



NORTH DAKOTA  
**DEPARTMENT OF  
PUBLIC INSTRUCTION**

ND A+ Summative Assessment  
Test Administration Manual

Spring 2026

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## 1.0 Overview/General Information

The North Dakota Department of Public Instruction (NDDPI), in partnership with Pearson, have created the assessments known collectively as the North Dakota Academic Progression of Learning and Understanding of Students or ND A+ system of assessments. The ND A+ assessment system includes state-provided formative assessments (called Navvy), interim assessments, and a statewide summative assessment. The North Dakota Content Standards serve as the foundation for the entire ND A+ assessment system, with all three of the assessments strongly aligned to the ND educational content standards. The assessments within the system, each with a unique use and purpose, connect to provide multiple pieces of evidence and support educators, schools, and districts in creating a more coherent, comprehensive story of student learning.

### ND A+ Summative Assessment

NDDPI supervises the development, implementation, and evaluation of the ND A+ Summative Assessment, the statewide summative assessment that measures student performance against the state's challenging content and achievement standards in select academic subjects and grades. The ND A+ Summative Assessment program consists of general, criterion-referenced assessments for all students in grades 3-8 and 10 in English language arts/literacy and mathematics, and in grades 4, 8, and 10 in science. NDDPI administers all aspects of the ND A+ Summative Assessment, ensuring that each assessment meets rigorous program requirements for validity and reliability, inclusion, technical quality, and reporting.

## 1.1 What is New for ND A+ Summative Assessments in the 2025-2026 School Year?

The following are key functionality points that are new for the 2025-2026 school year.

1. Additional tools have been added to the student testing platform, TestNav. These tools are reflected in the student accommodations profile within ADAM.
2. The Student Readiness Tool (SRT) in the ND A+ Portal has also been updated with the new tools. We encourage all students to practice with the SRT to familiarize themselves with the available tools.(See 8.0 Preparing for Testing – Student Preparation for more information about the SRT.)
3. Revised Mathematics reference sheets are being phased in for grades 4-8 and high school beginning in spring 2026.
4. TestNav will now allow students to go back to the first passage of the Writing test after moving to the second passage.
5. Within ADAM, the test administration platform, for any proctor groups that have a student with a paper accommodation, a link will be available in the proctor dashboard for the proctor to download and print the paper form.(See [Appendix R: How to Print a Paper or Large Print Form and Transcribe the student responses into TestNav](#) for more information.)

## 1.2 About this Manual

This manual provides guidance and instructions applicable for the ND A+ Summative Assessment with sections delineated for before, during, and after test administration, as well as the testing policies and protocols that school and district personnel must follow related to test security and test administration. Policy and protocol information will be noted in the main section of the manual with procedures (how-to) found in the appendices. **All staff members involved in the administration of ND A+ Summative Assessment must follow the directions for administering the test as outlined in this document.**

This manual should be used for training and orientation purposes for all proctors prior to testing. When administering the assessment to students, the proctor should utilize and follow the script (i.e., student directions that are read aloud during testing) for the test he or she is administering. All administration instructions are contained within each script.

The Test Administration Manual (TAM) promotes:

- Fair and equitable testing for each student
- Standardized test administration so that the testing environment is similar for all students
- Test security and student confidentiality practices
- Test validity and accuracy
- Efficiency to minimize the burden for students, teachers, and school and district staff

For questions concerning information presented in this manual or about administration of the ND A+ Summative Assessment, please contact your School Coordinator or NDDPI.

## 1.3 Role of Individuals

The following roles will be used throughout this manual. A brief description of each role is provided below with the responsibility further defined in section 4.3 Staff Tasks and Responsibilities.

**District Administrator/District Test Coordinator** is the individual at the district level responsible for the overall coordination and administration of testing in a district.

**Site Admin/School Coordinator** is the individual at the school level responsible for the overall coordination of test administration, monitoring the testing process, and resolving testing issues at a school. A School Coordinator can be a principal, vice principal, technology coordinator, counselor, or other staff member. If possible, a School Coordinator should be a person with non-instructional or limited instructional duties so that they can coordinate and monitor testing activity in the school. This individual is also responsible for all post-testing procedures. School Coordinators are accountable for ensuring that testing in their school is conducted in accordance with the test security and other policies and procedures described in the TAM.

**Proctor** is an individual at the school who is responsible for testing activities within a testing room and administering the statewide summative assessments in a manner that complies with the policies and procedures in the TAM. A teacher may serve as a proctor, as can other school and district personnel.

**Technology Coordinator** is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The School Coordinator must designate an individual who will be on-site to serve in this role during the administration.

## 1.4 Key Terms

**TestNav** – the testing platform used to deliver the ND A+ Summative Assessment to students

**LaunchPad** – the authentication tool that educators will use to access ADAM

**ADAM** – the assessment management platform

**ND A+ Portal** – a website with resources and documentation for all assessments within the ND A+ system of assessments

## 2.0 Testing Policies and Procedures

It is important to follow the policy and procedures outlined in this manual to ensure that the ND A+ Summative Assessment is administered securely and uniformly. If you have questions about policies or procedures not covered in this manual, please contact the NDDPI Office of Assessment at [dpiassess@nd.gov](mailto:dpiassess@nd.gov).

### 2.1 Security Policy

The administration of the ND A+ Summative Assessment is a secure testing event. All test items on the ND A+ Summative Assessment are secure items and may not be reviewed with students, discussed as a class, or reviewed during instructional conversations. Discussing, reviewing, recording, or transcribing test questions in any format is a violation of test security.

To ensure fair student results, the ND A+ Summative Assessment is a secure assessment where students will not have access to other applications. To maintain a secure testing environment, proctors, and other school personnel must not:

- Allow students to have access to phones or other devices during testing.
- Read or view the passages or test items before, during, or after testing.
- Reveal the passages or test items.
- Copy the passages or test items.
- Explain the passages or test items for students.
- Provide direct assistance to students that may influence their response.
- Change or otherwise interfere with student responses to test items.
- Copy or read student responses.
- Allow students to discuss test questions or reading passages during any breaks.
- Allow for talking or other disruptions that distracts students and compromises test security.
- Cause school achievement to be inaccurately measured or reported.

If a proctor or other school personnel believe that a security violation has occurred, that individual should alert the School Coordinator or District Administrator. All test security requirements of ND A+ Summative Assessment must be met. It is considered a test security violation for an individual to fail to follow security procedures set forth by NDDPI.

### 2.2 Security of Test Materials

The security of all test materials is required before, during, and after test administration. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results. Under no circumstances are students permitted to assist in either preparing secure materials before testing or in organizing and returning materials after testing. After any administration, initial or make-up, secure materials (e.g., printed materials, test tickets, used scratch paper) are required to be returned immediately to the School Coordinator and placed in locked storage or destroyed. Secure materials are never to be left unsecured and are not permitted to remain in classrooms or be removed

from the school's campus overnight. Materials should not be discarded in the trash but should be securely destroyed upon completion of the test session.

All braille test booklets should be treated as secure documents, and processes should be in place to protect them from loss, theft, and reproduction of any kind. Braille test booklets should be returned by mail to Pearson using the return shipping label provided by Pearson, and notification of the return should be provided to NDDPI.

### 2.3 Test Security for Adult Viewing of ND A+ Summative Assessment

As stipulated in North Dakota Century Code *15.1-21-14. Test - Availability for Viewing*, a school district must allow, upon request, any individual over the age of 20 to view any ND A+ Summative Assessment as soon as the test is in the possession of the school district.

To accommodate the state law for an individual over the age of 20 to view the ND A+ Summative Assessment, guidelines have been established to maintain the security and integrity of the assessment.

Note that the viewer must wait until at least the first day of the testing window before an operational assessment can be viewed, because this will be the first time the school district is in "possession" of the assessment. NDDPI encourages school districts to direct interested viewers to the Practice Tests that are available to the public prior to the testing window opening and do not require any special viewing guidelines. Although these Practice Tests contain only sample test items that do not actually appear on the operational state assessment, the Practice Tests may be satisfactory as a preview of the ND A+ Summative Assessment to potential viewers.

Since the ND A+ Summative Assessment is only available online, a school district that receives an appointment request to view the ND A+ Summative Assessment must set up an environment for online viewing within the district within five business days. Pearson will provide a demo student ID and record that can be used to access the online assessment for viewing. The following stipulations must be adhered to during the viewing appointment:

- A qualified member of the public must schedule an appointment with a school administrator to view the ND A+ Summative Assessment at a location specified by the school district.
- The school administrator must contact NDDPI for assistance in setting up the viewing.
- The school district must provide a secure, supervised location for the viewer to see the assessment.
- Only one person at a time may view the ND A+ Summative Assessment at the scheduled location.
- A school official must accompany and oversee the assessment viewing. The school official must be present the entire time of the viewing.
- The viewing must be completed in one sitting. If the viewer leaves the room of the viewing, they must schedule another appointment if they wish to view the assessment any further.
- No computer, writing device, phone, paper, notepad, camera, or recording device may be brought into the location of the assessment viewing.
  - No discussion is permissible during the viewing.
  - The viewer may not take pictures, notes, or record any of the assessment.

- Any violation of the viewing guidelines must result in immediate termination of the viewing and should be reported to NDDPI.

## 2.4 Student Confidentiality

Student records, including test results, are protected by the Family Education Rights and Privacy Act (FERPA). All school personnel are responsible for maintaining the privacy and security of all student records. Individual test scores, as well as all other aspects of a student's record, are confidential.

Please also consult any local (district/school) policies regarding student privacy and FERPA.

## 2.5 Proctor Test Administration Training

Every staff member involved in the administration of the ND A+ Summative Assessment is required to complete annual training on test security and administration procedures. The training is provided by Pearson and NDDPI and can be supplemented at the local level by the school and/or district to ensure a standardized test administration and the best testing experience for students. It is imperative that all individuals participating in the administration of the ND A+ Summative Assessment preserve the integrity of test content and student data through strict adherence to the instructions and procedures contained in this manual.

### Proctor Certification Process

The following steps outline the process for completing proctor certification:

1. Navigate to the [ND A+ Portal](#) and select the **Administration Resources** tab from the top menu. From the dropdown, select **Training**. This option will be available by 3/2/26.
2. Click the sign in or register link that appears on the next screen to access the learning management system (LMS) where the training is housed. See the associated quick guides for more information.
3. Create an LMS account if accessing for the first time.
4. All staff members proctoring the ND A+ Summative Assessment must complete the certification course.

Pearson will extract proctor certification completion data from the LMS weekly on Fridays, beginning March 6, 2026, through May 8, 2026. The completion file will be organized by district and uploaded under **Reporting > Report Assets** in ADAM. District Administrators can access the file within the Report Assets section.

**Note:** In the event of an audit or monitoring, District Administrators and School Coordinators must have documentation prepared showing all proctors completed training. This policy is approved by the NDDPI and updated as needed.

## 2.6 Participation

Any student enrolled in a summative-assessed grade level in a North Dakota public school, including virtual schools, is required by federal and state law to participate in the ND A+ Summative Assessment. Students are required to take academic achievement assessments in specific grades and subjects. Schools and districts are required to provide a testing opportunity for all students enrolled in a summative-assessed grade level at a school in their district at any point in time during the test window and to account for each student who is eligible to take an assessment.

Below is a list of possible situations that would exempt/remove students from the ND A+ Summative Assessment administration:

1. The student has an IEP that designates the North Dakota Alternate Assessment (NDAA) be taken in lieu of the ND A+ Summative Assessment. The student would then be required to take the NDAA.
2. An exemption is given to a student who has been in the United States for less than one year and is an English Learner unable to adequately comprehend the English Language. This would exempt the student from the ELA (reading and writing) assessments.
3. A significant medical condition or emergency that was the cause for the student not being able to participate.
4. Foreign Exchange students are exempt from the participation requirements. Foreign Exchange students may, but are not required, to participate in the ND A+ Summative Assessment.
5. The [Parental Directive](#) opt out is utilized. While students in these situations are exempted from state law for testing, it does not exempt the student from counting in the district/school participation rate. Parental directives or opt-outs are not a federally allowed exemption and are included in the number of non-participants that NDDPI must report to the US Department of Education for federal accountability.

Please note: For homeschool students requesting to participate in testing, please reach out to NDDPI at least three days before the student is expected to test so the student's information can be added to LaunchPad and ADAM.

## 2.7 Calculator Policy

### Mathematics

Calculators are not included or permitted for the math assessment in grades 3-5 as the use of calculators changes the construct of the items and what they are intended to measure.

Students in grades 6, 7, 8, and 10 taking an online test will use a calculator embedded in the online testing platform, TestNav. In grade 6, students can use the Desmos Four Function calculator and the Five-Function calculator, which includes addition, subtraction, multiplication, division, and square root. Calculations are performed automatically as the student keys in the operation.

In grade 7, the implementation of scientific calculators is being phased in. Students can use the Desmos Four Function calculator and the Five-function calculator on some items. Students may use the Desmos Scientific Function calculator and the TI30 scientific calculator on other items.

Grade 8 students can use the Desmos Scientific Function calculator, the TI108 Basic and the TI30 Scientific calculator. These comprehensive calculators perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically.

Grade 10 students can use the Desmos Graphing calculator and the TI Graphing calculator, as well as the TI108 Basic. Schools and districts should view the calculators with students and provide students the opportunity to practice with the calculator through the use of practice tests and the Student Readiness Tool as explained in section 8.1 Student Tutorial and Practice Tests.

Students taking a paper/pencil test will use a handheld calculator. The test will be separated into two sections with no calculator usage allowed on the first set of items, but calculators allowed on the second set. A calculator should only be used when noted as permissible on test items. Students will use calculators as noted in the paragraphs above. Since external handheld graphing calculators are programmable, there is potential for a security breach. Therefore, all programmable calculators must be set to TEST mode during testing sessions.

The following are types of calculators that are prohibited:

- Any calculator with built-in or downloaded computer algebra system functionality
  - Examples (non-exhaustive): TI-89, TI-92, TI-Nspire CAS, HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G, fx-CP400 or ClassPad 400, ClassPad 300/330, Algebra fx 2.0, or any models starting with CRF-9970G, etc.
- Handheld, tablet, or laptop computers (including PDAs)
- Electronic writing pads or pen-input devices
- Calculators built into cell or smart phones or any other electronic communication devices
- Calculators with QWERTY format letter keys

The following are calculators that are permitted (if modified correctly):

- Calculators that can hold programs or documents: Remove all documents and programs that have computer algebra system functionality
- Calculators with paper tape: Remove the tape
- Calculators that make noise: Turn off the sound
- Calculators with infrared data port: Cover the infrared data port
- Calculators with power cords and computer/device connectivity: Remove all cords and ensure no connection to computer/device

## Science

Students in grades 4, 8, and 10 taking an online science test will use a calculator embedded in the online testing platform, TestNav. Students are provided with two calculator options in each grade. In grade 4, students can use the Desmos Four Function calculator and the Four-Function calculator. In grade 8, students can use the Desmos Four Function calculator and the Five-Function calculator. In grade 10, students can use the Desmos Scientific calculator and the Scientific calculator. For the paper/pencil test, students may use a calculator when needed and have it available throughout the test. Students in grades 4 and 8 will use a basic calculator and students in grade 10 will use a scientific calculator.

### 3.0 Appropriate Testing Preparation and Practices

Appropriate testing preparation and practices ensure that students have a fair and equitable opportunity to show what they know and can do. Appropriate testing preparation and practices include two core requirements:

- Students complete the correct test in a supervised, secure, and distraction-free test environment.
- Students have access to necessary, allowable, and appropriate resources.

If either of these core requirements are compromised or absent, an impropriety or irregularity may have occurred.

### 3.1 Administration Schedule

The ND A+ Summative Assessment testing window is March 16, 2026, to May 8, 2026. Testing may be scheduled and occur at any time within the test administration window.

Each district is responsible for determining school testing schedules. Subject tests do not have to be administered in any specified order. For example, a school may choose to administer ELA tests (reading and writing) and mathematics tests prior to science.

The ND A+ Summative Assessment is an untimed test.

To assist with planning purposes, the following charts outline average testing times on the 2025 summative assessments.

Minutes needed to complete 2025 Summative Assessments						
Grade/Subject	Reading Summative			Writing Summative		
	25th Percentile	Average	75th Percentile	25th Percentile	Average	75th Percentile
Grade 3	45	70	85	43	93	120
Grade 4	46	67	80	47	98	125
Grade 5	48	70	81	48	90	114
Grade 6	55	78	94	50	95	120
Grade 7	45	64	77	44	79	99
Grade 8	44	63	75	45	78	94
Grade 10	34	50	62	28	49	60

Minutes needed to complete 2025 Summative Assessments						
Grade/Subject	Math Summative			Science Summative		
	25th Percentile	Average	75th Percentile	25th Percentile	Average	75th Percentile
Grade 3	38	59	71			
Grade 4	44	67	81	56	81	97
Grade 5	52	78	92			
Grade 6	47	71	85			
Grade 7	44	65	79			
Grade 8	41	61	75	46	66	80
Grade 10	38	58	74	31	51	65

### 3.2 Testing Environment

The testing environment refers to all aspects of the testing situation while students are testing. The testing environment includes the location in which students are actively testing (e.g., classroom, computer lab) and what a student can perceive or access (including via technology).

It is important to establish procedures to maintain a quiet, distraction-free testing environment throughout testing. A *TESTING—Please Do Not Disturb* sign may be placed outside the testing room. If possible, please do not broadcast announcements and class bells or signals during the testing session.

Requirements for the testing environment include:

- Headphones are available for students requiring Dynamic Text to Speech. Student workstations are ready for testing; including ensuring computers or laptops are fully charged.
- Computer monitors are positioned to prevent students from seeing each other’s work.
- Students have the test code and login information.
- The room has adequate lighting.

If a proctor believes that a security violation has occurred, they should alert their School Coordinator and/or District Administrator.

Testing rooms must be set up to allow the proctor to actively walk around the testing space. The proctor should be able to monitor all students in the room from a central location. All visual testing aids and instructional materials, such as posters with testing subject matter, must be covered or removed. Students must be seated in a way that limits the possibility of prohibited behavior and minimizes opportunities to look at each other’s work, whether through spacing, table-top partitions, or other visual barriers.

In addition, the following practices are standard testing conditions available for all students:

- Dividing testing into several testing events, including providing students with extended time or breaks as needed.
- Reading or rereading student directions to students. The verbatim student directions are provided in section 11.0 Scripted Directions for Test Administration.

### 3.3 Scratch Paper

Schools may provide scratch paper for students. Graph paper is allowed as scratch paper in all math and science grades. Plain lined (notebook) paper and plain unlined paper are allowable for all grades. Scratch paper must be treated as secure test materials and must be handled according to the policy outlined in 2.2 Security of Test Materials. Students may have access to an unlimited amount of scratch paper for all portions of the assessment; there is no minimum or maximum amount of scratch paper per student.

An individual erasable whiteboard and dry erase marker may be used as scratch paper during testing. Proctors must ensure that all whiteboards are completely erased at the end of each test session. Additionally, proctors are expected to actively monitor the room throughout testing to confirm that whiteboards are used in accordance with established testing policies and procedures and are not used in any manner that compromises test security or integrity.

### 3.4 Testing Incidents

There are two types of testing incidents that might result from district or school personnel actions taken before, during, and after testing—procedural testing irregularities and serious testing violations. Testing personnel should understand the distinctions between different types of testing incidents so that any that occur may be properly reported and addressed.

#### Testing Violations

If a proctor has reason to believe that a violation in testing security or test impropriety has occurred, he or she should notify the School Coordinator immediately. The School Coordinator should then notify the District Administrator. All potential test improprieties or irregularities must be reported to the School Coordinator and District Administrator immediately, even if the exact situation is still unclear. The District Administrator(s) are responsible for investigating any reported situations. If he or she has reason to believe that a lapse in test security has occurred or an impropriety or irregularity provided an unfair advantage or disadvantage to a student, the District Administrator must do the following:

- Immediately notify the NDDPI Office of Assessment.
- Securely transmit relevant evidence of irregularities via secure file transfer after the incident occurred.
- Maintain the confidentiality of all evidence and documentation related to test security investigations.

If NDDPI has reason to believe that a violation in test security or an impropriety or irregularity providing an unfair advantage or disadvantage to a student has occurred, it has an obligation to investigate the

incident as soon as possible. Districts and schools are required to comply with NDDPI's requests for documentation and information relevant to their initial investigation. NDDPI may involve the school district or conduct a separate investigation.

If NDDPI determines that an irregularity in test administration or security has occurred, NDDPI will notify the District Administrator in writing, indicating the status of the case. Depending on the severity of the incident and its potential impact to the ND A+ Summative Assessment program, actions may include but are not limited to:

- Invalidation of student(s) scores.
- A requirement for the district or school to complete a corrective action plan.
- NDDPI's recommendations and/or requirements for inclusion in the district or school corrective action plan.
- No further action required.
- In the event that a District Administrator is required to submit a corrective action plan to NDDPI, the plan will include but will not be limited to:
  - Investigative findings indicating the testing irregularity resulted from inappropriate district test administration and/or inadequate security protocol; or
  - Investigative findings indicating the District Administrator did not provide adequate or sufficient trainings to those involved in test administration and/or security procedures.

### Test Irregularities

Test irregularities are non-standard situations that occur during test administration that affect one or more students. This includes students experiencing computer problems, experiencing a sudden illness, having to leave the room, or becoming unduly disturbed by the testing situation.

Testing staff should become familiar with the policy around unexpected/unforeseen circumstances prior to testing.

Some students may be unable to participate in regular testing schedules due to absence, technical difficulties, or other unforeseen circumstances. Opportunities for these students to complete each assessment must be provided within the testing window. If there is an emergency that interrupts testing for an entire class or school, decisions about whether a test can be started again or not will be made on a case-by-case basis by working with the NDDPI Office of Assessment. Whether intentional or not, a drill of any kind does not constitute an emergency. In the event of an emergency, please contact the NDDPI Office of Assessment.

### Interrupted Tests

If a student is interrupted and has completed only part of a test when the testing window concludes, the student may not receive a score if they did not achieve attemptedness rules noted in section 15.0 Attemptedness, Scoring, and Reporting.

### Wrong Test Form/Accommodation Errors

If you notice a student in a proctor group has the incorrect form or accommodation, the proctor should immediately stop the student's test. Testing tools must be set before starting a test session. Adding or modifying testing tools while the test session is active is not possible. The test will need to be reset,

proper tools added or modified, and a new test session started. Refer to [Appendix K: Incorrect Accommodations](#) if a student started testing and is missing a required accommodation and [Appendix J: Reseating Students](#) on how to reseat the student in the proctor dashboard so the student can test with the correct accommodation(s).

### Loss of Connectivity

If a student temporarily loses connectivity during the test, the student must be reseeded in ADAM once connectivity has been established. Refer to [Appendix J: Reseating Students](#) for directions on how to resume testing for a student.

If connectivity issues continue to occur, contact your technology staff. If issues continue to occur, contact the Pearson Help Desk at (888) 293-0318.

### Device Failure

If a student has been logged out of TestNav due to device failure and needs to resume testing on a different testing device, the student needs to be reseeded in ADAM. Follow the steps in [Appendix J: Reseating Students](#).

### Resume a Test

If a student has something occur that interrupts their test taking such as computer issues, session timeout, unexpected errors, exiting of TestNav, etc., the student will need to be reseeded. Reseating will allow the student to re-enter their test code and student ID number to resume their assessment session. Refer to Appendix J: Reseating Students for directions for reseating a student.

### Requesting Test Session Action

During testing, if a student signed into the wrong test, needs to start again due to illness, or was missing required accommodations and needs to start over, test invalidation requests are submitted, as appropriate, using the My Requests icon in ADAM. Refer to [Appendix M: Submitting a Session Unsubmit or Request for Reset](#). NDDPI makes the final decision on whether to approve the requested test invalidation. School Coordinators can track the status and final decisions of requested test invalidations in ADAM.

#### **Reset a Test**

Resetting a test eliminates all responses for a student. When that student logs in to the test again, the test will start over. This should only be done in situations where the test cannot be appropriately completed as is (e.g., two students accidentally log in to each other's tests; a student requiring braille was not given the accommodation). A test should never be reset to give a student a second opportunity. Each student is allowed one opportunity to be assessed.

#### **Invalidate a Test**

Tests should be invalidated (voided) when a student's performance is not an accurate measure of his or her ability (e.g., the student cheated or used inappropriate materials, instruction related to the test is provided during the administration, students are guided to the correct answers, test questions are discussed with students). If a test is invalidated, the student is not given another opportunity to take that test.

## 4.0 Test Staff Roles and Responsibilities

### 4.1 Proctor Eligibility

#### Who May Act as a Proctor

Current educators, school administrative or clerical employees, student teachers, paraprofessionals, substitute teachers, etc. may be selected as proctors if they receive proper training related to the ND A+ Summative Assessment. The district must ensure that testing staff have been trained in test administration of ND A+ Summative Assessment, test security, and meet the proctor certification guidelines as outlined in section 2.5 Proctor Test Administration Training.

#### Who May Not Act as a Proctor

Volunteers and students may not act as testing staff.

### 4.2 Relatives

If a relative (spouse, sibling, child, stepchild, niece, nephew) or person under your guardianship is testing at your site, you must abide by the following guidelines.

- All supervisory responsibilities must be delegated to qualified personnel on the day on which the student is testing.
- You may not access secure test materials prior to the test day, and you may not access the student's test materials prior to, during, or after testing.
- You may not serve as a teacher or proctor in the test room in which the student is testing.

### 4.3 Staff Tasks and Responsibilities

Task	District Administrator	School Coordinator	Proctor
Create user accounts in ADAM			
Create district level users in ADAM			
Ensure technical readiness for District	/		
Work with Technology Coordinator to prepare all testing devices	/	/	/
Install necessary software, including TestNav	/	/	
Troubleshoot technical issues during the test administration window	/	/	
Coordinate accommodation assignments	/	/	
Oversee test session management (e.g., including preparing and starting sessions, and printing student test tickets)	/	/	/
Coordinate issue resolution	/	/	
Ensure testing personnel abide by the testing policies and procedures	/	/	
Complete post-test activities in ADAM	/	/	/
Apply accountability (participation) codes to student tests	/	/	
Assist with proctor group creation if needed, as directed by District Administrator	/	/	/
Download and print any necessary accommodated assessments (standard paper, large print, Braille, human reader companion books)	/	/	/
Print and distribute student test tickets	/	/	/
Help students log in to TestNav, as necessary	/	/	/
Monitor testing progress and student testing behavior	/	/	/
Ensure students correctly log out of TestNav	/	/	/

## District Administrator/District Test Coordinator Responsibilities

District Administrators are responsible for coordinating test operations and administration within their district and ensuring technical readiness for the district. They are responsible for ensuring that the School Coordinators in each school are aware of policies and procedures and properly trained.

## Site Admin/School Coordinator Responsibilities

School Coordinators are responsible for the following tasks:

- Work with Technology Coordinator to prepare all testing devices.
- Oversee and coordinate accommodation assignments.
- Oversee test session management.
- Coordinate issue resolution.
- Ensure testing personnel abide by the testing policies and procedures.
- Complete post-test activities in ADAM.
- Access on-demand reports.

## Technology Coordinator Responsibilities

Technology coordinators are responsible for the following tasks:

- Ensure testing devices meet all requirements for online testing.
- Install necessary software, including TestNav.
- Prepare administrator and student testing devices.
- Troubleshoot technical issues during the test administration window.
- Communicate with testing administrator about the status of any technical issues.

## Proctor Responsibilities

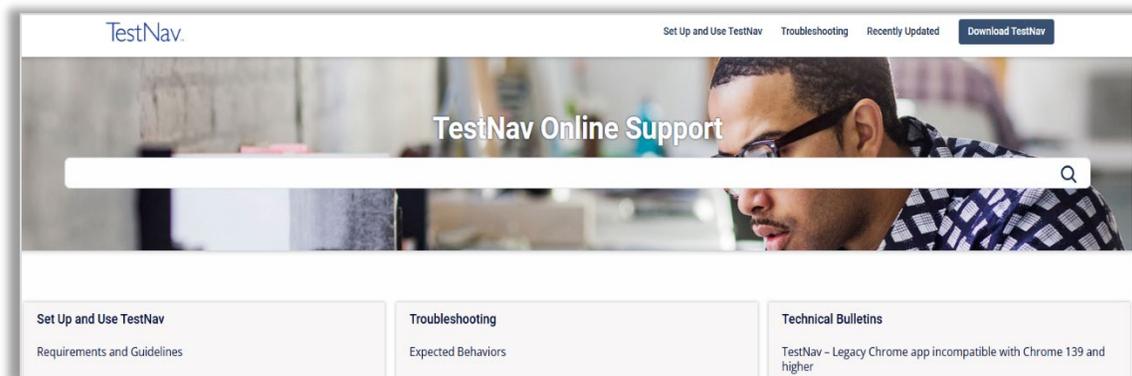
Proctors are responsible for the following tasks:

- Download and print accommodated paper tests as needed.
- Print and distribute student test tickets.
- Help students log in to TestNav, as necessary.
- Perform proctoring management activities during testing.
- Monitor testing progress and student testing behaviors.
- Ensure students correctly log out of TestNav.
- Complete post-test activities (non-ADAM related).

