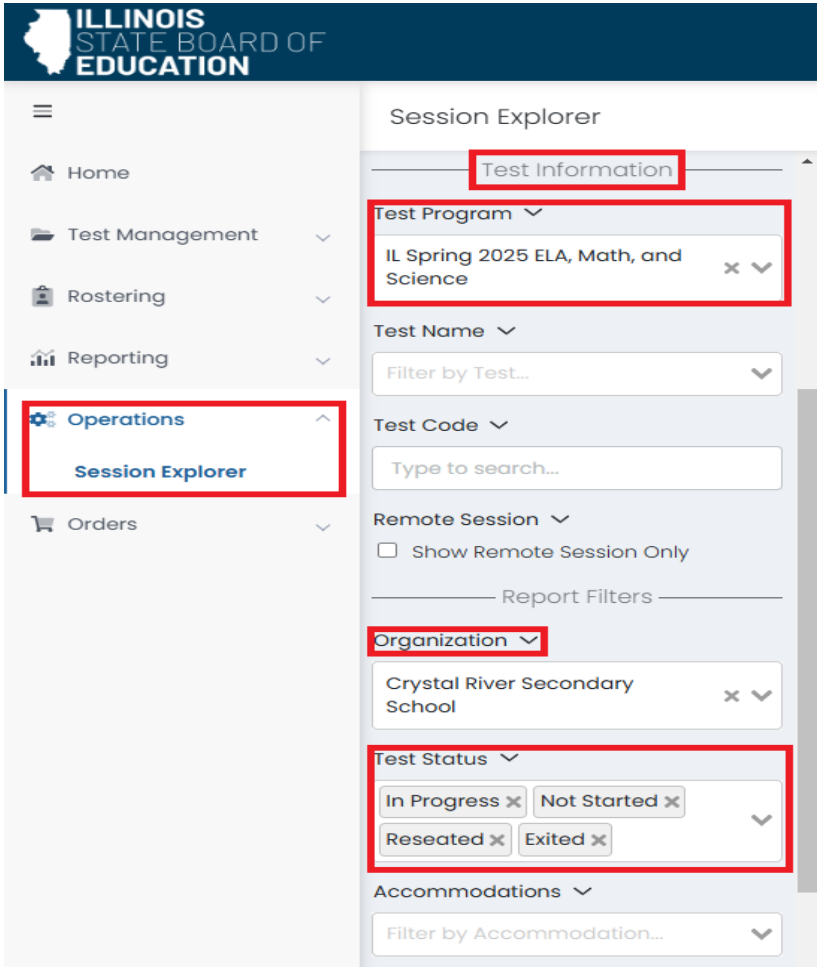
Make-up Test Guide

Version 2

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:

