progress</th> <th>Accommodation</th> <th>Code</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>100000316</td> <td>Aaliyah</td> <td>Lynn</td> <td>Etc Creek Elementary</td> <td>Not Started</td> <td>0/100</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>100000702</td> <td>Aaliyah</td> <td>Roberson</td> <td>Etc Creek Elementary</td> <td>Jan 27th, 01:45 pm</td> <td>100/100</td> <td>EXITED</td> <td>Section 3</td> <td>C's Answered</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>100000314</td> <td>Alessandra</td> <td>Carroll</td> <td>Etc Creek Elementary</td> <td>Not Started</td> <td>0/100</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>100000311</td> <td>Brianna</td> <td>Murray</td> <td>Etc Creek Elementary</td> <td>Not Started</td> <td>0/100</td> <td>NOT STARTED</td> <td>None</td> <td>None</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Accommodation	Code	Actions	100000316	Aaliyah	Lynn	Etc Creek Elementary	Not Started	0/100	NOT STARTED	None	None	1			100000702	Aaliyah	Roberson	Etc Creek Elementary	Jan 27th, 01:45 pm	100/100	EXITED	Section 3	C's Answered	1			100000314	Alessandra	Carroll	Etc Creek Elementary	Not Started	0/100	NOT STARTED	None	None	1			100000311	Brianna	Murray	Etc Creek Elementary	Not Started	0/100	NOT STARTED	None	None	1		
Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Accommodation	Code	Actions																																																		
100000316	Aaliyah	Lynn	Etc Creek Elementary	Not Started	0/100	NOT STARTED	None	None	1																																																				
100000702	Aaliyah	Roberson	Etc Creek Elementary	Jan 27th, 01:45 pm	100/100	EXITED	Section 3	C's Answered	1																																																				
100000314	Alessandra	Carroll	Etc Creek Elementary	Not Started	0/100	NOT STARTED	None	None	1																																																				
100000311	Brianna	Murray	Etc Creek Elementary	Not Started	0/100	NOT STARTED	None	None	1																																																				

Step 3: Then the customer will 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

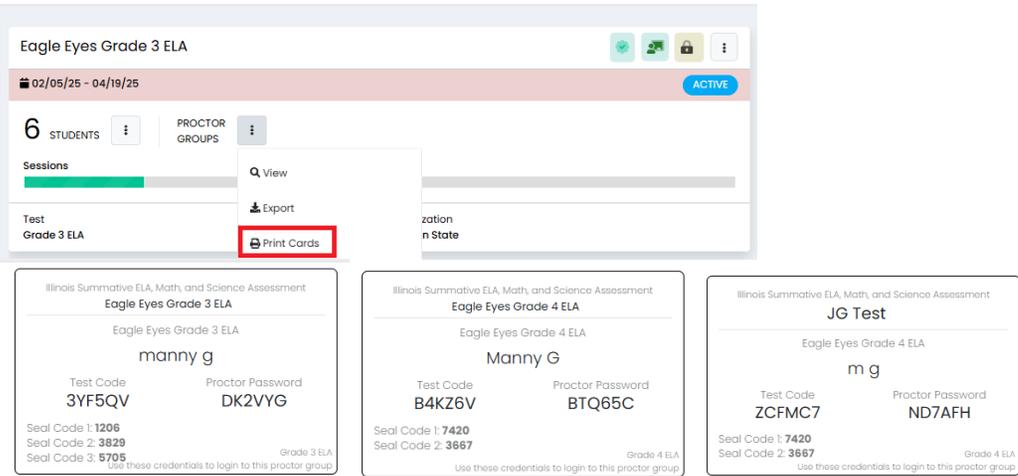
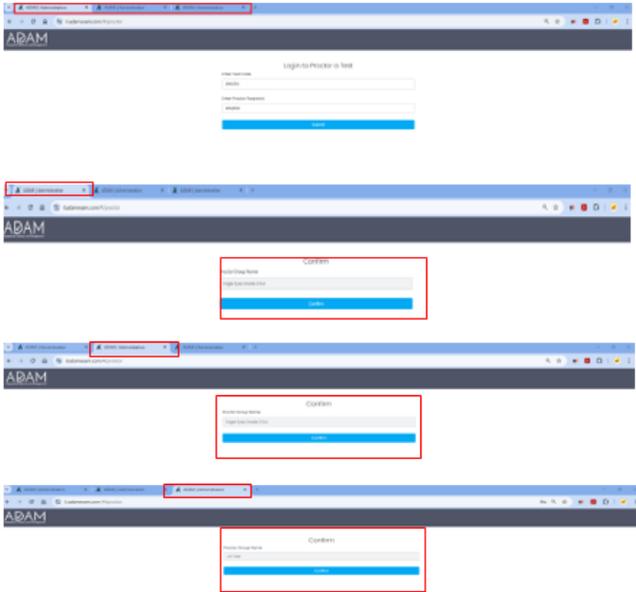
9 ASSIGNED | 10 UNASSIGNED

TEST CODE MSZJNE PASSWORD SEK7QZ

Search by Proctor Group Name or Student Information Hide Empty

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Eagle Eyes Grade 4 ELA	Crystal River Secondary School	8	B4K26V	BTQ6SC	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>	
JG Test	Independence Secondary School	1	ZCFMCT	ND7AFH	<div style="width: 0%; height: 10px; background-color: #28a745;"></div>	

If a teacher need was assigned to 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>The screenshot shows the 'Eagle Eyes Grade 3 ELA' administration page. The 'Print Cards' button under the 'PROCTOR GROUPS' menu is highlighted with a red box. Below the main interface are three sample print cards:</p> <ul style="list-style-type: none">Eagle Eyes Grade 3 ELA: Test Code 3YF5QV, Proctor Password DK2VYG, Seal Code 1: 1206, Seal Code 2: 3829, Seal Code 3: 5705.Eagle Eyes Grade 4 ELA: Test Code B4KZ6V, Proctor Password BTQ65C, Seal Code 1: 7420, Seal Code 2: 3667.JG Test: Test Code ZCFMC7, Proctor Password ND7AFH, Seal Code 1: 7420, Seal Code 2: 3667.
<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>	 <p>The screenshots show the 'Login to Proctor is Test' page in three different browser windows. Each window has a red box around the 'Login' button. The login form includes fields for 'User Name' and 'User Proctor Number'.</p>