## 5.0 Preparing for Testing – Technology

### 5.1 ADAM and TestNav

- ADAM is the system used to perform different tasks to prepare for and administer the ND A+ Summative Assessment. It is accessed using the single sign-on platform, LaunchPad.
- Directions for logging into Launch Pad are in [Appendix A: Logging into LaunchPad and ADAM](#).
- TestNav is the online testing environment used by students to complete their assessments.
  - For questions or if you require support information, you can visit the [TestNav 8 Online Support](#) site.



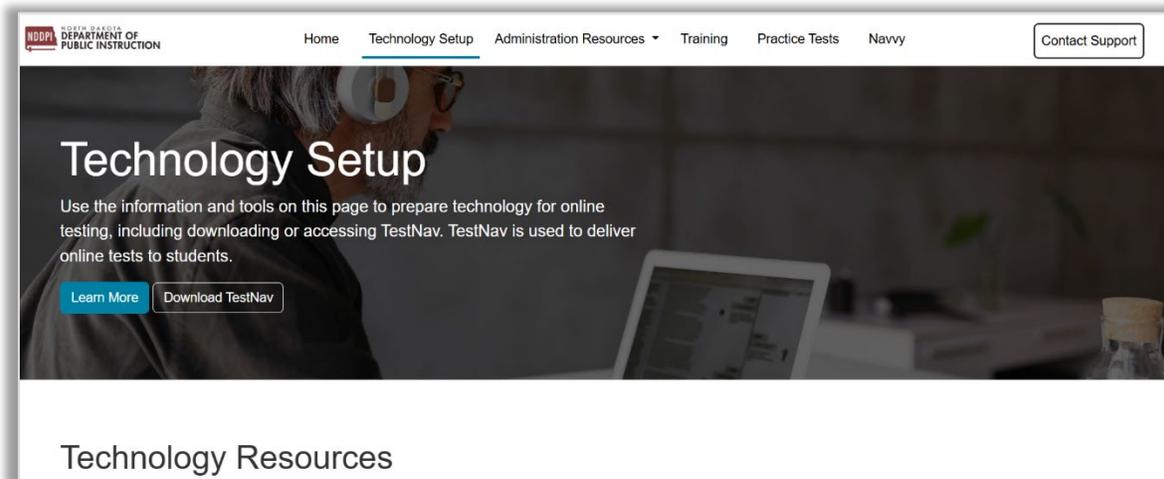
### 5.2 Technical Requirements

- Schools must ensure that the technical requirements for ADAM and TestNav are met for the computers that you will use for testing. Information about requirements can be found at the following location: [Technology Setup | ND A+ Portal](#)
- It is highly recommended that students or school technical support complete the App Check prior to the beginning of testing to minimize technical issues during testing. The steps to run the App Check can be found in [Appendix B: Running an App Check on Devices](#).

### 5.3 Devices Checks

- Ensure that each device students will use is able to support ND A+ Summative Assessment testing.
  - Check local configuration, including bandwidth.
  - Ensure that the up-to-date TestNav app is downloaded onto your students' computers. The app can be found on the [TestNav Downloads](#) site.
  - You can find information about system requirements on the [TestNav System Requirements](#) site.
  - Ensure that keyboards and headphones are in working order.
- Contact the Pearson Help Desk at 888-293-0318 or use the online support form with any technical questions.

- Find more information about site readiness on the ND A+ Technology Setup page.



## 5.4 Test Device Management

Prior to testing, work with your Technology Coordinators to prepare the testing devices to ensure test security.

- Turn off or disable any management software that would allow secure test content on the student's testing device to be viewed by any other device (i.e., LanSchool, NetopVision, Hapara).
- Close all software applications such as internet browsers; cameras; screen capture programs; email; instant messaging; media players (such as iTunes); and printing capability.
- Turn off Automatic Application Launching.
- TestNav must be the only application running on a student's device during the test. If a student attempts to use another application or if the computer automatically launches an application, TestNav will exit the student's testing session.
- Disable common automatic launching software including anti-virus software; screen savers; email notifications; calendar notifications and software update notifications.

## 6.0 Preparing for Testing – ADAM

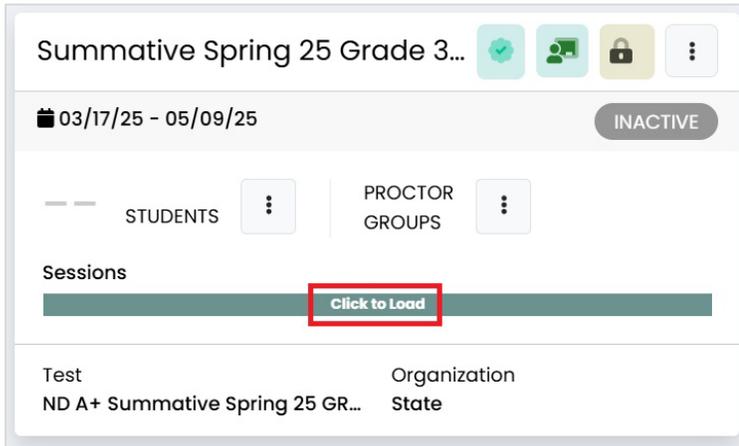
Prior to the online test administration, schools must complete the following procedures:

1. Confirm District and School Staff User Accounts (District Administrators, School Coordinators)
  - Ensure that **current** staff members have appropriate user accounts in ADAM. User accounts come from the single sign-on authentication system, LaunchPad, and the user should have a unique username and password in LaunchPad. User accounts are role based.
    - If they do not have a user account, please refer to [Appendix C: LaunchPad User Help Guide](#).
  - Reminder that proctors do not need to have an account in ADAM in order to proctor a test. See [Appendix G: Logging In As a Proctor](#) for additional information.
2. Confirm that all students are rostered within ADAM in the appropriate grade and with any necessary accommodations.
  - For student transfers, the student’s information needs to be updated in PowerSchool/STARS. Updates to student records in LaunchPad/ADAM will happen via APIs that update the student’s registration information. Ensure the student has the correct school enrollment listed in PowerSchool and STARS. The student information will be updated in your organization in LaunchPad and ADAM within 48 – 72 hours depending on the time of the revisions.
  - If a new student arrives in a school but has already tested in another school or already began testing in another school, the student’s test administrations will transfer with the student’s registration information. The new organization will see the student’s testing history and be able to finish administering the test, if needed.
3. Determine your school’s approach to creating proctor groups. See 7.0 Preparing for Testing – Proctor Groups and [Appendix D: Creating Proctor Groups](#).

## 6.1 Test Administrations

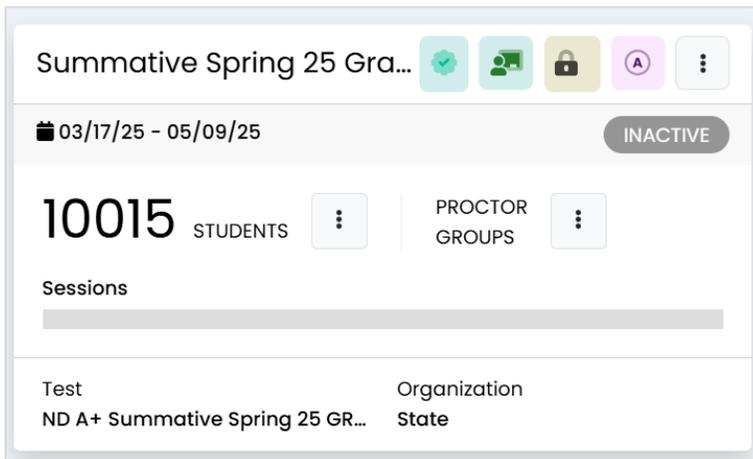
Test administrations are set up by Pearson within ADAM.NDDPI, District Administrators, and School Coordinators can view the test administrations in ADAM.

Select **Click to Load**.

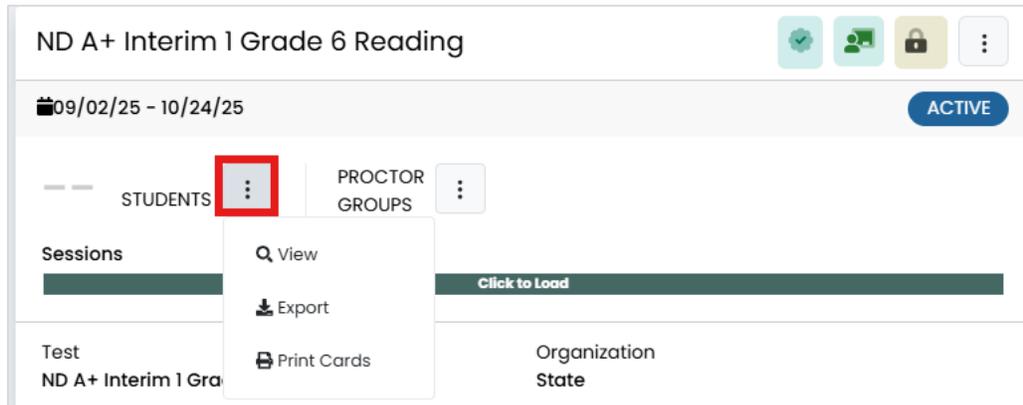


The test administration cards contain the following information:

- Test administration name
- Start/End date of the test administration
- Students: count, view, export and print cards
- Test: name of the test used for this administration
- Organization: shows the top level of organizations eligible for these administrations (state, district, school)
- Session (not started, in progress, completed)



## 6.2 Students



### Student Count

The number of students on your administration card is the count of students eligible within your organization. This number will change if students are added to ADAM or if students move to different grades or tests.

### Student View

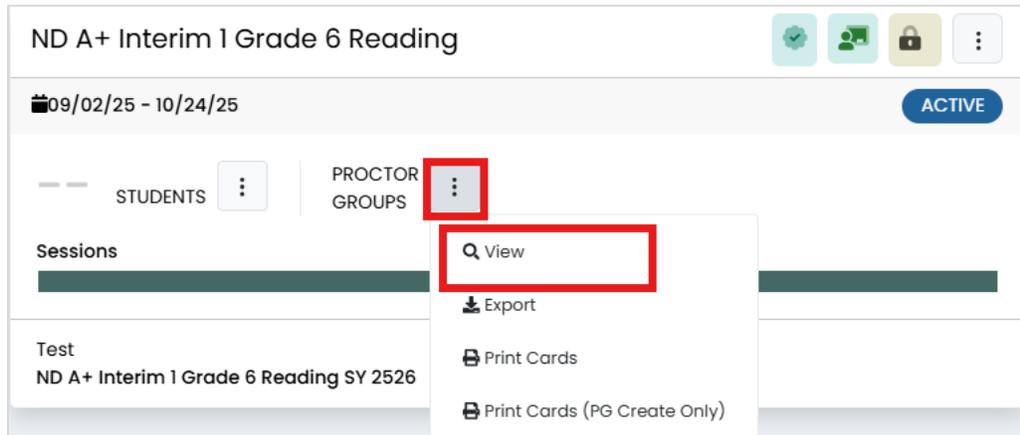
View is a list of students who are eligible in your organization. This number will change if students are added to ADAM or if students move to different grades or tests.

First Name	Last Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Family Name, Identifier)	Test Code	Accommodation	Code	Actions
Isabel	Chavez	Acadia Elementary	None		NOT STARTED	Regular	Grade 3 Math - 25MA03FINDEL01001	Chavez,100000710				
Nate	Santana	Golden Oak Grammar School	None		NOT STARTED	Regular	Grade 3 Math - 25MA03FINDEL01001	Santana,100000254				

### Student Export

The export icon will download the list of students eligible to test. The downloaded spreadsheet contains the test code that the student inputs into TestNav to log in to their test if they have been pre-assigned to a proctor group. The spreadsheet can be distributed to the proctors if desired. See [Appendix P: Testing Status Extract](#) for more information.

### 6.3 Proctor Counts and Groups

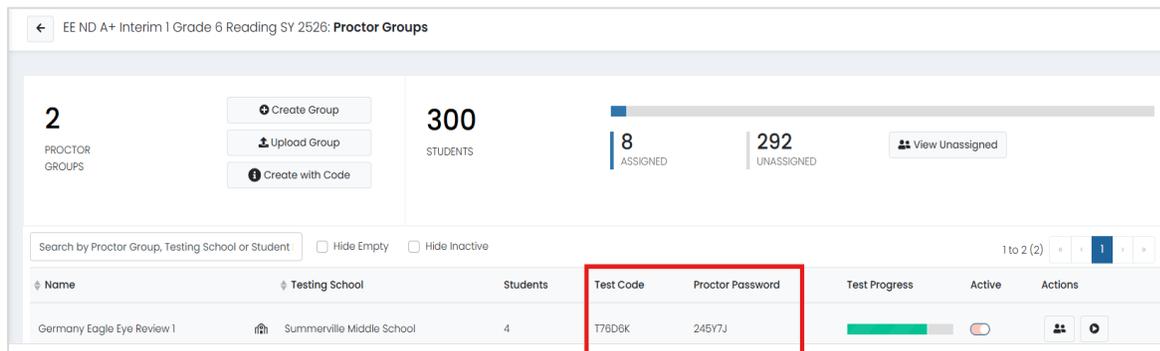


#### Proctor View

To see the proctor groups set up for your organization, under “proctor groups”, select the **View** button.

Proctor groups contain the test code and proctor password you will need to provide to your proctors prior to testing so they can log in to the proctor dashboard.

The primary use for each proctor group is to monitor the testing progress and provide support to the students.



#### Proctor Export

The proctor export allows you to download a file that has information for all the proctor groups created in your organization, including administration name, school, proctor first and last name, proctor test code, and proctor password needed for testing.

**Note:** This export will not have any information in it until students start taking their tests

name	school	proctor first	proctor last	test code	proctor password
Grade 3 Math Acco	Little Valley Elementary	A	Germany	T7W6PE	6CPPRS

To access the Proctor Export, select **Export** underneath the Proctor Groups label on the Administration Card.

## 7.0 Preparing for Testing – Proctor Groups

### 7.1 Creating a Proctor Group

For each grade and content area, a proctor group test code and proctor password are needed. Schools have three options for creating proctor groups. Directions to create proctor groups are in [Appendix D: Creating Proctor Groups](#).

**Option 1: School Coordinators create the proctor groups and add students to the groups.**

As the School Coordinator, you can create the proctor groups in advance of testing. Once the proctor group for a given test has been created, you can provide the test code and proctor password to the proctor of this group.

In addition to creating the proctor group, you can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups you are creating. If you pre-assign students to the proctor group, when you print the student test tickets the test code and the student's ID will be on the card.

If you do not pre-add students to the proctor group, then the student test ticket will contain the student's ID and name, and the test code will be provided by the proctor.

**Option 2: Proctors create proctor groups**

As the School Coordinator, you can choose to let the proctors create their proctor groups. Provide the proctor group creation test code and password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. The log in process will ask the proctor to create their own proctor group which will generate a new test code. The proctor will give the new test code to the students for them to log into the test.

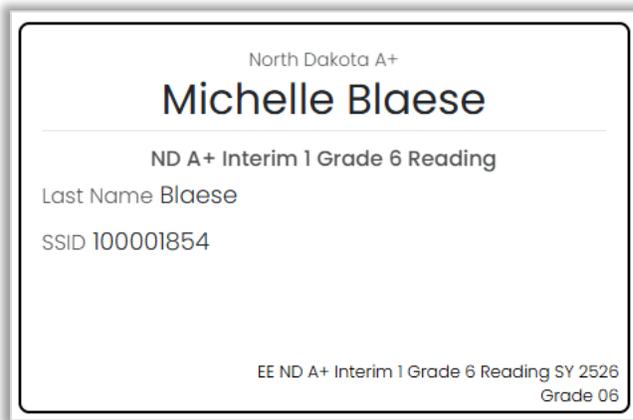
**Option 3: Teachers create proctor groups from their classes**

As a teacher, if you are assigned classes in ADAM, you can create proctor groups for those classes. You wouldn't need a School Coordinator or District Administrator to create a proctor group. **Note:** The students are not added in the proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code, they will be pulled into the teacher proctor group.

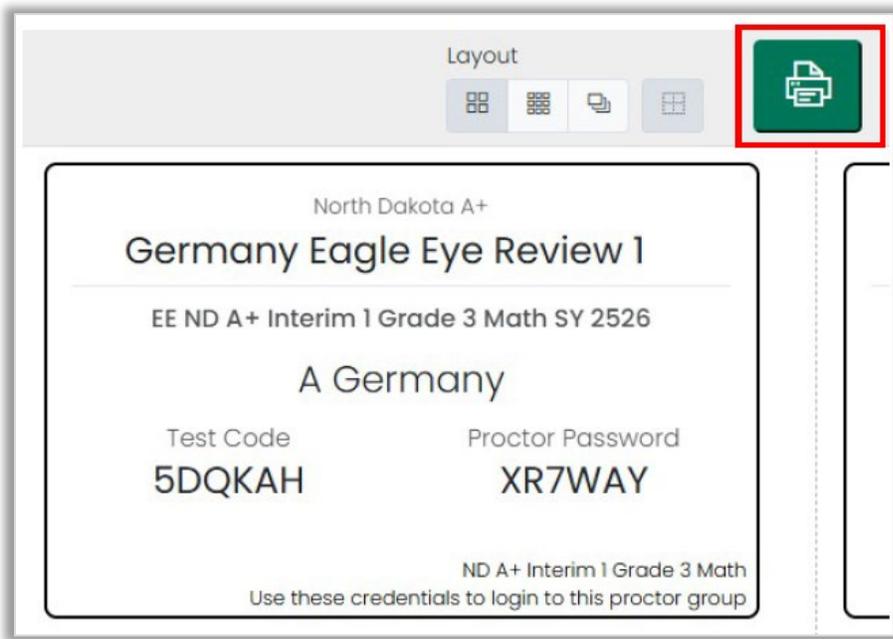
### 7.2 Student Test Tickets

Student test tickets for each subject contain the student's last name, SSID (State Student Identifier) and depending on how you set up your proctor group, the test code each student will use to log in to each assessment. In ADAM, you will see these referred to as cards. These must be handled in a secure manner and should be stored securely before use and returned to the School Coordinator after testing. See section 2.2 Security of Test Materials for more information.

Test Card for Students Not Pre-Assigned to a Proctor Group:



Test Card for Students Pre-Assigned to a Proctor Group:



**Note:** For students using a scribe to enter responses, even though the test tickets are primarily utilized by students for online testing, they should still be printed for the use of the scribe to input answers in TestNav for students testing on paper or large print.

Student test tickets should be printed prior to the administration of the assessment. Student test tickets are available to print from the Test Management menu in ADAM at Test Management > Administrations. See [Appendix E: Printing Student Test Tickets](#) for the steps to print test tickets.

## 8.0 Preparing for Testing – Student Preparation

### 8.1 Student Tutorial and Practice Tests

The Student Readiness Tool (SRT) is available for students to use to become familiar with the online tools they will have available in TestNav during the North Dakota A+ Summative Assessment. It is not an actual test.

The SRT for each grade is available on the North Dakota A+ Portal at [ND A+ | SRT Home](#).

The SRT walks students through what they will see when they first open TestNav and how they will log in. Students will learn how to navigate through the pages and questions, reviewing and bookmarking test questions, submitting answers, and exiting the test. Students will also learn how to use the support tools that could be available on the test and be able to practice using those tools. The SRT also provides students with an opportunity to practice answering different types of sample test questions and submitting final answers.

This process will be very similar to what students will see on the actual test. Students may access the SRT as many times as they wish.

It is strongly recommended that students access the SRT so that they can become familiar with the item types on the North Dakota A+ Summative Assessment and to learn how to use the TestNav tools before testing.

It is recommended that students also take the Practice Tests specific to their grade and assigned subjects to become familiar with the types of questions they will see on the ND A+ Summative Assessment tests. Practice Tests are available online on the ND A+ Portal under the [Practice Tests tab](#).

## 9.0 Preparing for Testing – Accommodations and Accessibility

The ND A+ Summative Assessment offers accessibility support through universal features, designated features, and accommodations to ensure that all students can access, participate, and interact with the assessment. Supports can be offered as embedded (digitally provided with test platform) and non-embedded (non-digitally or locally provided). Further information and guidance can be found in the [North Dakota Accessibility Manual](#). Accessibility supports a student receives on the statewide assessments are to mirror the supports currently being provided to that student in their classroom instruction and assessments. Students should be provided opportunities to practice the use of these supports and features in advance of the assessment. Teachers, proctors, and school personnel should pay special attention to non-embedded, locally administered features to ensure they are prepared to make these features available to students during the assessments.

Accessibility supports should be assigned to students at least twenty-four hours prior to testing so the correct feature is ready when testing starts. To manually update a student’s accessibility supports settings, use the directions located in [Appendix F: Updating Student Accommodations](#).

**Note:** Some accessibility features are available for all questions and others are only available on relevant questions.

### 9.1 Universal Features

Universal features are accessibility supports that are available to all students. These features are embedded in TestNav or can be non-embedded. Students may choose to use or disable embedded features based on individual preference. The most appropriate use of these supports is to encourage students to use those features that most closely align with the supports they use daily in the classroom setting to promote continuity between instruction and assessment.

#### Embedded Universal Features

Feature	Subject/Content Area Available	Information
Dynamic Text to Speech (DTTS)	Math, Writing, and Science	Students use this feature to hear generated audio. <i>Note: For <b>all</b> grades in Math, Writing and Science, voice must be <a href="#">installed</a> to enable Dynamic Text to Speech (DTTS) for Spanish tests. The Spanish (Mexico) language pack needs to be selected.</i>
Answer eliminator	Math, Reading, Writing, and Science	Students use this feature to cross out and visually eliminate answer choices that the student feels are incorrect.

Feature	Subject/Content Area Available	Information
Answer masking	Math, Reading, Writing, and Science	Students see a mask covering multiple-choice distractors, with the option to click to expose each individually. They can turn the tool on and off over each distractor or turn it on or off on the entire question.
Color contrast	Math, Reading, Writing, and Science	The student is able to adjust the text color and screen background color based on the student's need.
Magnifier	Math, Reading, Writing, and Science	Students can enlarge the size of the text within TestNav.
Highlighter	Reading, Writing	A student can use this to highlight items, text, or response options.
Line reader masking	Math, Science	Helps the student to focus on specific parts of the item. The student can select and drag both handles to whatever size they need to show and hide as much of the item as they want to focus on, like a word or phrase.
Math reference sheets	Math	Formulas are provided in a resource page in grades 4-8 and 10.
Calculators	Math, Science	For calculator-enabled items, students can access two embedded digital calculators.
Rulers	Math, Science	For Grade 3 Math and Grade 4 Science, students can access a digital ruler for items requiring one.
Protractors	Math	For Grade 4, students can access a digital protractor for items requiring one.
Notepad	Reading, Writing	Students can use this feature as digital scratch paper to make notes.
Periodic Table	Science	Provided within the testing platform for any items that require its use.

### Non-embedded Universal Features

Feature	Subject/Content Area Available	Information
Breaks	Math, Reading, Writing, and Science	A student can take breaks as needed to reduce cognitive fatigue.
Extended time	Math, Reading, Writing, and Science	There are no time limits on the ND A+ Summative Assessment.
Scratch paper	Math, Reading, Writing, and Science	All scratch paper must be collected and securely destroyed after administration of each test domain to maintain test security.

## 9.2 Designated Features

Designated features are available for students who require additional support, decided upon at the school/district level, that aligns with their instructional experience. If the designated feature needed is embedded in the TestNav delivery system, educators are required to enable these by student, in the ADAM platform, prior to testing.

### Embedded Designated Features

Feature	Subject/Content Area Available	Information
Spanish language translation	Math, Science	Spanish language assessments are available for students requiring this feature.
Zoom	Math, Reading, Writing, and Science	For students requiring this feature, they can zoom in and out on a test page by selecting the user dropdown and selecting the “+” and “-” buttons for 100%, 110%, 120%, 150%, 175%, 200%

### Non-embedded Designated Features

Feature	Subject/Content Area Available	Information
Bilingual dictionary	Math, Writing, and Science	For students whose primary language is not English and who use dual-language supports in the classroom, use of a bilingual/dual-language, word-to-word dictionary may be appropriate.
Color overlay	Math, Reading, Writing, and Science	Transparent sheets or plastic devices placed over a piece of paper or computer screen to adjust color.
Human reader/American Sign Language	Math, Writing, and Science	Students can have the same test content read aloud/signed that is supported through audio in a computer-based version. If a human reader is selected, that person must have appropriate experience providing read-aloud or ASL support and must adhere to state policy or practice to ensure test security and ethical practices.
Separate setting	Math, Reading, Writing, and Science	Student tested in alternate setting.
Noise buffer	Math, Reading, Writing, and Science	A student can use noise buffers to minimize distraction or filter external noises during testing.
Native language translation	Math, Writing, and Science	A test administrator who is fluent in the student’s native language can translate test content.
	Reading (test directions only)	

### 9.3 Accommodations

Accommodations are for students for whom there is written documentation (Individualized Education Program (IEP) and/or Section 504 Plan) and exist to create or attempt to create equitable access to assessment content.

- Braille—Due to the time it takes to create Braille test booklets, students needing this accommodation need to be identified in the fall of each school year. Pearson and NDDPI collaborate to distribute a survey to the districts/schools to collect this information. Paper braille test booklets will be shipped to the schools that have requested them via the survey.
  - On top of filling out the survey, Braille must also be denoted in the student profile (like other supports). The administration of a Braille assessment requires two devices: one used for proctoring and administering the assessment, and one used to login as the student in TestNav and enter student responses.
  - Braille booklets are considered secure documents. Pearson provides a mailing label to return the booklet once the student and proctor have finished and submitted the assessment.

Note that accommodations should be assigned to students at least twenty-four hours prior to testing so the correct accommodation and form is ready when testing starts. To manually update a student's accommodations settings, use the directions located in [Appendix F: Updating Student Accommodations](#).

If a student has a paper or large print test book noted as an accommodation, District Administrators and School Coordinators who have a student with this accommodation will be able to download the paper form in ADAM from the Proctor Dashboard or within the Proctor Group.

For the paper testers, a teacher or proctor will enter their responses into a data entry form in TestNav after the student tests. The testing ticket should be printed for these students so the teacher or proctor can use it to access the data entry form in TestNav. **Note:** When entering student responses into the data entry form, the person transcribing will not be able to return to previous items, just as students cannot return to previous items.

For more information about the forms and testing system involved in students testing with paper and large print, please see Appendix R: How to Print a Paper or Large Print Form and Transcribe the student responses into TestNav.

## Embedded Accommodations

Feature	Subject/Content Area Available	Information
Dynamic Text to Speech (DTTS) - Items	Reading	Students use this feature to hear generated audio of test questions and items. Refer to <a href="#">Appendix N: How to Select Dynamic Text to Speech (DTTS) for a Reading Assessment</a> outlining the process for selecting this accommodation.
Dynamic Text to Speech (DTTS) - Passages	Reading	Students use this feature, in addition to DTTS - Items, to hear generated audio of passages and test items. This accommodation cannot be selected on its own and must include both DTTS features for passages to be read. Refer to <a href="#">Appendix N: How to Select Dynamic Text to Speech (DTTS) for a Reading Assessment</a> outlining the process for selecting this accommodation.
Speech to Text (STT)	Reading, Science and Writing	The directions for how the student interacts with TestNav and Speech to Text is outlined in Appendix O: Speech to Text Student Interface. Refer to <a href="#">Appendix F: Updating Student Accommodations</a> which outlines the process for selecting this accommodation.
White Noise	Math, Reading, Science, and Writing	Students provided the option for the White Noise tool can select one of three white noise options (Waves, White Noise, or Wind) to help them concentrate on test content.

Dynamic Text to Speech is an accommodation and one of two options should be selected within the student’s accommodation profile in ADAM. Select DTTS as an accommodation for 1) the reading assessment directions, questions, and response options or 2) the reading assessment directions, questions, response options **and** the passages. Refer to [Appendix F: Updating Student Accommodations](#) for the process.

Headphones should be made available to all students to utilize Dynamic Text to Speech. Please ensure headphones are plugged in to the students’ devices before beginning test administration; sound will play on the Hardware and Audio Check portions of the sign-in process to ensure the device audio is working.

