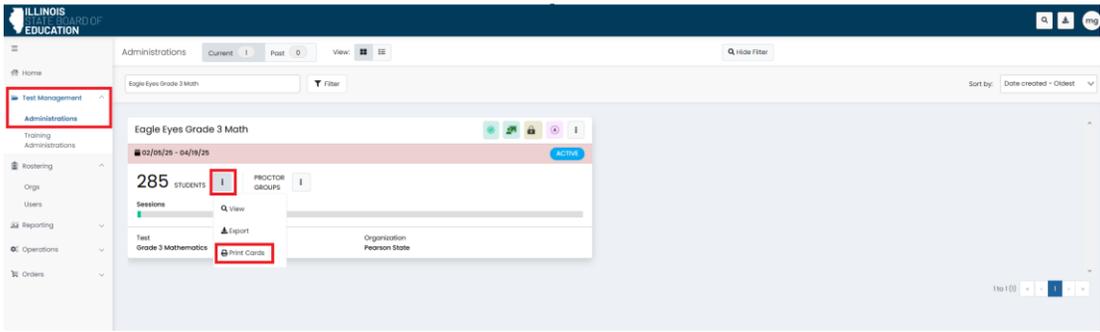
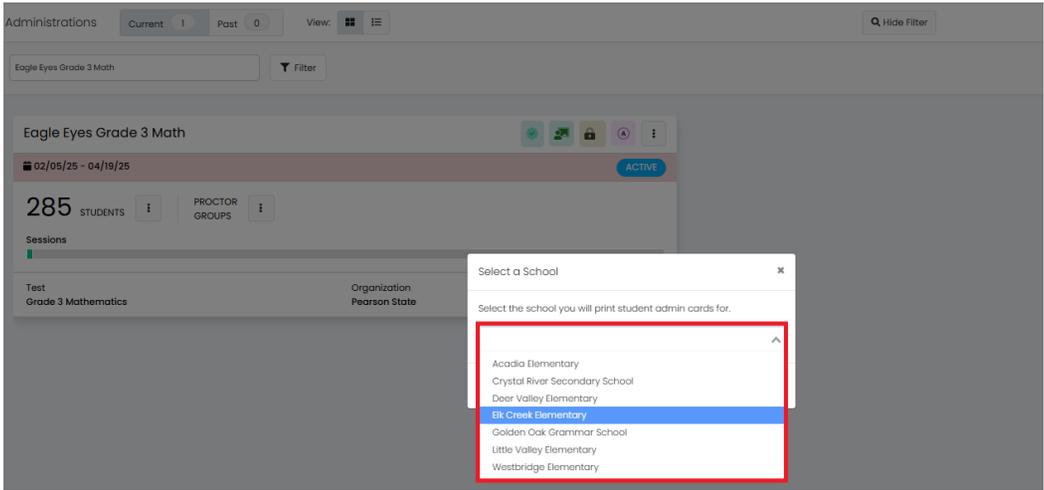


Student Print Cards (testing tickets) may be printed before students are added to proctor groups or after students are added to proctor groups. The following documentation provides step-by-step directions for printing student testing tickets for either scenario. Even if test proctors will not log on 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.</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 2 by 4, 3 by 6, or 1 per page.

Note: If you need to print out a test card for one student, do the 1 per page.

2 by 4

3 by 6

1 per page

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	Illinois Summative ELA, Math, and Science Assessment Alexis Caldwell Grade 3 Mathematics Last Name Caldwell

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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	Illinois Summative ELA, Math, and Science Assessment Nora Cox Grade 3 Mathematics Last Name Cox	Illinois Summative ELA, Math, and Science Assessment Jorja Davis Grade 3 Mathematics Last Name Davis

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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: This prints a roster for the proctor that includes accommodations per student.

C: Toggle borders: This option wraps text, enabling the full view of all student accommodations.

Note: Please print out this roster list with students' accommodations and provide it to the Test Proctor for a final review before allowing students to begin testing. If the Test Proctor identifies any missing or incorrect accommodations during the final review, they must report it to the STC or the DTC on site to rectify the issue before starting the test.

Student	Last Name	Accommodations
1. Harrison Atkinson	Atkinson	
2. Antonia Beltran	Beltran	
3. Amina Blair	Blair	
4. Jaya Booker	Booker	
5. Dana Brock	Brock	Language - Spanish Online/Spanish Text-to-Spee...
6. Alexis Caldwell	Caldwell	
7. Arman Camacho	Camacho	
8. Keeley Cervantes	Cervantes	
9. Xander Chen	Chen	
10. Rafael Conner	Conner	Language - Spanish Online/Spanish Text-to-Spee...
11. Nora Cox	Cox	
12. Jorja Davis	Davis	
13. Raymond Duran	Duran	
14. Louisa Everett	Everett	
15. Jayden Figueroa	Figueroa	
16. Stephanie Foster	Foster	
17. Casper French	French	
18. Heidi Haines	Haines	
19. Samantha Hanson	Hanson	Text to Speech with Graphics Math
20. Halima Hardin	Hardin	
21. Safia Hardy	Hardy	Language - Spanish Online/Spanish Text-to-Spee...
22. Libbie Haynes	Haynes	
23. Finnian Ho	Ho	
24. Lina Hodge	Hodge	
25. Yousuf Holland	Holland	
26. Honey Jacobson	Jacobson	
27. Alexandros Lester	Lester	Text to Speech with Graphics Math
28. Tom Mack	Mack	

Student	Last Name	Accommodations
1. Harrison Atkinson	Atkinson	
2. Antonia Beltran	Beltran	
3. Amina Blair	Blair	
4. Jaya Booker	Booker	Language - Spanish Online/Spanish Text-to-Speech - English
5. Dana Brock	Brock	
6. Alexis Caldwell	Caldwell	
7. Arman Camacho	Camacho	
8. Keeley Cervantes	Cervantes	
9. Xander Chen	Chen	
10. Rafael Conner	Conner	Language - Spanish Online/Spanish Text-to-Speech - English Text to Speech with Graphics Math
11. Nora Cox	Cox	
12. Jorja Davis	Davis	
13. Raymond Duran	Duran	
14. Louisa Everett	Everett	
15. Jayden Figueroa	Figueroa	
16. Stephanie Foster	Foster	
17. Casper French	French	
18. Heidi Haines	Haines	
19. Samantha Hanson	Hanson	Text to Speech with Graphics Math
20. Halima Hardin	Hardin	
21. Safia Hardy	Hardy	Language - Spanish Online/Spanish Text-to-Speech - Spanish Text to Speech with Graphics Math
22. Libbie Haynes	Haynes	

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.

Sequential
Proctor Groups will be grouped on the same page

A	A	B	B	C	C
A	A	B	B	C	C
A	A	B	B	C	C
A	A	B	B	C	C
D	D	E	E	F	F
D	D	E	E	F	F
D	D	E	E	F	F
D	D	E	E	F	F
D	D	E	E	F	F
D	D	E	E	F	F
G	G	H	H		
G	G	H	H		
G	G	H	H		
G	G	H	H		

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

A	B	A	B	A	B
C	D	C	D	C	D
E	F	E	F	E	F
G	H	G	H	G	H
A	B	A	B	A	B
C	D	C	D	C	D
E	F	E	F	E	F
G	H	G	H	G	H
A	B	A	B		
C	D	C	D		
E	F	E	F		
G	H	G	H		

OK

E: Choose Proctor Groups: Select the proctor groups 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

Click **Print**.

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