Introduction to Test Management for Test Proctors and Support Staff

ILLINOIS STATE BOARD OF EDUCATION

How to Use this Training

- Introductory training
  - Proctor Dashboard
  - Seal Code
- Test Proctors and Test Support Staff Requirements
    - Attend training
    - Complete additional assigned training
  - One week before testing
    - Read Test Proctor script
    - Read Test Administration and Proctoring Manual

How to Use this Training 2

- Review before, during, and after testing activities

- Illinois Support Site
  - Test Proctor Script
  - Test Administration and Proctoring Manual

il.mypearsonsupport.com

Proctor Logging into a Test

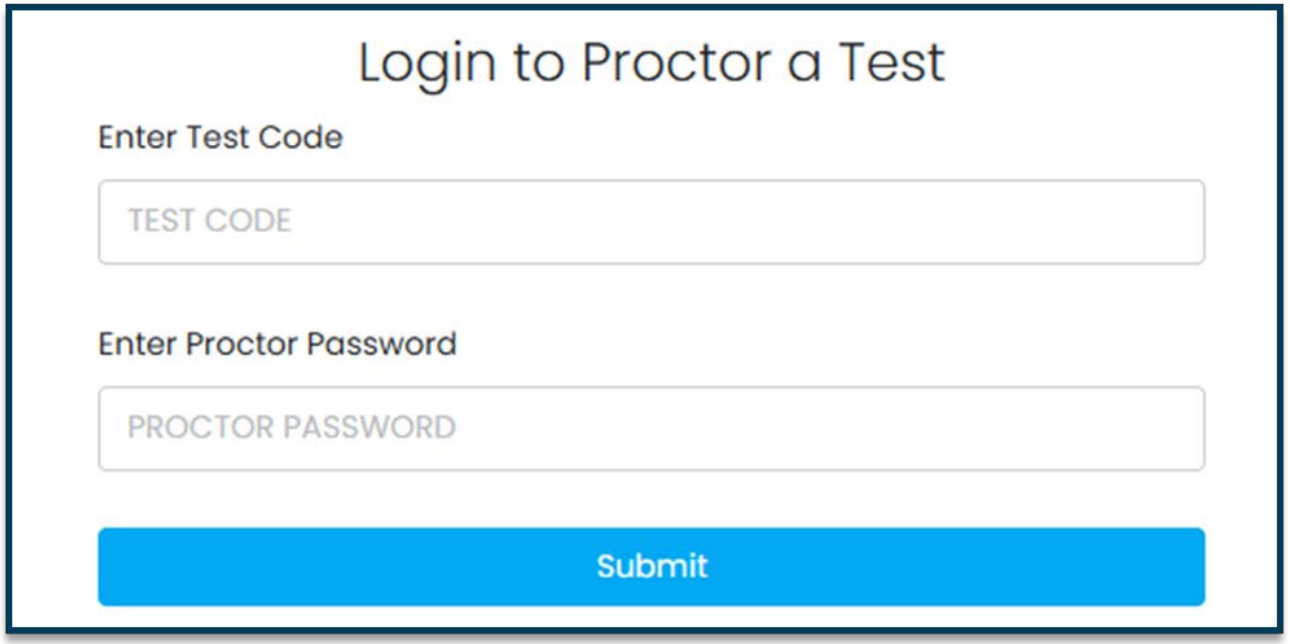
- Provided Proctor Test Ticket by STC
- Go to il.adamexam.com/#/proctor
  - Enter test code and Proctor Password
  - Select **Submit** button

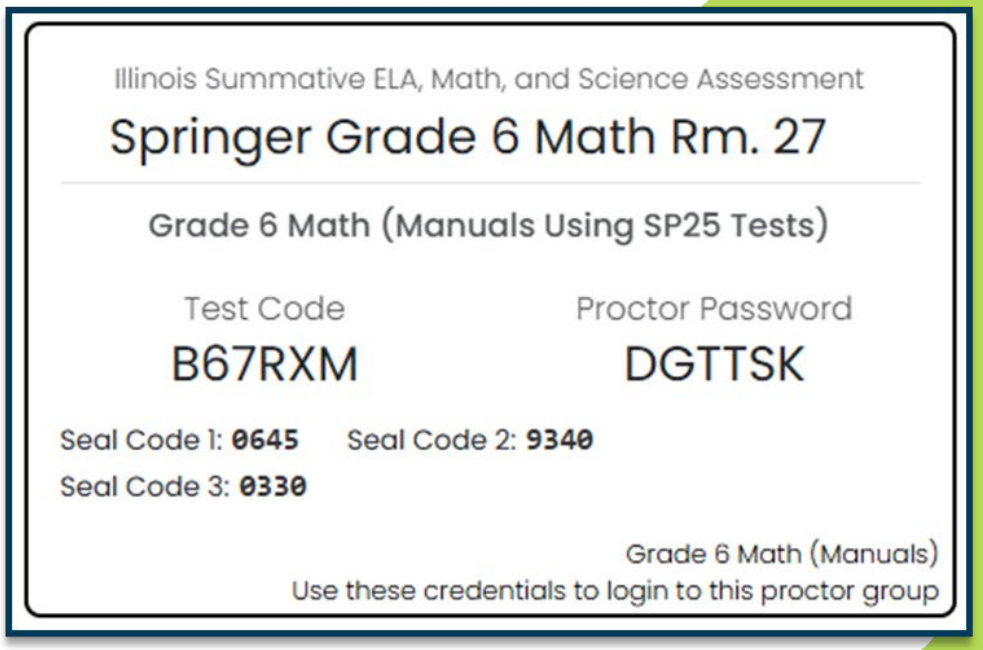
Proctor Logging into a Test 2

- Read and agree to the Proctor Acknowledgement
  - Security agreement
  - Role as a testing proctor

  Only prompted upon first time entry
  - Select **Save** button
- View your dashboard

