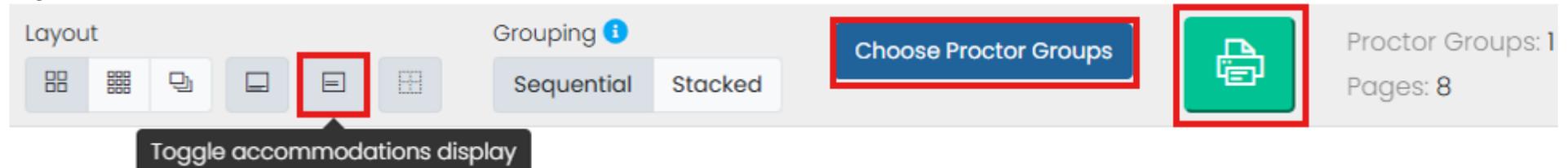


**Please Note:** School Test Coordinators are responsible for creating test proctoring groups in the Illinois Administration Platform prior to the test administration. There are a few ways of organizing proctor groups in advance of the testing administration. One decision STCs will need to make is determining whether to add students to proctor groups in advance of testing or whether to create empty proctor groups and have students sign into the proctor group on the morning of testing.

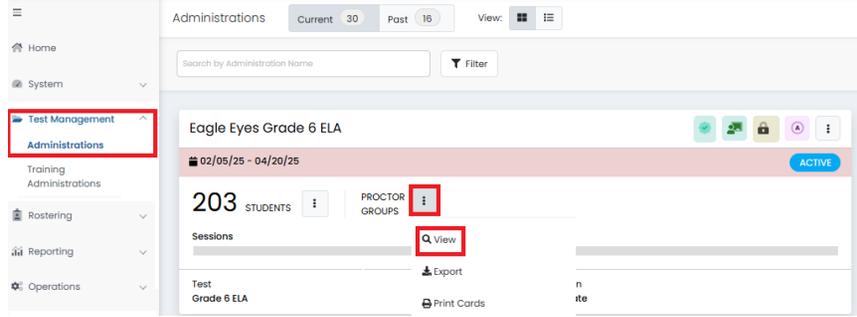
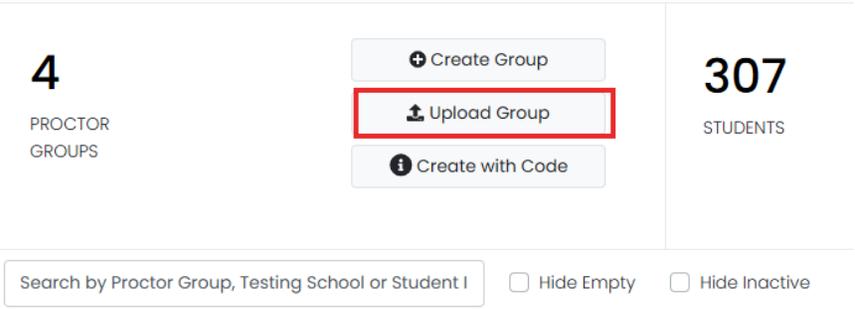
There are benefits to each method. Populating proctor groups with students prior to the administration will allow Test Proctors an opportunity to log into their Proctor Dashboard a few days before testing begins to check that student accommodations have been added. Populating proctor groups without students reduces the burden on the STC. STCs who choose to create empty proctor groups will need to verify student accommodations independently before testing begins.



This view will allow District Test Coordinators and School Test Coordinators to view and/or print sequential accommodations for each student in a school in a single record or to view and/or print accommodations for each student by proctor group. If proctor groups are not pre-populated, the accommodations display will show all students in a school. If proctor groups are pre-populated, the accommodations display may be viewed and/or printed by proctor group.

**Note:** Students ARE NOT required to be added to Proctor Groups prior to testing. Using this method will save District and School Test Coordinators the time and effort of needing to add students to proctor groups prior to testing day.

