

This guide outlines how to maneuver the Proctor Dashboard before, during and after testing.

Detail Information	Screenshot
<p>Above the Progress Bar: Assessment Information:</p> <p>A: Testing Information: To confirm the Grade, Subject, Proctor Group name, and Testing School. This will also include the Test Window Date, Proctor Name that was entered on the Proctor Acknowledgements, and TestNav Kiosk Only.</p> <p>B: Actions: Test Code, Seal Code(s) (same for the Proctor Card to help student move after finishing each section), Print Cards (If a Students Print Card is misplaced or missing)</p> <p>Note: A Read Aloud icon appears if at least one student in the group is tagged for Read Aloud. Click the icon to view a pop- up screen with access instructions for the person who will perform the Read Aloud.</p> <p>If a test has multiple read aloud forms (multiple languages) all applicable will show up as an option for the proctor to select after logging into TestNav with the READALOUD credentials.</p>	<p>The screenshot is divided into two parts, A and B. Part A shows a pop-up window with the following details: PROCTOR GROUP: Manny Math Class Grade 6; PROCTOR NAME: Manny Garcia; TESTING SCHOOL: Enterprise High; TEST: Grade 6 Math (Manuals); TEST CODE: 3HWAYU; PROCTOR PASSWORD: YAGJ6N; KIOSK ONLY: Yes; TEST WINDOW: 09/23/25 - 06/26/26. Part B shows the dashboard header with 'Grade 6 Math (Manuals Using SP25 Tests)' and an 'Edit Proctor' button. Below the header, there are buttons for 'Print Cards', 'Seal Code(s)', and 'Read Aloud'. A red arrow points from the 'Read Aloud' button to a 'ReadAloud Login Information' dialog box. The dialog box contains the following text: 'Login to TestNav using the following credentials on another screen', 'Test Code: READALOUD', 'Proctor Test Code: 2KS7RZ', and 'Proctor Password: NQRMHZ', with an 'OK' button at the bottom right.</p>

Progress Bar and Tools for All Students:

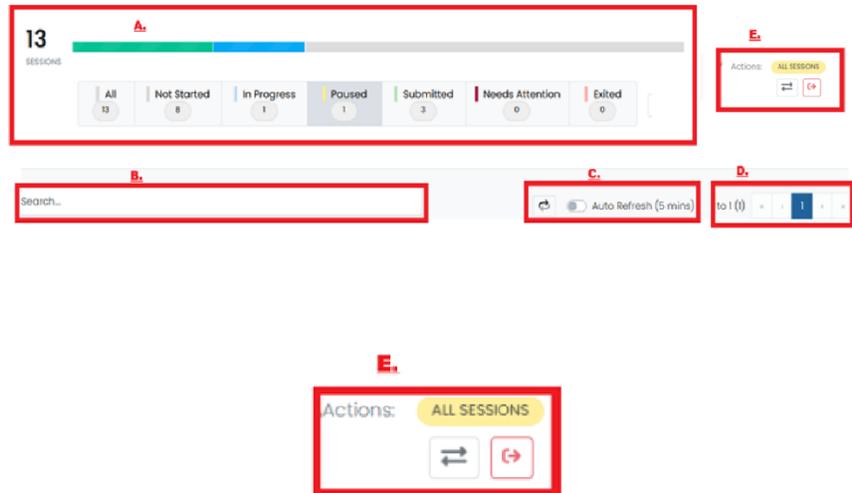
A: Progress Bar: Hover over each status to see the number of students represented. **Note: Pause feature is not available. Please see “Action Menu” on how to Pause a test for students.**

B: Search: Enter a student name to quickly locate a student.

C: Refresh the page: Click the Refresh button to reload the page immediately. You can also toggle on Auto Refresh.

D: Page navigation: If the proctor group is large, you may need to go to the next page to view some students.

E: Actions Toolbar: Proctors can use the toolbar at the top of the student sessions list to apply an action to ALL student sessions. Hover over an icon to see its action. The available options depend on site and test configurations.



 **Approve All Sessions** – If proctor approval is required for students to enter their test for the first time once they enter credentials, use this button to let in all students.

 **Move All to Section** – All students can be moved to the same section using the Move All to Section button.

 **Exit All Sessions** – Proctors use this button to exit all students’ sessions if an emergency occur during testing, Proctor will need to reset all students to continue testing the emergency has been resolved.

