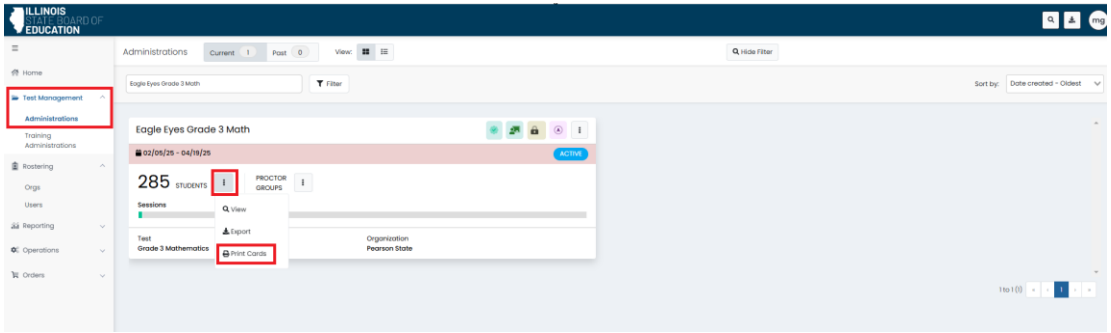
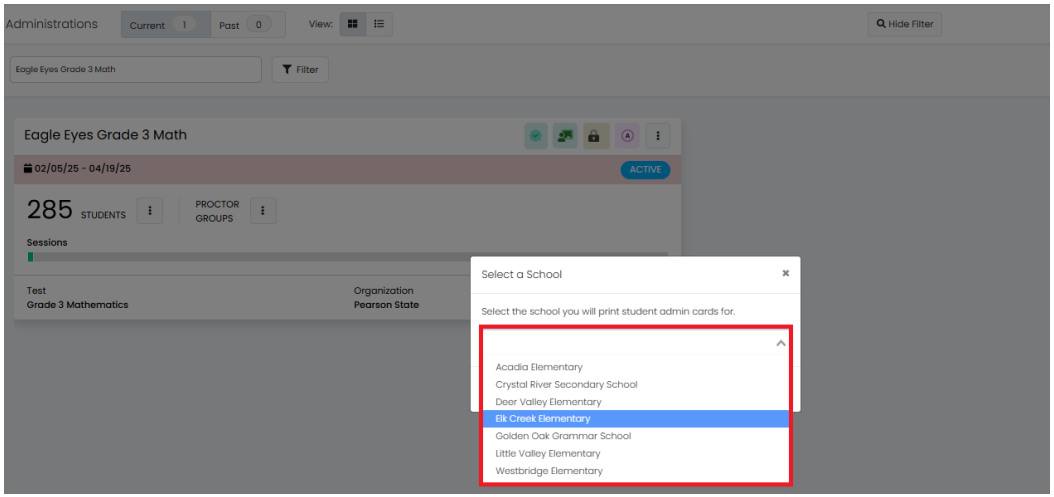
Printing Print Cards

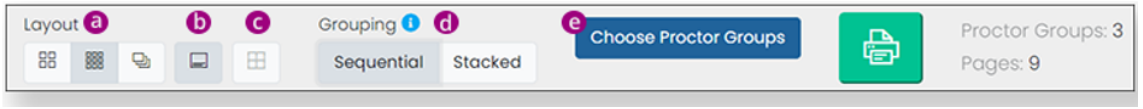
Version 2
February 2026

Once a proctor group is created you can print test tickets for students. If test administrators will be accessing the proctor dashboard, you can export credentials for them as well. Even if test administrators will not log on during testing, you can provide them credentials to access the Proctor Dashboard to view the list of students and accommodations.

Follow the appropriate steps below.

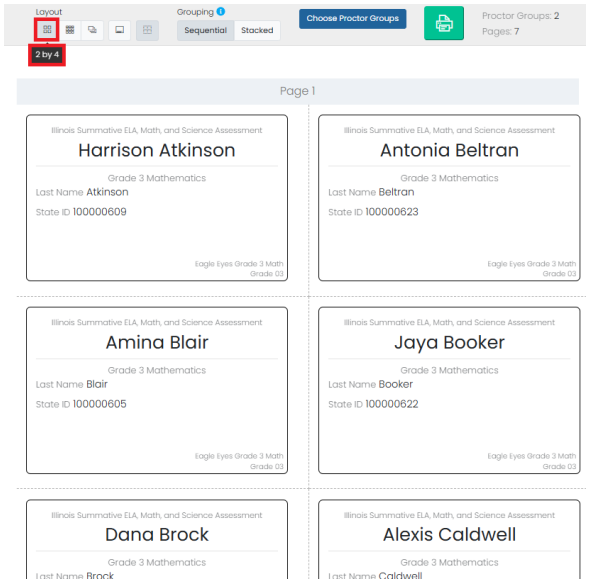
Step/Directions	Screenshot
Go to **Test Management** > **Administrations**. Locate the administration card, and then select **Print Cards** in the **Students** menu**.**	
In the popup window, select the school you want to print cards for.	