## Non-embedded Accommodations

Feature	Subject/Content Area Available	Information
Braille	Math, Reading, Writing, and Science	Students who are blind or have low vision may read text via braille. Tactile overlays and graphics also may be used to assist the student in accessing content through touch.
Human reader/American Sign Language	Reading	Students can have the same test content read aloud/signed that is supported through audio in a computer-based version. If a human reader is selected, that person must have appropriate experience providing read-aloud or ASL support and must adhere to state policy or practice to ensure test security and ethical practices.
Large Print	Math, Reading, Writing, and Science	<p>Students with visual impairments may not be able to use zoom or magnifying devices to access the test and may need a large-print version of their particular test form.</p> <p>If checked, District Administrators and School Coordinators who have a student with this accommodation will be able to download the large print form in ADAM from the Proctor Dashboard. A staff member will need to print the test book, provide it to the student to complete the test, and then enter the student responses into TestNav. <b>Note:</b> 11 x 17 size paper is recommended for printing. The font size can be selected from 12 to 18.</p>
Paper	Math, Reading, Writing, and Science	<p>The student takes a paper-and-pencil version of the test.</p> <p>If checked, District Administrators and School Coordinators who have a student with this accommodation will be able to download the paper form in ADAM from the Proctor Dashboard. A staff member will need to print the test book, provide it to the student to complete the test, and then enter the student responses into TestNav. <b>Note:</b> 8 ½ x 11 paper size can be used for printing, and the font size can be selected from 12 to 18.L</p>

Feature	Subject/Content Area Available	Information
Scribe	Math, Reading, Writing, and Science	Proctors may enter student responses into the TestNav app for a student who is unable to do so. Additional information on the scribe can be found in Appendix Q: Guidance on the Role of the Scribe
100s number table	Math	A paper-based chart listing numbers 1-100.
Abacus	Math	Hand-operated, calculating tool.
Multiplication table	Math	A paper-based, single-digit (1-9) table.

## 10.0 During Testing

### 10.1 Test Day Set Up

- Ensure all materials for the test, including student test tickets and session student rosters, are printed and/or prepared for the students. ([Appendix E: Printing Student Test Tickets](#))
- Remove or cover visual aids in the room.
- Place a Testing—Do Not Disturb sign on the testing room door.
- Proctors should verify that the test tickets are for the correct test (math, reading, writing or science) and then pass out test tickets.
- Students should verify that they do not have any electronic devices (including smart watches) and that their test tickets are correct before logging in.
- Distribute other testing materials (scratch paper, braille book).
- Proctors log into the proctor dashboard. ([Appendix G: Logging in As a Proctor](#))
- Direct students to launch the TestNav application on the testing computers and login. (Appendix I: Starting the Administration)
- Approve students to test within the proctor dashboard. (Appendix I: Starting the Administration)

### 10.2 Test Day Process Overview

Stage	Who	Does What
All day	Technology Staff	<ul style="list-style-type: none"> <li>○ Assist with technical issues</li> </ul>
Before testing starts	District Administrator or School Coordinator	<ul style="list-style-type: none"> <li>○ Conduct staff briefing session to discuss test day procedures and responsibilities</li> <li>○ Distribute test materials to teachers and proctors</li> <li>○ Verify that test rooms and computers are prepared</li> <li>○ Make cell phone and electronic device policy announcements to students</li> <li>○ Print student test tickets or direct appropriate teacher/proctor to print test tickets</li> </ul>
	Teacher/Proctor	<ul style="list-style-type: none"> <li>○ Print test tickets if directed to do so by District Administrator or School Coordinator</li> <li>○ Prepare the room for testing</li> <li>○ Prepare the room’s computers for testing</li> <li>○ Create proctor groups in ADAM if not created ahead of time</li> </ul>
Ensure students are in the appropriate testing room	Teacher/Proctor	<ul style="list-style-type: none"> <li>○ Direct students to assigned seats (proctors may assist)</li> <li>○ Make sure students turn off and put away all non-approved electronic devices including cell phones, smart watches, and other communication devices</li> </ul>

During testing	Teacher/Proctor	<ul style="list-style-type: none"> <li>○ Distribute student test tickets to students</li> <li>○ Distribute scratch paper</li> <li>○ Provide proctor approval as students start their tests</li> <li>○ Read test administration direction scripts</li> <li>○ Monitor the test session</li> <li>○ Monitor students and room during breaks</li> <li>○ Advise School Coordinator of any testing irregularities</li> </ul>
	Teachers/Proctors as assigned	<ul style="list-style-type: none"> <li>○ Monitor halls</li> <li>○ Assist the teacher</li> <li>○ Assist the District Administrator or School Coordinator as needed</li> </ul>
After testing	Teacher/Proctor	<ul style="list-style-type: none"> <li>○ Collect and account for all student test tickets and scratch paper</li> <li>○ Dismiss students</li> <li>○ Close TestNav and ADAM</li> <li>○ Return all materials to the School Coordinator</li> </ul>
	District Administrator or School Coordinator	<ul style="list-style-type: none"> <li>○ Account for all test materials and secure them</li> <li>○ Review reports of any irregularities and follow through as necessary</li> <li>○ Return materials to Pearson after all testing is completed</li> <li>○ When testing is complete for all students in the session who will test, complete post-test activities outlined below</li> </ul>

### 10.3 Test Day – Proctors and Proctor Dashboard

In order to administer the ND A+ Summative Assessment, proctors must log into ADAM’s Proctor Dashboard. Test Proctors do not need to be ADAM users to proctor a test. If they have been provided with a test code and a proctor password, proctors can launch the proctor dashboard without logging into ADAM ([ADAM | Proctor](#)). For directions on accessing ADAM as a proctor, please see [Appendix G: Loggin in As a Proctor](#).

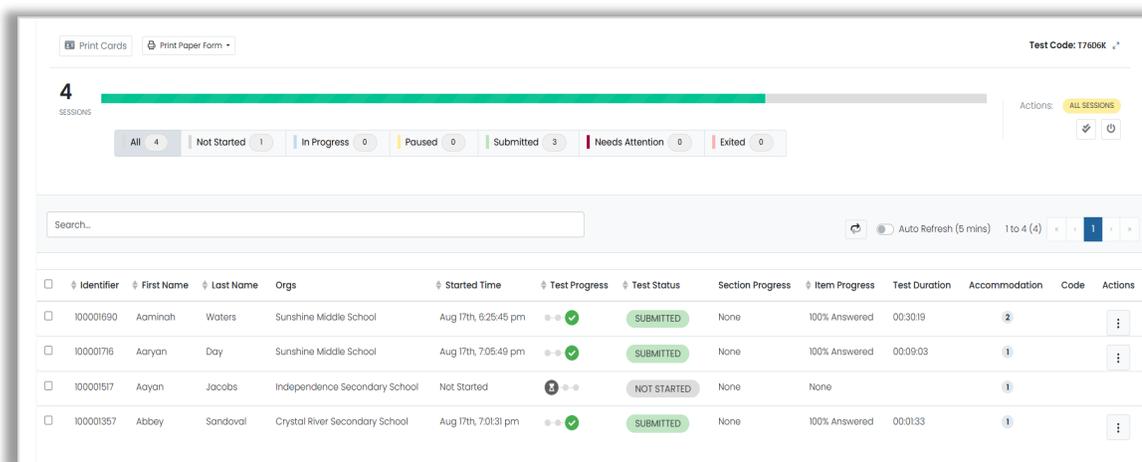
The proctor dashboard provides information on the assessment as well as links to perform necessary tasks. You can view information about the test, test configuration, and select an action. Directions are located in [Appendix H: Understanding the Proctor Dashboard](#).

### 10.4 Test Day – Proctor Dashboard

Once your proctor group has been either pre-assigned or created for students on the day of testing, you can now start your administration. For directions on starting the test session, please refer to [Appendix I: Starting the Administration](#).

## Session Management Area

In the Session Management area of the Proctor Dashboard, you will be able to view, filter, and search for students in your proctor group and manage their sessions. Students who have access to the test are listed in the Tester column.



Below is a list and description of the information you’ll find in the **Session Management Area**.

- **Identifier**
  - The Identifier is the SSID used by the student to log in to the test.
- **Tester**
  - The name of the student.
- **Orgs**
  - Where the student is testing.
- **Started Time**
  - When the test was started.

### Test Progress

- The progress of the students’ assessments will display as either not started, in progress, or submitted. **Note:** The proctor does not “start” the test from the Proctor Dashboard. Students (when instructed to do so by the proctor) will start their tests by starting the TestNav application on their devices and entering their SSIDs and the test code.

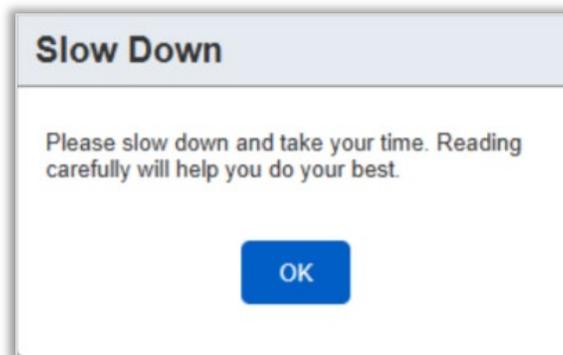
### Test Status

- **Needs Attention** – the student has started logging into the test and is waiting to be let into the test by the proctor through approving the student for the session.
- **Not Started** – The student has not logged into the assessment.
- **In Progress** – The student has logged into the assessment. No action is needed by the proctor.
- **Submitted** – The student has completed the test and submitted the results.
- **Reseated** – The proctor has reseated the student(s). The student has not yet logged back into the session. No action is needed by the proctor.

- **Exited** – The student has exited the TestNav app. The proctor needs to reseal the student before they can log back into the assessment.
- **Section Progress**
  - Most assessments have only one section and will say “Section 1”.The writing assessment has two sections and will say “Section 2” when each student moves to the second section.
- **Item Progress**
  - This shows the percentage of items answered by the student. Proctors can sort this column to more easily monitor test progress of students.
- **Test Duration**
  - Shows the time spent on the test.
- **Accommodation**
  - The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations relevant to the online assessment session administration will be displayed.
- **Code**
  - Notes any accountability (non-participation) codes that have been assigned to the student.
- **Actions**
  - After the assessment session has started, a button appears in the **Actions** column for each student. Use this button if a student has an “interrupted” session (computer issue, session timeout, unexpected error).Reseating allows the student to re-enter their test code and SSID to resume their assessment session. For detailed instructions on reseating, please refer to [Appendix J: Reseating Students](#).

**Note:** Please monitor how quickly students progress through the test. If a student moves through questions quickly, the following warning message will appear and must be manually cleared by the student by clicking ‘OK’:

“Please slow down and take your time. Reading carefully will help you do your best.”



## 10.5 Test Day – Student Breaks During Testing

If during testing, a student requires a restroom break, the proctor should instruct the student to stay signed into their test. While the student is away for a restroom break, the proctor must monitor the

student’s testing device. If the device is portable, the student can give the device to the proctor. If the student is testing with a desktop or other non-portable device, the proctor must monitor the student device until the student returns. TestNav automatically logs a student out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, the proctor can reset them in the proctor dashboard.

Proctors will help students log in to their assessments by reading the directions for an administration. All directions are indicated by the word “SAY” and are in **bold** type. Teacher/proctor directions are in *italics*. **Read these directions exactly as they are written.** Follow the test-specific instructions for administering each test.

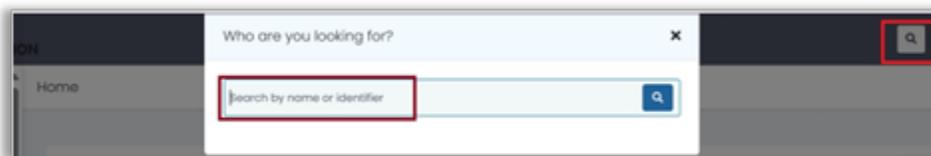
Ensure the following steps have been taken before reading the test administration directions.

- Ensure the TestNav app is launched on each device students will use for testing. Ensure that all students have headphones and a keyboard. Instructions on setting up TestNav are available [here](#). For information on launching TestNav, select the Setup link for your specific device.
- Ensure that blank scratch paper, pencils, headphones, appropriate test materials, and student test tickets are distributed.
- Make sure students do not have cell phones, smart watches, or devices with internet, recording, or communication capabilities during testing. Any devices should be turned off and put away prior to testing.
- Have students clear their desks of everything but their testing device and allowed test materials.
- Approve All sessions in ADAM by selecting the Approve All or Approve individual icon on the proctor screen.
- Hand out the student test tickets. Teachers or proctors may help students log in. For information on printing student test tickets in ADAM, refer to Appendix E: Printing Student Test Tickets. Note that each subject will have its own student test ticket.

Once testing begins, actively monitor the test session, and document any testing anomalies that occur. Teachers or proctors cannot answer any student questions about or discuss the content of the assessment with students, even if the students are finished with their testing session.

## 10.6 Test Day – Student Dashboard

The student dashboard within ADAM provides quick access to information on a student’s test results, their proctor sessions, and demographic information. District Administrators and School Coordinators can access the dashboard through an icon on the home screen using the student’s SSID.



The student dashboard includes the following information for the student using the edit button:

- Assigned classes
- Test Assignments (includes interim and summative)
- Accommodations
- Demographics

**Schaefer, Tess**  
ID: 100000142 Grade: 03

**1** CLASSES    **7** ASSIGNMENTS    **0** SCORED    **0** SUBMITTED/NOT SCORED    **0** IN PROGRESS    **7** NOT STARTED

[Edit Student](#)

In addition, there are three tabs with the student’s scale scores, sessions, and a view of their accommodations (which can be edited using the Edit Student button noted above).

**Waters, Aminah**  
ID: 100001690 Grade: 06

**0** CLASSES    **2** ASSIGNMENTS    **1** SCORED    **0** SUBMITTED/NOT SCORED    **0** IN PROGRESS    **1** NOT STARTED

**Performance**    Sessions    Demographics & Accommodations

Search Tests

Test Name	Submitted Date	Scale Score
ND A+ Interim 2 Grade 8 Math SY 2425	8/16/2024	575
ND A+ Interim 1 Grade 8 Math SY 2425	08/26/2024	505
▲ ND A+ Interim 2 Grade 8 Reading SY 2425	-	-

**ND 2025-2026 Gr 3-8**

Test Name	Submitted Date	Scale Score
ND A+ Interim 1 Grade 6 Reading SY 2526	08/17/2025	550

**Waters, Aminah**  
ID: 100001690 Grade: 06

**0** CLASSES    **2** ASSIGNMENTS    **1** SCORED    **0** SUBMITTED/NOT SCORED    **0** IN PROGRESS    **1** NOT STARTED

Performance    **Sessions**    Demographics & Accommodations

Administration	Test Name	Form Type	Form	Test Progress	Test Status	Test Duration	Orgs	Reporting Orgs	Accommodation	Accountability Codes	Actions
EE ND A+ Interim 1 Grade 6 Math SY 2526	ND A+ Interim 1 Grade 6 Math SY 2526	Regular	Grade 6 Math - 25MAD6FNDONC01001	0/100	NOT STARTED		Sunshine Middle School	Sunshine Middle School			<input type="button" value="i"/>
EE ND A+ Interim 1 Grade 6 Reading SY 2526	ND A+ Interim 1 Grade 6 Reading SY 2526	Regular	Grade 6 Reading - 25R006FNDONC01001	100/100	SUBMITTED	00:30:19	Sunshine Middle School	Sunshine Middle School	2		<input type="button" value="i"/>

The screenshot shows a 'Student Dashboard' for a student named 'Waters, Aminah' with ID 100001690 and Grade 06. The dashboard includes a progress bar and several metrics: 0 CLASSES, 2 ASSIGNMENTS, 1 SCORED, 0 SUBMITTED/NOT SCORED, 0 PROGRESS, and 1 NOT STARTED. Below these metrics are tabs for 'Performance', 'Sessions', and 'Demographics & Accommodations', with the latter being highlighted by a red box. The 'Demographics & Accommodations' section lists 'Accommodations' such as 'Dynamic Text to Speech - Items' and 'Dynamic Text to Speech - Passages', each with a note that the feature is universal and available to all students in Math, Science, and Writing, and a button for 'Interim Reading'.

## 11.0 Scripted Directions for Test Administration

### 11.1 Scripted Directions for the Grades 3–8, High School Writing Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting for test directions, passages, and prompts. Headphones should be made available for all students to utilize Text to Speech. Please ensure headphones are plugged into students' devices before beginning test administration. During the sign-in process, sound will play in the Hardware and Audio Check portions to confirm the device's audio is working.

#### SAY

***Today you will take the Writing test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket) then select Next.***

If not on the student's test ticket, provide the test code for the writing test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next.***

***If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

#### SAY

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue. On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

**SAY**

*You will now be on the direction screen that says, “Today you will read two passages and write two essays. In the first section, you will read a passage. As you review the passage, you will gather information so that you may write an essay.”*

*You will read the first passage and write an essay response, then you will read the second passage and write an essay response. After reading the first passage and writing the first essay response, you will be able to review your first response. When you select Next, a reminder screen will tell you that you can review your essay. Before you can move on to the second passage, you will be prompted to submit your first essay.*

*You will now see a screen telling you that you will be reading the second passage. You will then read the second passage and write your second essay response. You may review your second response before submitting your test. When you select Next, a reminder screen will tell you that you can review your essay. After you have reviewed your second response, click the “Submit Final Answers” button. Once you click the “Submit Final Answers” button, you will NOT be able to return to your test.*

*Are there any questions before we begin?*

Answer any questions.

**SAY**

*During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.*

**SAY**

*Now you may use the blue arrow to move to the first passage.  
Begin Testing Now.*

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

**SAY**

*The test session is now over. If you have already finished testing by writing your second essay, and are ready to submit your test, select the blue arrow. Use the next screen to select “Submit Final Answers” and you will receive a Test Submit Warning asking if you are sure you want to submit*

***your final answers. Select “Yes, Submit Final Answers” and you will be automatically signed out of Test Nav.***

***Important: Within the test, you may return to previously answered or unanswered items before submitting the test. At the end of the test, a review screen will appear and indicate any questions that have not been answered so you have an opportunity to answer the items before you submit the test. Please answer all questions.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test tickets.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reseat them in the proctor dashboard.

## 11.2 Scripted Directions for the Grades 3–8 and 10 Reading Test

**Note:** For reading, Dynamic Text to Speech is an accommodation and one of two options should be selected within the student’s accommodation profile in ADAM. Select DTTS as an accommodation for 1) the reading assessment directions, questions, and response options or 2) the reading assessment directions, questions, response options **and** the passages. Headphones should be made available for students to utilize Text to Speech. Please ensure headphones are plugged into students’ devices before beginning test administration. During the sign-in process, sound will play in the Hardware and Audio Check portions to confirm the device’s audio is working.

### **SAY**

***Today you will take the reading test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket) and select Next.***

If not on the student’s test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next.***

***If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue. On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click “Quit.” Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

### **SAY**

***In your reading test you must answer each question to go to the next question, and you cannot review previous items. However, when you reach a screen that says, “Read each passage and***

***answer the questions that follow,” you are in a passage and item set, and you can review previously answered questions but only within the passage and item set.***

***You must answer all parts of a question to use the forward arrow at the top to move to the next question. If you have not answered all parts of a question and try to go on to the next question, you will receive a popup window that says, “You must answer all parts of the question before you can continue. You might need to scroll down to see what is unanswered.”***

***When you finish answering items in a passage set, a screen with a stop sign will appear to remind you that you can go back and review items within the set. Once you select the blue Next arrow you will not be able to return to previous questions.***

***When you finish your reading test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.***

**SAY**

***You should be on the screen that says, “Read and answer the following questions.” You may use the blue arrow to move to the first question. Begin Testing Now.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, you will see a stop sign telling you to review any items in the passage set, if you choose. If you are ready to submit your test, select the blue arrow. Use the next screen to select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reseal them in the proctor dashboard.

## 11.3 Scripted Directions for the Grades 3–5 Mathematics Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available for all students to use during the mathematics test. Please ensure headphones are plugged into students' devices before beginning test administration.

### **SAY**

***Today you will be taking the mathematics test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket), then select Next.***

If not on the student's test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

### **SAY**

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.***

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.***

***On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session to begin testing help any students experiencing audio issues.

### **SAY**

***In your mathematics test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your mathematics test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.***

***You must answer all parts of a question to use the forward arrow at the top to move to the next question. If you have not answered all parts of a question and try to go on to the next question, you will receive a popup window that says, “You must answer all parts of the question before you can continue. You might need to scroll down to see what is unanswered.”***

**SAY**

***Once you are on the screen that says, “You are about to begin the Grade [insert grade] Mathematics test,” you may use the blue arrow to move to the first question. Begin the test.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reset them in the proctor dashboard.

## 11.4 Scripted Directions for the Grades 6-8 Mathematics Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available for all students to use during the mathematics test. Please ensure headphones are plugged into students' devices before beginning test administration.

### **SAY**

***Today you will be taking the mathematics test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket).Select Next.***

If not on the student's test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.***

***On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

### **SAY**

***In your mathematics test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your mathematics test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. Calculator buttons will also appear on any items where their use is allowed.***

***You must answer all parts of a question to use the forward arrow at the top to move to the next question. If you have not answered all parts of a question and try to go on to the next question, you will receive a popup window that says, “You must answer all parts of the question before you can continue. You might need to scroll down to see what is unanswered.”***

**SAY**

***Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish their test you can reset them in the proctor dashboard.

## 11.5 Scripted Directions for the Grade 10 Mathematics Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available for all students to use during the mathematics test. Please ensure headphones are plugged into students' devices before beginning test administration.

### **SAY**

***Today you will be taking the mathematics test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket) and select Next.***

If not on the student's test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.***

***On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

### **SAY**

***In your mathematics test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your mathematics test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.***

***For all questions, there are also 2 types of graphic calculators available at the top of each screen to help with answering questions.***

***You must answer all parts of a question to use the forward arrow at the top to move to the next question. If you have not answered all parts of a question and try to go on to the next question, you will receive a popup window that says, “You must answer all parts of the question before you can continue. You might need to scroll down to see what is unanswered.”***

**SAY**

***Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reseat them in the proctor dashboard.

## 11.6 Scripted Directions for the Grade 4 Science Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available for all students to use during the science assessment. Please ensure headphones are plugged into students' devices before beginning test administration.

### **SAY**

***Today you will be taking the science test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket) and select Next.***

If not on the student's test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.***

***On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

### **SAY**

***When you finish your science test, select the Submit Final Answers button. A Test Submit Warning will appear asking for confirmation that you wish to submit your test. Once you click the Yes, Submit Final Answers button, you will be automatically signed out and you will NOT be able to return to your test.***

***Important: Within the test, you may return to previously answered or unanswered items before submitting the test. At the end of the test, a review screen will appear and indicate any questions***

***that have not been answered so you have an opportunity to answer the items before you submit the test. Please answer all questions.***

***Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.***

***Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

Within the science test it is possible for students to submit their test without answering all the questions. They will see a review screen before they submit that allows them to go back to any unanswered questions. Once they submit their test, they will not be able to return to their test.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reset them in the proctor dashboard.

## 11.7 Scripted Directions for the Grade 8 Science Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available for all students to use during the science assessment. Please ensure headphones are plugged into students' devices before beginning test administration.

### **SAY**

***Today you will be taking the science test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket) and then select Next.***

If not on the student's test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.***

***On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

### **SAY**

***When you finish your science test, select the Submit Final Answers button. A Test Submit Warning will appear asking for confirmation that you wish to submit your test. Once you click the Yes, Submit Final Answers button, you will be automatically signed out and you will NOT be able to return to your test.***

***Important: Within the test, you may return to previously answered or unanswered items before submitting the test. At the end of the test, a review screen will appear and indicate any questions***

***that have not been answered so you have an opportunity to answer the items before you submit the test. Please answer all questions.***

***Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.***

***Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

Within the science test it is possible for students to submit their test without answering all the questions. They will see a review screen before they submit that allows them to go back to any unanswered questions. Once they submit their test, they will not be able to return to their test.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reseal them in the proctor dashboard.

## 11.8 Scripted Directions for the Grade 10 Science Test

**Note:** The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available for all students to use during the science assessment. Please ensure headphones are plugged into students' devices before beginning test administration.

### **SAY**

***Today you will be taking the science test. You should now see a login screen on your device. If you do not, please let me know now.[Pause]***

***On the login screen, enter the test code that I will give you (or appears on your test ticket) select Next.***

If not on the student's test ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

***On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.***

Assist any students who need help signing in.

### **SAY**

***Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.***

***On the next two screens select Start.***

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

### **SAY**

***When you finish your science test, select the Submit Final Answers button. A Test Submit Warning will appear asking for confirmation that you wish to submit your test. Once you click the Yes, Submit Final Answers button, you will be automatically signed out and you will NOT be able to return to your test.***

***Important: Within the test, you may return to previously answered or unanswered items before submitting the test. At the end of the test, a review screen will appear and indicate any questions that have not been answered so you have an opportunity to answer the items before you submit the test. Please answer all questions.***

***Are there any questions before we begin?***

Answer any questions.

**SAY**

***During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.***

***Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.***

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

Within the science test it is possible for students to submit their test without answering all the questions. They will see a review screen before they submit that allows them to go back to any unanswered questions. Once they submit their test, they will not be able to return to their test.

When the test session ends:

**SAY**

***The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.***

***If you have not finished testing, you will be allowed to continue working at a later time.***

***This concludes the test session. I will now collect your scratch paper and test ticket.***

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

Please note, TestNav automatically logs you out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reseat them in the proctor dashboard.

## 12.0 Braille Testing Procedures

Braille tests will be administered via a paper braille test booklet and transcribed into an online test. Braille testers have been identified previously, and paper braille test booklets will be shipped to the schools that have requested them via NDDPI. If your school has received a new student requiring braille, please contact NDDPI's Office of Assessment.

The proctor will open a test session on one device and sign-in to the secure browser on a second device as the student requiring braille. The proctor will enter student responses directly into TestNav.

## 13.0 Post-Test Activities

### 13.1 Collecting, Packing, and Returning Test Materials

All test materials, including student test tickets and scratch paper, must be collected from all subject tests, and returned to the School Coordinator at the end of testing. If students are testing on different subjects over multiple days, the School Coordinator must securely store the collected test materials until all testing is complete. Once all testing is complete, the School Coordinator will securely destroy the test materials.

School Coordinators should ensure that all test materials are collected from the teachers/proctors.

- The math reference sheet and periodic table can be kept by the teachers/proctors for classroom use.
- All scratch paper should be collected by the School Coordinator and securely destroyed.
- Braille test books must be collected by the School Coordinator and kept in secure storage until it is time to pack materials.

#### Pack the Test Materials

All braille test books listed above should be replaced in one of the original shipping cartons in which the materials were received by the school. Once all materials are packaged, close all cartons with secure sealing tape. Apply the Pearson inbound label that was included in your original delivery. Use a black marker to number each box (i.e., “1 of 4”, “2 of 4,” etc.)

Pearson has provided prepaid return label(s) for use in returning the testing materials. Place the shipping label over the original shipping label on each carton, covering the original label completely.

#### Materials Pickup

Call UPS at 1-800-823-7459 prior to the final day of the test admin window for pickup. Within two weeks of the test administration window closing, the book must be returned.

You will:

- Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson’s return service.
- Provide UPS with the address where the packages are to be picked up.
- Provide UPS with the number of packages to be picked up.
- Once the pickup is confirmed, you will receive a confirmation number from UPS. Keep this number for reference if there are questions or changes to the pickup request.
- Please retain a copy of all tracking numbers. Each box returned to Pearson will have a unique tracking number. It is the responsibility of the district to keep track of the UPS tracking number until all tests have been received. Should questions arise about the status of returned test materials, the UPS tracking number is essential for resolving any questions about the materials.

## 14.0 Non-Participation Codes

North Dakota schools and districts are expected to adhere to the participation requirements as outlined in section 2.6 Participation. Schools and districts are required to provide a testing opportunity for all students enrolled in a summative-assessed grade level at a school in their district at any point in time during the test window and to account for each student who is eligible to take an assessment. If a student has not already completed the assessment in another ND school and starts enrollment in a school during the test window, the student must complete the assessment in the school enrolled. If a student has begun an assessment in one ND school and transfers to another ND school during the test window, the student must complete the assessment in the receiving school of enrollment.

School and district participation rates are calculated after the close of a test window. School and district participation rates that are calculated for accountability include all students enrolled in a school or district during the test window, unless those students had already completed testing in another school or district.

If a student is a non-participant in an assessment subject (ELA – reading and writing, math, science), a valid non-participation code must be assigned to the student for the corresponding subject. If a non-participation code is not assigned to a student who is considered a non-participant in a subject, then a default code of “Non-Participant: Other” will be assigned. If the student did not participate in any of the required assessments, please review the non-participation codes and descriptions below and follow the steps in [Appendix L: Non-Participation Codes](#).

### ***Alternate Assessment***

The student completed the Alternate Assessment in lieu of the standard assessment for the subject module. This non-participation code may only be used for students with IEPs that designate the administration of an alternate assessment.

### ***Absent: Significant medical condition or emergency***

The student did not participate in the subject test due to an excusable medical condition, such as a medical emergency.

### ***New Non-English Proficient (ELA only)***

Pertains only to the English Language Arts assessment modules and exempts first-year English Learner students who have attended schools in the U.S. for less than 12 months and are unable to adequately comprehend the English language.

### ***Parental Directive***

A parent or legal guardian completed a Parental Directive Form requesting that the student not take the assessment in a subject area, and the parental directive is on file with the school. See North Dakota Century Code 15.1-21-08.1.

### ***Non-Participant: Other***

Students who did not participate in the subject module for any excusable reason or for a reason that does not fit any of the other non-participation codes. This includes non-participation for any enrolled students who were not present during test administration and not present for make-up sessions.

**Please note that Foreign Exchange and Homeschool students are automatically cross-checked by a different process.**

**Important Date: All non-participation codes must be entered into ADAM by 5/15/26. Please refer to Appendix L: Non-Participation Codes for guidance on this process.**

## 15.0 Attemptedness, Scoring, and Reporting

This section describes attemptedness rules used for scoring the ND A+ Summative Assessment tests.