If District Test Coordinators or School Test Coordinators are wanting to create proctor groups including students via a file upload prior to the test administration, follow the steps below:

Step/Directions	Screenshot
<p>Navigate to Test Management &gt; Administrations.</p> <p>Locate the administration and then select the <b>View</b> under <b>Proctor Groups</b>.</p>	 <p>The screenshot shows the 'Administrations' page in a software interface. On the left is a navigation menu with 'Test Management' and 'Administrations' highlighted with a red box. The main content area shows details for 'Eagle Eyes Grade 6 ELA' with a date range of '02/05/25 - 04/20/25' and an 'ACTIVE' status. It displays '203 STUDENTS' and 'PROCTOR GROUPS' with a red box around the 'PROCTOR GROUPS' label and another red box around a 'View' button next to it. Below this are options for 'Export' and 'Print Cards'.</p>
<p>Click <b>Upload Group</b></p>	 <p>The screenshot shows a summary card for 'PROCTOR GROUPS' and 'STUDENTS'. On the left, it says '4 PROCTOR GROUPS'. On the right, it says '307 STUDENTS'. In the center, there are three buttons: 'Create Group', 'Upload Group' (highlighted with a red box), and 'Create with Code'. At the bottom, there is a search bar 'Search by Proctor Group, Testing School or Student I' and two checkboxes: 'Hide Empty' and 'Hide Inactive'.</p>

There are three steps in this process:

**Step 1 - Generate a Roster File**

- Select if the template file should include all students in the administration or only those not already in a proctor group, then click the button to download the template file.
- Select **Click to download template**. A roster file of students (.csv) downloads to your device.
- Select Template History to download the template.

Grade 3 English Language Arts Eagle Eyes SP26: Upload Proctor Group

Template History Upload History

Create Proctor Group via CSV

Follow the instructions to create/modify proctor groups.

**Step 1:**  
Select if the template file should include all students in the administration, only those students not already in a proctor group (unassigned) or only create new proctor groups (no students), then click the button to download the template file.

All Students All Unassigned Students No Students

Click to download template

The file download is named using a fixed template and UUID (e.g. proctor\_group\_template\_89f93745-c3bb-4c53-b945-2b493430d44a.csv)

**Step 2:**

- Open the file using Sheets, Numbers, or Excel.
- In column 'testing\_org\_id', set the testing school for each student
- In column 'new\_proctor\_group\_name', assign a proctor group name for each student.
  - If left blank, the student will be moved into the Unassigned Proctor Group.
  - If an existing name is used, students are added to that group.
- Save the modified file as a .csv (comma separated values)

**Template History**

File Name Search Refresh 1 to 2 (2)

Name	No of Sessions	Status	Percentage	Created by	Created
proctor_group_template_b5dbeat8-38b3-4afe-bfa0-0a64fc7783ae.csv	273	Success	100	Garcia, Manuel	2025-02-05 08:32:22 pm
proctor_group_template_771737b-04c6-4cf4-a570-4b8682ab8552.csv	271	Success	100	Garcia, Manuel	2025-02-05 08:29:32 pm

**Step 2 - Open the file using Sheets, Numbers, or Excel.**

- In column 'testing\_org\_id', set the testing school for each student
- In column 'new\_proctor\_group\_name', assign a proctor group name for each student.
  - If left blank, the student will be moved into the Unassigned Proctor Group.
  - If an existing name is used, students are added to that group
- Save the modified file as a .csv (comma separated values) (**See below the Proctor Group template Field Definition page 6**)

session_id	first_name	last_name	identifier	enrollment_org_identifiers	admin_name	existing_proctor_group_name	testing_org_id	new_proctor_group_name
00a7b17e-1d36-48f6-8475-cac0982cb930	Md	Guerra	10000134	DeerValleyElementary	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test Unassigned	DeerValleyElementary	Manny testing Proctor Upload 1
03d6722a-7ca0-4a4c-80cf-5d3fd5f0ebd6	Evangeline	Lam	100000275	GoldenOakGrammarSchool	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test Unassigned	GoldenOakGrammarSchool	Manny testing Proctor Upload 2
054b915b-2962-4c33-bca7-351db2c032a2	Neha	Hooper	100000130	ElkCreekElementary	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test Unassigned	ElkCreekElementary	Manny testing Proctor Upload 3
0708d281-b921-4043-b882-a3589602b9d3	Safia	Hardy	100000601	AcadiaElementary	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test Unassigned	AcadiaElementary	Manny testing Proctor Upload 4

### Step 3 - Upload the Roster File

- In the **Proctor Group Upload** window, select **Browse** to upload the modified roster file. *You can also drag the file into the upload box.*
- Click **Upload**.

The screenshot shows a file explorer window with a file named 'proctor\_group\_import\_2548e71d-6199-471f-9904-940d5632af71' selected. Below the explorer, the 'Upload Proctor Groups' interface is visible. A 'Browse' button is highlighted in red. The status shows 'New Proctor Groups: 4' and 'Total Sessions: 4'. The interface also includes instructions for Step 1 and Step 2.

