

This document will provide guidance for creating test proctor groups in the Illinois Administration Platform.

Steps are provided to show Test Coordinators how to:

- Create Proctor Groups with Students
- Create Proctor Groups without Students
 - Create Proctor Groups for Small Group Testing
 - Create Proctor Groups for Make-up Testing
- Edit Proctor Groups (e.g., add, remove, or move students)

Please ensure that proctor groups have been created prior to testing and select the training tab at <http://il.mypearsonsupport.com> to review the recommended process for creating proctor groups and to access other task-based modules on how to start, monitor, and end proctor groups.

(Note: Do Not Use Print Cards (PG Create only) on Proctor Groups)

Create Proctor Groups with Students

You can add students as part of creating the proctor group. In the Add Students Please do the following steps:

Step/Directions	Screenshot
<p>Step 1: From Step 3 above, before submitting, go to the plus icon to add student to the Proctor Group.</p>	<p>The screenshot shows the 'Proctor Group Config' interface. It includes a title, a subtitle, and several input fields: 'Proctor Group Name' (filled with 'Murphy Grade 6 Math Room 102'), 'Testing School Setup' (with dropdowns for 'Columbus School District' and 'Little Valley Elementary'), and a 'Students (0)' list with a red-bordered plus icon to add students. At the bottom right are 'Cancel' and 'Submit' buttons.</p>

Step 2. Search for students by name or use additional filters to search by accommodation and school. (Note: the class filter will not be enabled)

The screenshot shows the 'Add Students' interface. At the top, there is a search bar with the letter 'A' and a 'Show additional filters' button. Below this, there are two filter boxes: 'Accommodations...' and 'Sunshine Middle School'. A 'Search by class...' dropdown is also present. A blue button labeled 'Add 10 Students' is on the right. Below the filters, a table lists students. The table has columns for First Name, Organization, Identifier, Last Name, Test Status, Accommodation, and Actions. The first student, Aaryan, has a red 'EXITED' status. Other students have 'NOT STARTED' status. A 'Close' button is at the bottom right.

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aaryan	Sunshine Middle School	100001716	Day	EXITED		+
Abbey	Sunshine Middle School	100001357	Sandoval	NOT STARTED		+
Abdullahi	Sunshine Middle School	100001738	Watts	NOT STARTED		+
Alexandre	Sunshine Middle School	100001769	Salinas	NOT STARTED		+
Alexandria	Sunshine Middle School	100001633	Hopkins	NOT STARTED		+
Arjun	Sunshine Middle School	100001692	Barlow	NOT STARTED		+
Asiya	Sunshine Middle School	100001749	Pratt	NOT STARTED		+
Aya	Sunshine Middle School	100001746	Murray	NOT STARTED		+
Barney	Sunshine Middle School	100001693	Merrill	NOT STARTED		+
Betsy	Sunshine Middle School	100001688	Michael	NOT STARTED		+

Step 3. An icon in the first column indicates the student is already in a proctor group; hovering over it indicates the currently assigned group.

This screenshot is similar to the previous one but includes a tooltip for the student Alexandre. A red box highlights the person icon in the first column of the Alexandre row. A tooltip box is positioned over this icon, containing the text: 'Student is currently assigned "Eagle Eyes Grade 6 ELA"'. The rest of the interface, including the search filters and the table of other students, remains the same.

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aaryan	Sunshine Middle School	100001716	Day	EXITED		+
Abbey	Sunshine Middle School	100001357	Sandoval	NOT STARTED		+
Alexandre	Sunshine Middle School	100001769	Salinas	NOT STARTED		+
Alexandria	Sunshine Middle School	100001633	Hopkins	NOT STARTED		+
Arjun	Sunshine Middle School	100001692	Barlow	NOT STARTED		+
Asiya	Sunshine Middle School	100001749	Pratt	NOT STARTED		+
Aya	Sunshine Middle School	100001746	Murray	NOT STARTED		+
Barney	Sunshine Middle School	100001693	Merrill	NOT STARTED		+
Betsy	Sunshine Middle School	100001688	Michael	NOT STARTED		+

Step 4. Click the plus icon to add a single student or click the Add # Students button to add all the students on the current page.

Click **Close** when done and Submit.