### Mathematics

The rules that define the attemptedness status for the mathematics component of the assessment are as follows:

- **Not Attempted:** Eligible students who never logged in to the Test Delivery System to take the test during the testing window are considered to have not attempted the assessment.
- **Attempted:** If a student logged in to the Test Delivery System and responded to five or more items, the test is considered to have been attempted, and a score will be received.

### Reading

The rules that define the attemptedness status for the reading component of the assessment are as follows:

- **Not Attempted:** Eligible students who never logged in to the Test Delivery System to take the test during the testing window are considered to have not attempted the assessment.

**Attempted:** If a student logged in to the Test Delivery System and responded to four or more items, the test is considered to have been attempted, and a score will be received.

### Writing

The rules that define the attemptedness status for the writing component of the ELA assessment are as follows:

- **Not Attempted:** If the student did not log in to the Test Delivery System, the student is considered to have not attempted the Writing test.
- **Attempted:** If a student logged in to the testing system, the student is considered to have attempted the writing test. Although the student did not enter any response into the system, he or she is considered to have attempted the assessment. However, zero points will be earned if no response is entered.

### Science

The rules that define the attemptedness status for the science component of the assessment are as follows:

- **Not Attempted:** Eligible students who never logged in to the Test Delivery System to take the test during the testing window are considered to have not attempted the assessment.
- **Attempted:** If a student logged in to the Test Delivery System and responded to one or more items, the test is considered to have been attempted.

### Reporting

The ND A+ Summative Assessment provides Individual Student Reports (ISRs) for ELA (combining writing and reading), mathematics, and science. They are available to schools and districts. Math and science

results will be available in near-real time. Instant score reporting for ELA will not be available during the 2026 ND A+ Summative Assessment administration due to the addition of Language Usage items and any handscoring of writing responses. ELA results are anticipated to be available in mid- to late May 2026. The following versions of ISRs will be available for spring 2026:

- ISRs in ADAM which offer student performance information to educators, providing the following details:
  - Scale score
  - Performance Level
  - Reporting Categories
  - Lexile/Quantile (not available for science)
- A family or guardian version of the ISR will be accessible in mid-June via the new Family Portal. More information about the ISRs and other resources that will be available on the Family Portal will be provided on the [ND A+ Portal](#) after the spring administration.

### **Note About Writing Condition Code Copy of Prompt**

While we expect students to cite text from the passages associated with a writing prompt, student responses should primarily consist of original writing. When students copy too much of the passage text in their writing response, they may receive a non-scorable condition code and not receive a score.

## 16.0 Pearson Help Desk

Contact the Pearson Help Desk at 888-293-0318 or use the [online support form](#) with any technical questions.

### Information to have available that will be helpful when contacting the Pearson Help Desk:

- Districts (district) or school testing administrator name
- SSID(s) of affected student(s)
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration, if known:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup.

If you are calling the Pearson Help Desk about any of the following, provide the listed information.

### ADAM

- Are you using a PC or a Mac?
- What is your role (district administrator, school administrator, teacher, proctor)?
- What screen are you on? Provide the path, if possible.
- What task were you trying to complete when you encountered an error?
- What was the error message? If there was not an error message, what are you unable to do?
- If you were working from the manual, what page were you on?

### TestNav

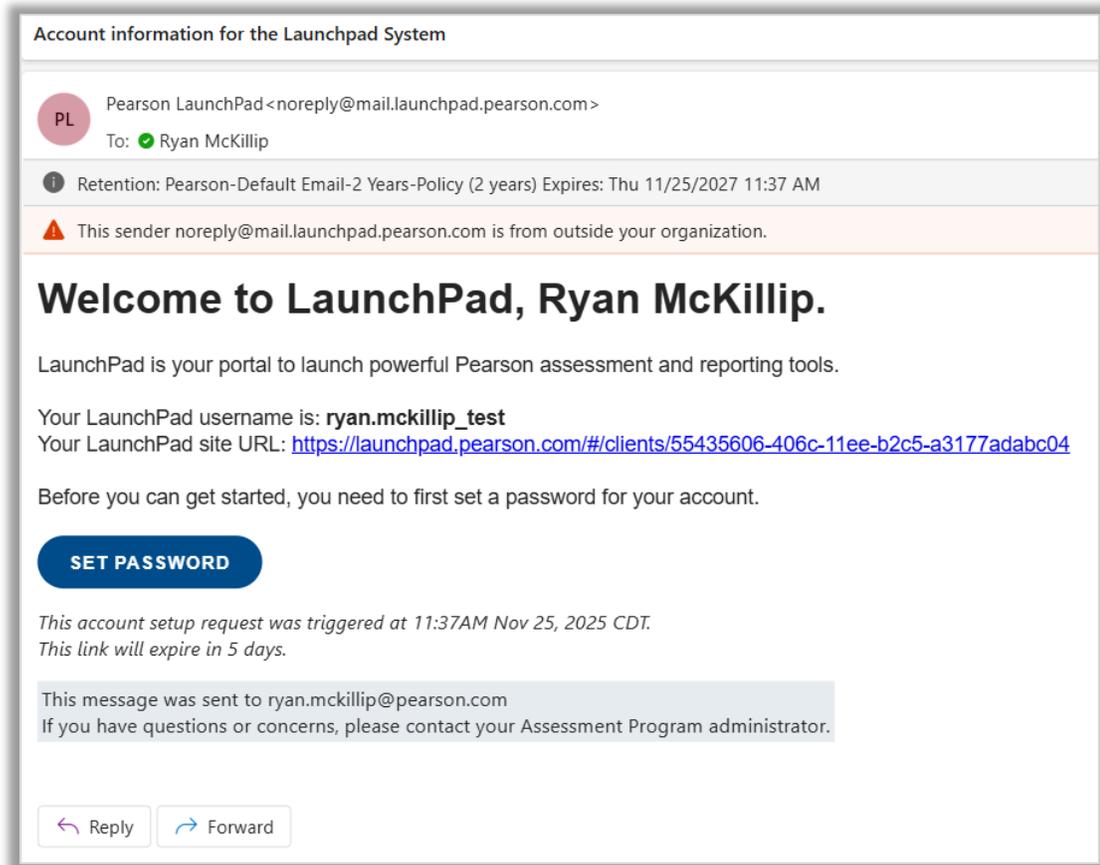
- What type of device is the student using (e.g., desktop, laptop, tablet, Chromebook) and what OS?
- What task was the student trying to complete in TestNav when he or she encountered an error?
- Did an error code or message appear?
- Can you provide a log file?
- What is the IP address of the proctor caching computer?
- Have the TestNav URLs been allowed through your firewall/content filter?

# Appendices

## Appendix A: Logging into LaunchPad and ADAM

There are two options for setting your password and logging into ADAM.

1. The first option is for your District Administrator or School Coordinator to send you a welcome email from LaunchPad.
  - You will receive an automated email from LaunchPad (Pearson LaunchPad [noreply@mail.launchpad.pearson.com](mailto:noreply@mail.launchpad.pearson.com)) and you will be prompted to use the Set Password link to start the process. It will look like the picture below:



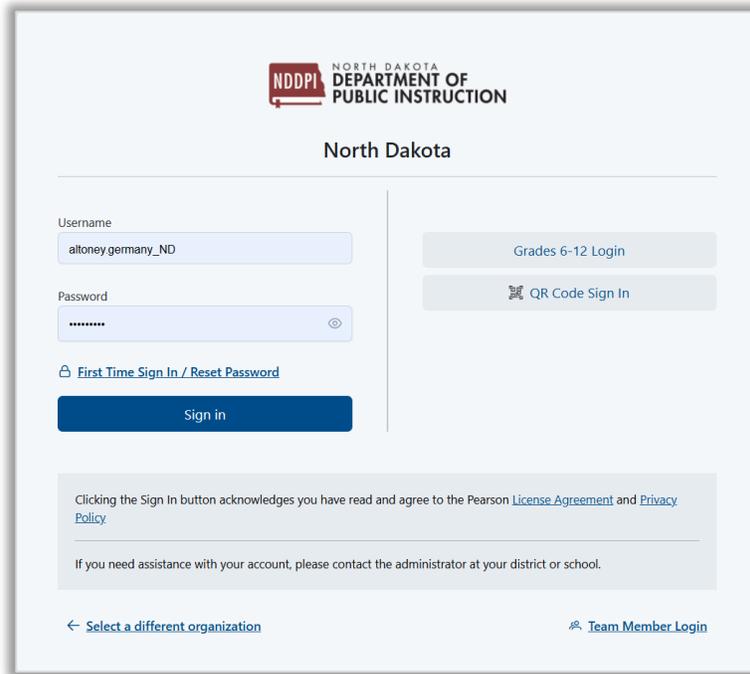
***Please note that the link will expire in 5 days.***

- After selecting the Set Password link, you will be directed to the following screen to set up your password and then go back to the main login page.

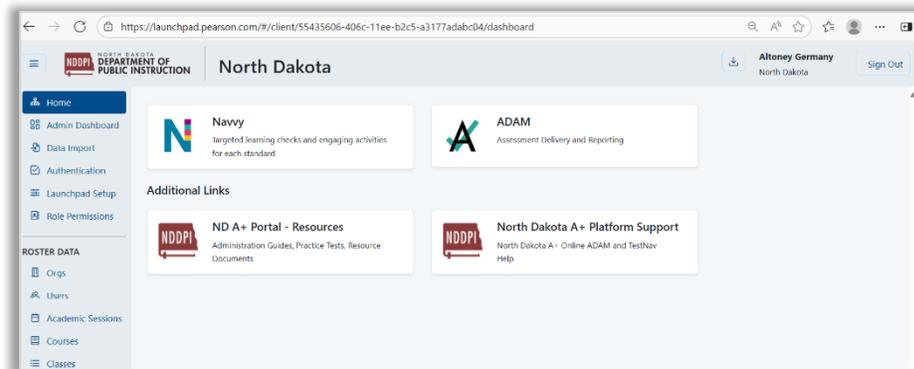
The screenshot shows the North Dakota Department of Public Instruction (NDDPI) logo at the top left. Below the logo, the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" is displayed. The page title is "North Dakota". The main heading is "Enter your new password". There are two input fields: "Password" and "Confirm Password", both with "Password" placeholder text and a toggle icon. Below the input fields is a "Password Requirements" section with the following text: "The password must contain between 8 and 16 characters", "The password must contain at least 1 lowercase character", "The password must contain at least 1 upper-case character", "The password must contain at least 1 digit", and "The password must contain at least 1 special character". At the bottom is a blue button labeled "Save New Password".

The screenshot shows the North Dakota Department of Public Instruction (NDDPI) logo at the top left. Below the logo, the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" is displayed. The page title is "North Dakota". The main heading is "Password Setup". Below the heading is a green box containing a checkmark icon and the text "Your password has been updated". At the bottom is a blue link labeled "← Go to Sign In".

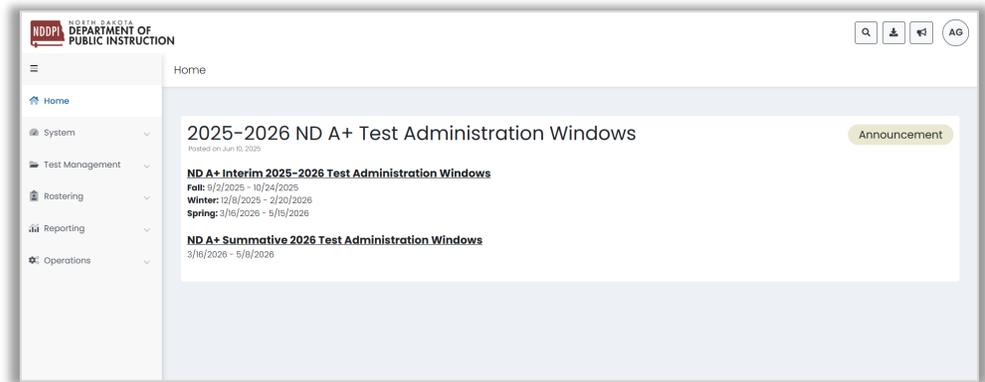
- After creating a password, return to the [Launchpad | Login \(pearson.com\)](#) and log in using the username provided and your newly created password.



- After logging in, you will see the screen below, where you may choose which option to select: Navy or ADAM. **Note:** The Navy icon will not appear unless your district has chosen to participate in the ND A+ formative assessments.

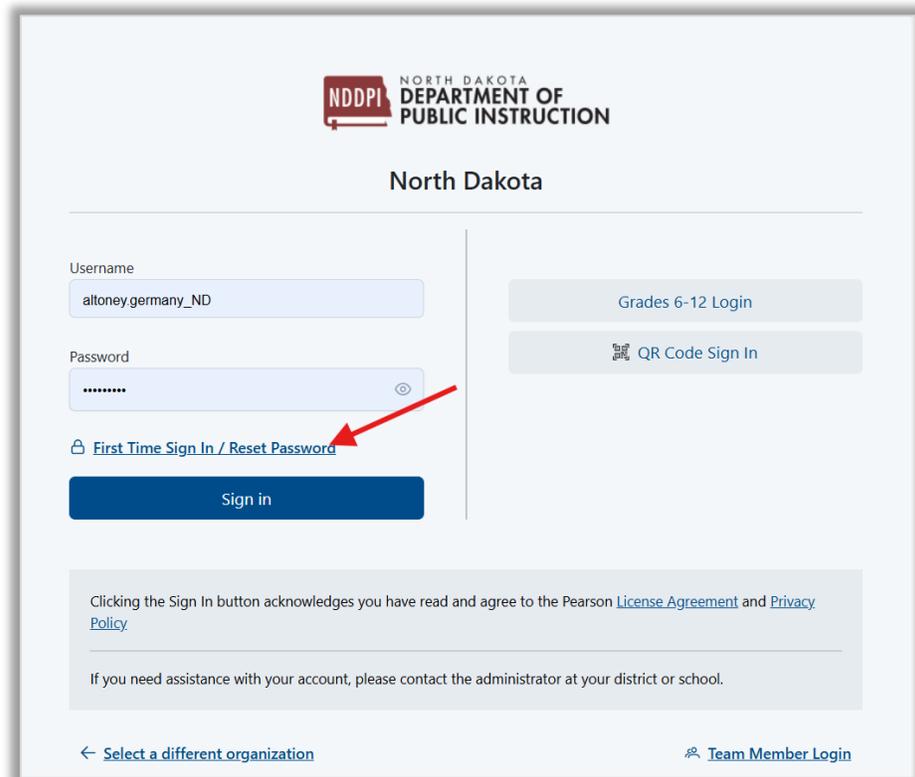


- Select ADAM LTR and the ADAM welcome page will appear.



2. The second option for users to set their password and login to LaunchPad without receiving the welcome email from a District Administrator or School Coordinator.

- The user will use the *First Time Sign In/Reset Password* link found on the [LaunchPad](#) login page to access their account.



- The user will enter their North Dakota work email address and select **Send Email**.

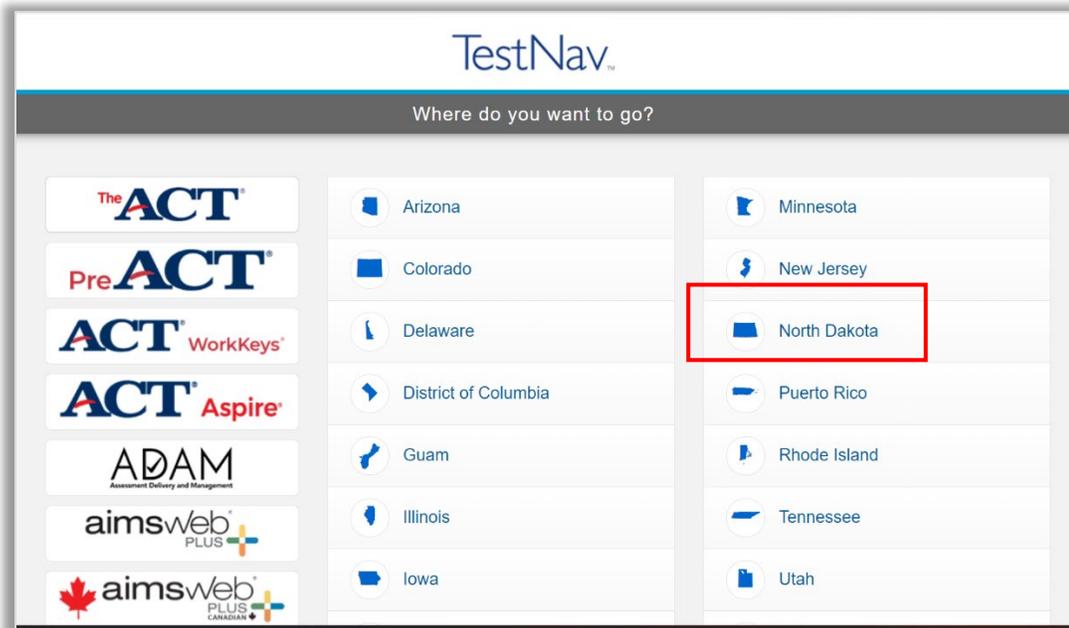
The screenshot shows a web page for the North Dakota Department of Public Instruction (NDDPI). At the top left is the NDDPI logo, which consists of a red square with the letters 'NDDPI' in white, and a red book icon below it. To the right of the logo, the text 'NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION' is displayed in a dark blue, sans-serif font. Below the logo and text, the word 'North Dakota' is centered in a large, bold, dark blue font. A horizontal line separates this header from the main content area. The main content area is titled 'Set up / Reset Password' in a bold, dark blue font. Below the title, there is a light blue rectangular box containing the text: 'Enter your account username below and we will send an email with instructions to set up a new password.' Underneath this box, the label 'Username' is positioned above a white text input field with a thin grey border. The input field contains the placeholder text 'Username'. Below the input field is a solid blue rectangular button with the text 'Send Email' in white. At the bottom of the page, there is a blue link with a left-pointing arrow and the text 'Back to Sign In'.

- The user will receive a welcome email where they can set a password and login to LaunchPad

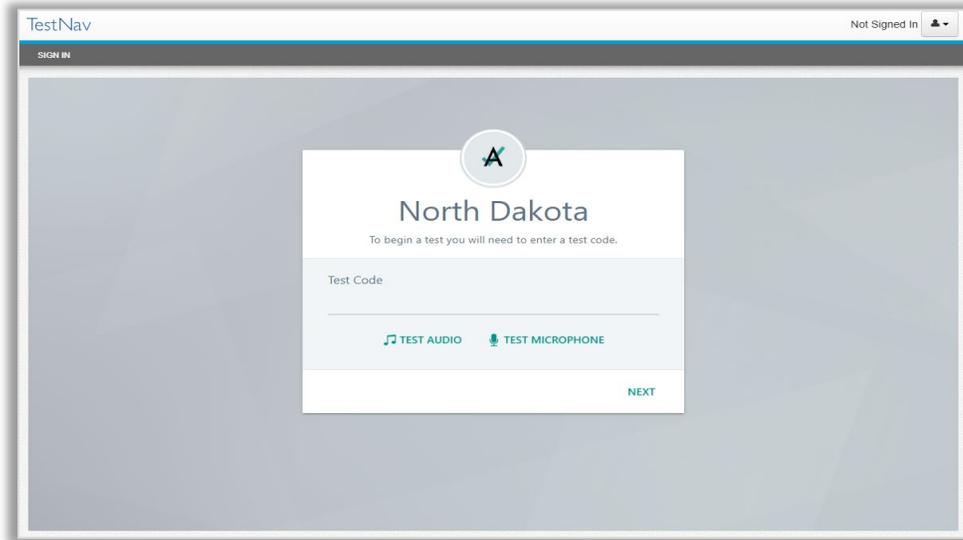
## Appendix B: Running an App Check on Devices

This step can be done ahead of time by school staff or done the first time a student logs into TestNav.

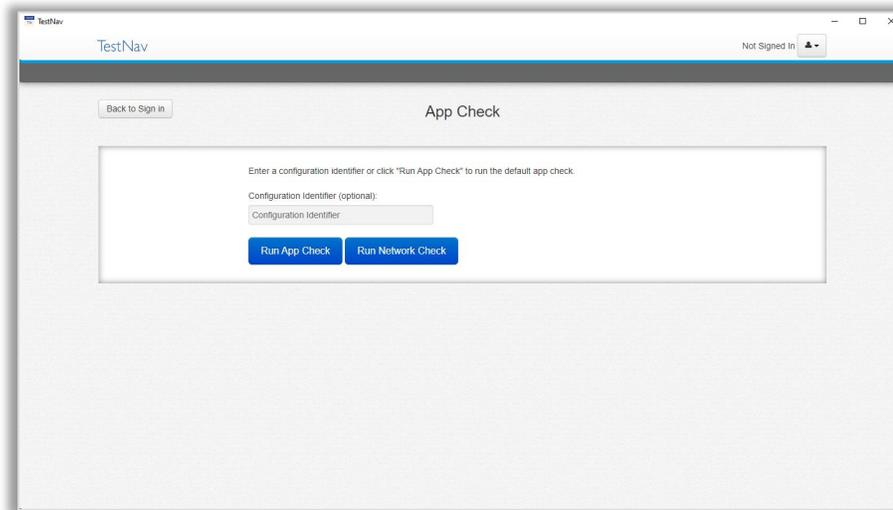
1. Open TestNav.
2. If this is the first time a student has used TestNav, select **North Dakota** from the list of states.



- Once students are on the login screen, in the **User** dropdown in the upper right-hand corner of the screen, have them select **App Check**.



- Click the **Run App Check** and **Run Network Check** buttons to conduct the checks. (No Configuration Identifier is needed to run the app check.)



## Appendix C: LaunchPad User Help Guide

This guide provides essential information for all users accessing tools and platforms through LaunchPad, including District Admins, Site Admins/School Coordinators, teachers, and students.

### 1. User Roles

Users: Any person logging in to LaunchPad, including:

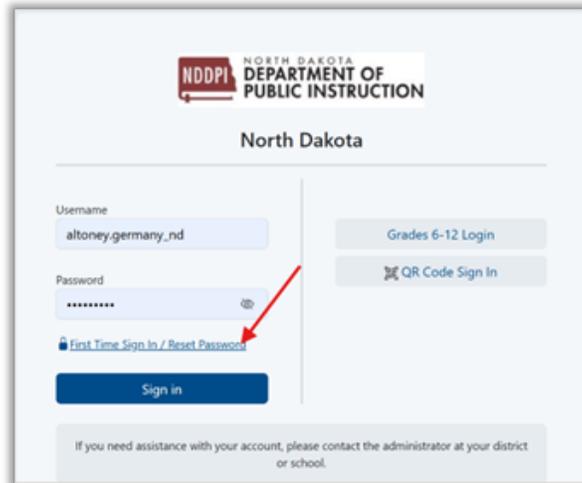
- District Admin
- Site Admin (School Coordinator)
- Teachers
- Students

### 2. Accessing LaunchPad

- **Single Sign-On:** LaunchPad is the single sign-on platform and user authentication tool for the ND A+ assessment system and the NDESE .It provides access to ADAM, Navvy, WriteUp!, and the NDESE.
- **Login:** All users with needing access to the abovementioned tools and platforms should log in via [LaunchPad \(https://launchpad.pearson.com\)](https://launchpad.pearson.com).
- **Navigation:** After logging in, users will see tiles for the platforms being used by your school/district:
  - ADAM – for the ND A+ Interims and Summative
  - Navvy – ND A+ formative assessment
  - WriteUp! – ND A+ formative writing tool
  - NDESE – North Dakota Student Engagement Survey

Click a tile to access the platform directly. Any platforms or tools added in the future will also be available as tiles on the LaunchPad homepage for easy access.

- **First-Time Access:** If a user was recently added or marked as “active” in the system (having an account) but did not receive the Welcome Email from LaunchPad, they can use the *First Time Sign In/Reset Password* link on the [LaunchPad](https://launchpad.pearson.com) login page (<https://launchpad.pearson.com>) to access their account.



### 3. User Management

- **Adding District and Site Admin Users:** District Admins and Site Admin/School Coordinators can be manually added to LaunchPad by NDDPI’ Office of Assessment. To request additional District Admin and Site Admin/School Coordinators, please email [Kara Welk](mailto:kara.welk@nddpi.gov) or [Stan Schauer](mailto:stan.schauer@nddpi.gov) with the following information:
  - School/District
  - Role (District or Site Admin)
  - First and Last Name
  - Email Address
- **Note:** No users should or can be created by district or school staff.

### 4. Automated Data Process

- **Student and Teacher Information:** Students, teachers, organizations, courses, and classes cannot be added manually.
- **Data Updates:** This information will be automatically imported through a nightly file process, similar to how student data has been handled for the NDSA over the past 5+ years. This process is a bit more complex and is an adjustment from previous years. Our goal is to automate as much as we can for the ND A+ assessment system and the NDSSES. This change aims to streamline processes and save time for educators managing administration tasks.

- Please refrain from manually adding teachers, students, courses, classes, etc. Any manual entries will be cleared out by the nightly data file process.

### 5. Teacher Inclusion in Data Process

- The current nightly data file process includes teachers who are assigned to math, reading/writing/language arts, and science courses. Teachers who do not teach those courses will not be included in the data process.
- **For ND A+ Interims and ND A+ Summative Assessment:** The main function of having educators in LaunchPad and ADAM is so they can directly view and access the data and student results and assist with pre-administration tasks, such as viewing and editing student accommodations. Teachers from other subject areas (such as special education or gifted and talented teachers) can be designated as Site Admin/School Coordinators. For more information, refer to section 3. User Management above regarding this process.

Personnel can proctor the ND A+ Interims or the ND A+ Summative without a LaunchPad or ADAM account or access. Also, data and results can be exported by a District Admin or Site Admin/School Coordinator or viewed after the assessment window in the SLDS Ed Portal.

### 6. STARS and PowerSchool Requirement

- Students must be added to STARS for schools and districts to be able to use the tools and platforms available within LaunchPad.
- **For Navy:** If your school or district does not use PowerSchool, contact NDDPI's Office of Assessment to complete a manual process for providing the required data for Navy. This includes teachers, classes, courses, teacher-student relationships, and academic sessions.

### 7. Resolving Data Issues

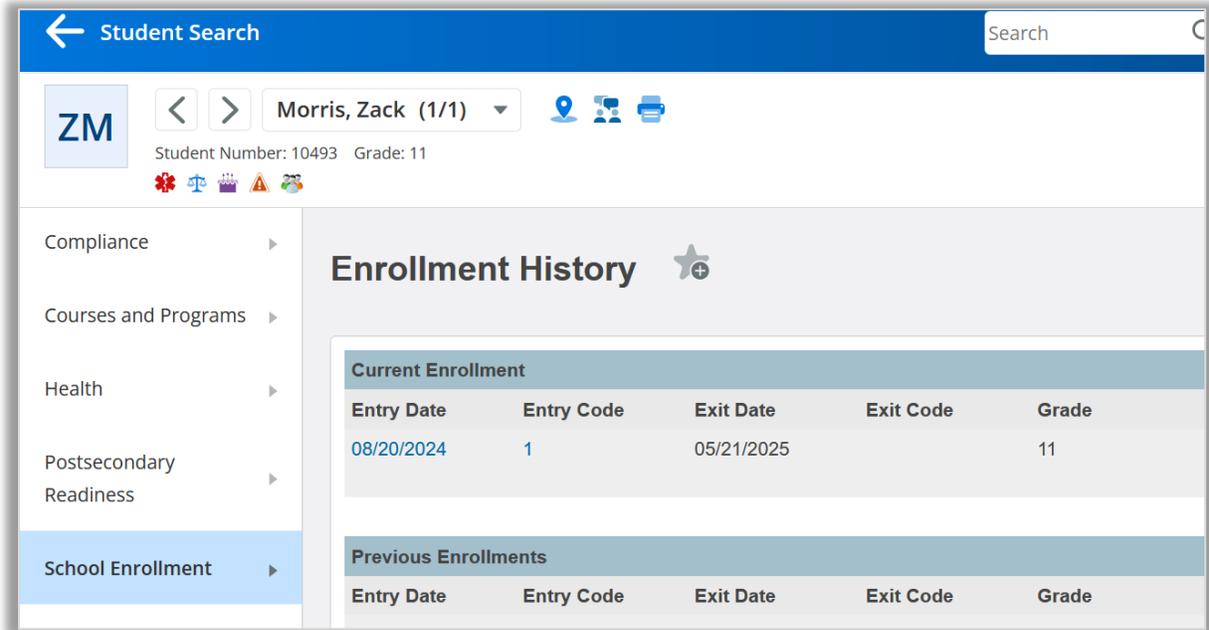
**If data are not currently flowing or not flowing correctly into LaunchPad, please review the list below before contacting Pearson or NDDPI. The only way to resolve the issue is by adding or editing the data in the source systems (PowerSchool and/or STARS).**

- Courses in PowerSchool must be mapped to a state course number from the alternate course number (*see list below in Figure A*). If a course is missing a State Course Code, follow these steps:
  - From the District Office, select District Management.
  - Select Courses and Programs.
  - Select Courses.
  - From the pull-down menu, select Name.
  - Enter the name of the course you are searching for, ex. Math.

