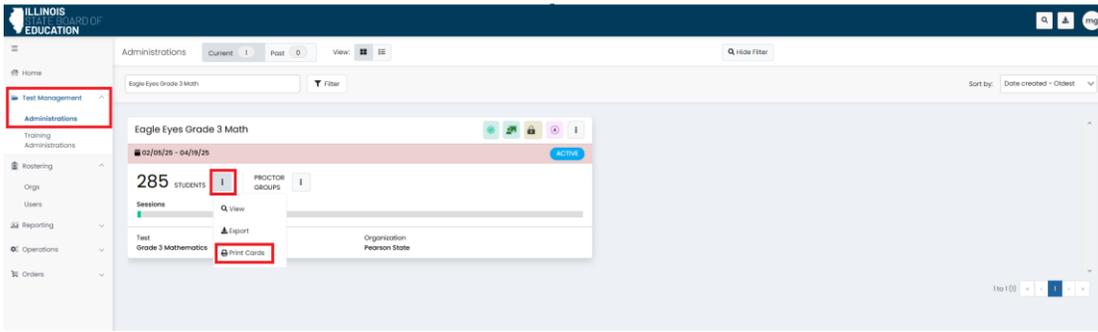
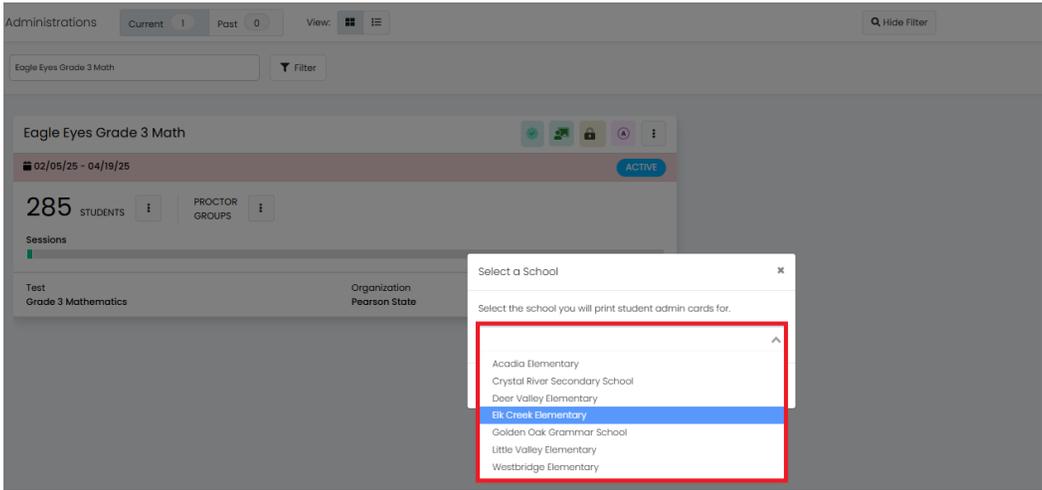


Once a proctor group is created you can print test tickets for students. If test administrators will be accessing the proctor dashboard, you can export credentials for them as well. Even if test administrators will not log on during testing, you can provide them credentials to access the Proctor Dashboard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

Follow the appropriate steps below.

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

Select from the various formatting options:

Layout **a** **b** **c** Grouping **d** **e** Choose Proctor Groups Proctor Groups: 3 Pages: 9

A: Layout: Select your preferred layout option:

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

Layout **2 by 4** Grouping Sequential Stacked Choose Proctor Groups Proctor Groups: 2 Pages: 7

Page 1

Illinois Summative ELA, Math, and Science Assessment Harrison Atkinson Grade 3 Mathematics Last Name Atkinson State ID 100000609 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Antonia Beltran Grade 3 Mathematics Last Name Beltran State ID 100000623 Eagle Eyes Grade 3 Math Grade 03
Illinois Summative ELA, Math, and Science Assessment Amina Blair Grade 3 Mathematics Last Name Blair State ID 100000605 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Jaya Booker Grade 3 Mathematics Last Name Booker State ID 100000622 Eagle Eyes Grade 3 Math Grade 03
Illinois Summative ELA, Math, and Science Assessment Dana Brock Grade 3 Mathematics Last Name Brock Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Alexis Caldwell Grade 3 Mathematics Last Name Caldwell Eagle Eyes Grade 3 Math Grade 03

Layout **3 by 6** Grouping Sequential Stacked Choose Proctor Groups Proctor Groups: 2 Pages: 3

Page 1

Illinois Summative ELA, Math, and Science Assessment Harrison Atkinson Grade 3 Mathematics Last Name Atkinson State ID 100000609 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Antonia Beltran Grade 3 Mathematics Last Name Beltran State ID 100000623 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Amina Blair Grade 3 Mathematics Last Name Blair State ID 100000605 Eagle Eyes Grade 3 Math Grade 03
Illinois Summative ELA, Math, and Science Assessment Jaya Booker Grade 3 Mathematics Last Name Booker State ID 100000622 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Dana Brock Grade 3 Mathematics Last Name Brock State ID 100000600 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Alexis Caldwell Grade 3 Mathematics Last Name Caldwell State ID 100000644 Eagle Eyes Grade 3 Math Grade 03
Illinois Summative ELA, Math, and Science Assessment Arman Camacho Grade 3 Mathematics Last Name Camacho State ID 100000624 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Keeley Cervantes Grade 3 Mathematics Last Name Cervantes State ID 100000636 Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Xander Chen Grade 3 Mathematics Last Name Chen State ID 100000635 Eagle Eyes Grade 3 Math Grade 03
Illinois Summative ELA, Math, and Science Assessment Rafael Conner Grade 3 Mathematics Last Name Conner Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Nora Cox Grade 3 Mathematics Last Name Cox Eagle Eyes Grade 3 Math Grade 03	Illinois Summative ELA, Math, and Science Assessment Jorja Davis Grade 3 Mathematics Last Name Davis Eagle Eyes Grade 3 Math Grade 03

