



Introduction to Test Management for Test Proctors and Support Staff





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

Login to Proctor a Test

Enter Test Code

TEST CODE

Enter Proctor Password

PROCTOR PASSWORD

Submit

Illinois Summative ELA, Math, and Science Assessment

Springer Grade 6 Math Rm. 27

Grade 6 Math (Manuals Using SP25 Tests)

Test Code	Proctor Password
B67RXM	DGTTSK

Seal Code 1: **0645** Seal Code 2: **9340**
Seal Code 3: **0330**

Grade 6 Math (Manuals)
Use these credentials to login to this proctor group



Proctor Logging into a Test 4

1. Enter Proctor information

2. Read and agree

3. Select the **SAVE** button

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor Last Name

Proctor Acknowledgement

IMPORTANT: Do not provide Seal Codes to students unless your entire class is ready to move to the next section.

The content of the IAR and ISA assessments are confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer these assessments or have access to test materials, including Technology Coordinators, or those authorized to observe

☐ I AGREE

Save

Proctor Dashboard Walkthrough

ILLINOIS
STATE BOARD OF
EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) ⓘ

Edit Proctor X

Print Cards

Seal Code(s)

Test Code: B67RXM ↗

Print Cards

Seal Code(s)

Test Code

All 8 | Not Started 8 | In Progress 0 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 0

👤


↩️ ↺ ⏪ ⏩ ⏹


Search...


🔄 Auto Refresh (5 mins) 1 to 8 (8) « 1 »


<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm	<div><div></div></div>	NOT STARTED	None	None				⋮
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm	<div><div></div></div>	NOT STARTED	None	None				⋮
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm	<div><div></div></div>	NOT STARTED	None	None		1		⋮
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm	<div><div></div></div>	NOT STARTED	None	None				⋮
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm	<div><div></div></div>	NOT STARTED	None	None		2		⋮


Proctor Dashboard Walkthrough 2




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor 

 Print Cards

 Seal Code(s)

Progress Bar

Test Code: B67RXM 

8
SESSIONS

of students

All 8

Not Started 8


In Progress 0





Paused 0

Submitted 0






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








Exited 0




Actions: ALL SESSIONS
   


Search...



  Auto Refresh (5 mins) 1 to 8 (8)   

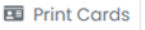

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
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<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None		2		

Proctor Dashboard Walkthrough 3



Grade 6 Math (Manuals Using SP25 Tests) 

 Edit Proctor 

 Print Cards  Seal Code(s)

8
SESSIONS

All 8

Not Started 8

In Progress 0




Paused 0











Submitted 0

Needs Attention 0

Exited 0





Search...

  Auto Refresh (5 mins) 1 to 8 (8) 

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<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
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<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None		2		

Test Code: 8678VM

Actions: ALL SESSIONS


   


Approve All Sessions

Reset Selected Session(s)


Move All to Section

Proctor Dashboard Walkthrough 4




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor



Print Cards

Seal Code(s)





Test Code: 867RXM 

8
SESSIONS

Test Status Labels

All 8 | Not Started 8 | In Progress 0 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 0

Actions: ALL SESSIONS













Search...

Manual Refresh

Auto Refresh

Auto Refresh (5 mins) 1 to 8 (8)

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<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None		2		

Proctor Dashboard Test Status

Progress: Not Started



NOT STARTED

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



NEEDS ATTENTION

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

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



RESEATED

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



EXITED

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



Proctor Dashboard Test Status 3


Progress: Submitted





SUBMITTED


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


Proctor Dashboard Walkthrough




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor 

 Print Cards

 Seal Code(s)

Test Code: B67RXM 

8
SESSIONS

All 8

Not Started 8


In Progress 0





Paused 0

Submitted 0






Needs Attention 0











Exited 0




Actions: ALL SESSIONS
   


Search...


  Auto Refresh (5 mins) 1 to 8 (8)   


<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
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<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NOT STARTED	None	None				
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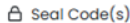
Proctor Dashboard Walkthrough 2




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor 


 Print Cards






 Seal Code(s)

8
SESSIONS




Test Code: B67RXM 











All 8 | Not Started 8 | In Progress 0 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 0

Approve All Sessions 

Search...

 Auto Refresh (5 mins) 1 to 8 (8)  

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NEEDS ATTENTION	None	None				
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NEEDS ATTENTION	None	None				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NEEDS ATTENTION	None	None		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NEEDS ATTENTION	None	None				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NEEDS ATTENTION	None	None		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



Grade 6 Math (Manuals Using SP25 Tests) 

 Print Cards  Seal Code(s) Test Code: B67RXM 

8
SESSIONS

All 8

Not Started 8


In Progress 0

Paused 0





Submitted 0

Needs Attention 0



Exited 0

















Actions: ALL SESSIONS


Search...


  Auto Refresh (5 mins) 1 to 8 (8)


  1  

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<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		2		

Proctor Dashboard Walkthrough 4




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor 

Print Cards

Seal Code(s)

Test Code: B67RXM 

8
SESSIONS

All 8

Not Started 8


In Progress 0






Paused 0

Submitted 0







Needs Attention 0











Exited 0




Actions: ALL SESSIONS     

Search...