- Select the Course.
- In the Alternate Course Number field, enter the State Course Number.

- Courses in PowerSchool must have students enrolled in them.
- Only math, reading/writing/language arts, and science course enrollments will be pulled.
- The summer school term is not being pulled in from PowerSchool.
- Students must have a state student ID (SSID) in PowerSchool (see screenshot below).

- Students must have enrollment dates within the PowerSchool school calendar (see screenshot below).



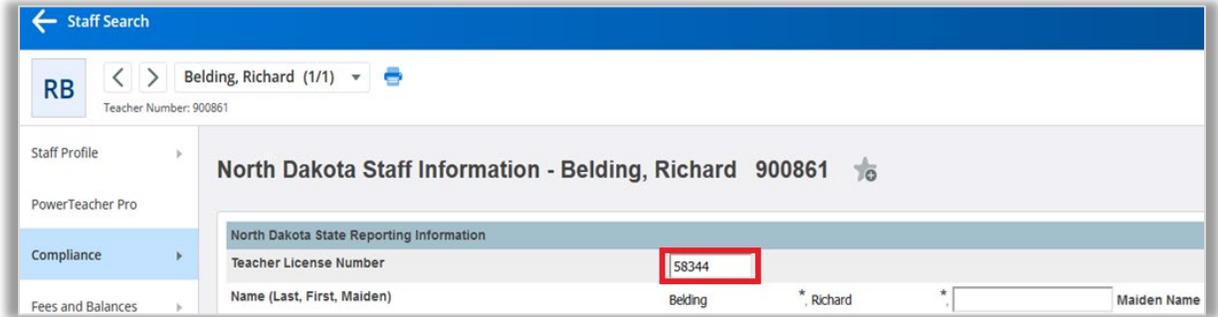
- Student enrollment and dates must be correct in STARS.
- Teachers must have a position of “70 – Teacher” in the STARS MIS03. To update teacher information on the MIS03 (i.e. last name change, email address update, etc.), please email [kjwald@nd.gov](mailto:kjwald@nd.gov).

**Major Assignment**

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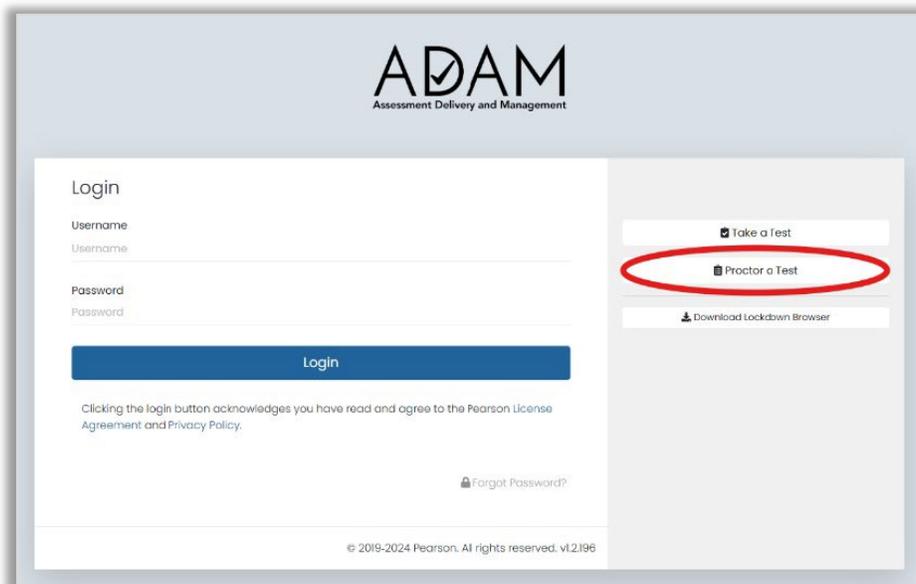
**Position Title:**  
 70 - Teacher  
 Last Year: 70 - Teacher

- Teachers must have a license number in PowerSchool. For State Reporting and the ND A+ data process, the Teacher License Number (which can be different than a teacher number) needs to be entered into PowerSchool in the correct field. This needs to be entered in the staff member's Compliance page > State Reporting Information – ND, as shown in the attached screenshot.



### 8. Proctoring ND A+ Interims, ND A+ Summative Assessment, and the NDESES

- Proctoring Access: It is imperative to understand that teachers or individuals assisting with proctoring the ND A+ Interims, the ND A+ Summative Assessment, or the NDESES do NOT need to be logged in to LaunchPad.
- For ND A+ Interims and ND A+ Summative Assessment:** Refer to Appendix D: Creating Proctor Groups in the [ND A+ Interim Assessment Test Administration Manual](#) and the [ND A+ Summative Assessment Test Administration Manual](#) for detailed instructions.
  - Proctors can access the proctor dashboard in ADAM by clicking the “[Proctor a Test](#)” button. You will be prompted to enter the Test Code and Proctor Password.



**Figure A**

<b>State Course Number</b>	<b>State Course Name</b>
5005	Language Arts 7
5006	Language Arts 8
5007	Reading 7
5008	Remedial Reading 7-8
5009	Reading 8
5011	Developmental Reading/Writing
5012	English Intervention
5015	Remedial Reading 9-12
5022	Grammar
5024	Hist of Eng Lang
5030	Humanities (English)
5031	American Literature
5032	Literature (GED)
5033	Modern Literature
5034	English Literature
5035	World Literature
5036	Biography
5037	Drama (LIT)
5038	Poetry
5039	Fiction
5040	Composition
5041	Advan Composition
5042	Creative Writing
5043	Mythology 9-12
5071	English 9
5072	English 10
5073	English 11
5074	English 12
5075	English GED Equivalent
5076	Business English
5077	Advanced English
5078	College Learning Lab-English 12
5081	Journalism
5082	Advanced Journalism
5091	Speech I
5092	Speech II
5093	Oral Interpretation

<b>State Course Number</b>	<b>State Course Name</b>
5094	Beginning Debate
5095	Advanced Debate
5096	Formal Logic
5098	Semantics
5099	Mass Media
5100	Remedial Reading PK-K
5101	Remedial Reading 1
5102	Remedial Reading 2
5103	Remedial Reading 3
5104	Remedial Reading 4
5105	Remedial Reading 5
5106	Remedial Reading 6
5111	Appl Communications
5300	Language Arts K
5301	Language Arts 1
5302	Language Arts 2
5303	Language Arts 3
5304	Language Arts 4
5305	Language Arts 5
5306	Language Arts 6
5310	Reading K
5311	Reading 1
5312	Reading 2
5313	Reading 3
5314	Reading 4
5315	Reading 5
5316	Reading 6
5580	AP English Language & Comp
5581	AP English Literature & Composition
5582	AP Seminar: English
10404	STEM 4
11004	Mathematics 7
11005	Mathematics 8
11006	Remedial Math 7-8
11007	Mathematics Proficiency Development
11008	Prealgebra 7-8

State Course Number	State Course Name
11009	Algebra I 7-8
11010	Remedial Math 9-12
11011	Transition Mathematics 6
11015	Transition Mathematics 7-8
11016	STEM Seminar 7 (Math)
11017	STEM Seminar 8 (Math)
11029	Mathematics Intervention
11030	Prealgebra
11031	Algebra I
11032	Algebra II
11033	Discrete Math
11034	College Algebra
11035	Algebra I Semester 1
11036	Algebra I Semester 2
11037	Linear Algebra
11038	Linear Programming
11039	Abstract Algebra
11041	Integrated Math for Computer Science (Math) 9-12
11042	Advanced JAVA Programming (Math) 9-12
11051	Integrated Mathematics I
11052	Integrated Mathematics II
11053	Integrated Mathematics III
11061	Calculus
11101	Remedial Math 1
11102	Remedial Math 2
11103	Remedial Math 3
11104	Remedial Math 4
11105	Remedial Math 5
11106	Remedial Math 6
11111	Gen Mathematics I
11112	Particular Topics Foundation Math
11115	Mathematics GED Equivalent
11118	College Learning Lab-Math 12
11119	Applied Geometry
11120	Geometry

State Course Number	State Course Name
11121	Analytic Geometry
11122	Informal Geometry
11145	Consumer Mathematics
11150	Probability/Statist
11160	Trigonometry
11161	Trigonometry/Analytic Geometry
11162	Geom/Trigonometry/Adv Alg
11170	STEM Seminar (Math)
11181	Pre-Calculus
11190	Applied Math
11191	Occupational Applied Math
11300	Mathematics K
11301	Mathematics 1
11302	Mathematics 2
11303	Mathematics 3
11304	Mathematics 4
11305	Mathematics 5
11306	Mathematics 6
11579	AP Precalculus
11580	AP Statistics
11581	AP Calculus AB
11582	AP Calculus BC
13005	Science 7
13006	Life Science
13008	Earth Science
13010	Science 8
13016	STEM Seminar Science
13017	STEM Seminar Science
13020	Biology
13021	Human Anatomy
13022	Human Physiology
13023	Health
13024	Botany/Horticultural Science I
13025	Botany/Horticultural Science II
13026	Ornithology
13027	Entomology
13028	Real World Biology

State Course Number	State Course Name
13029	Advanced Biology
13030	Physical Science
13031	Chemistry
13032	Advanced Chemistry
13034	Applied Biology/Chemistry
13036	Forensic Science
13042	Physics
13044	Applied Physics
13045	Principles of Technology
13052	Biotechnology
13061	Astrology
13062	Geology
13063	Earth and Space Science
13064	Meteorology
13065	Environmental Science
13074	Ocean Sciences
13099	Science GED Equivalent
13110	Ecology
13150	STEM Seminar (Science)
13304	Science 4
13580	AP Biology
13581	AP Chemistry
13582	AP Environmental Science
13584	AP Physics - Electricity and Magnetism
13585	AP Physics - Mechanics
13586	AP Physics 1 (Algebra-based)
13587	Ap Physics 2 (Algebra-based)
19820	App Topic Eng/LA I
19821	App Topic Eng/LA II
19822	App Topic Eng/LA III
19831	Applied Topics in Math IV
19832	Applied Topics in Math I
19833	Applied Topics in Math II
19834	Applied Topics in Math III
19835	Applied Topics in Math V
19845	App Topic Eng/LA IV

State Course Number	State Course Name
19846	App Topic Eng/LA V
19849	Applied Topics in Science I
19850	Applied Topics in Science II
19851	Applied Topics in Science III
19852	Applied Topics in Science IV
19853	Applied Topics in Science V
19858	Applied Topics in English/Language Arts 9-12
19859	Applied Topics in Math 9-12
19910	Alt Assessed Eng/LA I
19911	Alt Assessed Eng/LA II
19912	Alt Assessed Eng/LA III
19913	Alt Assessed Eng/LA IV
19914	Alt Assessed Eng/LA V
19920	Alternate Assessed Core Topics in Math I
19921	Alternate Assessed Core Topics in Math II
19922	Alternate Assessed Core Topics in Math III
19923	Alternate Assessed Core Topics in Math IV
19924	Alternate Assessed Core Topics in Math V
19930	Alternate Assessed Core Topics in Science I
19931	Alternate Assessed Core Topics in Science II
19932	Alternate Assessed Core Topics in Science III
19933	Alternate Assessed Core Topics in Science IV
19934	Alternate Assessed Core Topics in Science V

## Appendix D: Creating Proctor Groups

For each grade and content area, a proctor group test code and proctor password will be available. Students **cannot** test using the “Create with Code” test code. Schools have three options for creating proctor groups:

1. **School Coordinators create the proctor groups**

As the School Coordinator, you can create the proctor groups in advance of testing. Once the proctor group for a given test has been created, you can provide the test code and proctor password to the proctor of this group. They will use that code to log into the proctor dashboard. The proctor will give the test code to the students to use to log into the test.

- a. In addition to creating the proctor group, you can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups you are creating. If you pre-assign students to the proctor group, when you print the student test tickets the test code and the student’s ID will be on the card.
- b. If you don’t pre-add students to the proctor group, then the student test ticket will contain the student’s ID and name, the test code will be provided by the proctor.

2. **Proctors create proctor groups**

As the School Coordinator, you can choose to let the proctors create their proctor groups. Provide the “Create with Code” test code and password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. The log in process will ask the proctor to create their own proctor group which will generate a new test code. The proctor will give the new test code to the students for them to log into the test.

3. **Teachers create proctor groups**

As a teacher you can now proctor by class. You wouldn’t need a School Coordinator or District Administrator to create a proctor group. **Note:** The students are not added in the Proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code they will be pulled into the teacher’s proctor group.

## Tasks for School Coordinators to create proctor groups in ADAM

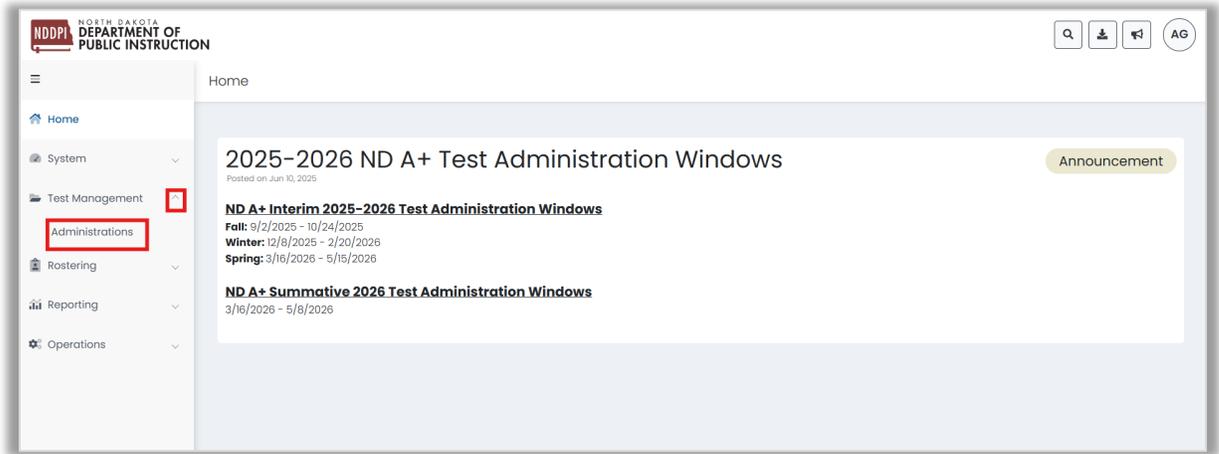
1. Navigate to [Launchpad | Sign In](#)
2. Enter username and password, click **Login**.

The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top, the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" are displayed. Below this, the text "North Dakota" is centered. The login form consists of two input fields: "Username" with the value "altoney.germany\_ND" and "Password" with masked characters. To the right of the password field are two buttons: "Grades 6-12 Login" and "QR Code Sign In". Below the input fields is a link for "First Time Sign In / Reset Password" and a prominent blue "Sign in" button. A disclaimer states that clicking "Sign in" acknowledges the Pearson License Agreement and Privacy Policy. At the bottom, there are links for "Select a different organization" and "Team Member Login".

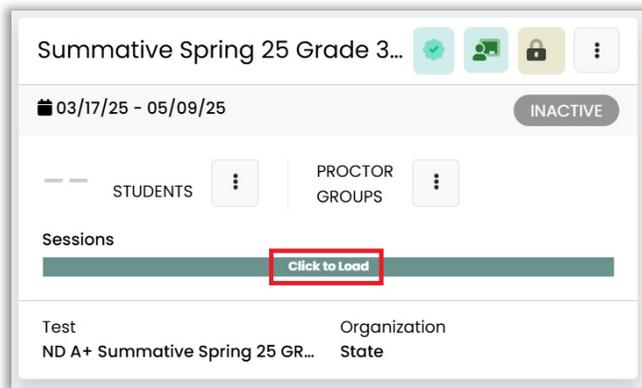
3. Once logged into launchpad, click **ADAM LTR**.

The screenshot displays the North Dakota Launchpad dashboard. The top header includes the NDDPI logo, the text "North Dakota", and the user's name "Altoney Germany" with a "Sign Out" button. The left sidebar contains a navigation menu with options: Home, Admin Dashboard, Data Import, Authentication, Launchpad Setup, Role Permissions, ROSTER DATA, Orgs, Users, Academic Sessions, Courses, and Classes. The main content area features several tiles: "Navy" (Targeted learning checks and engaging activities for each standard), "ADAM" (Assessment Delivery and Reporting), "Additional Links" section with "ND A+ Portal - Resources" (Administration Guides, Practice Tests, Resource Documents) and "North Dakota A+ Platform Support" (North Dakota A+ Online ADAM and TestNav Help).

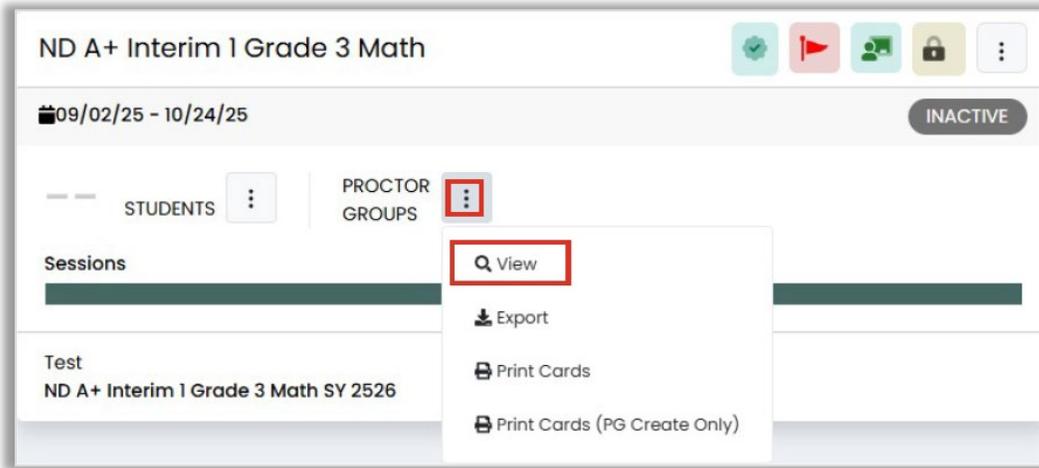
- Once the home page appears, go to the left-hand side and select the drop down next to **Test Management** and then click **Administration**.



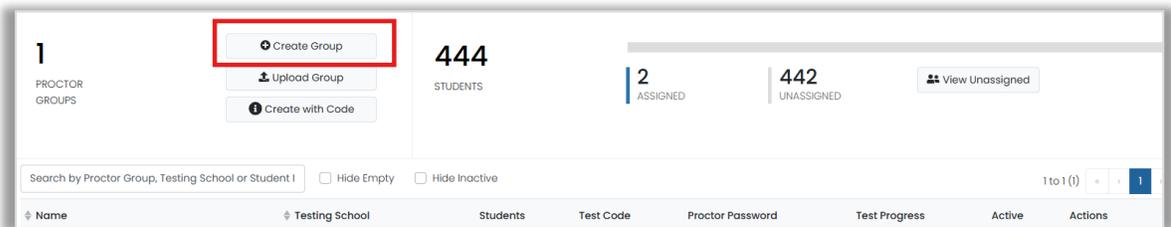
- To load information on the number of eligible students and session status, select **Click to Load**.



6. Test administrations have been set up by Pearson. You can pre-create the proctor groups, one for each proctor. In order to create proctor groups, click on the **ellipsis** and then click **View** under PROCTOR GROUPS within each test ticket.



7. The first time you open the “View Proctor Groups”, all the students are assigned to the “View Unassigned” proctor group. Find the **Create Group** button and select it.



- (Optional) If you are pre-assigning the students to the proctor group, click the + button to start assigning the students. Click the **Submit** button to save the changes to the proctor group.

### Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

**Testing School Setup**

This information is used to define the school where this proctor group is physically testing the students.

Select Your District

Select Your School

Students (0) +

None

Cancel Submit

- Once proctor groups are created and students assigned, the School Coordinator can provide each proctor with a unique test code for students to log into the test. Each proctor will use their unique test code and proctor password.

ND DPI NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

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← ND A+ Interim 1 Grade 1 Math: Proctor Groups

102

PROCTOR GROUPS

8874

STUDENTS

1889

|

6985

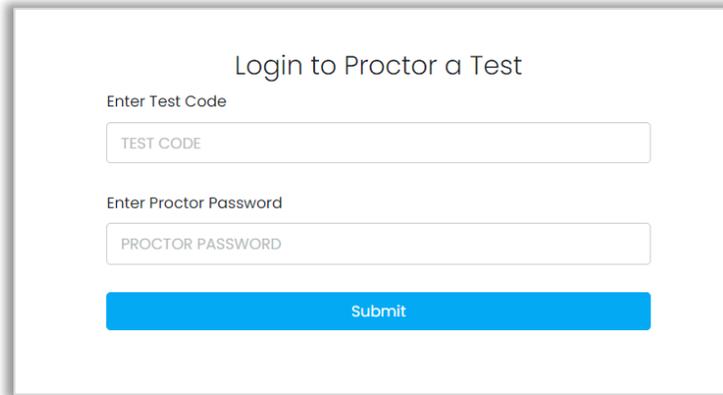
View Unassigned

Search by Proctor Group Name or  Hide Empty  Hide Inactive 1 to 20 (102)

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
1st Grade Math	Minto Public School	17	3CRJPP	UEACDM	<div style="width: 50%; height: 10px; background-color: #ccc;"></div>	<input type="checkbox"/>	
1G math	Jefferson Elem School	15	3BPSFP	2PVGZR	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>	<input type="checkbox"/>	

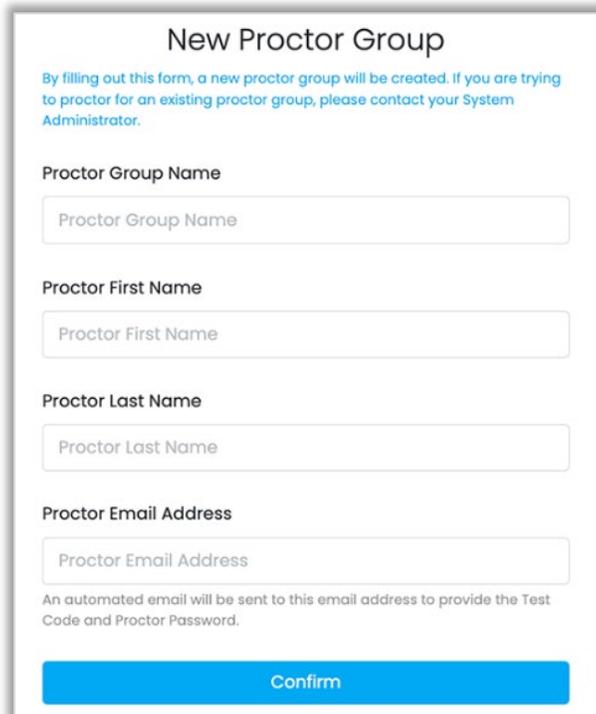
## Tasks for proctors to create proctor groups

1. Navigate to [ADAM | Administration](#) , Enter the test code and proctor password you were provided, then select **Submit**.



The screenshot shows a web form titled "Login to Proctor a Test". It contains two input fields: "Enter Test Code" with a placeholder "TEST CODE" and "Enter Proctor Password" with a placeholder "PROCTOR PASSWORD". Below the fields is a blue button labeled "Submit".

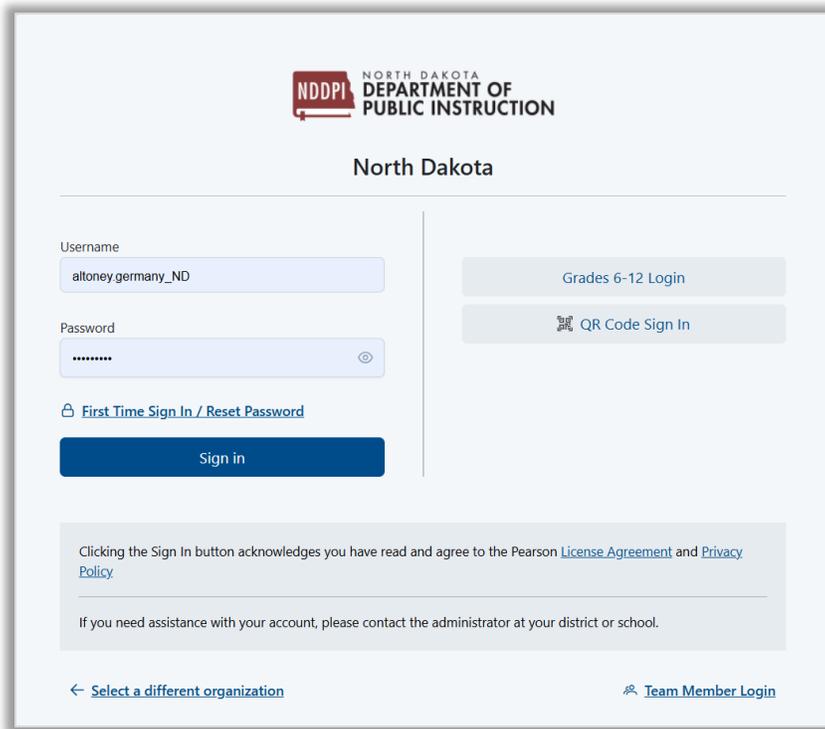
2. Complete the “New Proctor Group” form, and then select **Confirm**. You will be redirected to your proctor dashboard and students can login to TestNav, using the test code for the new proctor group. **Note:** Your test code and proctor password will be emailed to you.



The screenshot shows a web form titled "New Proctor Group". It includes a blue note: "By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator." The form has four input fields: "Proctor Group Name", "Proctor First Name", "Proctor Last Name", and "Proctor Email Address". Below the fields is a blue button labeled "Confirm". A note at the bottom states: "An automated email will be sent to this email address to provide the Test Code and Proctor Password."

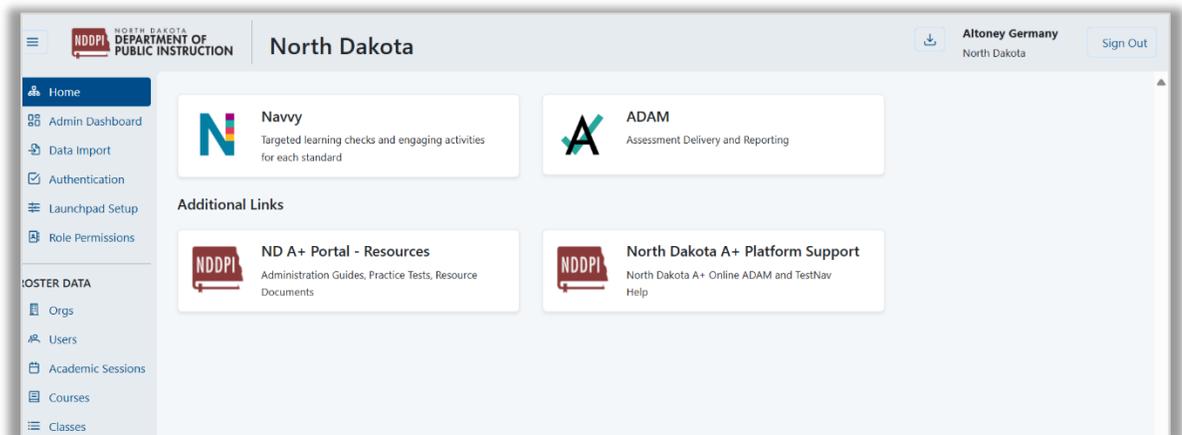
## Tasks for teachers to create proctor groups by class

1. Navigate to [Launchpad | Sign In](#)
2. Enter username and password, click **Sign in**.



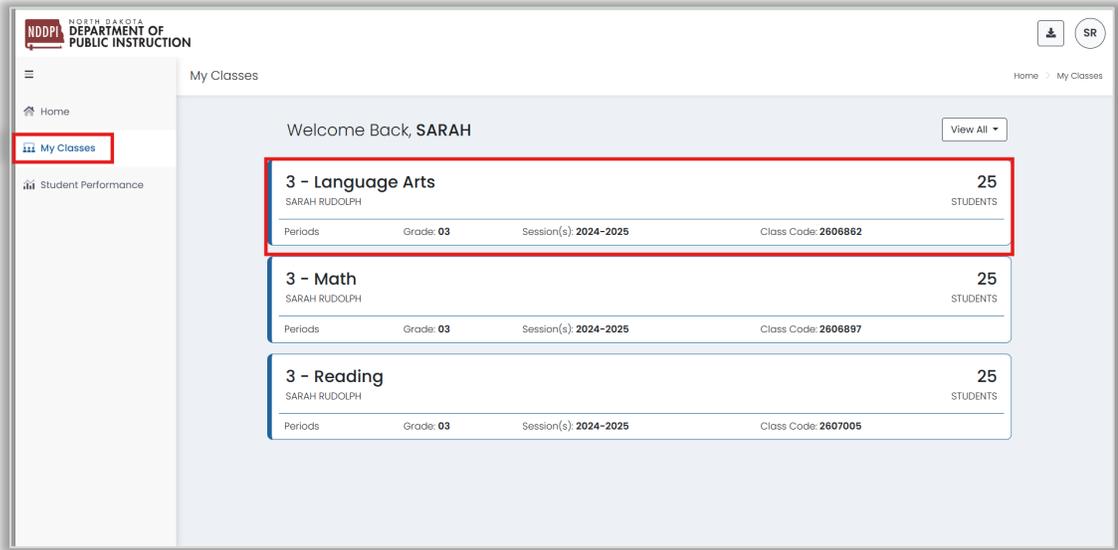
The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top, the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" are displayed. Below this, the text "North Dakota" is centered. The login form consists of two main sections. On the left, there are input fields for "Username" (containing "altoney.germany\_ND") and "Password" (masked with dots). Below the password field is a link for "First Time Sign In / Reset Password" and a prominent blue "Sign in" button. On the right side of the form, there are two buttons: "Grades 6-12 Login" and "QR Code Sign In". At the bottom of the page, there are two links: "Select a different organization" and "Team Member Login". A disclaimer at the bottom states: "Clicking the Sign In button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy. If you need assistance with your account, please contact the administrator at your district or school."