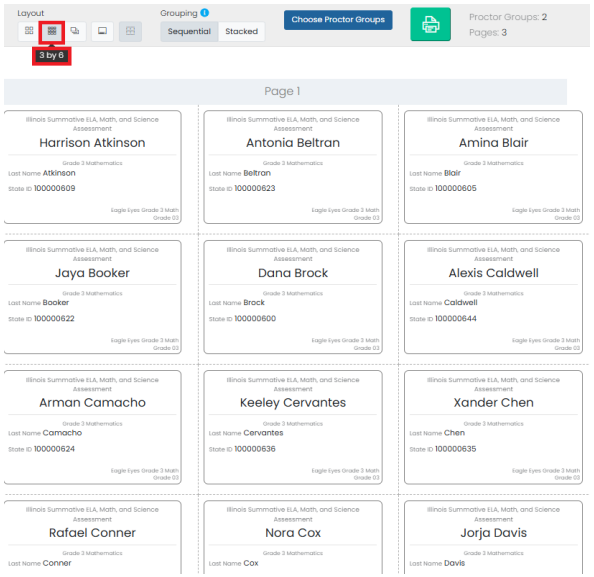
Select from the various formatting options:

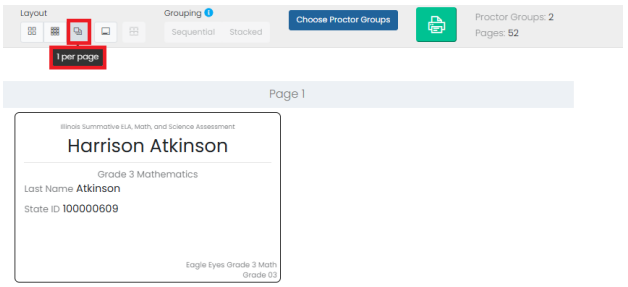


A: Layout: Select your preferred layout option:

- **2 by 4**
- **3 by 6**
- **1 per page**



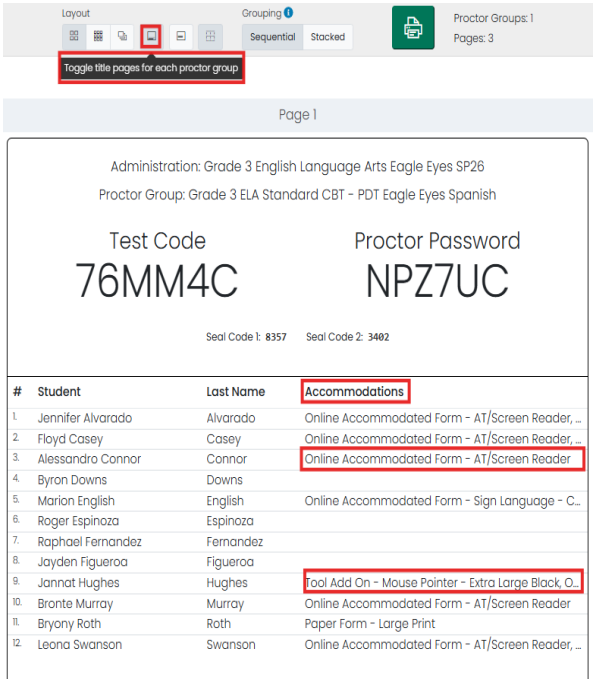


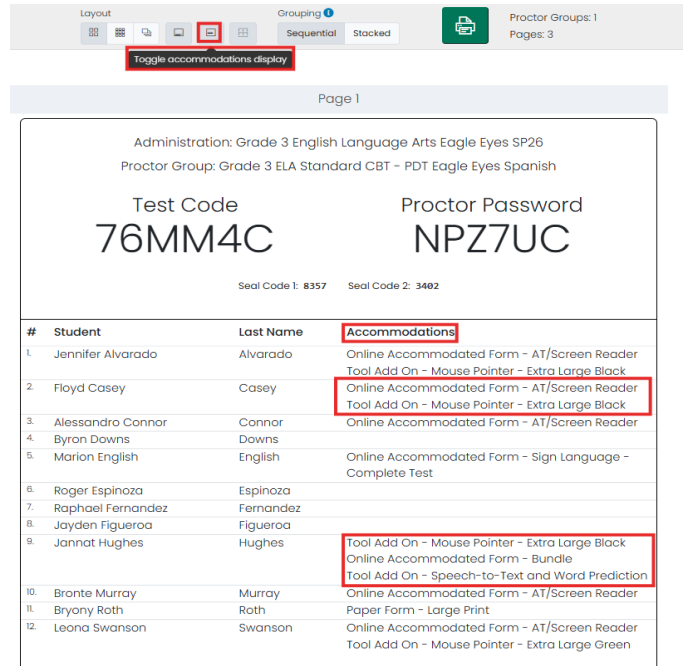


B: Toggle title pages for each proctor group: This prints a roster for the proctor that includes the accommodated test form or tool add-on selected per student.

