

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

Enter Proctor Password

Submit

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 First Name

Proctor Last 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) i

Print Cards Seal Code(s) Test Code: B67RXM Edit Proctor x

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		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 Walkthrough 2

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

Print Cards Seal Code(s) Progress Bar Test Code: B67RXM Edit Proctor X

8 SESSIONS

of students

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

<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				⋮
<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

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

Print Cards Seal Code(s)

8 SESSIONS

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

Test Code: R67PYM

Approve All Sessions Reseat Selected Session(s)

Actions: ALL SESSIONS

Move All to Section

<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				
<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 4

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

Print Cards Seal Code(s)

Test Code: B67RXM x

8 SESSIONS

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

Actions: ALL SESSIONS + ↻ ↔ ⟳ power

Manual Refresh Auto Refresh

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

Search...

Search Bar

<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				...
<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



NEEDS ATTENTION

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

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.



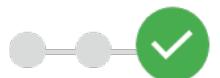
EXITED

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



Proctor Dashboard Test Status 3

Progress: Submitted



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



Proctor Dashboard Walkthrough

ILLINOIS STATE BOARD OF EDUCATION Grade 6 Math (Manuals Using SP25 Tests) i 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 + ↻ ↔ ⟳ power

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



Proctor Dashboard Walkthrough 2

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

Print Cards Seal Code(s) Test Code: B67RXM x

8 SESSIONS

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) 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	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

ILLINOIS STATE BOARD OF EDUCATION Grade 6 Math (Manuals Using SP25 Tests) i

Print Cards Seal Code(s) Test Code: B67RXM x

8 SESSIONS

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

Actions: ALL SESSIONS ⋮ ↻ ↔ ⟳ power

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	»	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

ILLINOIS STATE BOARD OF EDUCATION Grade 6 Math (Manuals Using SP25 Tests) i 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) 1

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm	● >> ●	EXITED	Section 1 (Non-Calculator)	0% Answered				⋮
100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm	● >> ●	IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				⋮
100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm	● >> ●	IN PROGRESS	Section 1 (Non-Calculator)	0% Answered		1		⋮
100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm	● >> ●	IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				⋮
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

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

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	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

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

Test Code: B67RXM x

Print Cards Seal Code(s)

8 SESSIONS

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

Actions: ALL SESSIONS + ↻ ↔ ⟳ power

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

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100002396	Abdullah	Ball	Garden Grove Middle School	Sep 24th, 12:48:48 pm	»	RESEATED	Section 1 (Non-Calculator)	0% Answered				...
100001152	Alysha	Newton	Garden Grove Middle School	Sep 24th, 12:48:48 pm	»	IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				...
100000605	Amina	Blair	Garden Grove Middle School	Sep 24th, 12:48:48 pm	»	IN PROGRESS	Section 1 (Non-Calculator)	0% Answered	1			...
100001070	Amir	Solomon	Garden Grove Middle School	Sep 24th, 12:48:48 pm	»	IN PROGRESS	Section 1 (Non-Calculator)	0% Answered				...
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 7

ILLINOIS STATE BOARD OF EDUCATION Grade 6 Math (Manuals Using SP25 Tests) i

Print Cards Seal Code(s) Test Code: B67RXM Edit Proctor X

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

ILLINOIS STATE BOARD OF EDUCATION

Grade 6 Math (Manuals Using SP25 Tests) i

Test Code: B67RXM x

Print Cards Seal Code(s)

8 SESSIONS

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

Actions: ALL SESSIONS ⋮ ↻ ↔ ⟳ power

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	● ● ✓	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

Illinois

To begin a test you will need to enter a test code.

Test Code

TEST AUDIO TEST MICROPHONE

NEXT

EE Grade 6 Math

Enter your information before continuing.

Last Name

Enter your last name

State ID

Enter your identifier

BACK

NEXT

Illinois Summative ELA, Math, and Science Assessment

Connie Andersen

Grade 6 Math (Manuals)