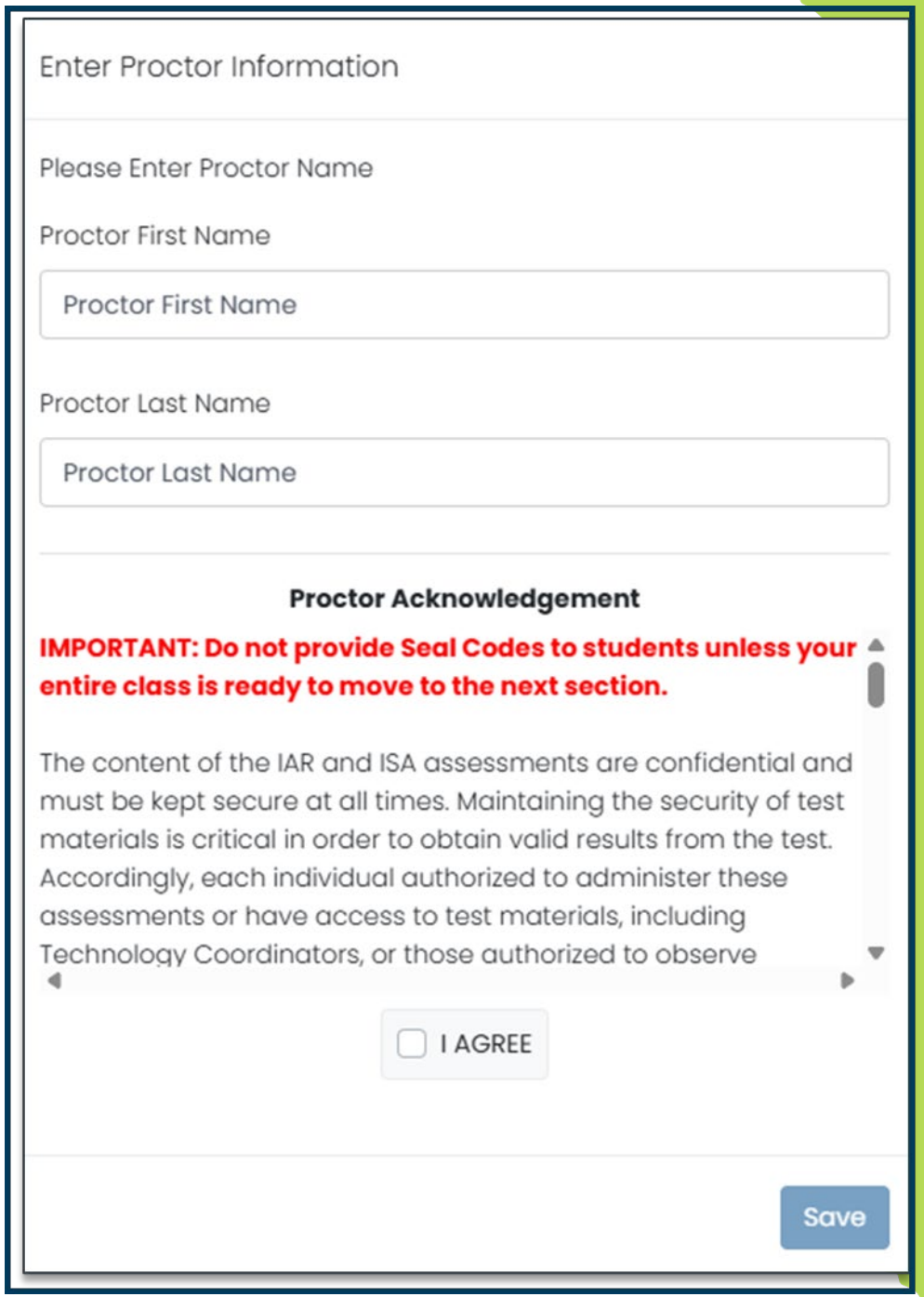
Proctor Logging into a Test 3



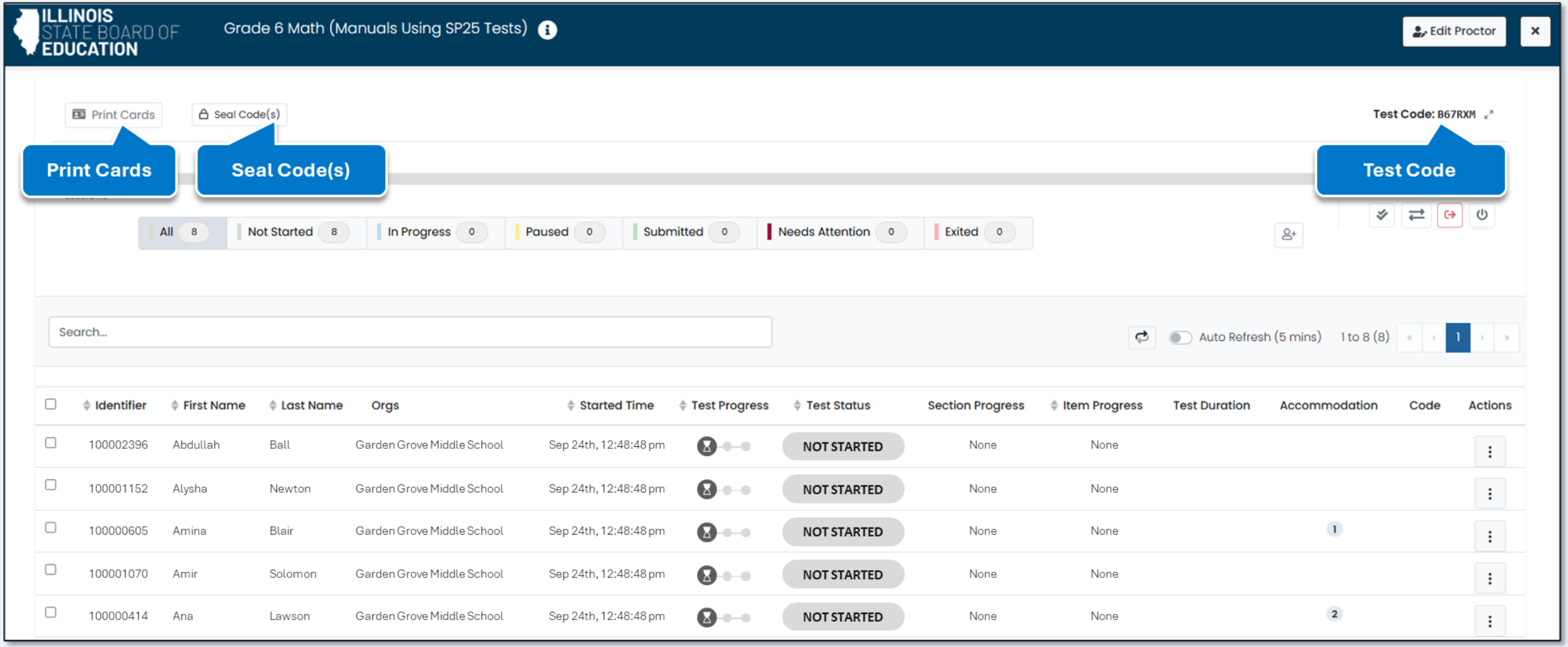


Proctor Logging into a Test 4

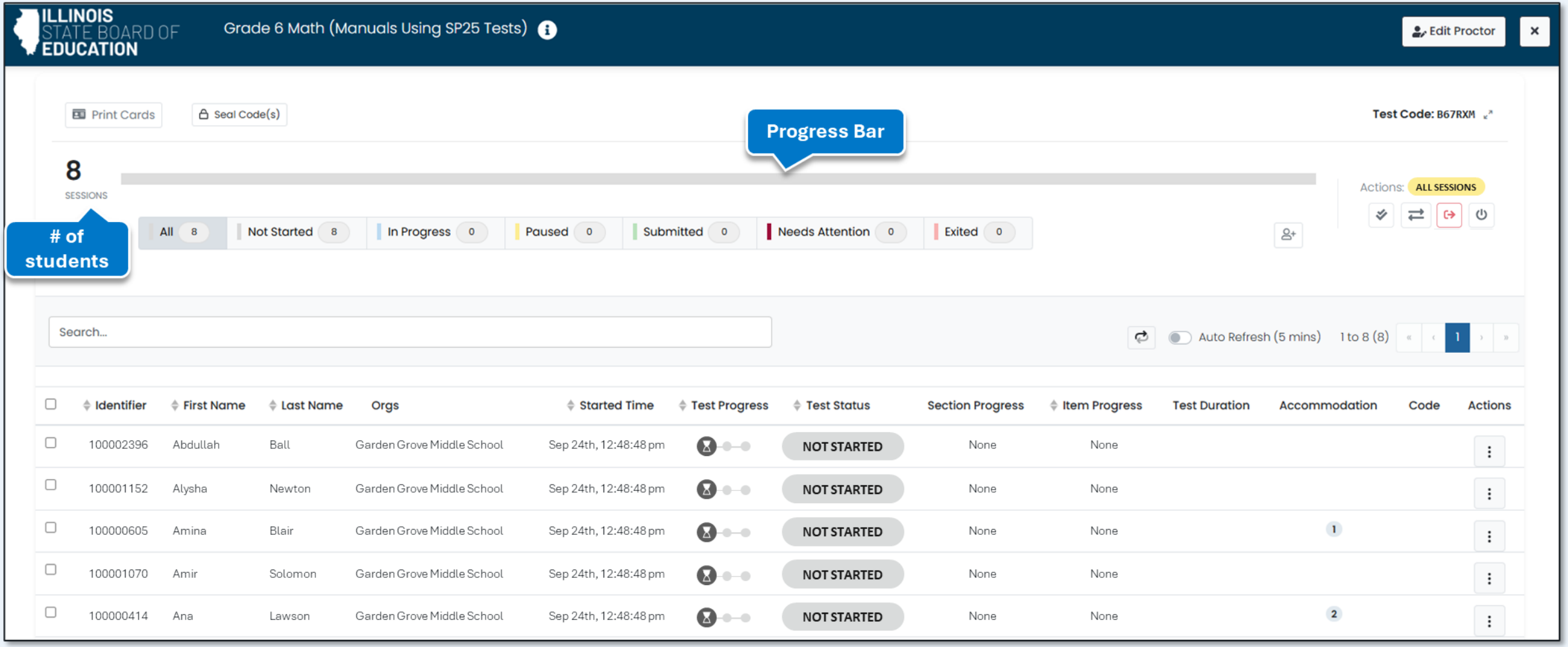
1. Enter Proctor information
2. Read and agree
3. Select the **SAVE** button