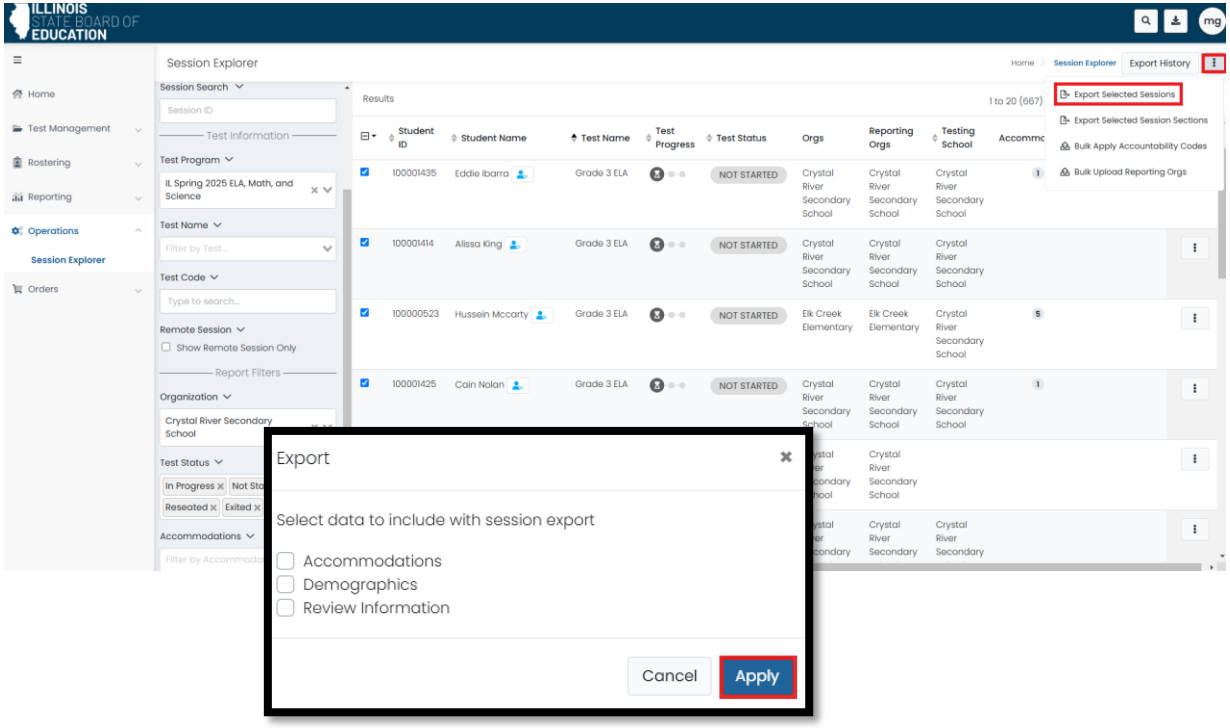
Steps/Directions	Screenshot
Navigate to Operations > Session Explorer On the Session Explorer Filter Find **Test Information**: In Test Program select **IL Spring 2026 ELA, Math, and Science** Find **Report Filters**: Select the **Organization**. In **Test Status** select the following: **In Progress, Not Started, Reseated, Exited** Click Search	

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.**

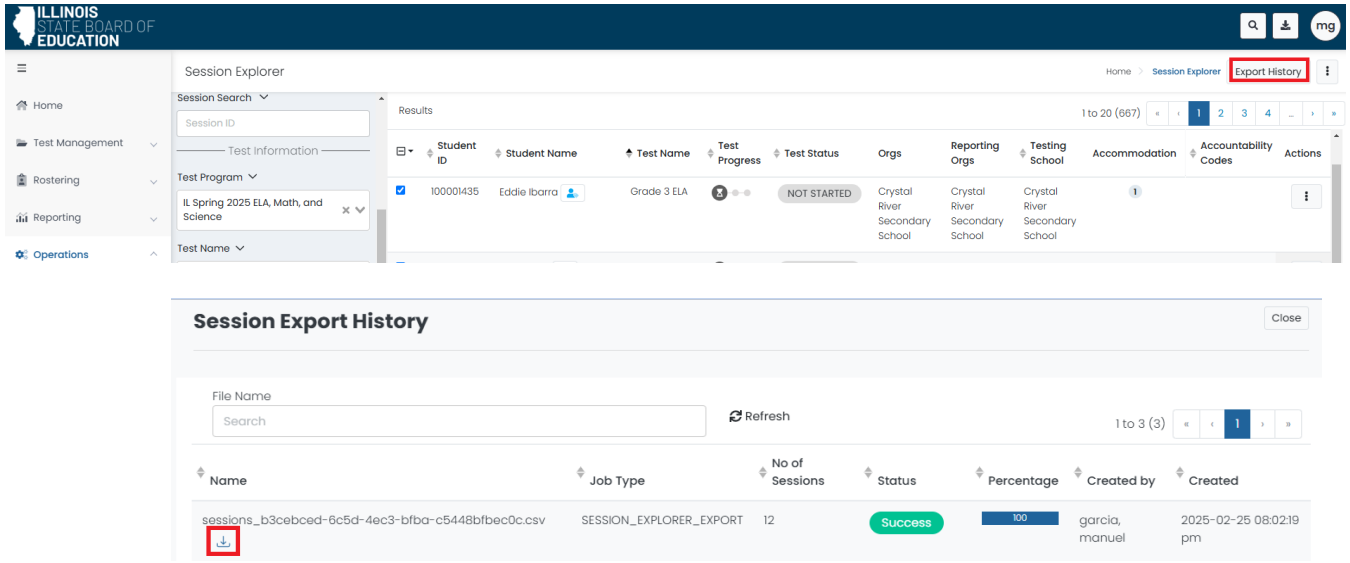
A popup will show to Select data to include with the export.