 **Reset All** – Reseating allows the students to re-enter their test.

Columns in the Student Session List:

Tester: Student name. If the proctor group was not created ahead of time with specific students assigned, no students will appear until they sign into the test.

Identifier: A unique code that identifies each student.

Orgs: Student's school.

Started Time: The time the student started the session.

Test Progress: Visual representation of student progress. Hover over icon to read status.

Test Status: Test Status tells the proctor if the student is interacting with the test.

Section Progress: Indicates number of sections completed/number of sections in the test. The green checkmark indicates the section that the student has progressed to.

Accommodations: The number of accommodations test form or tool add-on a student has appears in this column. You can hover your pointer over the count to see the assigned accommodations.

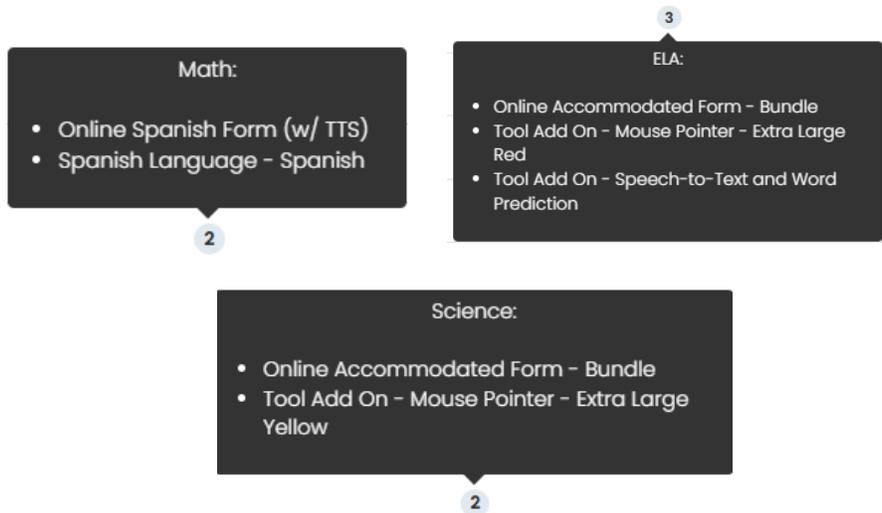
Code (Accountability Code): In the Code column, you can view any accountability code applied to the student, such as "01" for "medically excused."

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Accommodation	Code	Actions
Alliso King	10000404	Crystal River Secondary School	Not Started	⊗	NOT STARTED	None	None			ⓘ
Cain Nolan	10000425	Crystal River Secondary School	Not Started	⊗	NOT STARTED	None	None	1		ⓘ
Eddie Barro	10000435	Crystal River Secondary School	Not Started	⊗	NOT STARTED	None	None	1		ⓘ
Edgar Howell	10000442	Crystal River Secondary School	Feb 7th, 2:50:00 pm	⊗	SUBMITTED	Section 1	0% Answered			ⓘ
Hussein Mccarty	10000523	Dk Creek Elementary	Not Started	⊗	NOT STARTED	None	None	5		ⓘ
Karman Barker	10000428	Crystal River Secondary School	Feb 24th, 8:32:54 am	⊗	RESEAT	Section 1	10% Answered			ⓘ
Mon Garcia	temp#111	Crystal River Secondary School	Not Started	⊗	NOT STARTED	None	None			ⓘ

Proctor Starting and Monitoring a Test



- **Not Started** – The student has not signed in to the test. No action is needed by the proctor. Only applies if students were pre-assigned to the proctor group.
- **Needs Attention** – Student requires action by the proctor, usually to be reseated.
- **In Progress** – The student has signed in to the test. No action is needed by the proctor.
- **Reseated** – The student has been reseated.
- **Exited** - The student has exited their test without submitting.
- **Submitted** – The student has completed the test and submitted their answers.



Actions Menu: After the assessment session has started, a set of buttons appears in the Actions column for each student. Your options will vary. Proctors use these actions to control individual student's sessions.