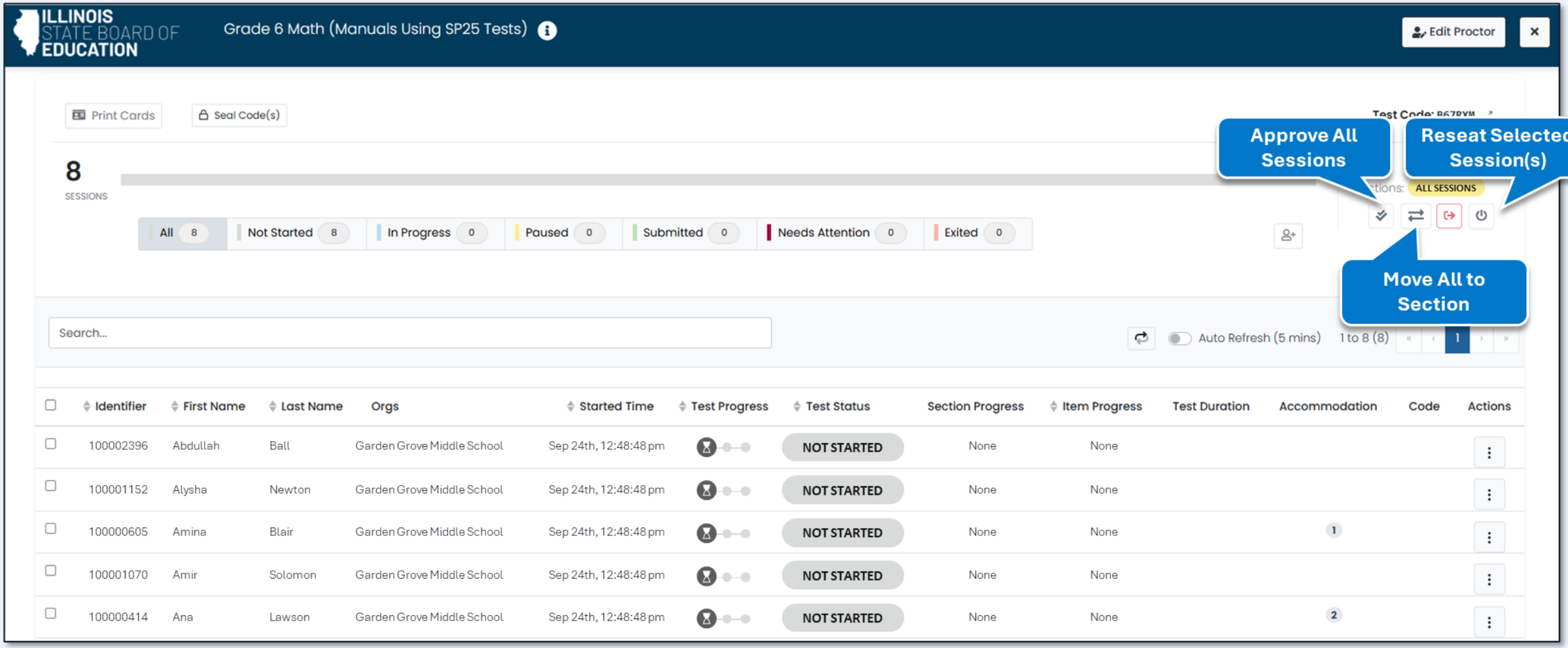
Proctor Dashboard Walkthrough



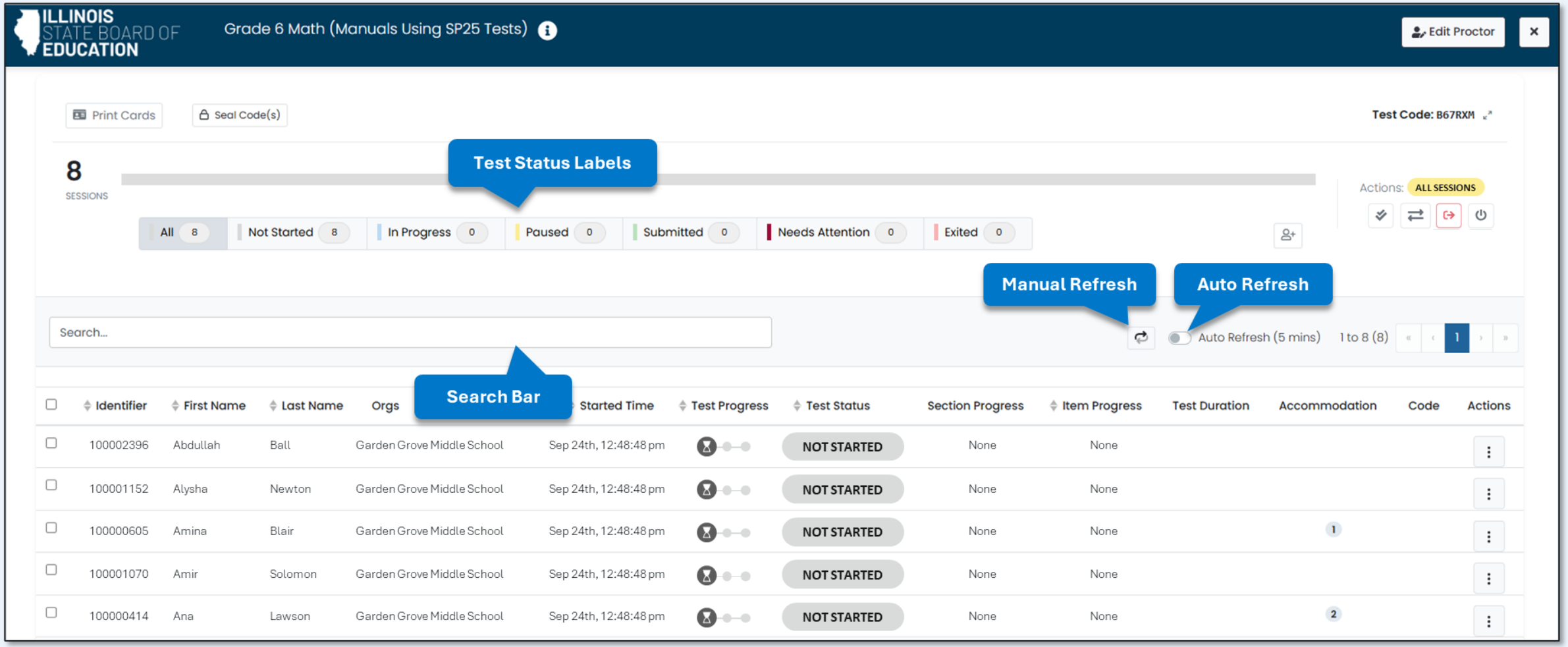
Proctor Dashboard Walkthrough 2



Proctor Dashboard Walkthrough 3



Proctor Dashboard Walkthrough 4



Proctor Dashboard Test Status

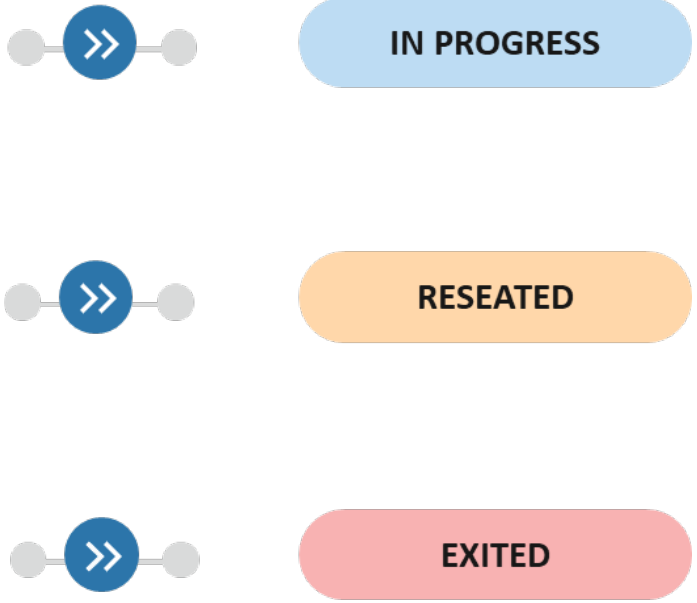
Progress: Not Started

Not Started – The student has not signed into the test.

Needs Attention – The student is logging in for the first time. The Test Proctor must Approve the student test session.

Proctor Dashboard Test Status 2

Progress: Started



In Progress – The student has signed into the test and is currently testing.

Reseated – The Test Proctor has reseated the student to test again.