3. Once logged into LaunchPad, click **ADAM LTR**.

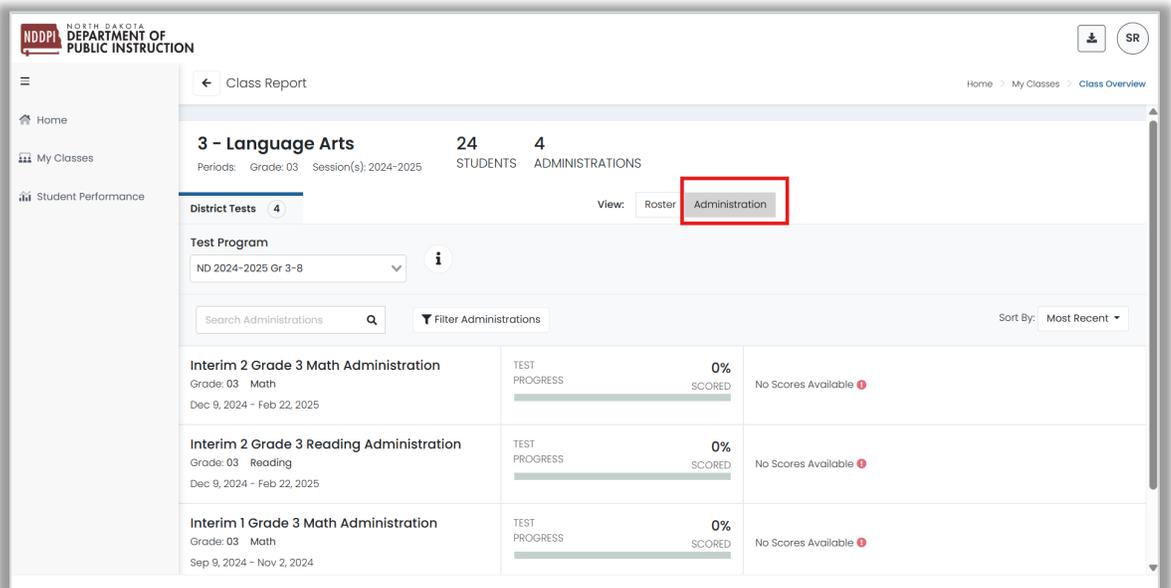


The screenshot displays the LaunchPad dashboard for a user named Altoney Germany. The top navigation bar includes the NDDPI logo, the text "North Dakota", and a "Sign Out" button. A left-hand sidebar menu lists various administrative options: Home, Admin Dashboard, Data Import, Authentication, Launchpad Setup, Role Permissions, and a section for "ROSTER DATA" containing Orgs, Users, Academic Sessions, Courses, and Classes. The main content area features several tiles: "Navy" (Targeted learning checks and engaging activities for each standard), "ADAM" (Assessment Delivery and Reporting), "Additional Links" (ND A+ Portal - Resources and North Dakota A+ Platform Support), and a "Sign Out" button in the top right corner.

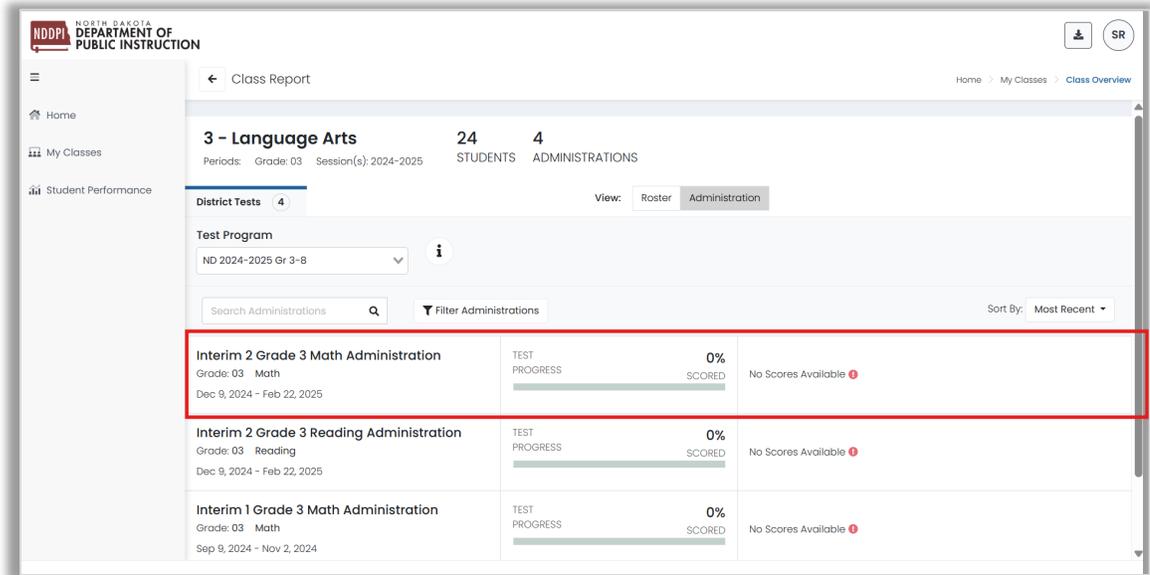
- Once the home page appears, go to the left-hand side and select **My Classes**. All the teacher's classes will appear. The teacher will select the class they want to proctor.



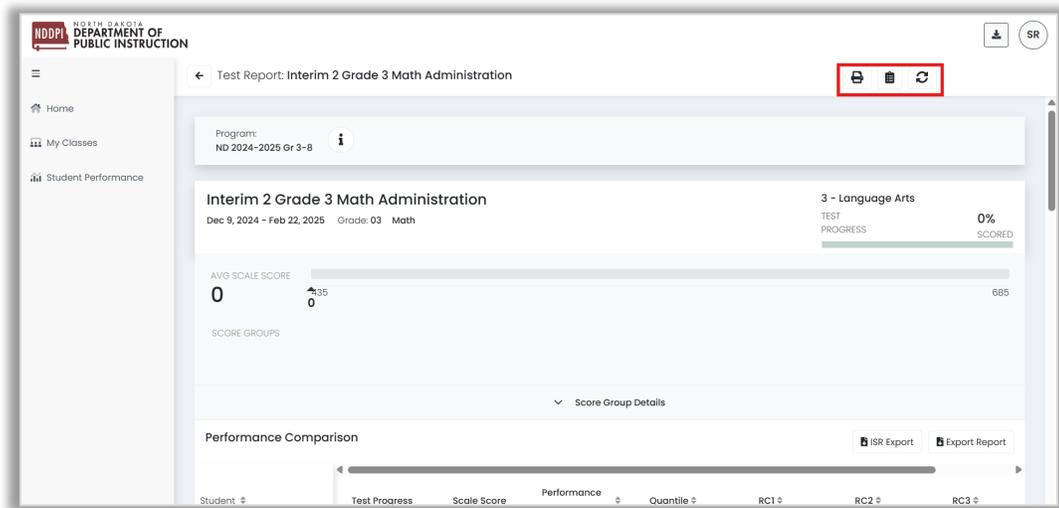
- Once the selected class opens, the teacher will click the **Administration** button in the middle of the page.



- All the Administrations available for that class will appear. The teacher will click on the Administration they want to proctor.



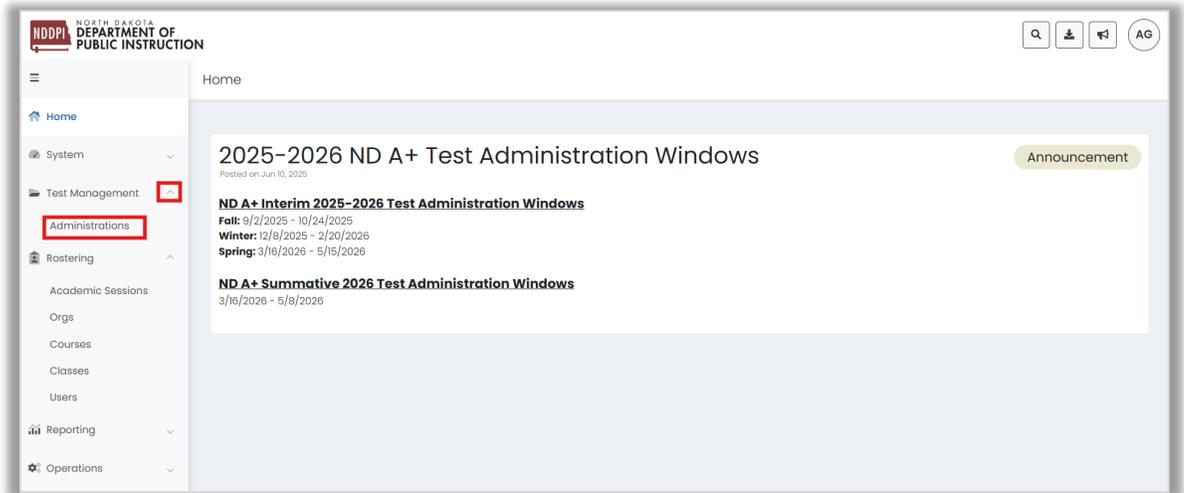
- When the page opens there will be three small icons in the top right corner. There is a **Print Cards** button, **Proctor** button, and **Refresh** button.



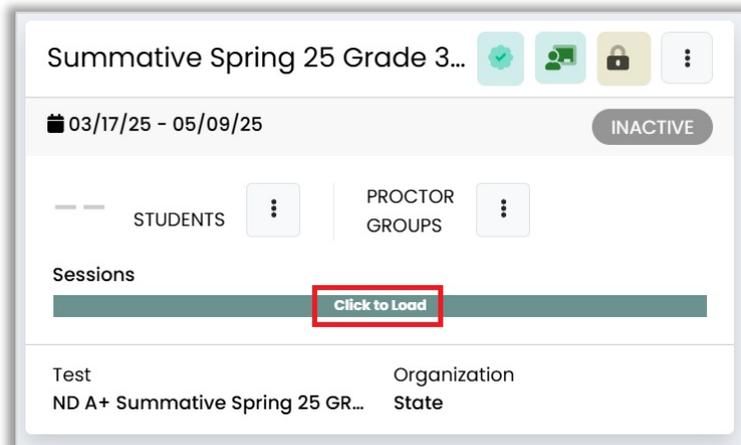
**Proctor** button – It allows the teacher to create their own proctor group and proctor by class.  
**Note:** The students are not added to the proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code they will be pulled into the teacher’s proctor group.

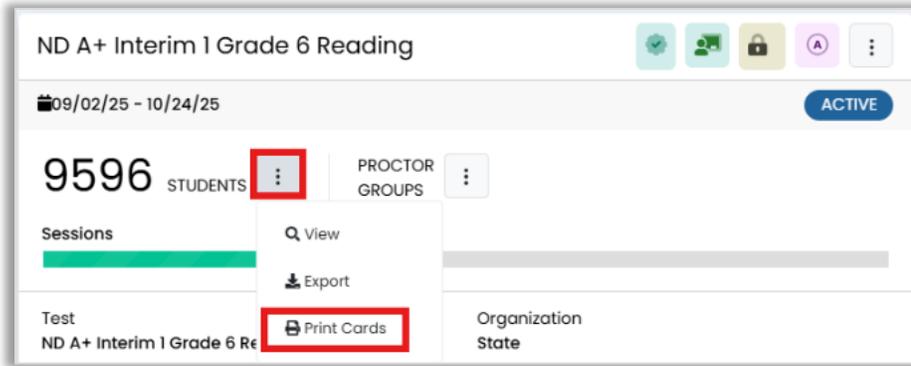
## Appendix E: Printing Student Test Tickets

1. From the home page, use the menu to navigate to **Test Management > Administrations**.



2. On the Administrations screen you'll see your Administration Card. Select **Click to Load** and select the ellipsis next to students and click **Print Cards**.



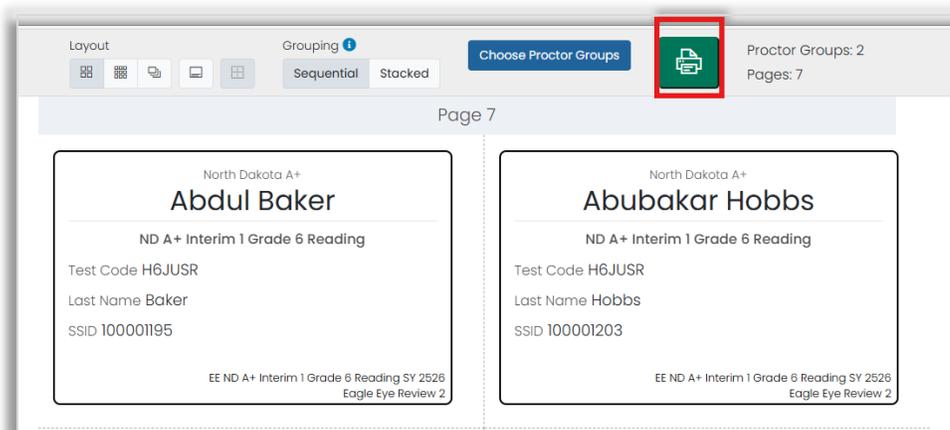


3. You can select various formatting options.



- Layout – Select 2 by 4, 3 by 6, or 1 per page.
- Toggle title pages for each proctor group – Select whether to include title pages for each proctor group. This prints a roster for the proctor and shows if a student has any accommodations. **Note:** If students have multiple accommodations, it is helpful to select toggle accommodations display to make sure all accommodations are fully shown.
- Toggle borders – Select whether to include dashed borders (guides for cutting the test tickets).
- Toggle borders – Select whether to include dashed borders (guides for cutting the test tickets).

4. Select the Print button.

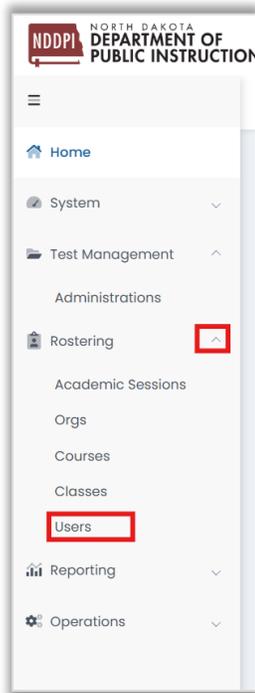


## View Student Rosters

Student rosters list all the students in your organization. Student rosters should be used to confirm all your students have been loaded into ADAM. The student roster allows you to manage your student's accommodations, and administrations.

Student rosters need to be verified prior to the administration of the assessment to assist teachers or proctors with verifying testing eligibility status of students with whom they may be unfamiliar. Student rosters are available to view in ADAM under **Rostering**. To view your roster, follow these steps.

1. From the home page, go to **Rostering > Users**.



2. In the User Config filter options, select your Org from the dropdown box.
3. Select Student from the Role dropdown box.

- To narrow your search, you can apply additional filters.

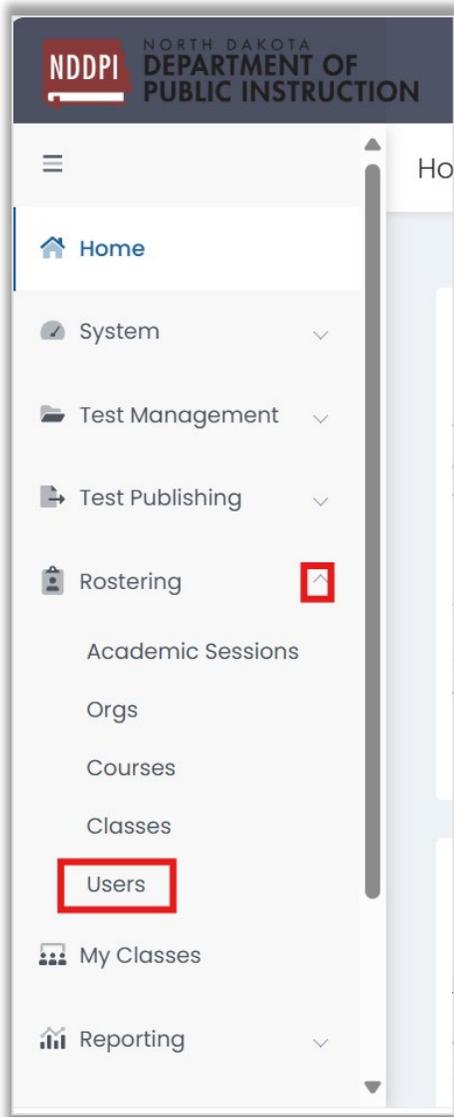
The screenshot displays a user configuration interface. On the left, a sidebar titled "User Config (2415)" contains several filter sections: "Name" with a search box, "Org" with a dropdown menu showing "Little Valley Elementary", "Class" with a dropdown menu showing "None", "Role" with a dropdown menu showing "Student", "Grade" with a dropdown menu showing "Filter by grade...", "Course" with a dropdown menu showing "Filter by course...", "User Status" with a dropdown menu showing "User Status", and "Accommodation" with a dropdown menu. On the right, a table titled "Results" shows a list of users. The table has columns for "Last Name", "First Name", "Identifier", "Role", "Classes", "Grades", and "Orgs". The table contains 10 rows of user data, all with the role of "Student" and the organization of "Little Valley Elementary".

<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs
<input type="checkbox"/>	Sutton	Arianna	100000867	Student		02	Little Valley Elementary
<input type="checkbox"/>	Hunt	Jose	100000900	Student		02	Little Valley Elementary
<input type="checkbox"/>	Berg	Elias	100000817	Student		01	Little Valley Elementary
<input type="checkbox"/>	Ballard	Anaya	100000858	Student		01	Little Valley Elementary
<input type="checkbox"/>	White	Edwin	100000829	Student		01	Little Valley Elementary
<input type="checkbox"/>	Henderson	Kiera	100000862	Student		01	Little Valley Elementary
<input type="checkbox"/>	Roberson	Taylor	100000901	Student		02	Little Valley Elementary
<input type="checkbox"/>	Burch	Kaylum	100000874	Student		02	Little Valley Elementary
<input type="checkbox"/>	Clay	Keyaan	100000856	Student		01	Little Valley Elementary
<input type="checkbox"/>	Cordova	Marion	100000886	Student		02	Little Valley Elementary
<input type="checkbox"/>	Armstrong	Yash	100000893	Student		02	Little Valley Elementary

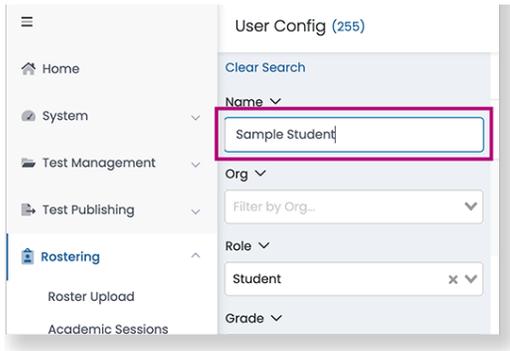
## Appendix F: Updating Student Accommodations

Accommodations are typically assigned through a data upload prior to the test administration. However, users with permissions to do so can modify student accommodations and language (English or Spanish) settings through the ADAM user interface when necessary. To learn to do so, these users should continue through these steps.

1. Select **Rostering**, and then **Users**.



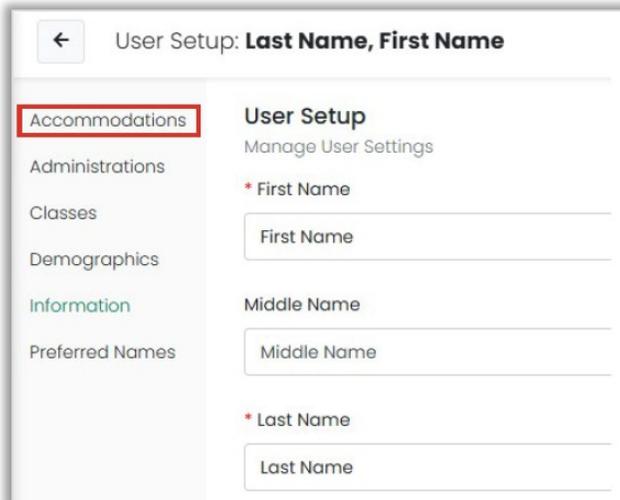
- From the **Role** dropdown, select **Student**. Scroll to find the student's name or search for it.



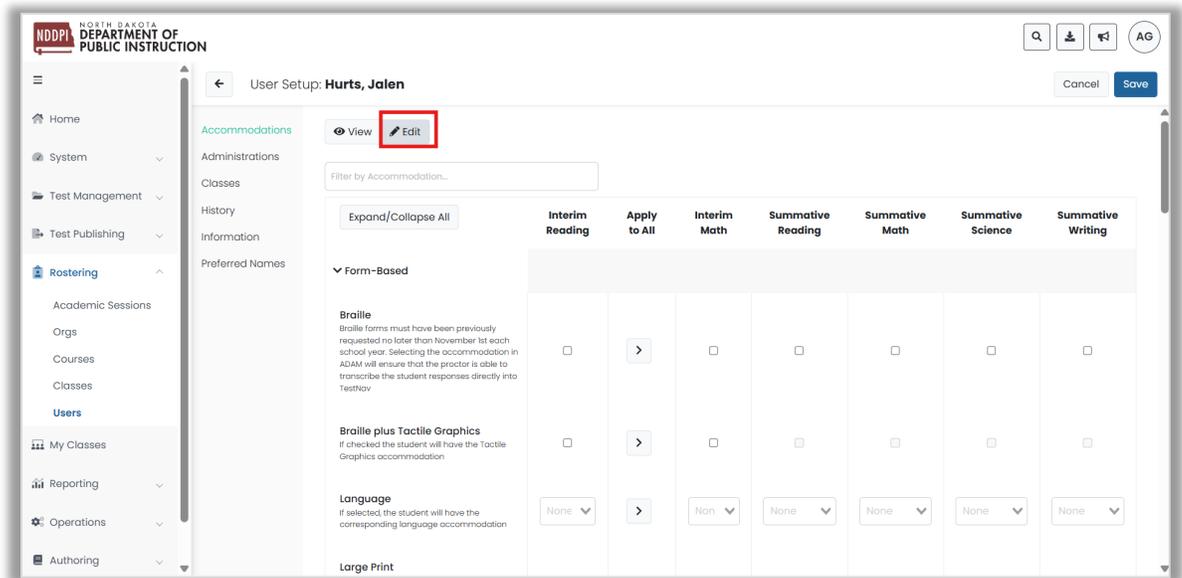
- Scroll to the right to select the **Edit** icon.

er	Role	Classes	Grades	Orgs	Last Login	Actions
ent1058	Student	1	06	Pearson Test School	Never	→ ↗ 🗑️
76_PRoPL	Student		04	PVE2E_Dist01Sch01_ND_PRoPL	Never	→ ↗ 🗑️ <b>Edit</b>
ent1411	Student	1	06	Pearson Test School	Never	→ ↗ 🗑️
036_PRoPL	Student	2	08	PVE2E_Dist05Sch02_ND_PRoPL	Never	→ ↗ 🗑️

- Select the **Accommodations** tab.



5. Select the student's approved accommodations. Accommodations include those listed in Section 9.3 Accommodations. *You can select the dropdowns and checkboxes to specify when to enable the approved accommodations or select the right arrows to apply those accommodations to all listed tests.*



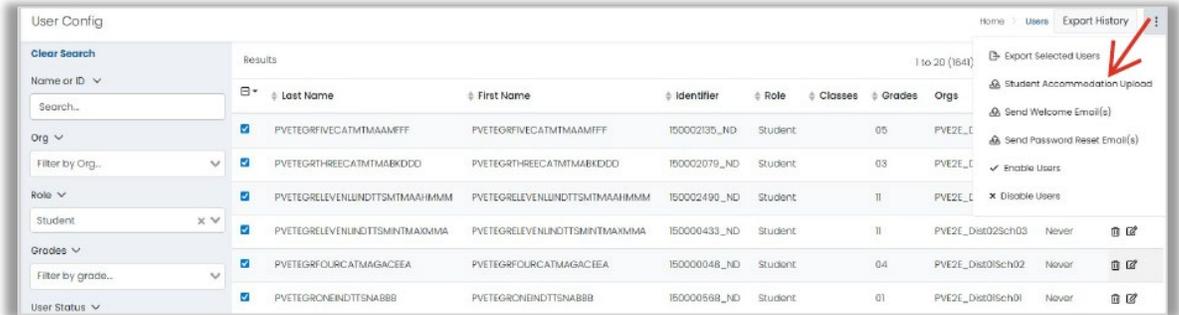
6. When you have modified all approved accommodations, select **Save**.

## Uploading Multiple Students

Users with the appropriate permissions can use the Student Accommodation Upload process to review, adjust, or add assigned accommodations to a student roster file to update multiple student records. To modify accommodations for a single student, you can go to **Rostering > Users** (see [Assign Accommodations](#)).

1. Go to **Rostering > Users**.
2. Search for the students you want to view or update (set the **Role** filter to "Students"). You can search for all the students in a school, a specific class or a single grade.
3. Select the checkbox in front of each student to update or select the checkbox at the top of the list to select all students, or those on the current page. It is fine to include students here who will not need an accommodation as you will make assignments in a later step.

- Click the 'kabob' menu on the top right, then select **Student Accommodation Upload**.



- Follow the on-screen instructions to:

- Download the Roster file (CSV).
- Open and modify the Roster file by setting accommodation values.
- Save (as a CSV) and upload the Roster file back into ADAM. If there are errors in the file, a "Validation Error" message will appear with a link to Download CSV with Errors; this file has an additional "Errors" column with a description of each error. Fix the errors and reupload the file.

### Sample Roster File

Each student will have one row for each accommodation profile. In the example below, each student has five rows: Interim Reading, Interim Math, Summative Reading, Summative Math, Summative Science and Summative Writing. Only the accommodations enabled in your system will appear in the CSV file.

sourcedId	orgName	identifier	familyName	givenName	middleName	grades	profileName
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Interim Reading
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Interim Math
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Reading
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Math
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Science
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Writing

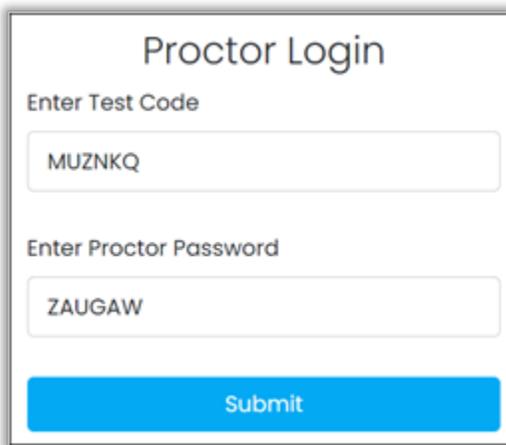
You should only edit the data in the accommodation columns:

- Add a 1 to any accommodation cell to enable an accommodation.
- Remove the 1 from any accommodation cell to disable an accommodation.
- If NA appears in a column, it indicates that the specific accommodation is not available for that specific test.

## Appendix G: Logging In As a Proctor

Test proctors do not need to be ADAM users to proctor a test. If they have been provided with a test code and a proctor password, proctors can launch the proctor dashboard without logging in to ADAM.

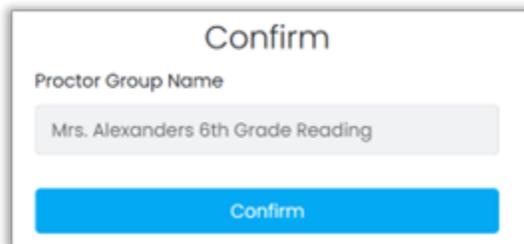
1. Go to <https://ltr.adamexam.com/#/>.
2. Enter your test code and proctor password that is on your proctor card provided by your School Coordinator and select the **Submit** button.



The screenshot shows a web form titled "Proctor Login". It contains two input fields: "Enter Test Code" with the value "MUZKQ" and "Enter Proctor Password" with the value "ZAUGAW". Below the fields is a blue "Submit" button.

**Note:** If you are on this page, but you have already created the proctor group for this administration, then you need to use your proctor group specific test code and proctor password sent to you in email either from ADAM or your administrator. If you cannot find those codes, contact your School Coordinator to retrieve your existing test code and proctor password.