Layout **1 per page** Grouping Sequential Stacked Choose Proctor Groups Proctor Groups: 2 Pages: 62

Page 1

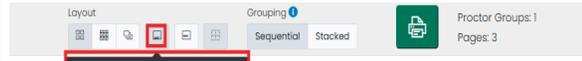
Illinois Summative ELA, Math, and Science Assessment Harrison Atkinson Grade 3 Mathematics Last Name Atkinson State ID 100000609 Eagle Eyes Grade 3 Math Grade 03
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B: Toggle title pages for each proctor group

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.



Page 1

Administration: Grade 3 English Language Arts Eagle Eyes SP26
Proctor Group: Grade 3 ELA Standard CBT - PDT Eagle Eyes Spanish

Test Code: 76MM4C Proctor Password: NPZ7UC

Seal Code 1: 8357 Seal Code 2: 3402

#	Student	Last Name	Accommodations
1	Jennifer Alvarado	Alvarado	Online Accommodated Form - AT/Screen Reader, ...
2	Floyd Casey	Casey	Online Accommodated Form - AT/Screen Reader, ...
3	Alessandro Connor	Connor	Online Accommodated Form - AT/Screen Reader
4	Byron Downs	Downs	
5	Marion English	English	Online Accommodated Form - Sign Language - C...
6	Roger Espinoza	Espinoza	
7	Raphael Fernandez	Fernandez	
8	Jayden Figueroa	Figueroa	
9	Jannat Hughes	Hughes	Tool Add On - Mouse Pointer - Extra Large Black, O...
10	Bronte Murray	Murray	Online Accommodated Form - AT/Screen Reader
11	Bryony Roth	Roth	Paper Form - Large Print
12	Leona Swanson	Swanson	Online Accommodated Form - AT/Screen Reader, ...



Page 1

Administration: Grade 3 English Language Arts Eagle Eyes SP26
Proctor Group: Grade 3 ELA Standard CBT - PDT Eagle Eyes Spanish

Test Code: 76MM4C Proctor Password: NPZ7UC

Seal Code 1: 8357 Seal Code 2: 3402

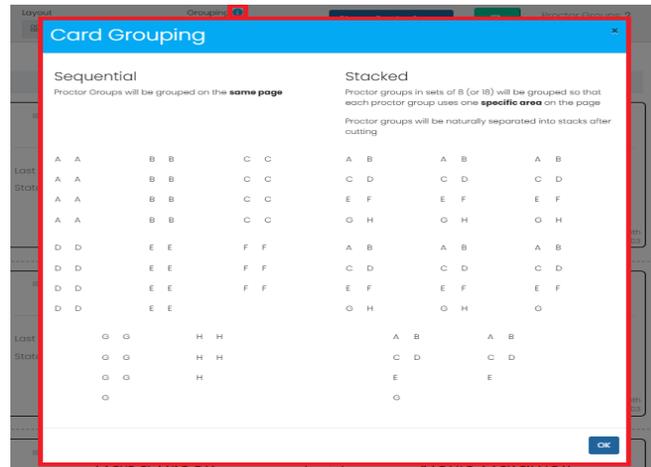
#	Student	Last Name	Accommodations
1	Jennifer Alvarado	Alvarado	Online Accommodated Form - AT/Screen Reader Tool Add On - Mouse Pointer - Extra Large Black
2	Floyd Casey	Casey	Online Accommodated Form - AT/Screen Reader Tool Add On - Mouse Pointer - Extra Large Black
3	Alessandro Connor	Connor	Online Accommodated Form - AT/Screen Reader
4	Byron Downs	Downs	
5	Marion English	English	Online Accommodated Form - Sign Language - Complete Test
6	Roger Espinoza	Espinoza	
7	Raphael Fernandez	Fernandez	
8	Jayden Figueroa	Figueroa	
9	Jannat Hughes	Hughes	Tool Add On - Mouse Pointer - Extra Large Black Online Accommodated Form - Bundle Tool Add On - Speech-to-Text and Word Prediction
10	Bronte Murray	Murray	Online Accommodated Form - AT/Screen Reader
11	Bryony Roth	Roth	Paper Form - Large Print
12	Leona Swanson	Swanson	Online Accommodated Form - AT/Screen Reader Tool Add On - Mouse Pointer - Extra Large Green

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.

Layout Grouping **Choose Proctor Groups** Proctor Groups: 1
Sequential Stacked Pages: 7

Choose Proctor Groups

Toggle All

Eagle Eyes Grade 3 Math Unassigned	(33)	<input type="checkbox"/>
Eagle Eyes Grade 3 Math	(1)	<input type="checkbox"/>
Manny Math Class	(18)	<input checked="" type="checkbox"/>

OK

Once the STC or DTC have selected their options, they may proceed by clicking **Print**.

Layout Grouping **Choose Proctor Groups** **Print** Proctor Groups: 1
Sequential Stacked Pages: 3