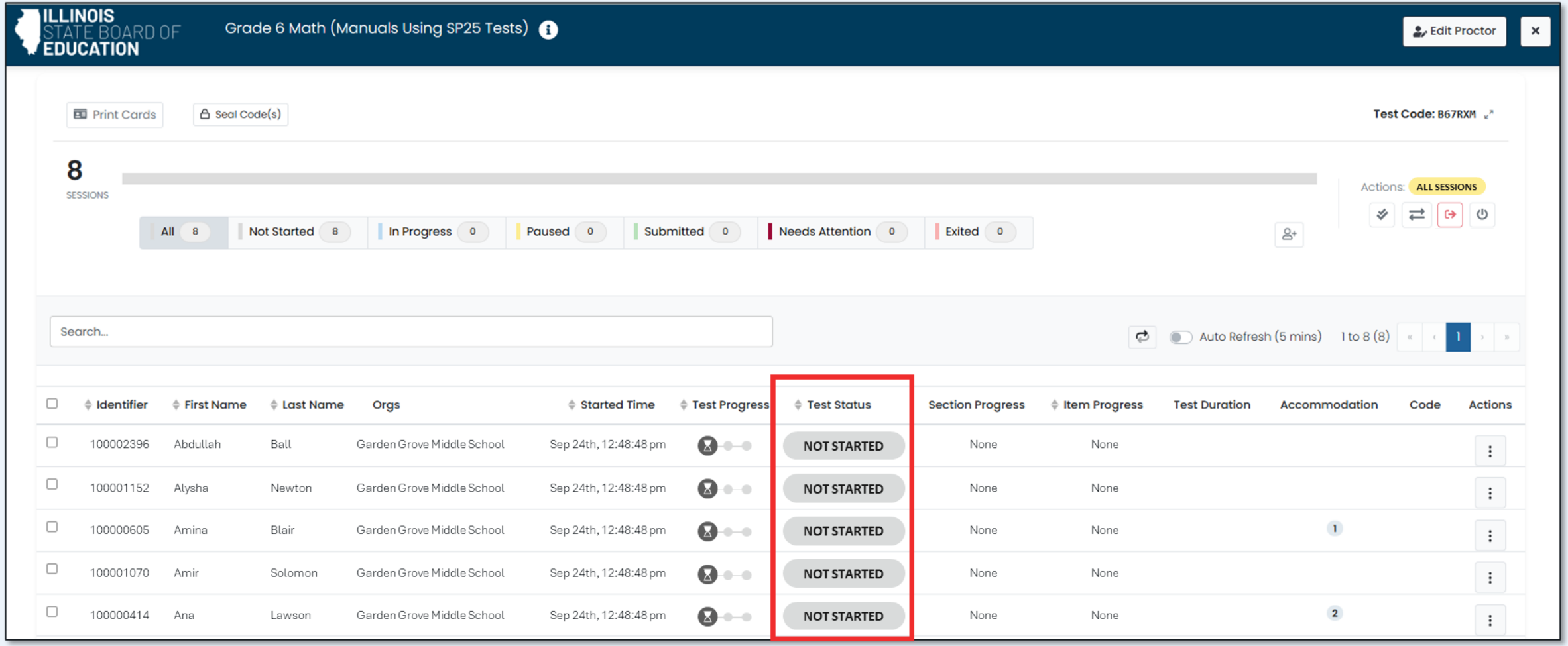
Exited – The student has exited their test without submitting their answers.

Proctor Dashboard Test Status 3

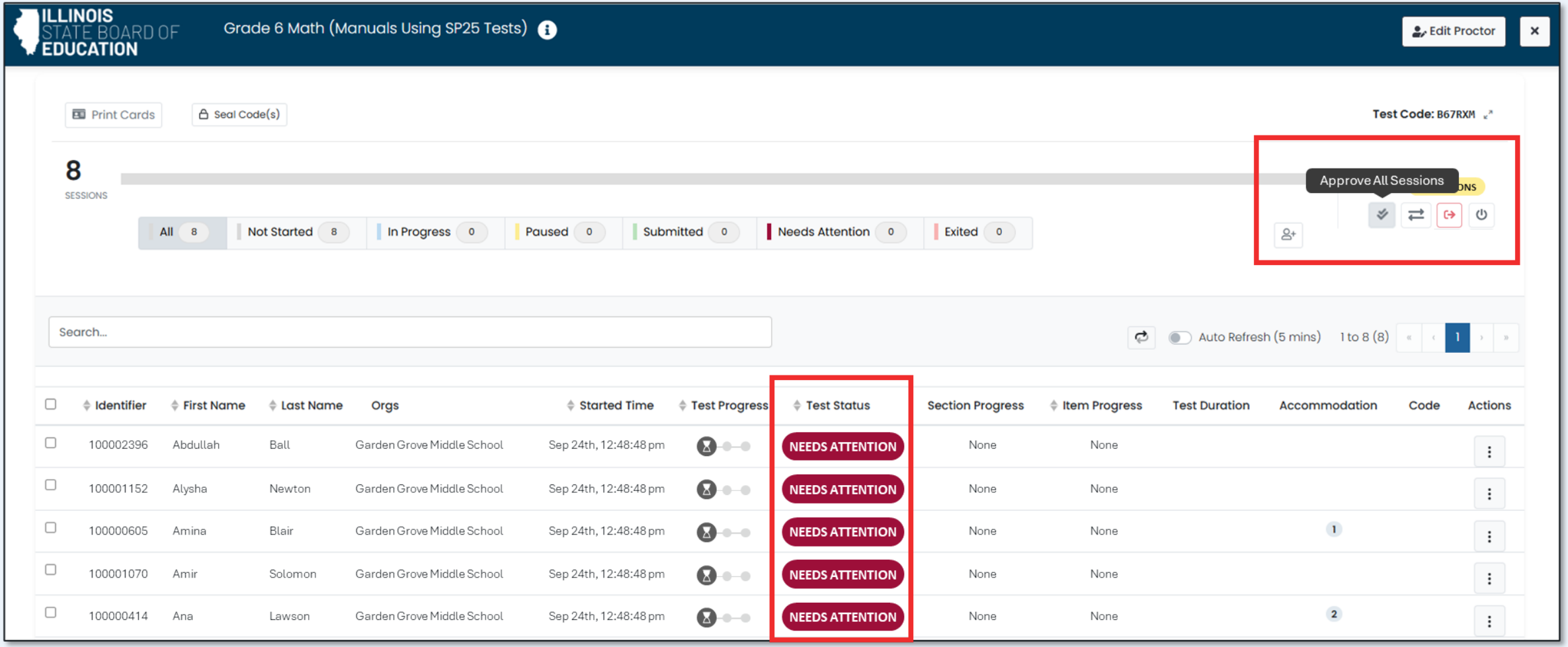
Progress: Submitted

Submitted – The student has completed the test and submitted their answers.