Click **Apply**



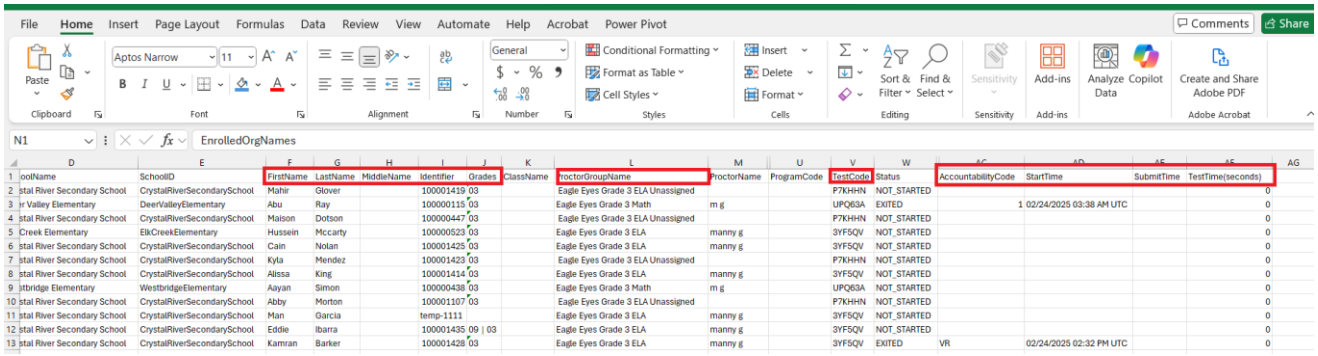
To download the export, click on **Export History.**