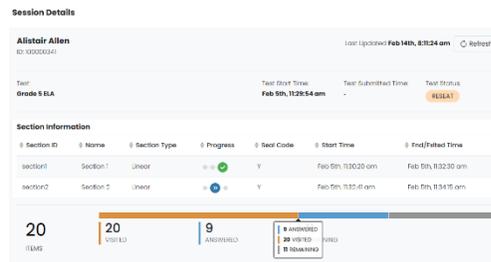
Approve Session – Proctors can approve an individual student to start testing.

Are you sure you want to approve this student to continue to test?

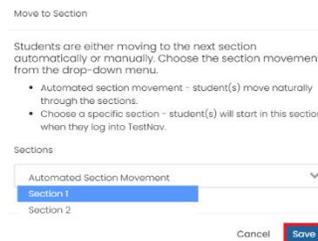


Note: A popup will prompt you to either approve or deny student access to the test. Please deny access if the accommodation is incorrect and promptly report this to the STC or DTC on site.

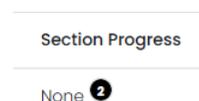
- **View Session Details** - Displays overall test information, including both section information and item progress information. Item progress default view for linear tests is items by sequence and for CAT tests is items by last update timestamp. Users may sort on any of the columns in the item progress table to review data, as needed.



- **Reseat Session** – Proctors can select this if something interrupts a student's session. This might include a computer issue, session timeout, or an unexpected error. Reseating allows the student to re-enter their test.
- **Exit Session** – If enabled, a proctor can stop a TestNav student test session. This is not available until the student starts their test. **Note: Using the exit session can be also used to Pause a student test with Frequent Break accommodation.**
- **Move to Section** – Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.
 - Automated section movement - student(s) move naturally through the sections.
 - Choose a specific section - student(s) will start in this section when they log into TestNav.
 - Save



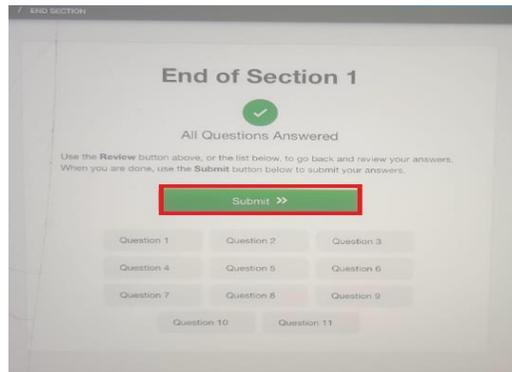
- On the Section Progress, a number will appear confirming on the section change



Process after completing a section:

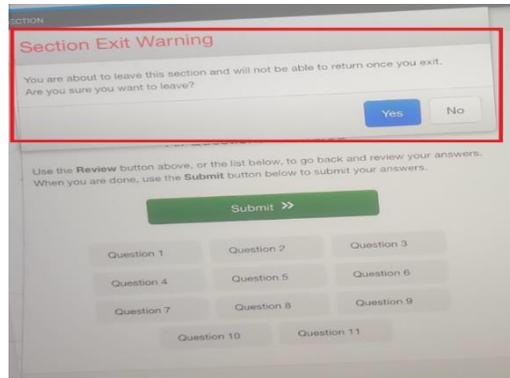
Once the student answers the final question, they will see this on their device:

The student will need to submit the section they are in.



A confirmation popup window will appear to verify if the student wishes to submit.

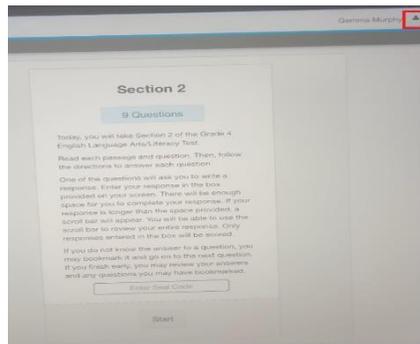
The student will then select "Yes".



The student will then see the option to proceed to the next section to enter the seal code. If the next section is scheduled for the following day, the student can inform the Test Proctor that they have completed the scheduled section for the day. The Proctor can then proceed with the following actions:

A: Tell the student to exit the device by going to the user icon  on the top right to exit.

B: Proctor can go on the Proctor dashboard to the student three dots  and select "Exit Session".



This will be the final message for the students to see.

On the next day of testing, the Test Proctor will need to reset all students before the test begins.