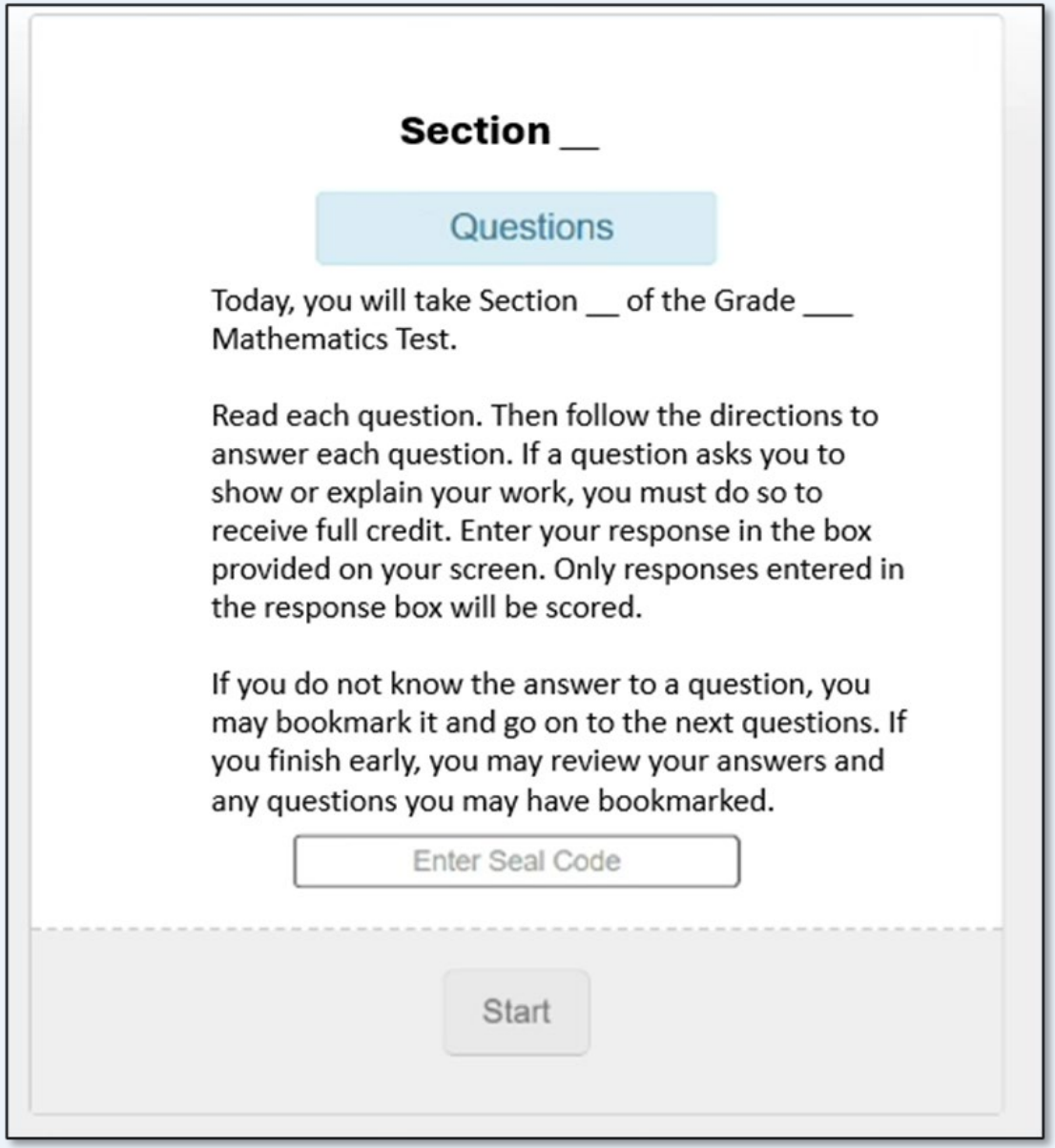
Proctor Dashboard Walkthrough



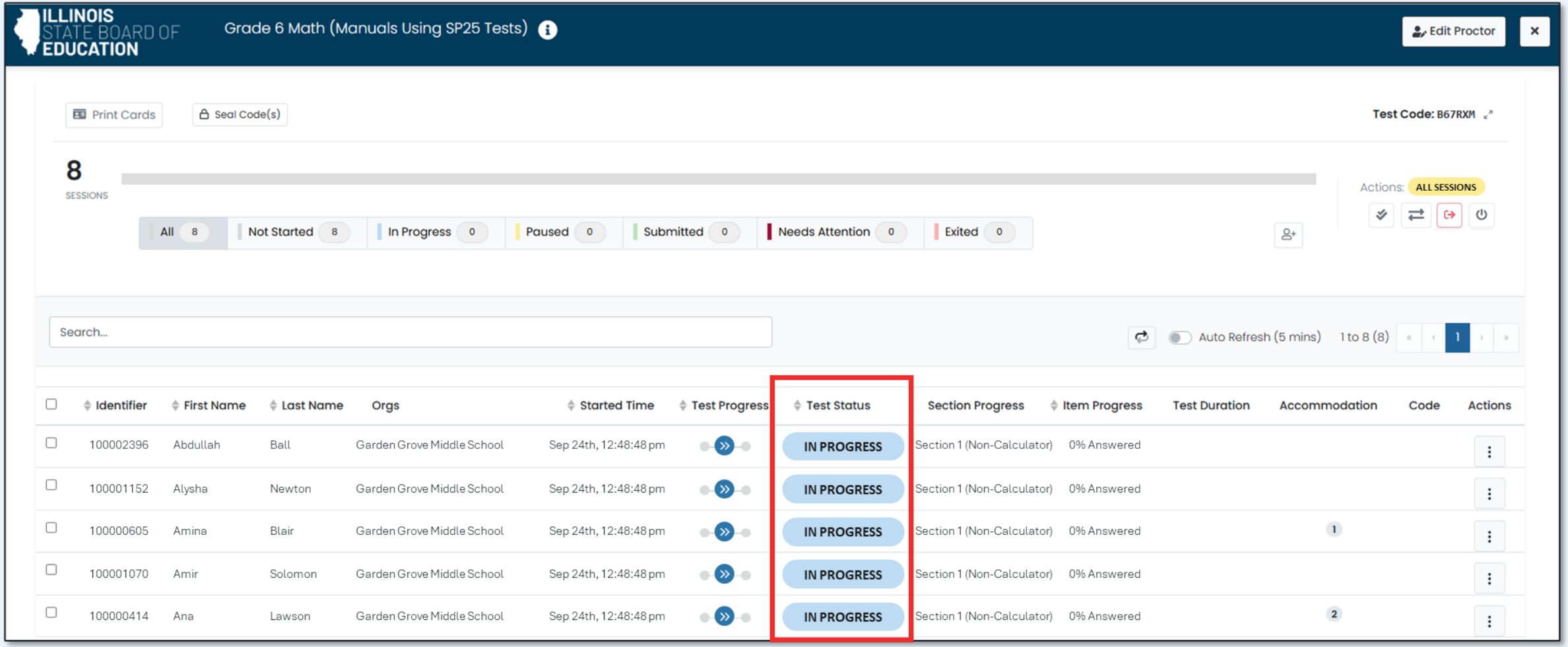
Proctor Dashboard Walkthrough 2



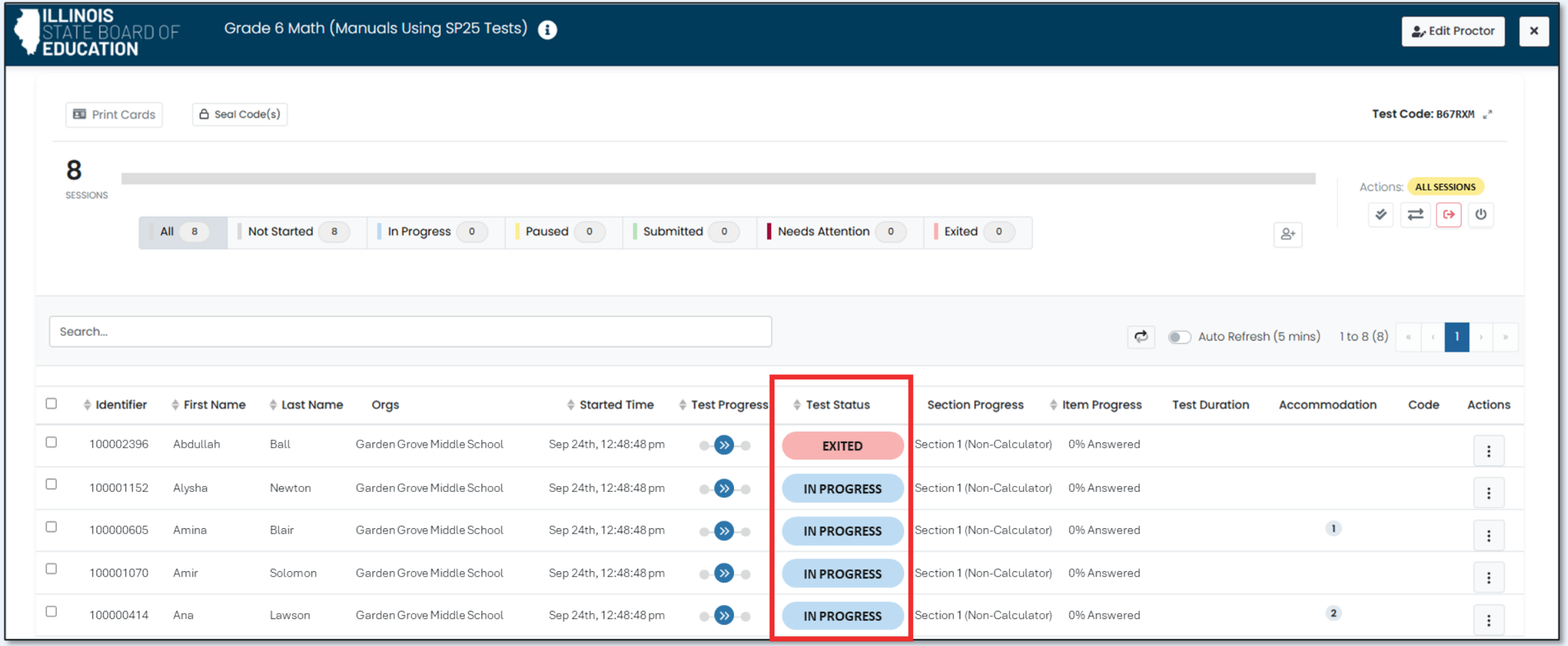
Seal Code


Section __
Questions
Today, you will take Section __ of the Grade ___ Mathematics Test.
Read each question. Then follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.
If you do not know the answer to a question, you may bookmark it and go on to the next questions. If you finish early, you may review your answers and any questions you may have bookmarked.
Enter Seal Code
Start