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



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

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



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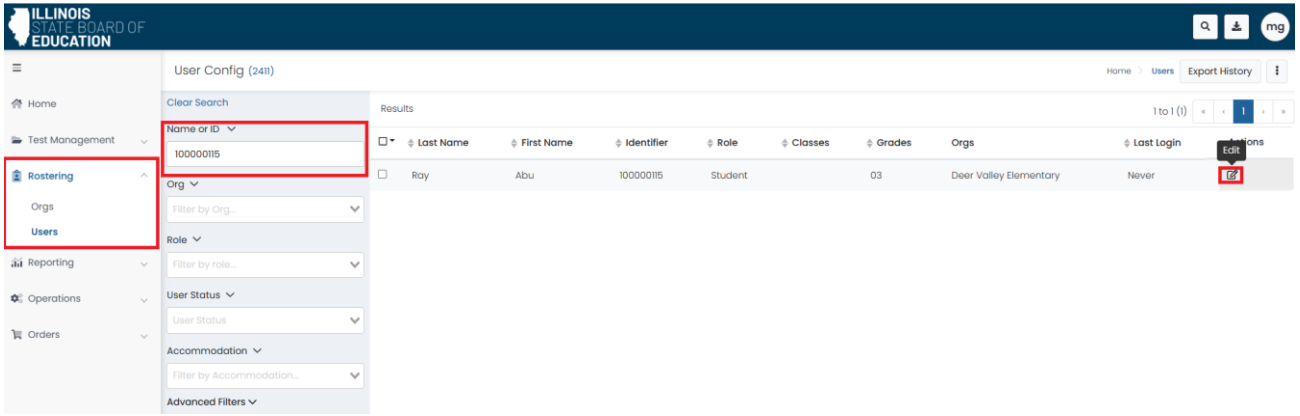
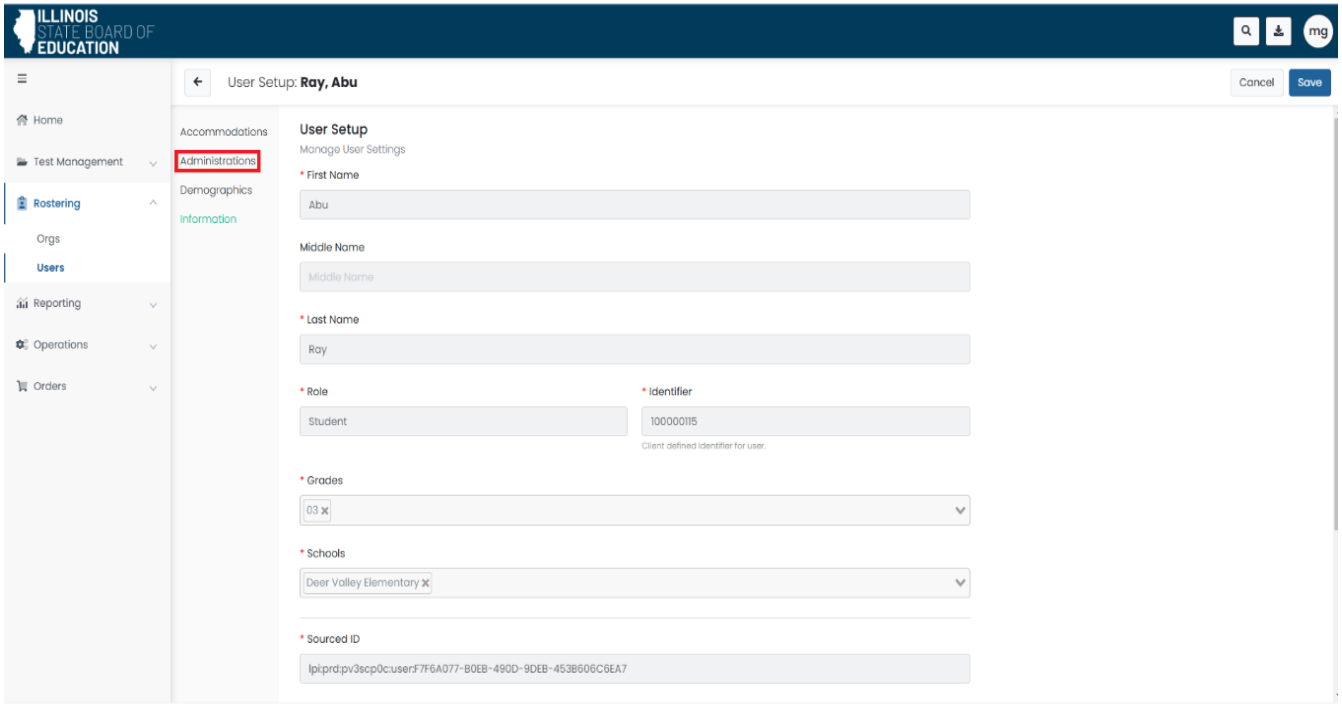
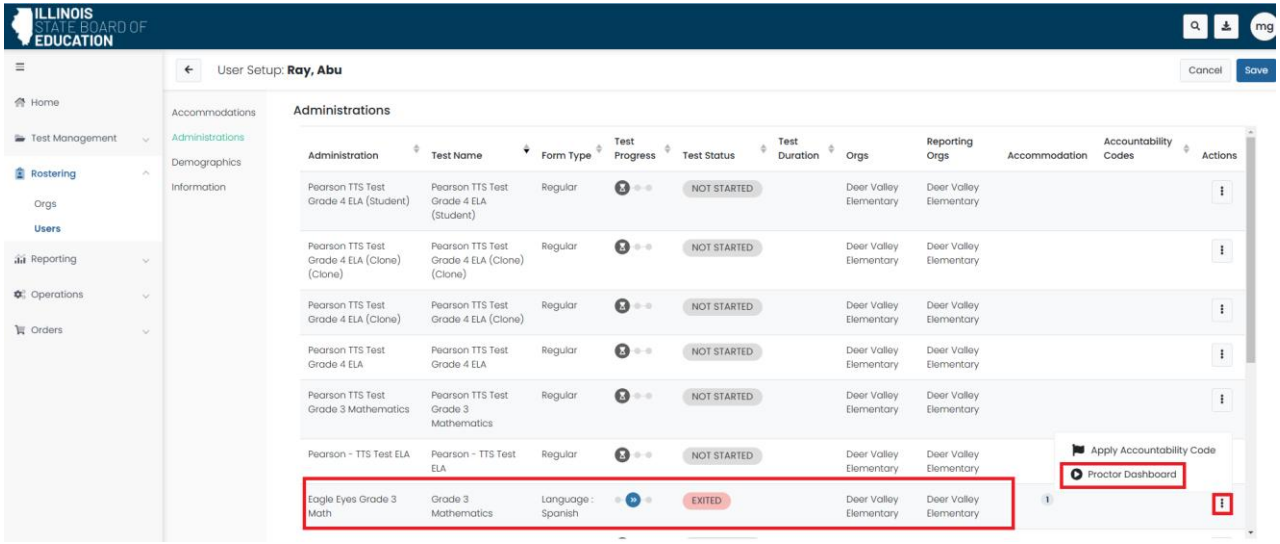
N1 — EnrolledOrgNames