C: Toggle borders: Choosing this option allows you to wrap text, enabling the full view of all students accommodated test forms or tool add-ons selected.

Note: You may print out a roster of all of the students listed in the proctor group. The list will include the selected accommodated test forms and tool add-ons so that the proctor can be informed on what students have accommodations. If the Test Proctor identifies any missing or incorrect accommodations during this final review, they must report it to the STC or the DTC on site to rectify the issue before starting the test.



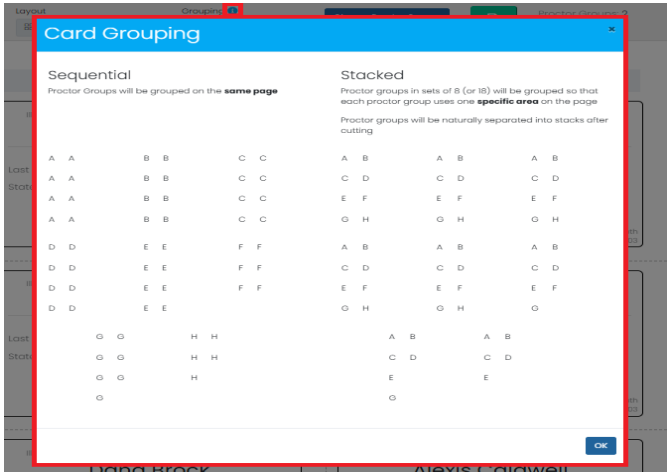


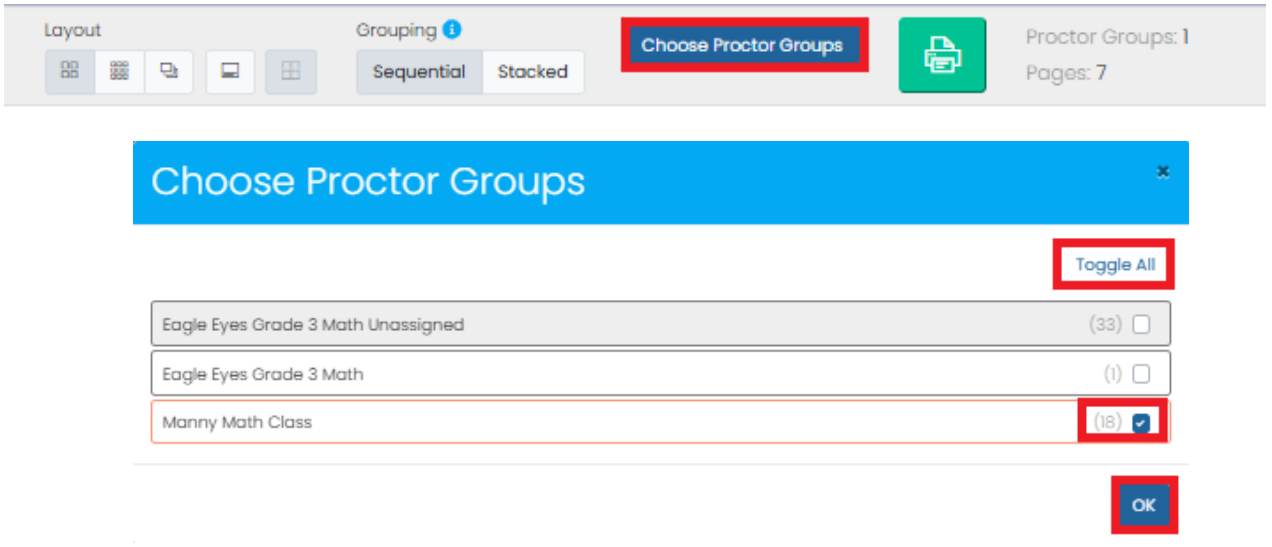
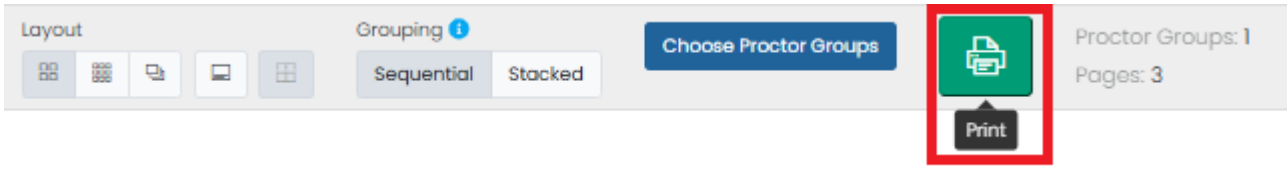
D: Grouping: **Sequential** or **Stacked**. Select the information icon to see formatting conventions for each option.

Sequential: Proctor Groups will be grouped on the **same page.**

Stacked: Proctor groups in sets of 8 (or 18) will be grouped so that each proctor group uses one specific area on the page.

Proctor groups will be naturally separated into stacks after cutting.



E: Choose Proctor Groups: Select the proctor groups you want to print.	
Once the STC or DTC have selected their options, they may proceed by clicking **Print**.