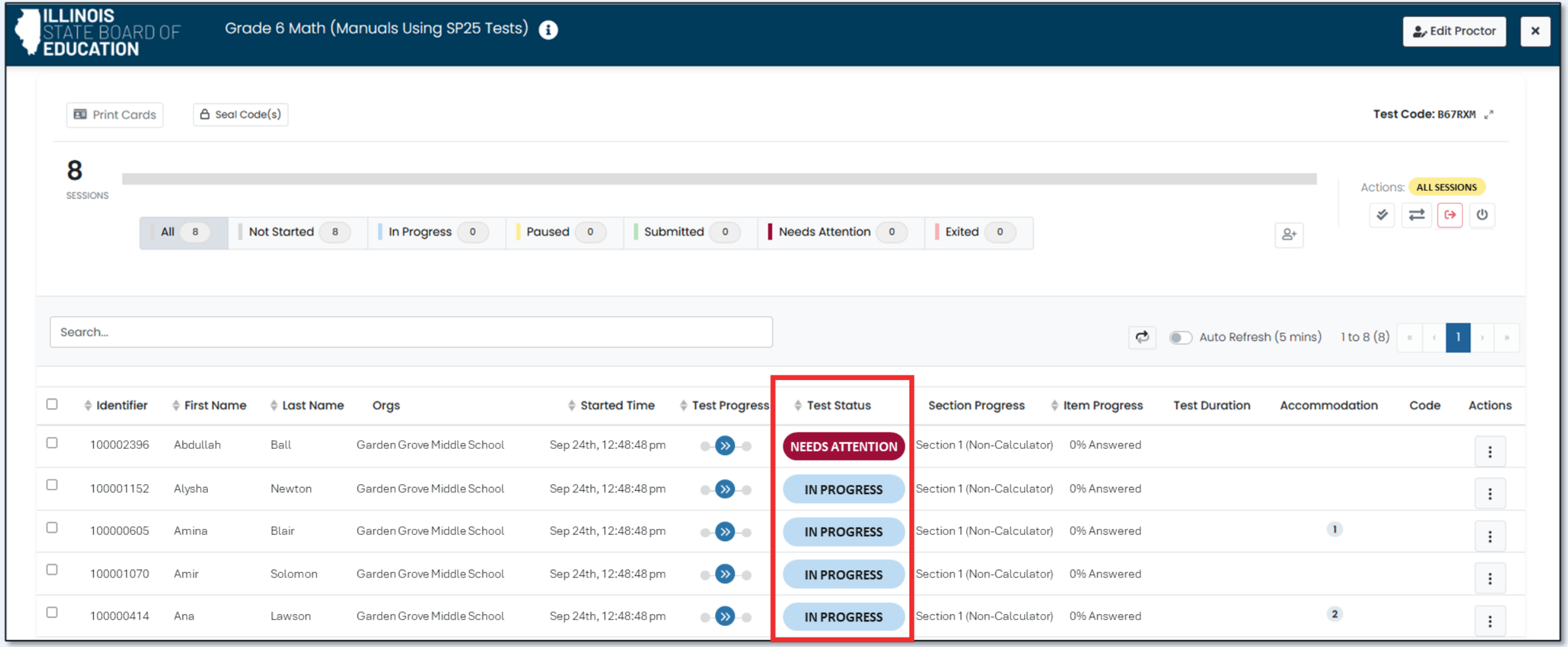
Proctor Dashboard Walkthrough 3



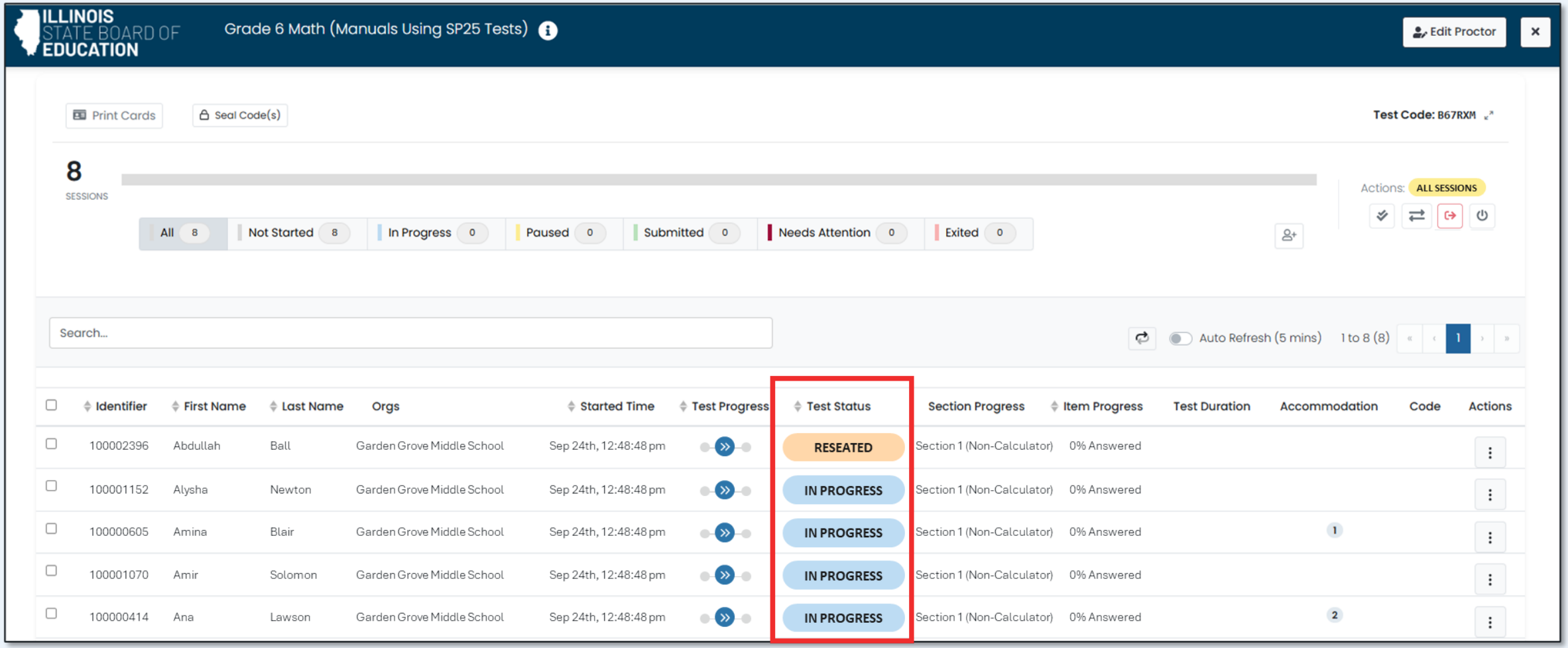
Proctor Dashboard Walkthrough 4



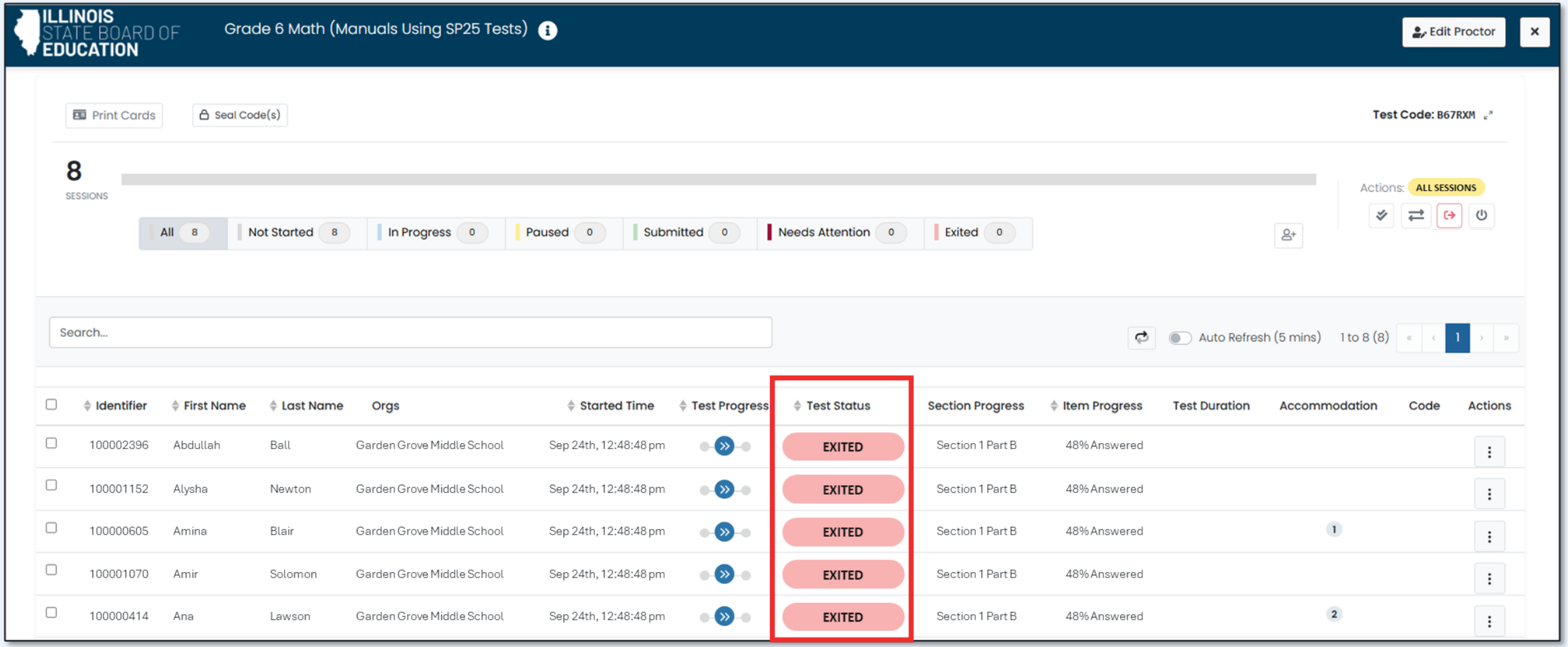
Proctor Dashboard Walkthrough 5



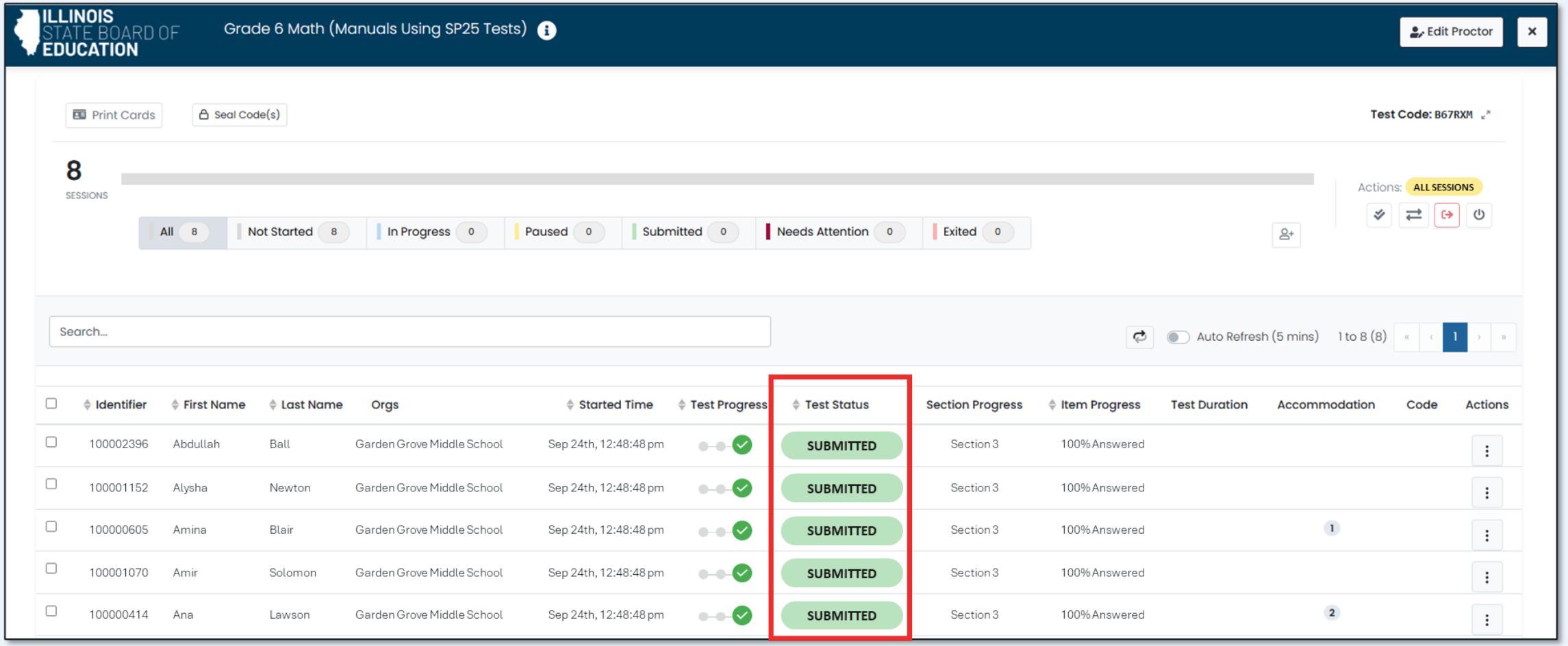
Proctor Dashboard Walkthrough 6



Proctor Dashboard Walkthrough 7