3. Review the proctor group name and confirm it's the correct proctor group.



The screenshot shows a web form titled "Confirm". It contains one input field labeled "Proctor Group Name" with the value "Mrs. Alexanders 6th Grade Reading". Below the field is a blue "Confirm" button.

4. Enter a first and last name if this information is not already filled in, and then click **Save**.

The screenshot shows a form titled "Enter Proctor Information". Below the title, it says "Please Enter Proctor Name". There are two text input fields: "Proctor First Name" and "Proctor Last Name". A blue "Save" button is located at the bottom right of the form.

5. If your proctor group hasn't been pre-created, on the "New Proctor Group" screen, fill out the form to create a new proctor group and select **Confirm**. If the proctor group was created, please go to step 6.

The screenshot shows a form titled "New Proctor Group". Below the title, there is a blue note: "By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator." The form contains several fields: "Proctor Group Name" (text input with "Smith Sample Proctor Group - Gr. 8 English"), "Select Your District" (dropdown menu with "Columbus School District"), "Select Your School" (dropdown menu with "Mountain High"), "Proctor First Name" (text input with "Jim"), "Proctor Last Name" (text input with "Smith"), and "Proctor Email Address" (text input with "Proctor Email Address"). A blue "Confirm" button is at the bottom. A small note at the bottom of the form states: "An automated email will be sent to this email address to provide the Test Code and Proctor Password."

# ND A+ Spring 2026 Summative Assessment Test Administration Manual

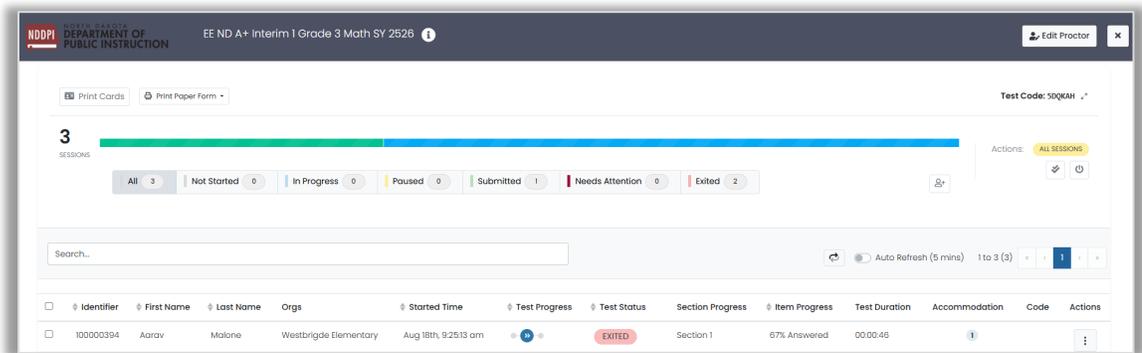
- Once you confirm all the information you entered for your new proctor group, or if you use the test code and proctor password that was provided to you, the proctor dashboard will open.

The screenshot displays the ND A+ Proctor Dashboard. At the top, it shows the ND DPI logo and the test title: "EE ND A+ Interim 1 Grade 3 Math SY 2526". A "Test Code: 50Q6AH" is visible in the top right. Below the header, there are options to "Print Cards" and "Print Paper Form". A progress bar indicates 3 sessions, with a breakdown: All (3), Not Started (0), In Progress (0), Paused (0), Submitted (1), Needs Attention (0), and Exited (2). A search bar and "Auto Refresh (5 mins)" option are present. The main table lists the following sessions:

Identifiler	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100000394	Aarav	Malone	Westbrigde Elementary	Aug 18th, 9:25:13 am	🔄	EXITED	Section 1	67% Answered	00:00:46			⋮
100000400	Aaryan	Pribe	Westbrigde Elementary	Aug 14th, 10:13:54 pm	✅	SUBMITTED	None	100% Answered	00:14:52			⋮
100000062	Abbas	Shah	Deer Valley Elementary	Aug 15th, 6:22:45 am	🔄	EXITED	Sección 1	0% Answered				⋮

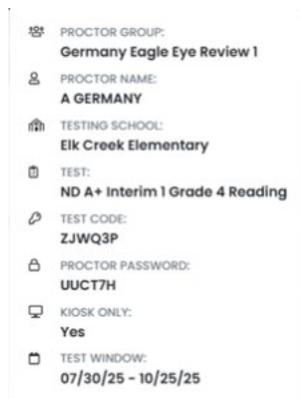
## Appendix H: Understanding the Proctor Dashboard

You can view information about the test, test configuration, and select an action.



### Testing Information

Information for the proctor group and testing is included in the “i” icon at the top of the screen and displays when the user hovers over it:



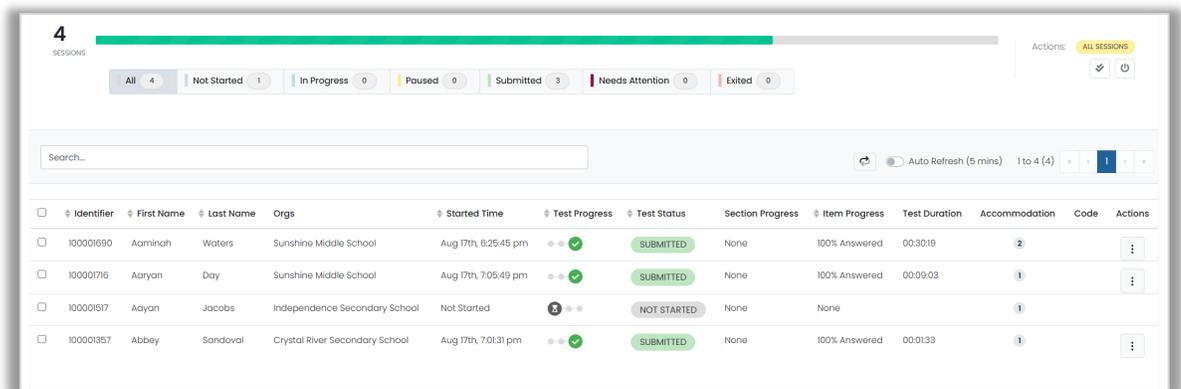
The categories in the popup include:

- **Proctor Group** – name of proctor group created in ADAM
- **Proctor Name** – name of proctor
- **Testing School** – name of school
- **Test** – subject and grade of test
- **Test Code** – code provided to students to allow them to log in to the test.

	<ul style="list-style-type: none"> <li>• <b>Proctor Password</b> – This is used to get to the proctor dashboard from the ADAM home screen.</li> <li>• <b>Test Window</b> – dates of the overall assessment window</li> </ul>
<b>Print Cards (Actions)</b>	<p>Select <b>Print Cards</b> to:</p> <ul style="list-style-type: none"> <li>• Print a roster and the test cards to distribute to students.</li> <li>• Open (in a second window) to view the test cards for this proctor group.</li> </ul>

Below the progress bar: **Student session list**

You can view, filter, and search for students in your proctor group and manage their sessions. Students that can access the test appear in the **Tester** column.



Below is a list and description of the information in the **Session Management Area**.

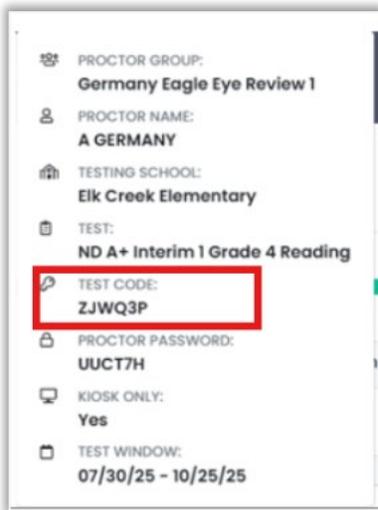
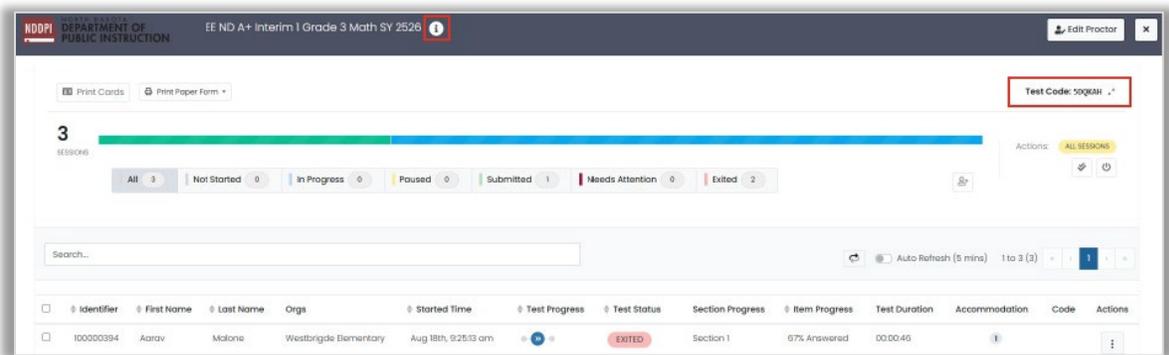
- **Tester**
  - The name of the student.
- **Identifier**
  - The Identifier is the SSID used by the student to log into the test.
- **Orgs**
  - Where the student is testing.
- **Started Time**
  - When the test was started
- **Test Progress**
  - The progress of the students' assessments will display as either not started, in progress, or submitted. **Note:** The Proctor does not "start" the test from the Proctor Dashboard.

Students (when instructed to do so by the Proctor) will start their tests by starting the TestNav application on their devices and entering their SSIDs and the test code.

- **Test Status**
  - **Needs Attention** – the student has started logging into the test and is waiting to be let into the test by the proctor approved session.
  - **Not Started** – The student has not logged into the assessment.
  - **In Progress** – The student has logged into the assessment. No action is needed by the proctor.
  - **Submitted** – The student has completed the test and submitted the results.
  - **Reseated** – The proctor has reseated the student(s). The student has not yet logged back into the session. No action is needed by the proctor.
  - **Exited** – The student has exited the TestNav app. The Proctor needs to reseat the student before they can log back into the assessment.
- **Section Progress**
  - Most assessments have only one section and will say “Section 1”. The writing assessment has two sections and will say "Section 2" when each student moves to the second section.
- **Item Progress**
  - This shows the percentage of items answered by the student.
- **Test Duration**
  - Shows the time spent on the test.
- **Accommodation**
  - The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations relevant to the online assessment session administration will be displayed.
- **Code**
  - Notes any accountability (non-participation) codes that have been assigned to the student.
- **Action**
  - After the assessment session has started, a button appears in the **Actions** column for each student. Use this button if a student has an “interrupted” session (computer issue, session timeout, unexpected error). Reseating allows the student to re-enter their test code and SSID to resume their assessment session. For detailed instructions on reseating, please refer to Appendix J: Reseating Students.

## Appendix I: Starting the Administration

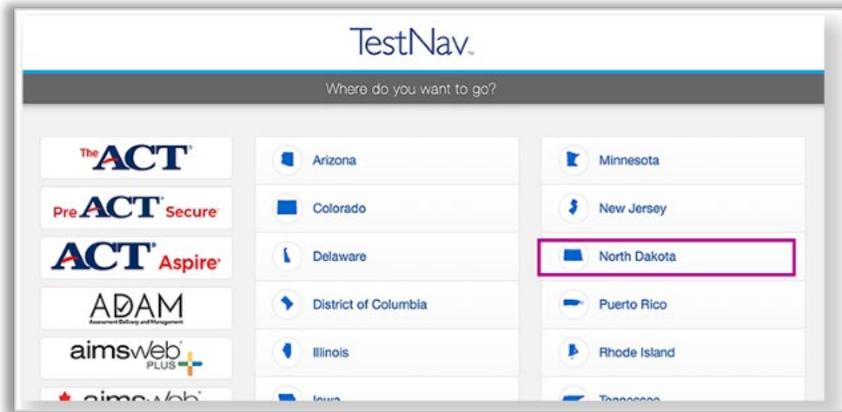
On the proctor dashboard, find the test code in the upper right-hand portion of the screen or by clicking on the “i” icon.



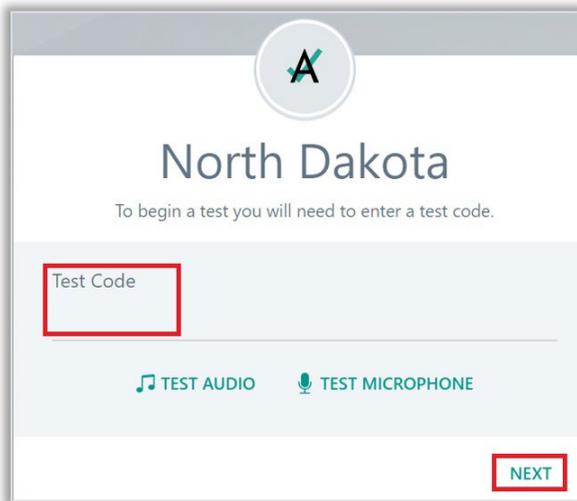
Give this test code to the students in your proctor group when it is time to begin testing if the proctor group was not pre-created. If students have already been assigned to proctor groups, the test code will appear on their student test ticket.

1. Instruct students to go to the testing application, TestNav.

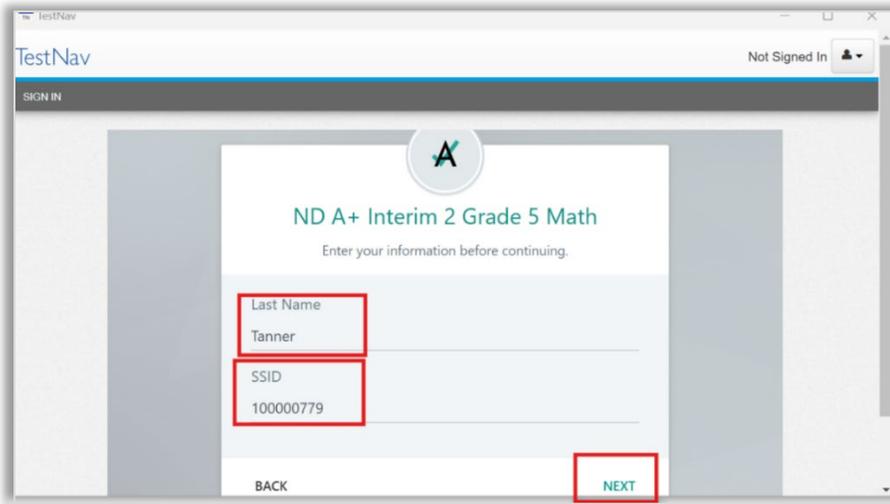
2. The student will open TestNav (Home – TestNav) and then navigate to North Dakota.



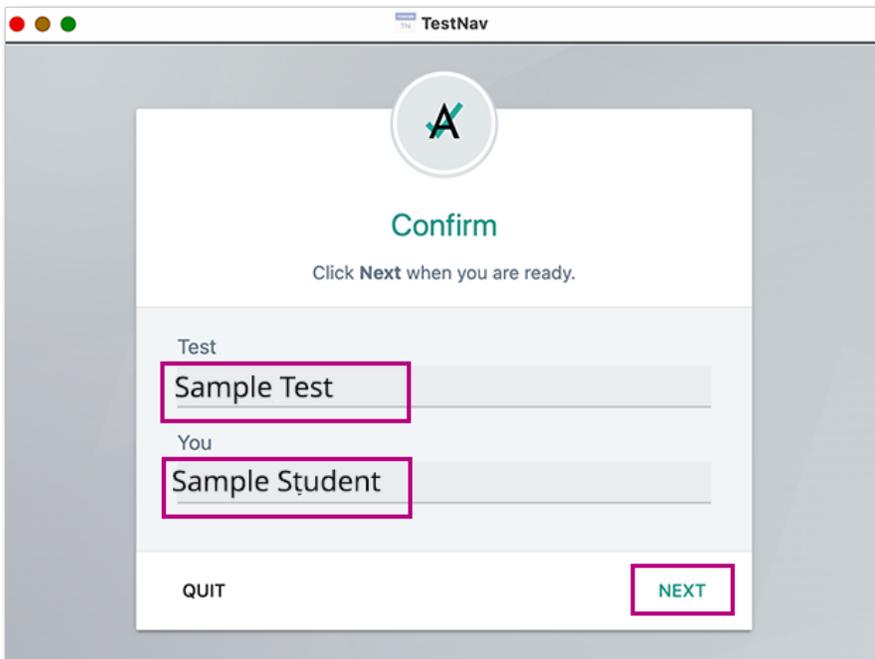
3. The student will enter the test code found either on their testing card or provided by the proctor. If the proctor is creating a proctor group on the fly, and then select **Next**.
4. Enter the test code, and then select **Next**.



5. Enter the student's last name and SSID in the correct field and select **Next**.

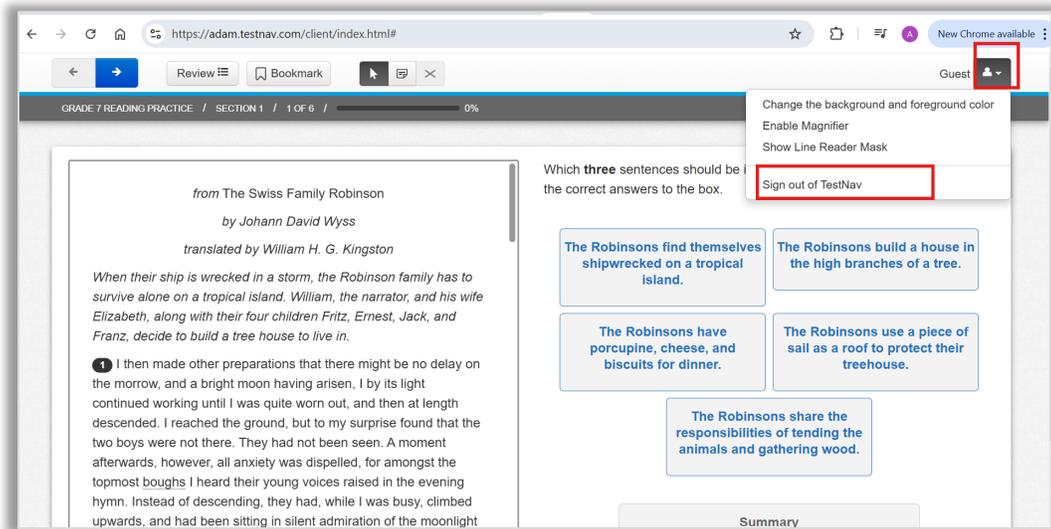


6. Confirm the Test and your name and select **Next**.

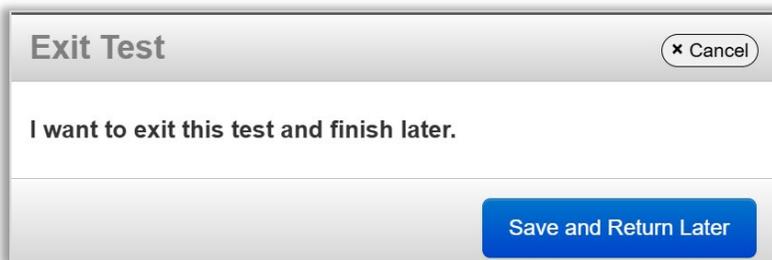


7. As students complete sign in, they appear in the proctor dashboard.
8. Use the features on the proctor dashboard to control the sessions.

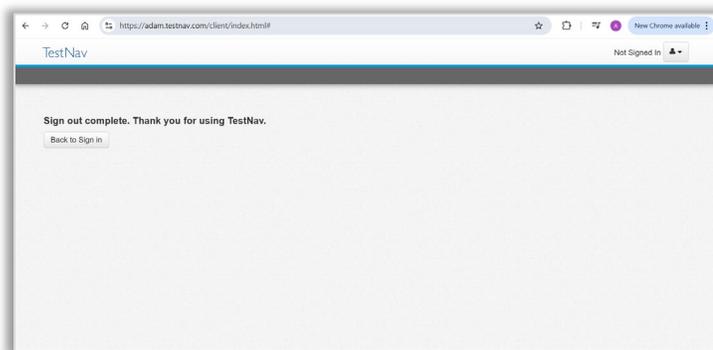
9. While taking the test, if the student must stop the test, they will go to the top right-hand corner and click the drop-down arrow beside their name and click **Sign out of TestNav**.



10. A pop-up window will appear, and they will click **Save and Return Later** to continue exiting TestNav.



11. The student will now be signed out of TestNav.



## Appendix J: Reseating Students

Test proctors will need to reseat students during testing if a student has something occur that interrupts their test taking. Examples of this include computer issues, session timeout, unexpected errors, exiting of TestNav, etc. Reseating allows the student to re-enter their test code and student ID number to resume their assessment session. The proctor has the option of reseating each student individually or all students at once.

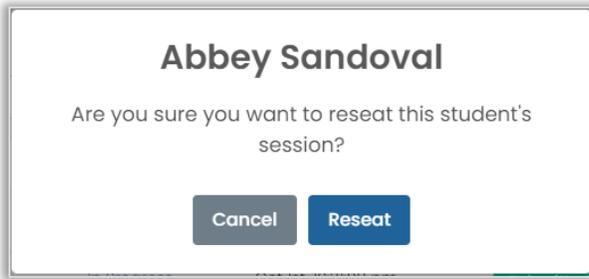
### Tasks for test proctors to reseat students in ADAM

1. The proctor will navigate to [ADAM | Administration](#). Enter the test code and proctor password you were provided, then select **Submit**.

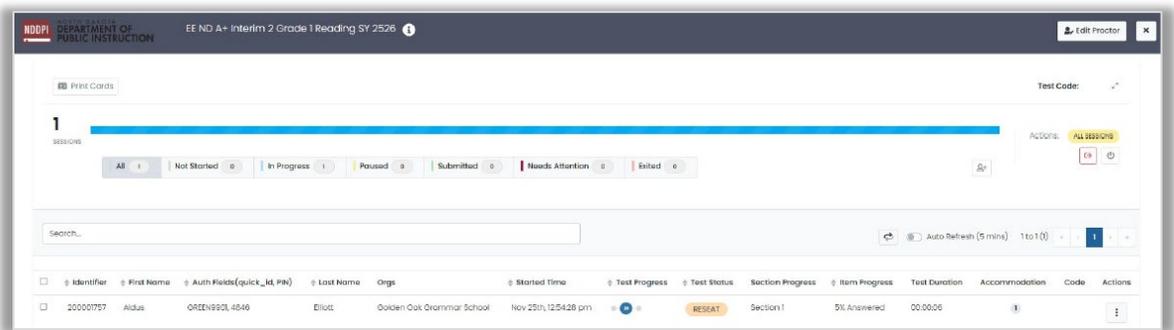
2. Find the student within the proctor group needing reseat. Select the three little dots in the actions area and select the **Reseat Session** button for that student.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100001133	Kaitlyn	Ruiz	Liberty Middle School	Nov 25th, 9:07:01 pm	▶▶	EXITED	Section 1	0% Answered				<ul style="list-style-type: none"> <li>View Session Details</li> <li><b>Reseat Session</b></li> <li>Submit Session</li> </ul>

- A confirmation message will appear, and you will select **Reset**.



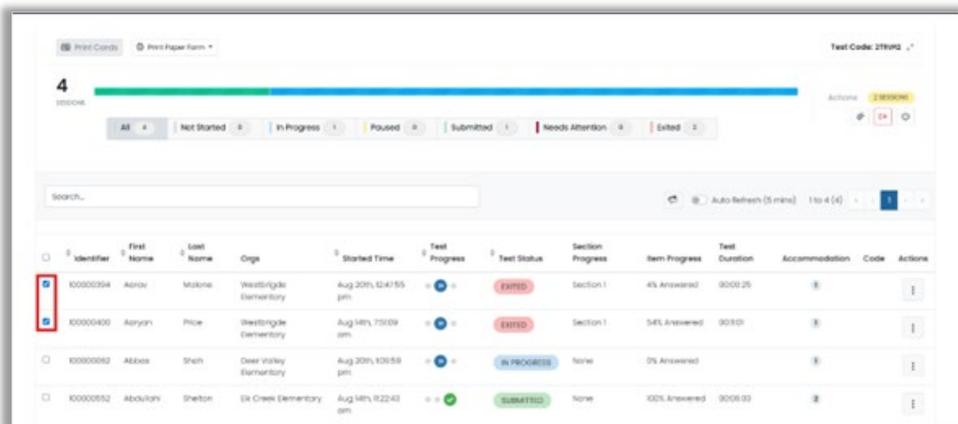
- The student test status will change to reseted.



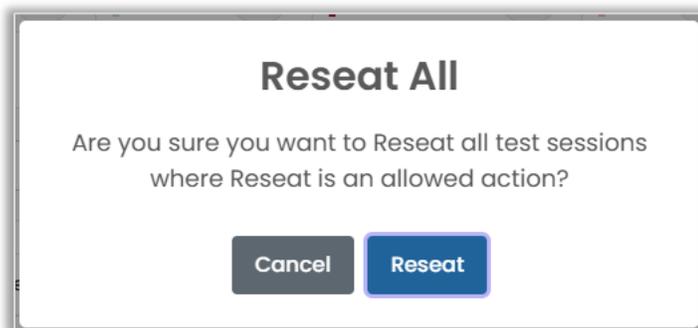
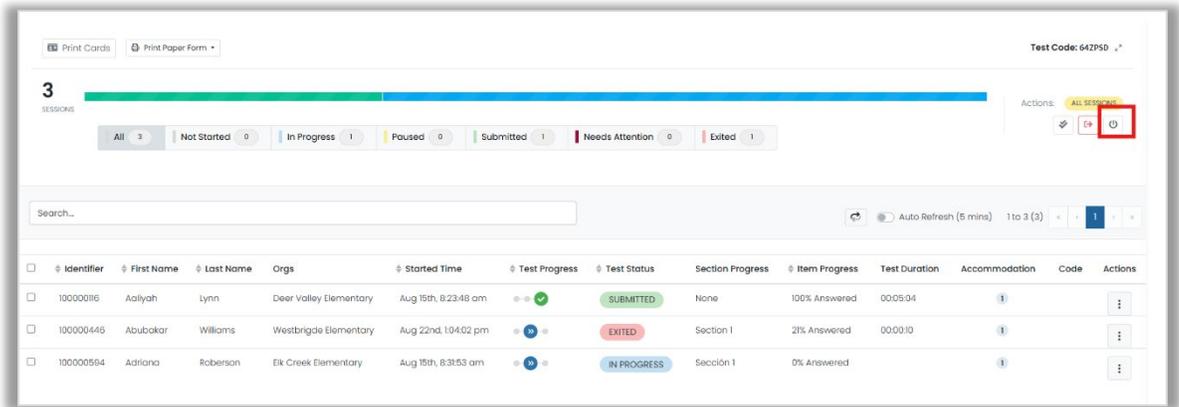
- The student can log back into TestNav using the same test code and resume testing.

### Reseating Groups of Students

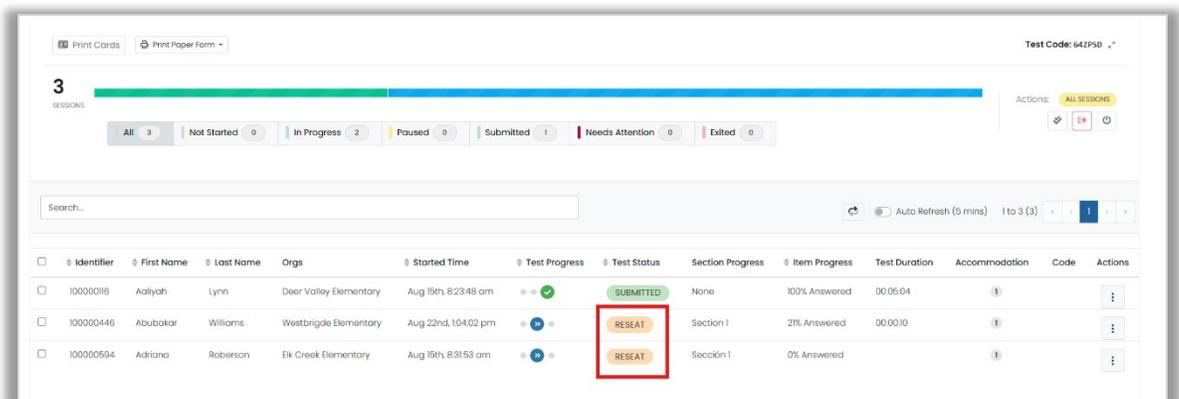
To **reset a group of students** you will need to only select students you would like to reset. Use the checkbox on the left to select each student.



1. After you select the students that need to be reset, look under the Action section in the upper right and then look for the **Reset All** button that looks like a power icon. Select **Reset** on the pop-up warning that appears.



2. The selected student's status should change to reset, and the students will be able to log back into the test.



## Appendix K: Incorrect Accommodations

Once testing has started, if a student incorrectly received, or needs to receive, an embedded feature or accommodation (as noted in the chart below), follow the steps below to adjust and correct the accommodations. These steps will allow the student to continue in the same test but with updated accommodations or features.