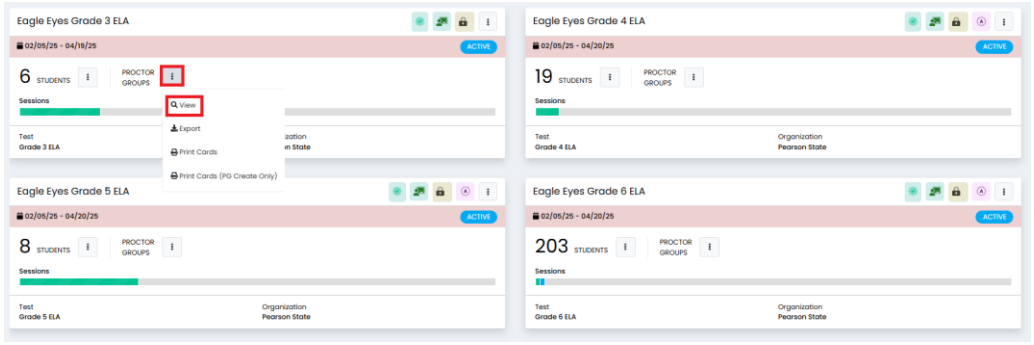
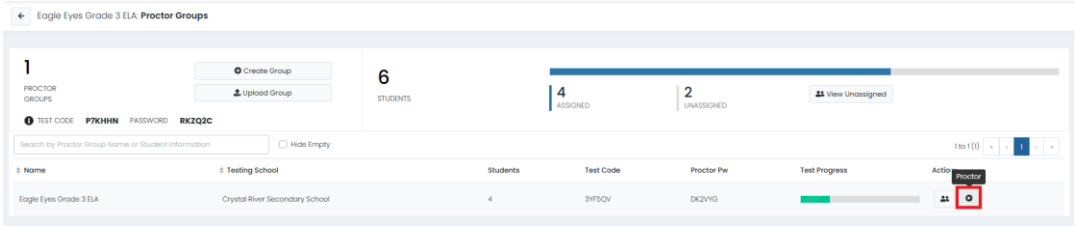
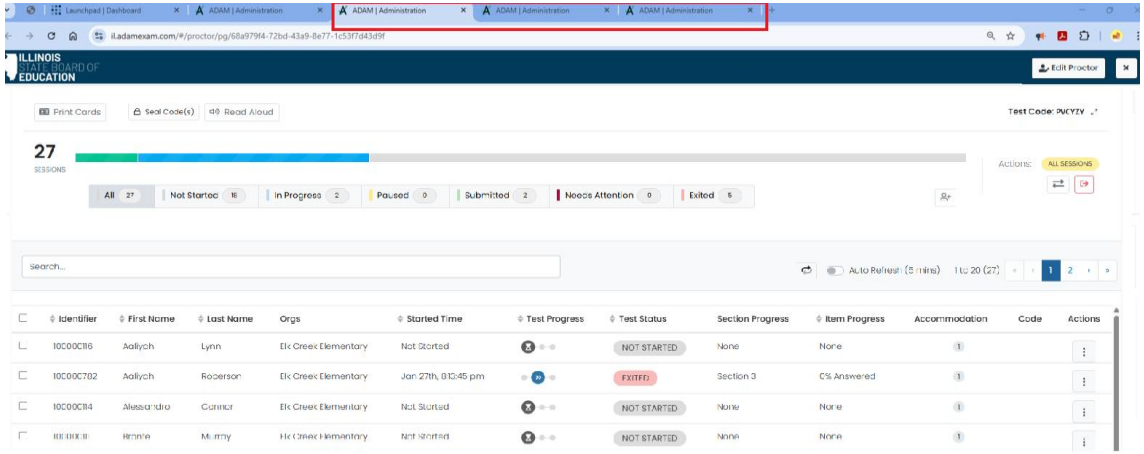
	D	E	F	G	H	I	J	K	L	M	U	V	W	AC	AD	AE	AF	AG
1	oolName	SchoolID	FirstName	LastName	MiddleName	Identifier	Grades	ClassName	ProctorGroupName	ProctorName	ProgramCode	TestCode	Status	AccountabilityCode	StartTime	SubmitTime	TestTime(seconds)	
2	stal River Secondary School	CrystalRiverSecondarySchool	Mahir	Glover		100001419	03		Eagle Eyes Grade 3 ELA Unassigned			P7KHHN	NOT_STARTED				0	
3	r 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	stal River Secondary School	CrystalRiverSecondarySchool	Maison	Dotson		100000447	03		Eagle Eyes Grade 3 ELA Unassigned			P7KHHN	NOT_STARTED				0	
5	Creek Elementary	ElkCreekElementary	Hussein	Mccarty		100000523	03		Eagle Eyes Grade 3 ELA	manny g		3YF5QV	NOT_STARTED				0	
6	stal River Secondary School	CrystalRiverSecondarySchool	Cain	Nolan		100001425	03		Eagle Eyes Grade 3 ELA	manny g		3YF5QV	NOT_STARTED				0	
7	stal River Secondary School	CrystalRiverSecondarySchool	Kyla	Mendez		100001423	03		Eagle Eyes Grade 3 ELA Unassigned			P7KHHN	NOT_STARTED				0	
8	stal River Secondary School	CrystalRiverSecondarySchool	Alissa	King		100001414	03		Eagle Eyes Grade 3 ELA	manny g		3YF5QV	NOT_STARTED				0	
9	tbridge Elementary	WestbridgeElementary	Aayan	Simon		100000438	03		Eagle Eyes Grade 3 Math	m g		UPQ63A	NOT_STARTED				0	
10	stal River Secondary School	CrystalRiverSecondarySchool	Abby	Morton		100001107	03		Eagle Eyes Grade 3 ELA Unassigned			P7KHHN	NOT_STARTED				0	
11	stal River Secondary School	CrystalRiverSecondarySchool	Man	Garcia		temp-1111			Eagle Eyes Grade 3 ELA	manny g		3YF5QV	NOT_STARTED				0	
12	stal River Secondary School	CrystalRiverSecondarySchool	Eddie	Ibarra		100001435	09 | 03		Eagle Eyes Grade 3 ELA	manny g		3YF5QV	NOT_STARTED				0	
13	stal River Secondary School	CrystalRiverSecondarySchool	Kamran	Barker		100001428	03		Eagle Eyes Grade 3 ELA	manny g		3YF5QV	EXITED	VR	02/24/2025 02:32 PM UTC		0	