Proctor Dashboard Walkthrough 8



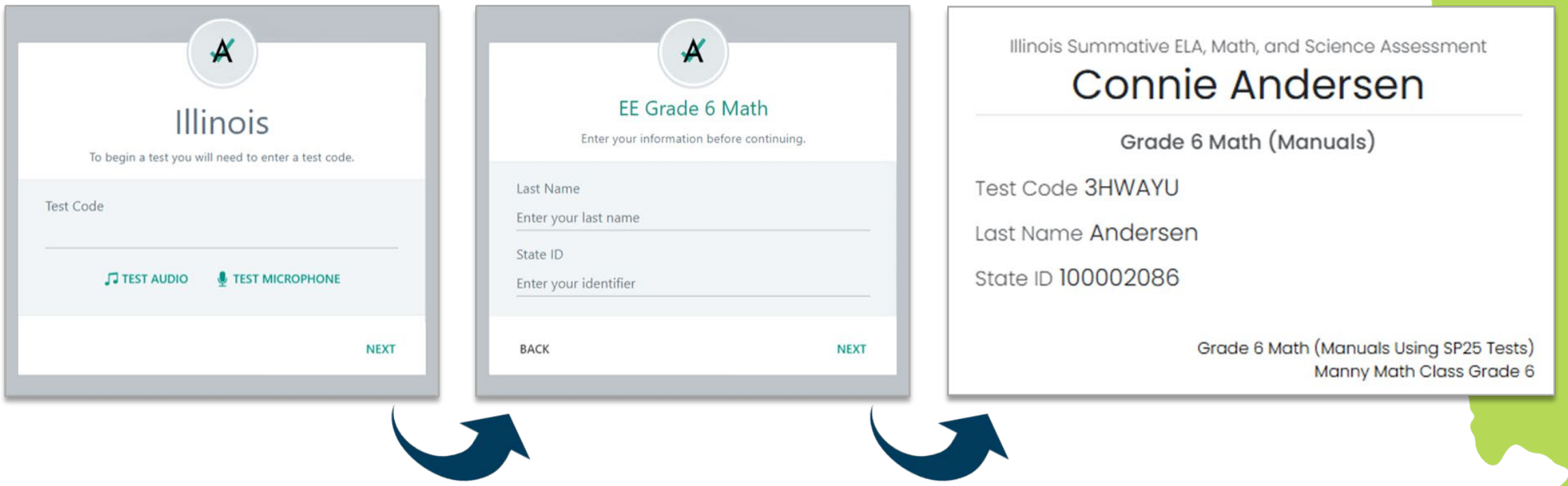
Proctor Dashboard Management

- Section Progress
- Item Progress
- View Session Details
- Move Test Sections

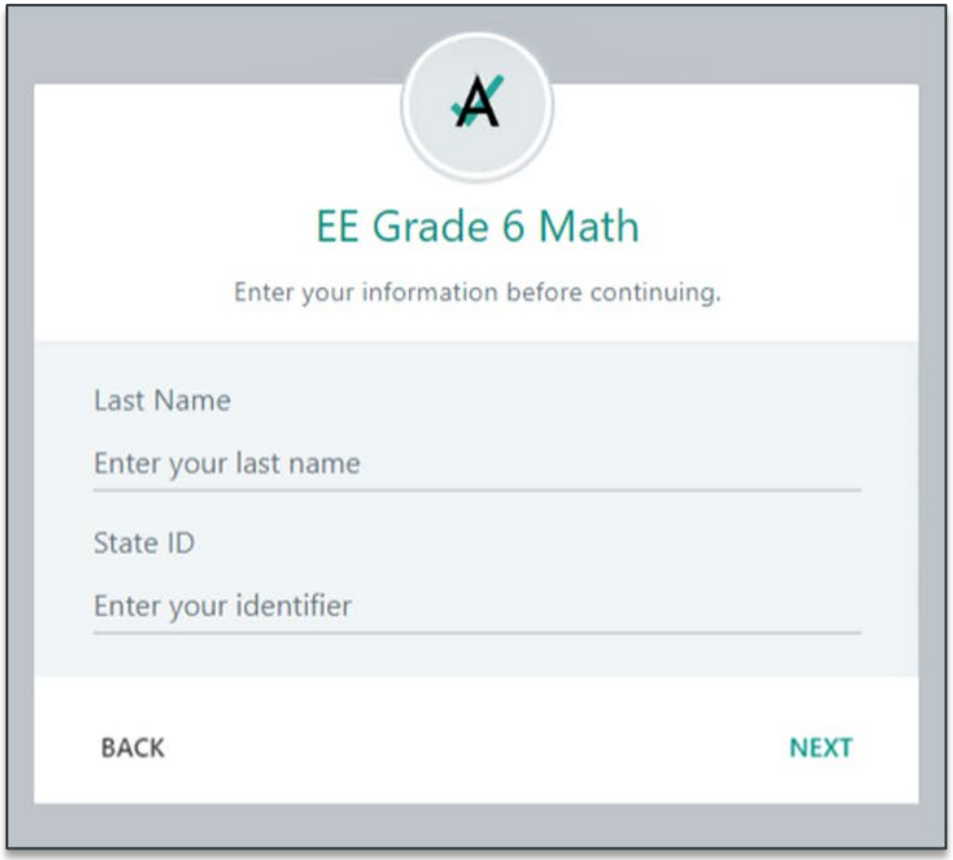
To explore the Proctor Dashboard in more detail:

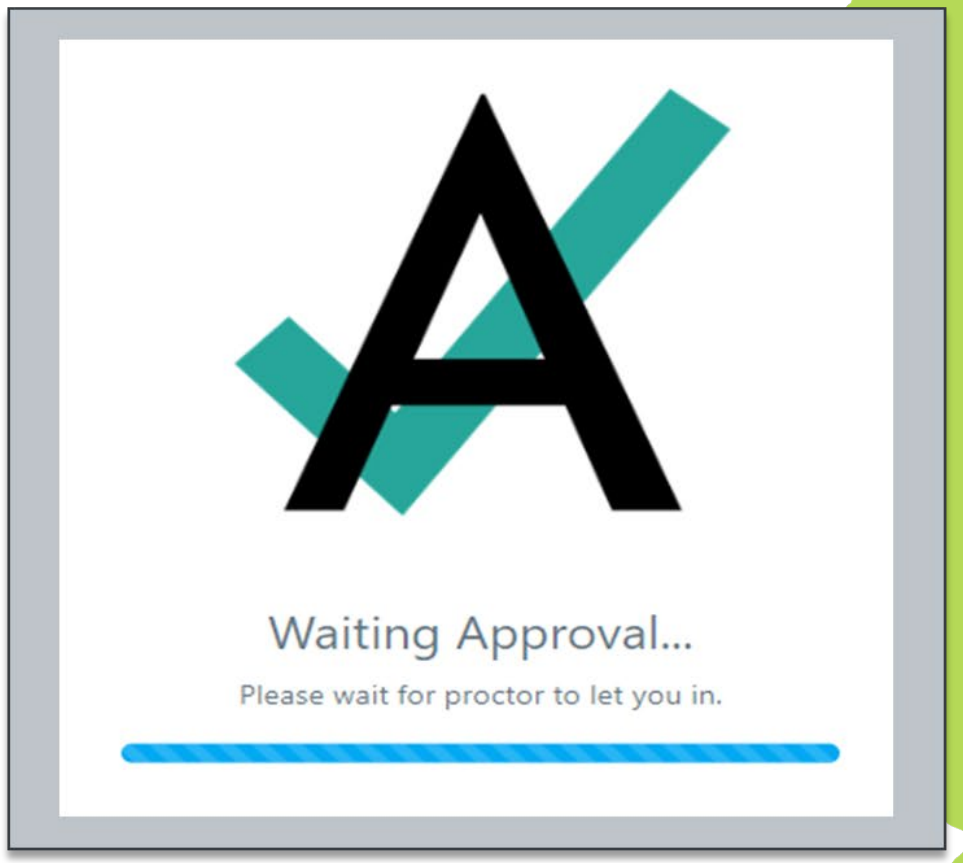
Take the "*Proctor Dashboard Management*" Training Module.