  Auto Refresh (5 mins) 1 to 8 (8)    

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<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		2		

Proctor Dashboard Walkthrough 5



Grade 6 Math (Manuals Using SP25 Tests) ⓘ

Edit Proctor X

Print Cards Seal Code(s)

Test Code: B67RXM ↗

8 SESSIONS


Actions: ALL SESSIONS

All 8 Not Started 8 In Progress 0 Paused 0 Submitted 0 Needs Attention 0 Exited 0

Search... Auto Refresh (5 mins) 1 to 8 (8) 1

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		NEEDS ATTENTION	Section 1 (Non-Calculator)	0% Answered				⋮
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				⋮
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		1		⋮
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				⋮
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		2		⋮

Proctor Dashboard Walkthrough 6



Grade 6 Math (Manuals Using SP25 Tests) ⓘ

Edit Proctor

Print Cards

Seal Code(s)

Test Code: B67RXM ⓘ

8

SESSIONS

All 8

Not Started 8

In Progress 0





Paused 0

Submitted 0

Needs Attention 0

Exited 0


Actions: ALL SESSIONS





Search...

 Auto Refresh (5 mins) 1 to 8 (8)   1 

Proctor Dashboard Walkthrough 7




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor 

Print Cards

Seal Code(s)

Test Code: B67RXM 

8
SESSIONS

All 8

Not Started 8

In Progress 0





Paused 0

Submitted 0





Needs Attention 0











Exited 0

Actions: ALL SESSIONS





Search...

 Auto Refresh (5 mins) 1 to 8 (8)   

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm		EXITED	Section 1 Part B	48% Answered				
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm		EXITED	Section 1 Part B	48% Answered				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm		EXITED	Section 1 Part B	48% Answered		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm		EXITED	Section 1 Part B	48% Answered				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm		EXITED	Section 1 Part B	48% Answered		2		

Proctor Dashboard Walkthrough 8




Grade 6 Math (Manuals Using SP25 Tests) 

Edit Proctor

X

Print Cards

Seal Code(s)

Test Code: B67RXM 

8

SESSIONS

All 8

Not Started 8

In Progress 0





Paused 0

Submitted 0





Needs Attention 0
















Exited 0

Actions: ALL SESSIONS



Search...

 Auto Refresh (5 mins) 1 to 8 (8)   

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm	 	SUBMITTED	Section 3	100% Answered				
<input type="checkbox"/>	100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm	 	SUBMITTED	Section 3	100% Answered				
<input type="checkbox"/>	100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm	 	SUBMITTED	Section 3	100% Answered		1		
<input type="checkbox"/>	100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm	 	SUBMITTED	Section 3	100% Answered				
<input type="checkbox"/>	100000414	Ana	Lawson	Garden Grove Middle School	Sep 24th, 12:48:48 pm	 	SUBMITTED	Section 3	100% Answered		2		



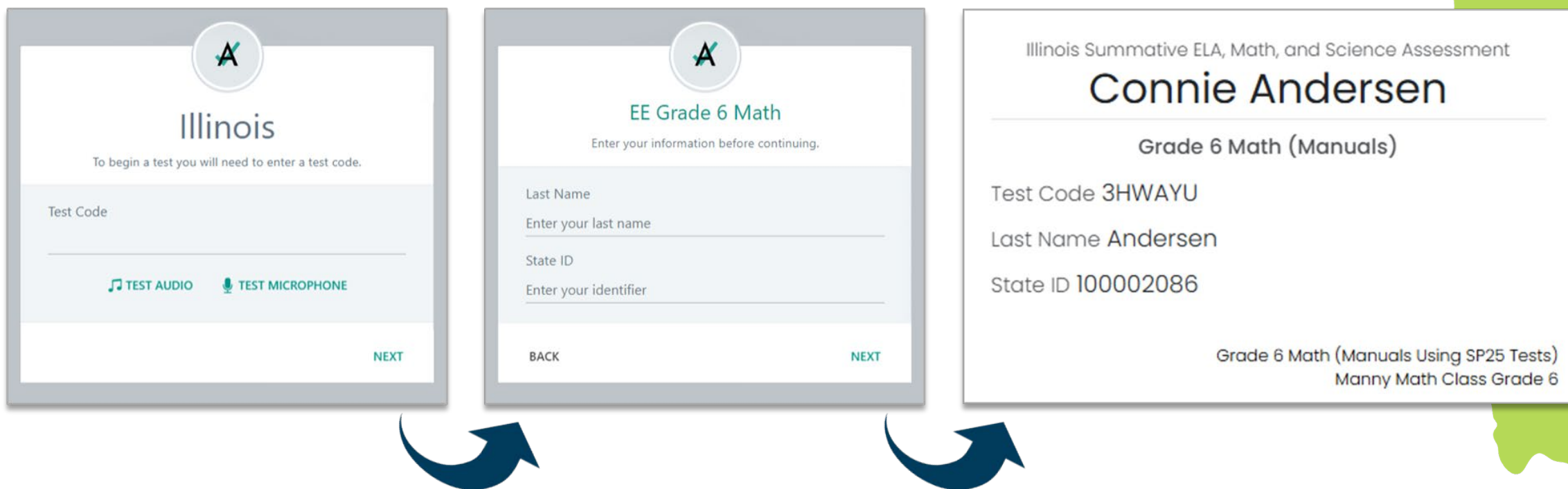
Proctor Dashboard Management

- 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



EE Grade 6 Math

Enter your information before continuing.

Last Name

Enter your last name


State ID

Enter your identifier

BACK

NEXT





Waiting Approval...

Please wait for proctor to let you in.



Students Logging into a Test 3

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



Contact Information

Email Pearson:

SCHIllinoisTeam@pearson.com

Illinois Customer Support:

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Illinois Support Page

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