Test Code 3HWAYU

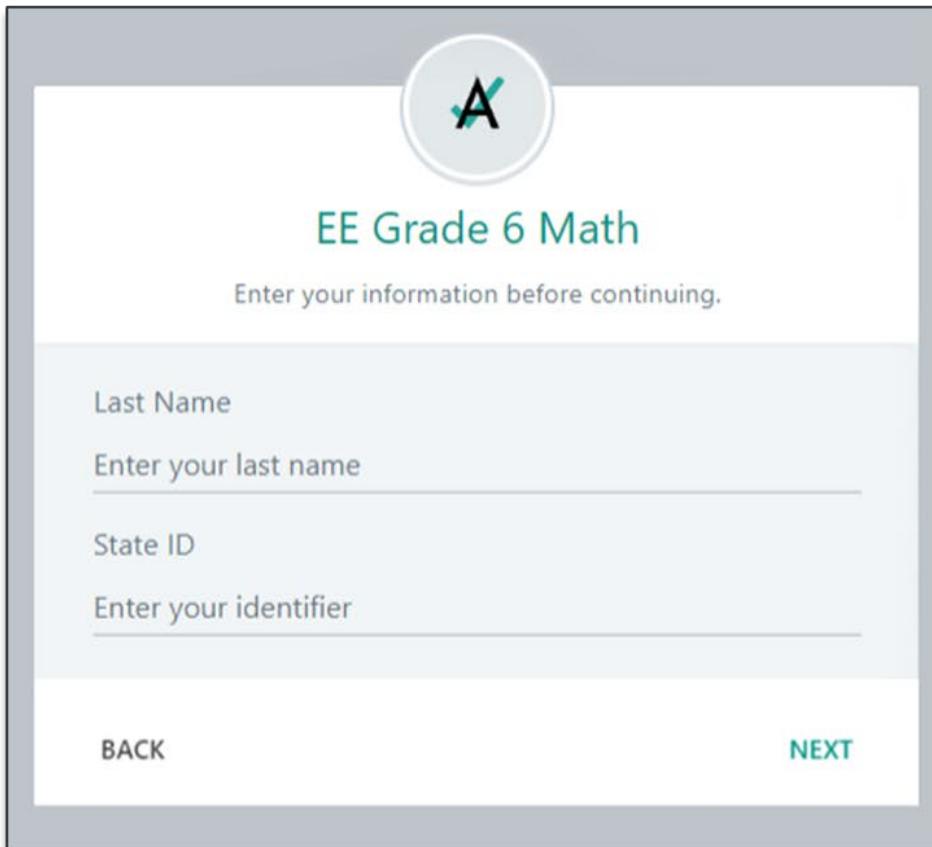
Last Name Andersen

State ID 100002086

Grade 6 Math (Manuals Using SP25 Tests)
Manny Math Class Grade 6



Students Logging into a Test 2



EE Grade 6 Math

Enter your information before continuing.

Last Name

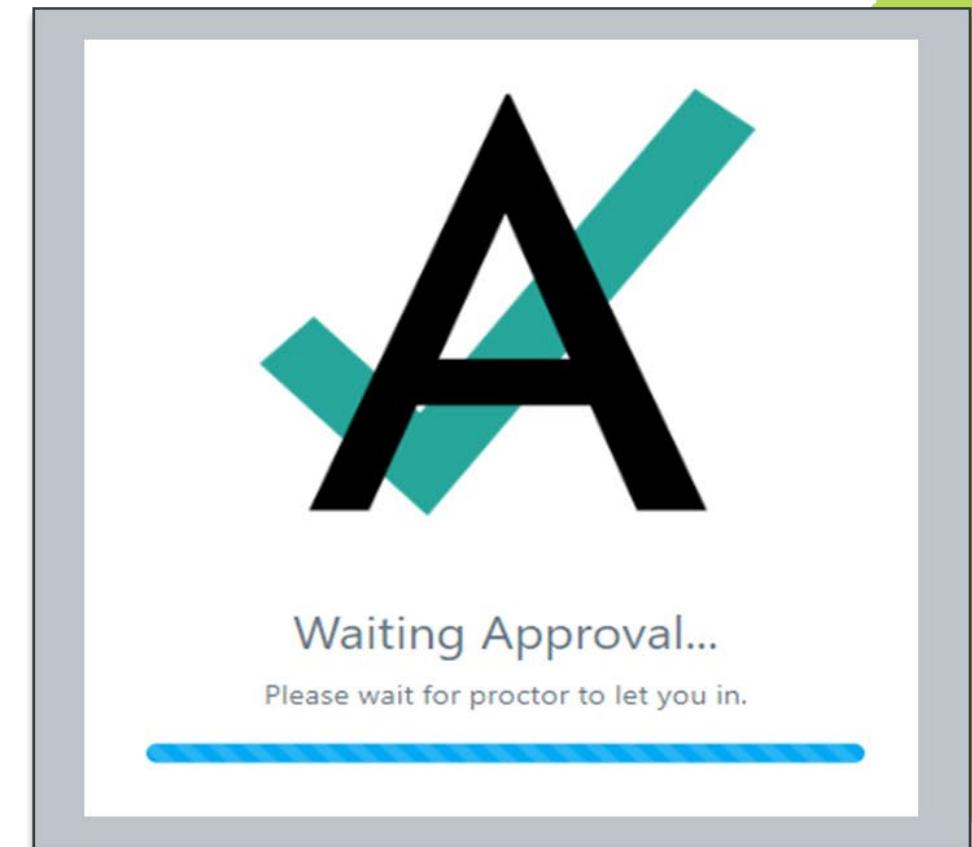
Enter your last name

State ID

Enter your identifier

BACK

NEXT





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:

1-833-213-3879

Illinois Support Page

<https://il.mypearsonsupport.com/>