Students Logging into a Test

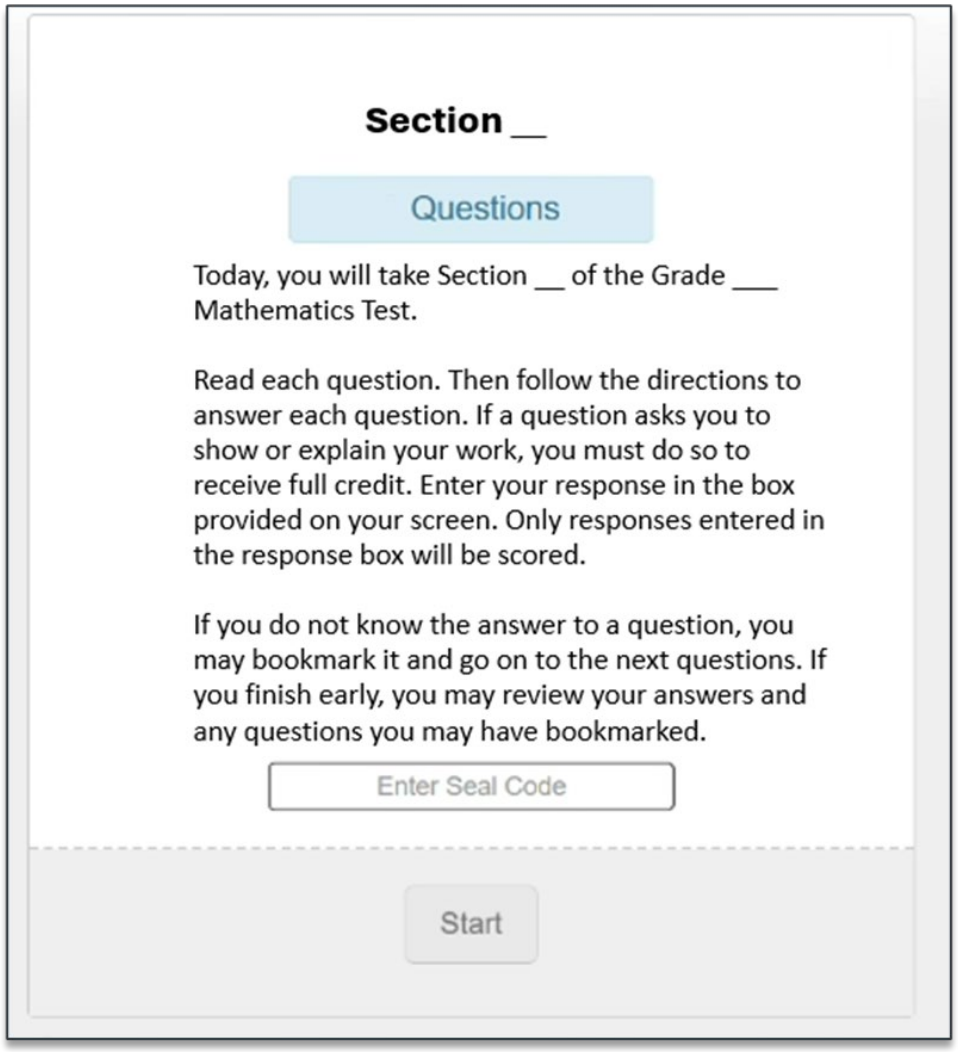


Students Logging into a Test 2





Students Logging into a Test 3



Contact Information

Email Pearson:

SCHIllinoisTeam@pearson.com

Illinois Customer Support:
1-833-213-3879

Illinois Support Page
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