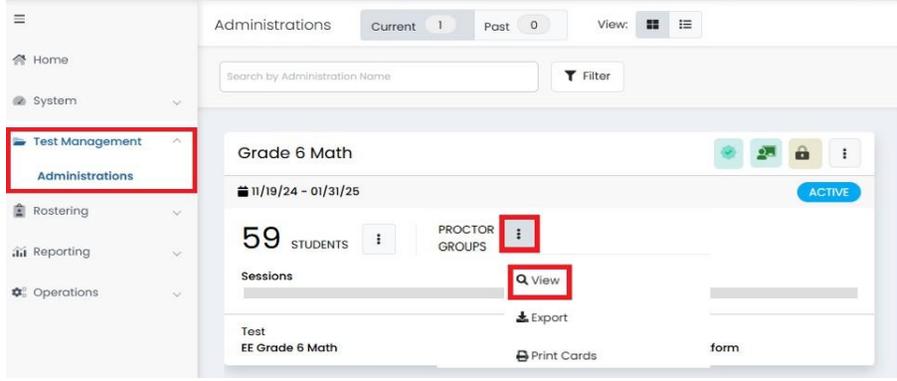
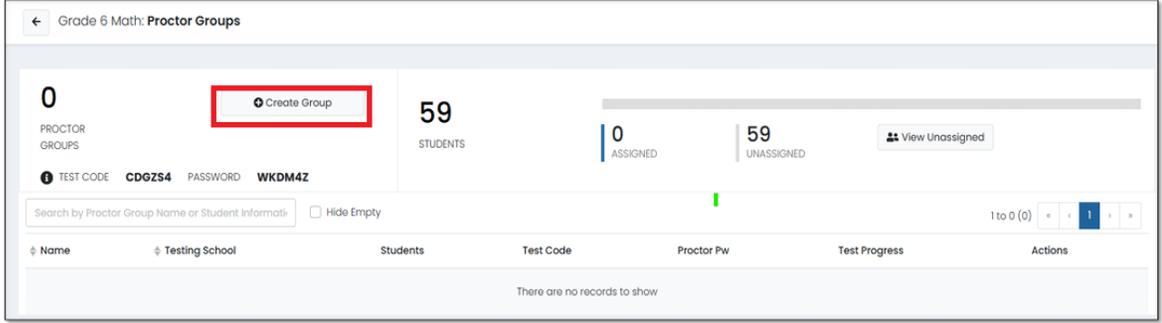
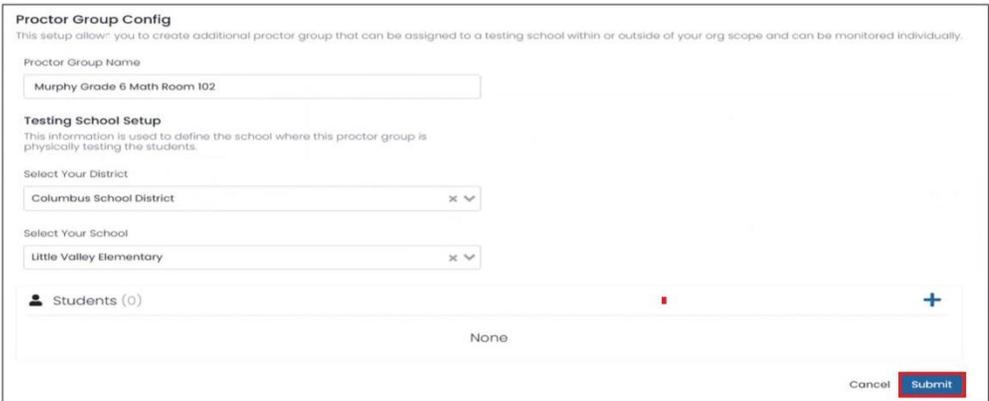
The screenshot shows the 'Add Students' interface. At the top, there is a search bar with 'A' and a 'Show additional filters' button. Below that, there is a dropdown for 'Accommodations...', a search box containing 'Sunshine Middle School', and a 'Search by class...' dropdown. A blue button labeled 'Add 10 Students' is on the right. Below the search area, there is a table titled '(0) Students in Proctor Group' with a pagination control showing '1 to 10 (9)' and page numbers 1, 2, 3, 4. The table has columns for First Name, Organization, Identifier, Last Name, Test Status, Accommodation, and Actions. The data rows are as follows:

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aaryan	Sunshine Middle School	100001718	Day	EXITED		+
Abbey	Sunshine Middle School	100001357	Sandoval	NOT STARTED		+
Abdullahi	Sunshine Middle School	100001738	Watts	NOT STARTED		+
Alexandre	Sunshine Middle School	100001769	Salinas	NOT STARTED		+
Alexandria	Sunshine Middle School	100001633	Hopkins	NOT STARTED		+
Arjun	Sunshine Middle School	100001692	Barlow	NOT STARTED		+
Asiya	Sunshine Middle School	100001749	Pratt	NOT STARTED		+
Aya	Sunshine Middle School	100001746	Murray	NOT STARTED		+
Barney	Sunshine Middle School	100001693	Merrill	NOT STARTED		+
Betsy	Sunshine Middle School	100001688	Michael	NOT STARTED		+

At the bottom right of the table, there is a red box highlighting the 'Add # Students' button, which is a blue button with a white plus sign. Below the table, there is a 'Close' button.

***Note: Repeat these same steps to create proctor groups (with students) for small group and make-up testing.**

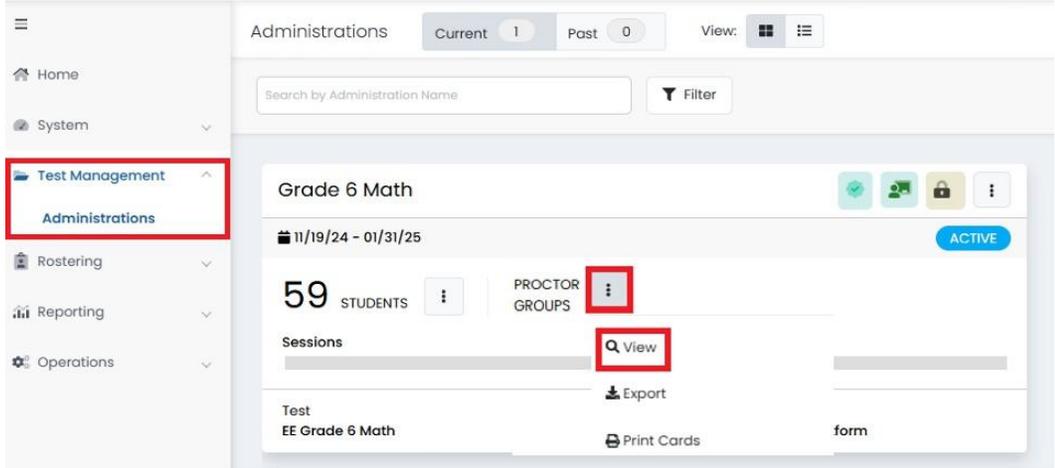
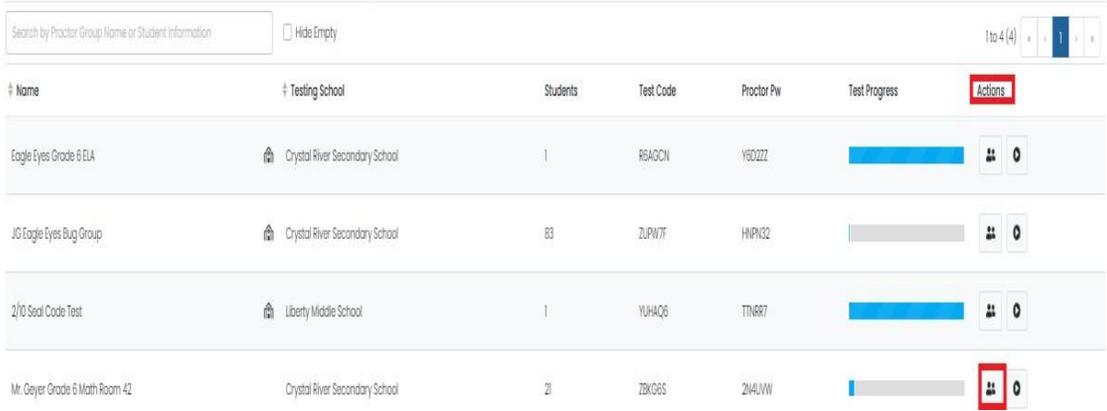
Create Proctor Groups without Students

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. Click Create Group</p>	
<p>Step 3. On the Proctor Group Config page, enter the Proctor Group Name.</p> <p>(Note: The Proctor Group Name should follow a consistent naming convention. Here, the coordinator uses the Test Proctor name, grade level, subject, and room information.)</p> <p>Select a district and school.</p> <p>Click Submit.</p>	

***Note: Repeat these same steps to create proctor groups (without students) for small group and make-up testing.**

Edit Proctor Groups

Proctor Groups may be modified after they are created. On the proctor group editing page, the name of the proctor group can be changed, and students may be added or deleted.