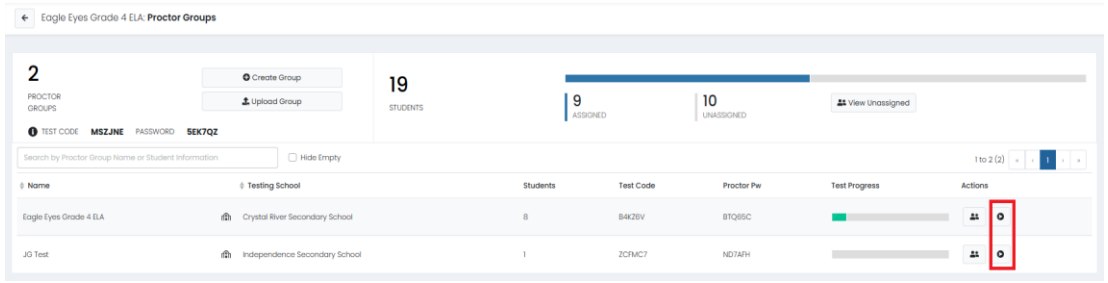
If a DTC, STC, or Technology Coordinator is conducting a make-up test for one single student, please follow these steps:

Step/Directions	Screenshot
Navigate to Rostering > Students Enter the name or the ID of the student. Then click on the Edit Icon on the Action column.	
In the Student information page, go to Administrations.	