### Step 4 – Review Upload file

- Verify that the file was uploaded successfully to the Platform by checking the Upload History.
- Confirm that the file displays a green Success status.

The screenshot shows the 'Upload Proctor Group' window. The 'Upload History' tab is selected and highlighted in red. The window displays instructions for creating a proctor group via CSV and a 'Browse' button.

**Upload History**

Name	No of Profiles	Status	Percentage	Created by	Created
proctor_group_template_b5d8ea18-38b3-4afe-b7a0-0a64fc7783aa.csv	4	Success	100	Garcia, Manuel	2025-02-06 07:48:36 am
proctor_group_template_7717937b-04c6-4c14-a570-4b8682ab8552.csv	4	Failed	100	Garcia, Manuel	2025-02-06 07:01:07 pm
proctor_group_template_7717937b-04c6-4c14-a570-4b8682ab8552.csv	4	Failed	100	Garcia, Manuel	2025-02-06 06:58:25 pm

### Step 4 – Review Upload file (If failed)

If the upload status shows a red "Failed" status, please follow these steps:

- Next to the file name, download the File Error spreadsheet.
- In the File Error spreadsheet, review the Error in column J. This will indicate the issue with the failed proctor upload and provide guidance on resolving the issue to re-upload the file.
- Confirm if the new upload shows a green "Success" status.

A	B	C	D	E	F	G	H	I	J
session_id	first_name	last_name	identifier	enrollment_org_identifiers	admin_name	existing_proctor_group_name	testing_org_id	new_proctor_group_name	Errors
03c6722a-7ca0-4a4c-8	Md	Guerra	100000134	DeerValleyElementary	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	DeerValleyElementary	Manny testing Proctor Upload 1	Session ID is required - Session ID 00000000-0000-0000-0000-000000000000 doesn't belong to
0708d281-b921-4043-b	Evangelina	Lam	100000275	GoldenOakGrammarSchool	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	GoldenOakGrammarSchool	Manny testing Proctor Upload 2	
0708d281-b921-4043-b	Safia	Hardy	100000601	ElkCreekElementary	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	ElkCreekElementary	Manny testing Proctor Upload 3	
08ec0f4d-2759-48a2-a	Luc	Kane	100000802	AcadiaElementary	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	Eagle Eyes - Grade 3 ELA/Literacy Practice Test	AcadiaElementary	Manny testing Proctor Upload 4	

### Step 5 – Verify Proctor Groups

- To Verify of the Upload, click on the arrow on the Upload Proctor Groups to go back to Proctor Groups
- Then you should see the Proctor Groups added for a successful upload.



Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Manny testing Proctor Upload	Acadia Elementary	0	7M3CVT	SCMRCN	No Students	[Icons]
Manny testing Proctor Upload 1	Deer Valley Elementary	1	RK2RXK	H7F35Z	[Progress Bar]	[Icons]
Manny testing Proctor Upload 2	Golden Oak Grammar School	1	A3MSZ7	EPD6M	[Progress Bar]	[Icons]
Manny testing Proctor Upload 3	Elk Creek Elementary	1	GJPDTP	PKGQKB	[Progress Bar]	[Icons]
Manny testing Proctor Upload 4	Acadia Elementary	1	NATYSG	G6QPKF	[Progress Bar]	[Icons]

Column	CSV Header	Field Name	Required Y/N	Field Definitions	Valid Values
A	session_id	Session ID	Y	Do not edit this information	This is the session id assigned by the system.
B	first_name	First Name	Y	Do not edit this information	This is the first name of the student.
C	last_name	Last Name	Y	Do not edit this information	This is the last name of the student.
D	identifier	Student State ID	Y	Do not edit this information	The state student identifier.
E	enrollment_org_identifiers	Enrollment Organization	Y	Do not edit this information	This is the code for the organization the student is enrolled in.
F	admin_name	Admin Name	Y	Do not edit this information	This is the name of the administration (test name) the student is rostered in.
G	existing_proctor_group_name	Existing Proctor Group	Y	Do not edit this information	This is the name of the existing proctor group the student is in.
H	testing_org_id	Testing Organization	Y	Enrollment Organization Name	This will match the Enrollment Organization. Copy information from Column E and paste in Column H.
I	new_proctor_group_name	Proctor Group Name	Y	Status of user account.	The name of the proctor group (session) where the student will be included for testing.