Step/Directions	Screenshot																																			
<p>Step 1. Go to Test Management > Administrations. In the appropriate admin card, select View under Proctor Groups.</p>	 <p>The screenshot shows the 'Administrations' page for 'Grade 6 Math' (11/19/24 - 01/31/25). It displays 59 students and 1 proctor group. The 'View' button under the 'PROCTOR GROUPS' section is highlighted with a red box. Other buttons like 'Export', 'Print Cards', and 'form' are also visible.</p>																																			
<p>Step 2. Locate the proctor group where the student should be placed. Click the Students icon in the Actions column.</p>	 <p>The screenshot shows a table of proctor groups with columns: Name, Testing School, Students, Test Code, Proctor Pw, Test Progress, and Actions. The 'Actions' column for the last row, 'Mr. Geyer Grade 6 Math Room 42', has a red box around the 'Students' icon.</p> <table border="1"><thead><tr><th>Name</th><th>Testing School</th><th>Students</th><th>Test Code</th><th>Proctor Pw</th><th>Test Progress</th><th>Actions</th></tr></thead><tbody><tr><td>Eagle Eyes Grade 6 ELA</td><td>Crystal River Secondary School</td><td>1</td><td>RBACN</td><td>YSDZZ</td><td><div style="width: 100%; height: 10px; background-color: #007bff;"></div></td><td> 0</td></tr><tr><td>JS Eagle Eyes Bug Group</td><td>Crystal River Secondary School</td><td>83</td><td>ZUPW7</td><td>HHPK2</td><td><div style="width: 100%; height: 10px; background-color: #6c757d;"></div></td><td> 0</td></tr><tr><td>2/10 Seal Code Test</td><td>Liberty Middle School</td><td>1</td><td>YUHQ6</td><td>TTN6R7</td><td><div style="width: 100%; height: 10px; background-color: #007bff;"></div></td><td> 0</td></tr><tr><td>Mr. Geyer Grade 6 Math Room 42</td><td>Crystal River Secondary School</td><td>21</td><td>ZBK9S</td><td>ZMLVW</td><td><div style="width: 100%; height: 10px; background-color: #6c757d;"></div></td><td> 0</td></tr></tbody></table>	Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions	Eagle Eyes Grade 6 ELA	Crystal River Secondary School	1	RBACN	YSDZZ	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>	0	JS Eagle Eyes Bug Group	Crystal River Secondary School	83	ZUPW7	HHPK2	<div style="width: 100%; height: 10px; background-color: #6c757d;"></div>	0	2/10 Seal Code Test	Liberty Middle School	1	YUHQ6	TTN6R7	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>	0	Mr. Geyer Grade 6 Math Room 42	Crystal River Secondary School	21	ZBK9S	ZMLVW	<div style="width: 100%; height: 10px; background-color: #6c757d;"></div>	0
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Step 3. Click Edit Proctor Group.

Mr. Geyer Grade 6 Math Room 42: Students

FORM TYPE

21 STUDENTS | 0 ACCOMMODATED | 21 REGULAR

View by Form Type: All (21)

Search... Test Code: ZBKG6S **Edit Proctor Group** 1 to 21 (21)

Display Name Orgs Testing School Test Progress Test Status Form Type Form Auth Fields (Family Name, Identifier) Accommodation Code Actions

Step 4. Select the plus symbol to add student(s).

Proctor Group Config
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name
Mr. Geyer Grade 6 Math Room 42

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

Select Your District
Billings School District

Select Your School
Crystal River Secondary School

Students (21) **+**

Step 5. In the Add Students popup:

- Search for students by name.
- Select the plus symbol.
- Select Close when done.

Click Submit

Any added student will automatically be removed from their previous proctor group (or the unassigned group, if applicable).

Add Students

AAD Show additional filters Remove 1 Student

(22) Students in Proctor Group 1 to 1 (1)

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aadam	Garden Grove Middle School	100001003	Barton	NOT STARTED		✓

Close