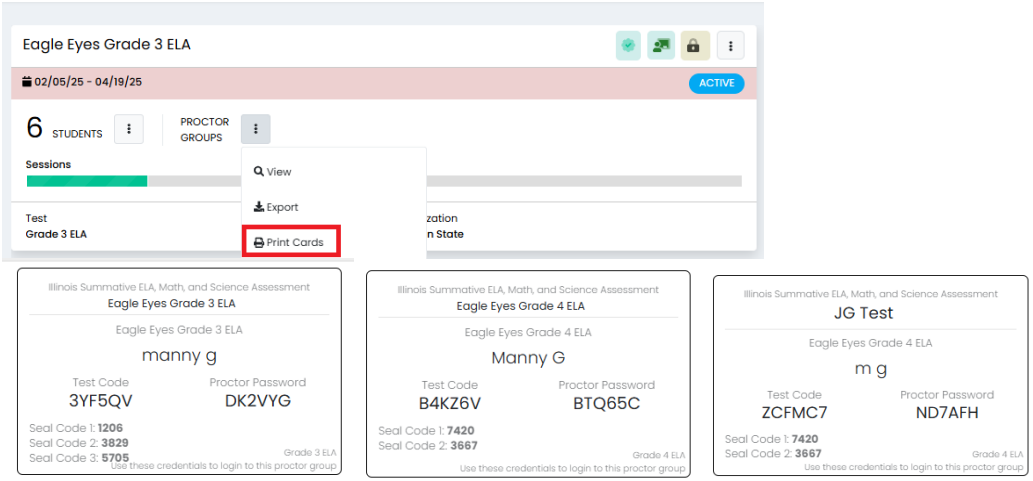
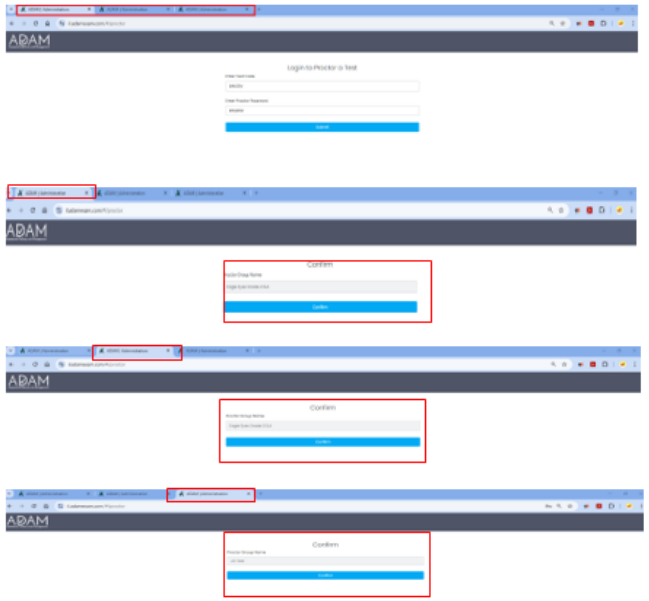
Locate the test that the student needs to retake. Next, click on the three dots and select Proctor Dashboard. This will open the Proctor Dashboard in a new browser window, allowing you to administer the student's make-up test.	

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
Step 1. Navigate to Test Management > Administrations. Locate the administration and then select the **View** under **Proctor Groups**.	
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.)	 

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.	

If a teacher need was assigned to makeup test for those students.

Step/Directions	Screenshot
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. Locate the administration and then select the **Print Cards** under **Proctor Groups**.	
Step 2: The teacher (Test Proctor) must log in to the Proctor Dashboard on three different browsers by visiting https://il.adamexam.com/#/proctor This allows the teacher (Makeup Test Proctor) to administer the students effectively. **Note: The Makeup Test Proctor must sign the Proctor Acknowledgment agreement outside of ADAM.**