Note: If school or district personnel believe the student has progressed far enough into the test that their experience may be negatively impacted or they are at a disadvantage, a reset can be requested. In such cases, refer to Appendix M: How to Request a Session Unsubmit or Reset, which outlines the steps for submitting a reset request. If approved, the previous test will be voided, and the student will be able to begin a new test.

Changing Accommodations Within the Same Test Form		
Accommodation Type	Feature	Subject/Content Area Available
Embedded Designated Feature	Zoom	Math, Reading, Writing, Science
Embedded Accommodation	Dynamic Text to Speech (DTTS) - Item	Reading
Embedded Accommodation	Dynamic Text to Speech (DTTS) - Passages	Reading
Embedded Accommodation	Speech to Text	Reading, Writing, Science

### Process:

1. Ask the student to log out of the test in TestNav.
2. Update the accommodation for the student in ADAM.(Refer to Appendix F: Updating Student Accommodations)
3. Reseat the student in the proctor dashboard.(Appendix J: Reseating Students)
4. Have the student log back into the test in TestNav so they can continue testing.

If a student needs a non-embedded accommodation such as Spanish language translation, braille, large print, or paper or incorrectly received one of these forms once testing has started, follow the steps below to adjust and correct the accommodations. This process will reset their test to start again with the correct type of form.

<b>Changing Accommodations to a Different Test Form</b>		
<b>Accommodations Form Type</b>	<b>Feature</b>	<b>Subject/Content Area Available</b>
Embedded Designated Feature	Spanish Language Translation	Math, Science
Non-Embedded Accommodations	Braille	Math, Reading, Writing, Science
Non-Embedded Accommodations	Large Print	Math, Reading, Writing, Science
Non-Embedded Accommodations	Paper	Math, Reading, Writing, Science

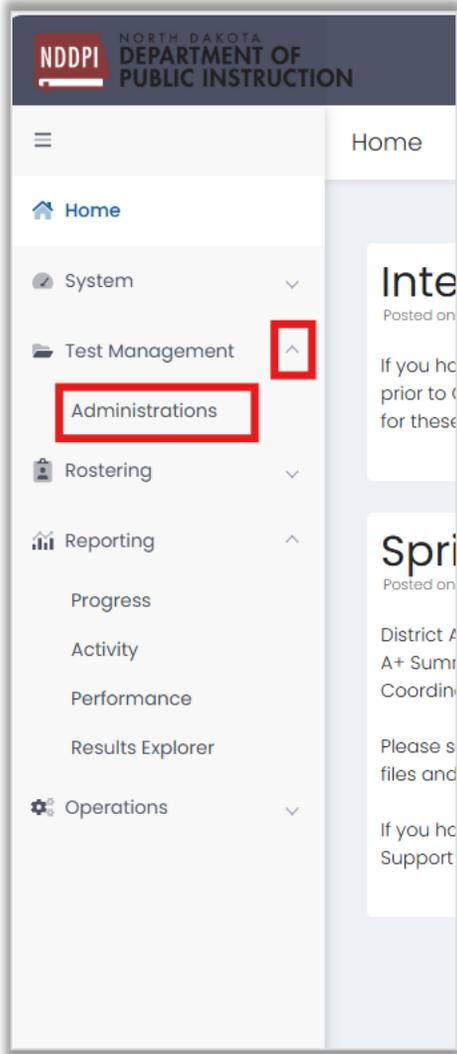
**Process:**

1. Ask the student to log out of the test in TestNav.
2. Submit a session request for reset and wait for NDDPI approval. Refer to Appendix M: Submitting a Session Unsubmit or Reset
3. Update the accommodation for the student in ADAM.(Refer to Appendix F: Updating Student Accommodations)
4. Refresh the proctor dashboard.
5. Have the student log into the test in TestNav.

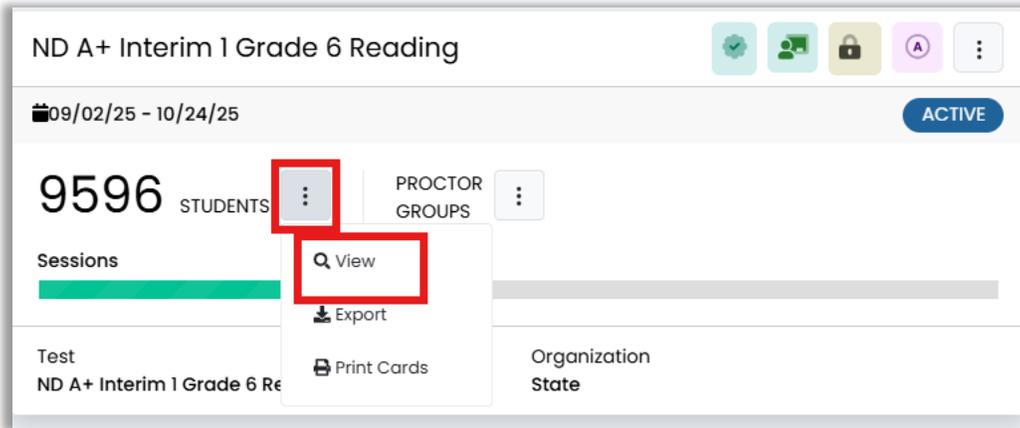
## Appendix L: Non-Participation Codes

### Apply Non-Participation Codes Through Administrations

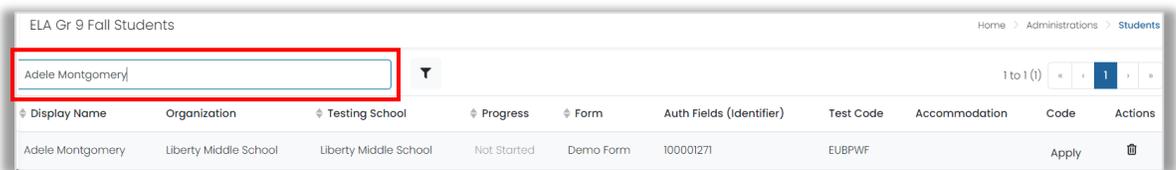
1. Within ADAM, go to **Test Management** and select **Administrations**.



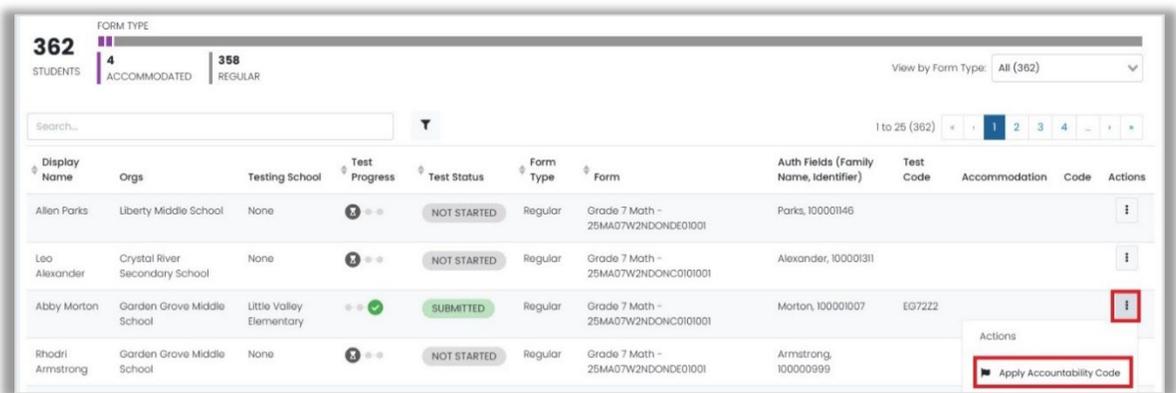
- On the Administration Card, select **View** under **Students**.



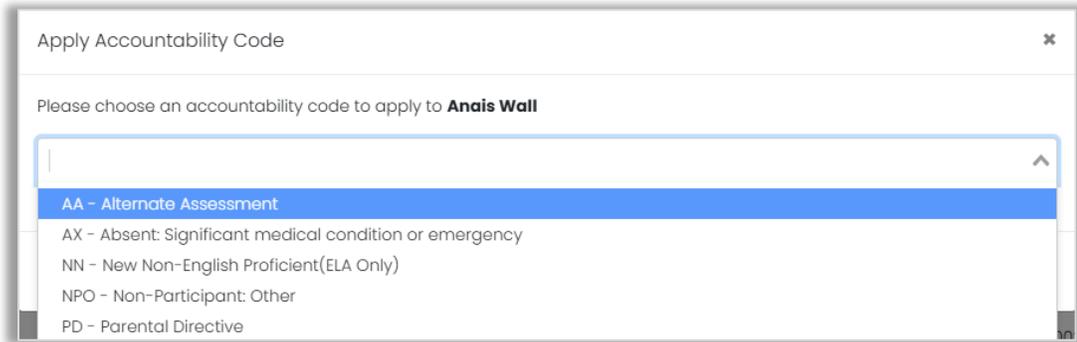
- In the list of students, locate the student you need to apply the code to by using the **Search** box at the top.



- Click the ellipses in the **Actions** column on the right-hand side of the screen and then click on **Apply Accountability Codes**.

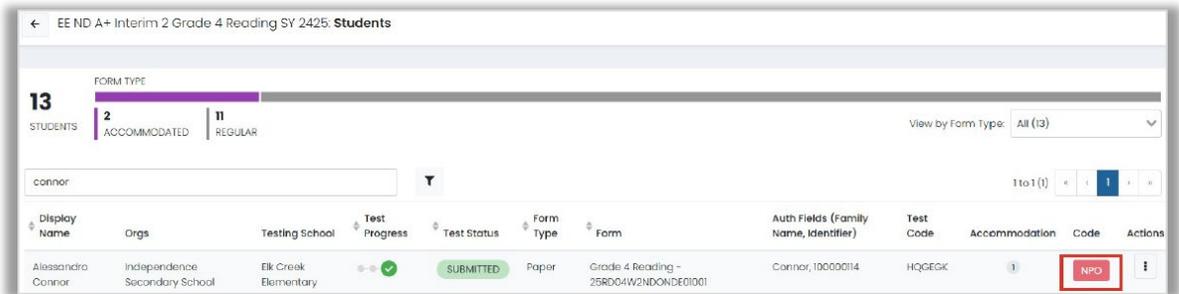


- Select the participation code that applies to your student’s test from the **Modify Accountability Code** drop-down menu and click the **Apply** button.



- You will now see the code under the **Accountability Code** column on the right side of the student, in the student list.

**Note:** Make sure to apply the code to all of the student’s administrations if your code applies to all tests.



## Appendix M: Submitting a Session Unsubmit or Reset

The purpose of this appendix is to provide a step-by-step walkthrough for requesting that a student’s test session be unsubmitted or reset.

### Linear Assessments Only:

- **Unsubmit:** If a student is taking a linear summative assessment and an unsubmit is requested and approved, the student can go back into a previously submitted test, review items and alter responses, and submit the test again.
- **Reset:** If a reset was requested, the previous test will be voided and the student can start a new test from the beginning.

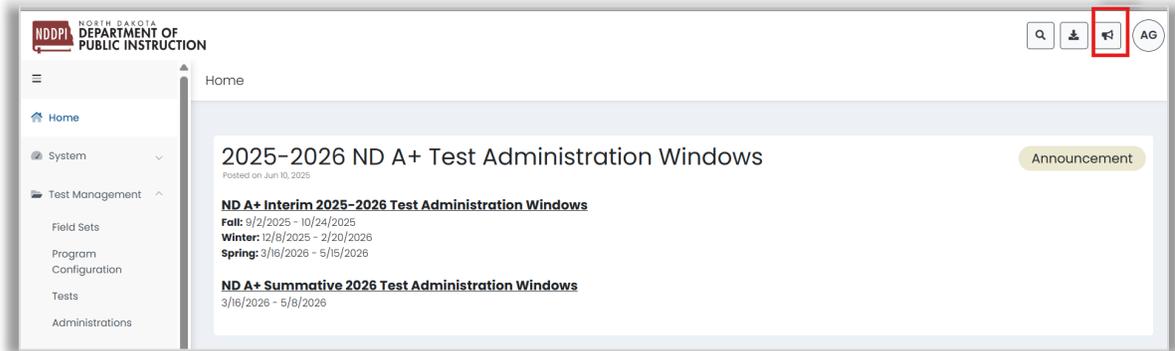
### Computer Adaptive (CAT) Assessments:

If a student is taking a CAT summative assessment and the assessment was submitted before the student was finished, the only option is a test reset. This will remove all information entered by the student and the student will start over on a new test.

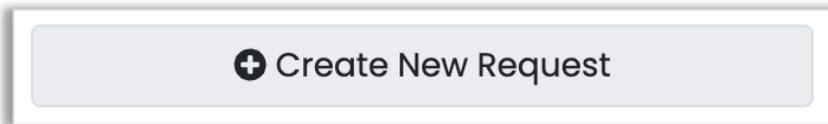
Below is a table showing the form type for all summative tests.

Math		Reading		Writing		Science	
Test	Form Type	Test	Form Type	Test	Form Type	Test	Form Type
Grade 3	Computer Adaptive	Grade 3	Computer Adaptive	Grade 3	Linear		
Grade 4	Computer Adaptive	Grade 4	Computer Adaptive	Grade 4	Linear	Grade 4	Linear
Grade 5	Computer Adaptive	Grade 5	Computer Adaptive	Grade 5	Linear		
Grade 6	Computer Adaptive	Grade 6	Computer Adaptive	Grade 6	Linear		
Grade 7	Computer Adaptive	Grade 7	Computer Adaptive	Grade 7	Linear		
Grade 8	Computer Adaptive	Grade 8	Computer Adaptive	Grade 8	Linear	Grade 8	Linear
Grade 10	Computer Adaptive	Grade 10	Computer Adaptive	Grade 10	Linear	Grade 10	Linear

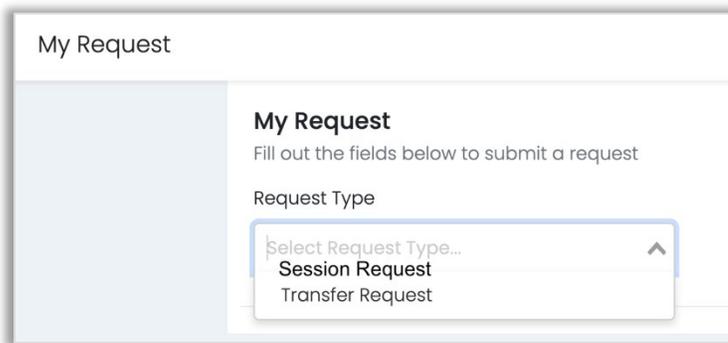
1. Select the **My Requests** icon in the ADAM header.(The popup window will show you pending, completed or submitted requests.)



2. Click the **Create New Request** to start a new request.



3. Choose **Session Request** and ignore the Transfer Request. North Dakota does not use this function to request transfers.



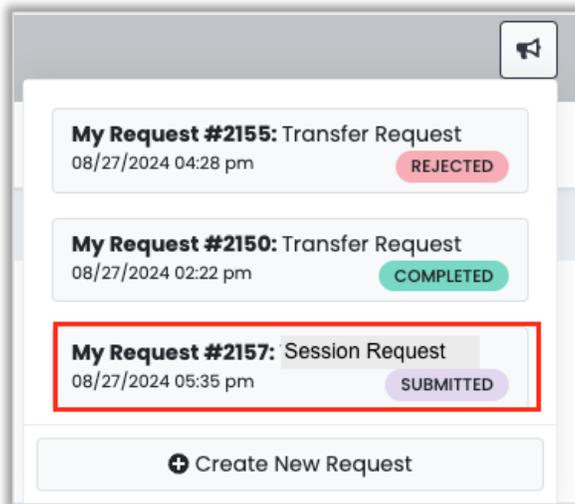
4. Complete the form including information about the student, the student's SSID, the test name (include grade and subject) and specifically what you need done to the session and why.

The screenshot shows a web form titled "My Request" with the instruction "Fill out the fields below to submit a request". The form includes the following fields:

- Request Type:** A dropdown menu with "Session Request" selected.
- Student First Name\*:** A text input field.
- Student Last Name\*:** A text input field.
- Identifier\*:** A text input field.
- Test/Session Name\*:** A text input field with the placeholder "Enter the Test or Session Name".
- District\*:** A dropdown menu with "Select..." selected.
- School\*:** A dropdown menu with "Select..." selected.
- Session Instructions\*:** A text area with the placeholder "Use this space to describe the changes you need to make to the session...".

At the bottom right of the form are two buttons: "Cancel" and "Submit".

5. After submitting the Session Request, check on the status of the request by clicking back on the **My Requests** icon.



6. Possible status definitions are below.

SUBMITTED – the request has been created

ASSIGNED – being worked

RETURNED – you need to add more information

UPDATED – being worked

REJECTED – the request has been denied

COMPLETED – the request work is done

7. A Completed request includes your original form and additional comments added during the approval process.

My Request

---

**My Request**

Request ID #: **2160**      Request Type: **Session Request**      Status: **COMPLETED**

---

Student Name: \*      Identifier: \*  
**Smith, Joan**      **777777**

Test/Session Name: \*  
**ELA Grade 5**

**Session Instructions \***  
Please unsubmit the session in Test+ ABC

---

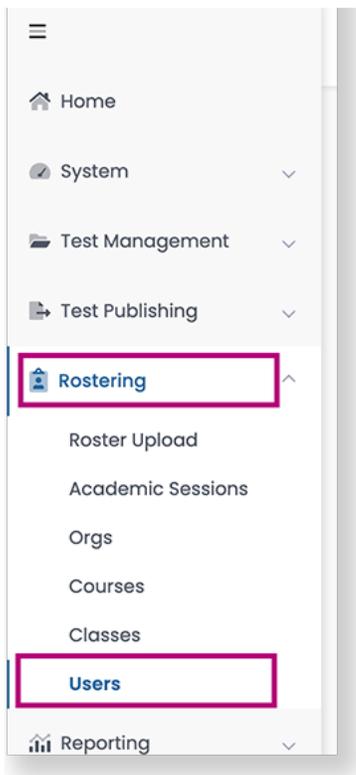
**Admin Comments:**  
this is ready for the student to test again

## Appendix N: How to Select Dynamic Text to Speech (DTTS) for a Reading Assessment

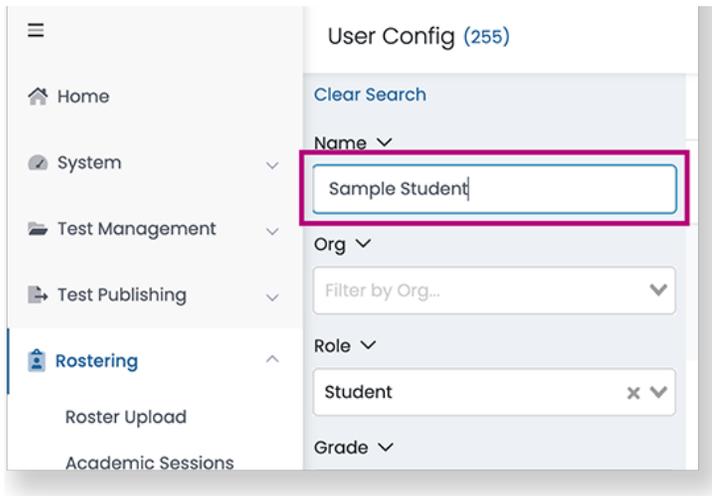
The purpose of this appendix is to provide a step-by-step walkthrough on selecting DTTS as an accommodation for 1) the reading assessment questions and response options or 2) the reading assessment passages, questions and response options. (As a reminder, all math, science and writing tests will have DTTS automatically available for all students.)

### Steps to select DTTS as a reading accommodation

1. Select **Rostering**, and then **Users**.



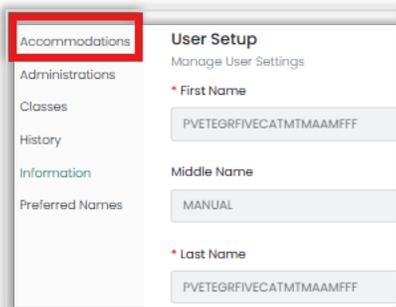
- From the **Role** dropdown, select **Student**. Scroll to find the student's name or search for it.



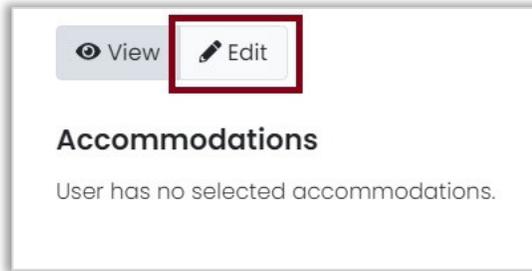
- Scroll to the right to select the **Edit** icon.

er	Role	Classes	Grades	Orgs	Last Login	Actions
entl058	Student	1	06	Pearson Test School	Never	→ ↗ 🗑️
76_ProPL	Student		04	PVE2E_Dist01Sch01_ND_ProPL	Never	→ ↗ 🗑️ <b>Edit</b>
entl4ll	Student	1	06	Pearson Test School	Never	→ ↗ 🗑️
036_ProPL	Student	2	08	PVE2E_Dist05Sch02_ND_ProPL	Never	→ ↗ 🗑️

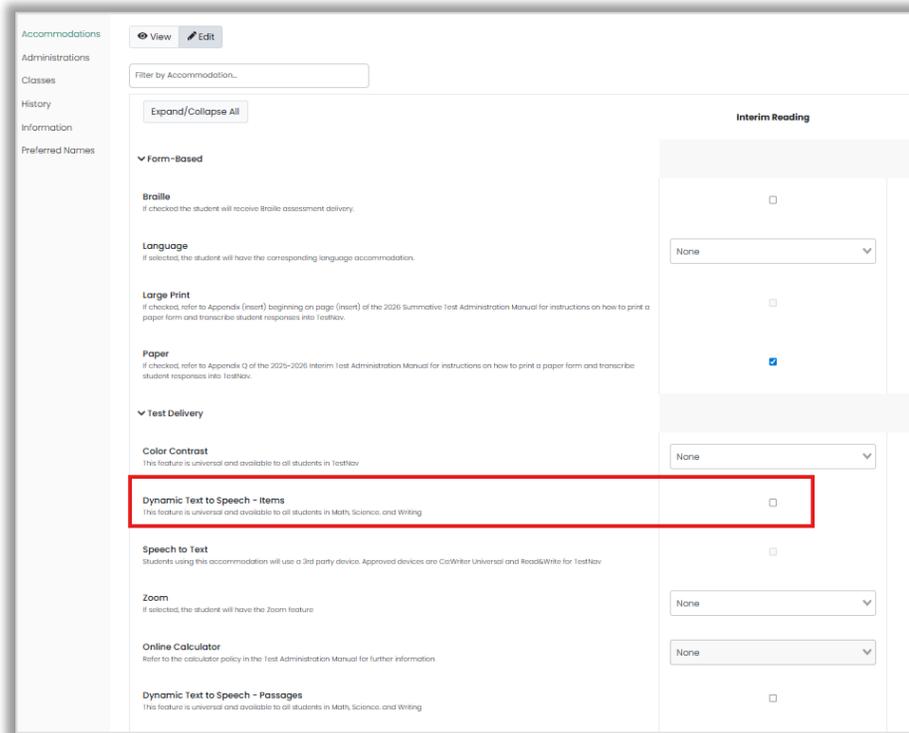
- Select the **Accommodations** tab.



5. Select **Edit**.



6. Select the **Dynamic Text to Speech - Items** button under reading for students that need only the assessment questions and response options read.



- Or, select the **Dynamic Text to Speech - Items** button under reading and the **Dynamic Text to Speech - Passages** button for students that need both the passages and the items read. **Note:** For passages to be read, both DTTS options must be selected. If DTTS – Passage is selected on its own, the student will not receive DTTS for just the passages.

The screenshot shows a settings menu with five rows of options. The first and last rows are highlighted with red boxes. The first row is 'Dynamic Text to Speech - Items' with a checkbox and a right arrow. The second row is 'Speech to Text' with a checkbox and a right arrow. The third row is 'Zoom' with a dropdown menu set to 'None' and a right arrow. The fourth row is 'Online Calculator' with a dropdown menu set to 'None' and a right arrow. The fifth row is 'Dynamic Text to Speech - Passages' with a checkbox and a right arrow.

<b>Dynamic Text to Speech - Items</b> <small>This feature is universal and available to all students in Math, Science, and Writing</small>	<input type="checkbox"/>	>
<b>Speech to Text</b> <small>Students using this accommodation will use a 3rd party device. Approved devices are CoWriter Universal and Read&amp;Write for TestNav</small>	<input type="checkbox"/>	>
<b>Zoom</b> <small>If selected, the student will have the Zoom feature</small>	None ▾	>
<b>Online Calculator</b> <small>Refer to the calculator policy in the Test Administration Manual for further information</small>	None ▾	>
<b>Dynamic Text to Speech - Passages</b> <small>This feature is universal and available to all students in Math, Science, and Writing</small>	<input type="checkbox"/>	>

- Select **Save**.

The screenshot shows two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

Cancel	Save
--------	------

## Appendix O: Speech to Text Student Interface

The functionality for students to use Read&Write Speech to Text is embedded within TestNav, the testing platform for students. If Speech to Text is previously selected in the student's accommodation profile in ADAM, when a student logs into TestNav, they will have the option to select the Speech to Text extension before they begin testing.

### **Please Note:**

Within any equation editor items in math, Speech to Text is not compatible and will not work appropriately.

With iPads, iOS version 16.4 and forward have been able to use Read&Write with the following exceptions.

- After a tester uses Talk & Type, if another tester uses the same device without closing the app and relaunching, the Talk & Type feature will not be available because the permission to use the tester's microphone is not presented to the new tester. Consequently, please make sure that the app must be closed between users if devices are shared.
- Click to Speak functionality does not work on Start/Welcome Page, terms & Conditions page, and Start/End Section Pages.

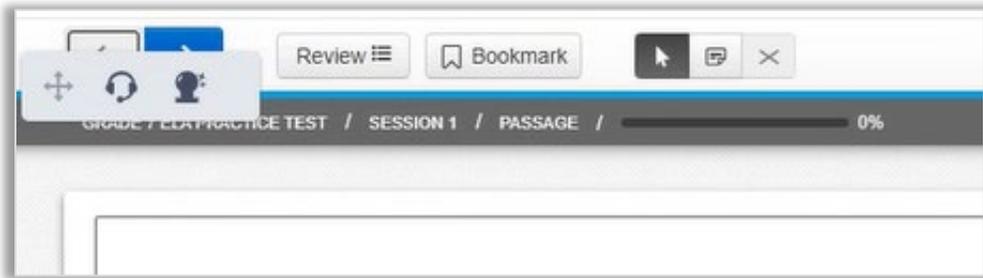
The student will log in to TestNav and provide their test code, name and SSID. See [Appendix I: Starting the Administration](#) for more information on logging in to TestNav.

### **Navigating and Using the Speech-to-Text Options in TestNav**

This rest of this appendix will walk the user through what the student will see in TestNav as a result of being approved for Speech-to-Text (STT) in their accommodations profile.

### Read & Write for TestNav

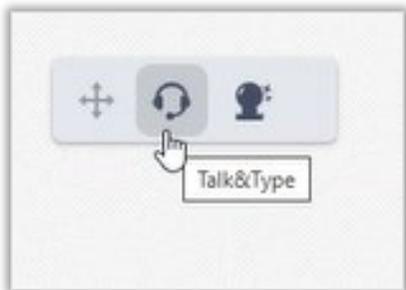
1. The Read & Write for TestNav tool will be immediately apparent to the student, in the form of a “mini-menu” that can be dragged around the screen (by using the “crosshairs” icon on the left) but initially appears at the top.



2. By default, the Word Prediction feature is selected (represented by the icon of a head speaking). This feature works in conjunction with a constructed response box seen in questions with an essay component. Similarly to Co:Writer Universal, it offers a list of drop-down choices of words the student can select after starting to type – chosen words are also read out for the student.



3. The student can use the “mini-menu” to select the Speech-to-Text feature, also known in Read & Write as “Talk and Type”.



4. Once the student chooses the headphone icon, they will see a visual indication that Speech-to-Text is turned on, as well as a prompt for the student to speak.

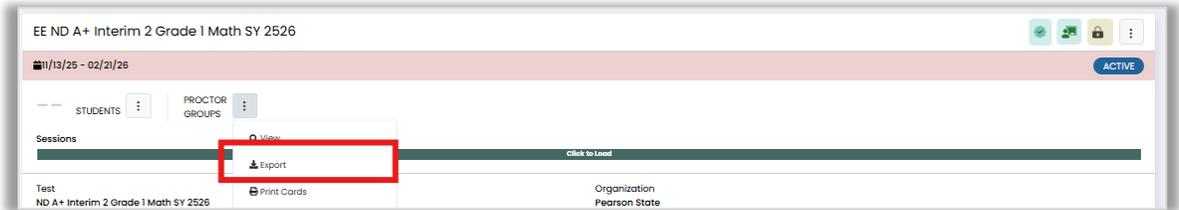


**Important Note:** In the Read & Write tool, the Talk and Type feature will stay on the screen throughout the test, in the form of captioned text at the bottom of the screen. It can be turned off by using the “mini-menu” to select the headphone icon to turn off the feature, or switch to the Word Prediction feature.

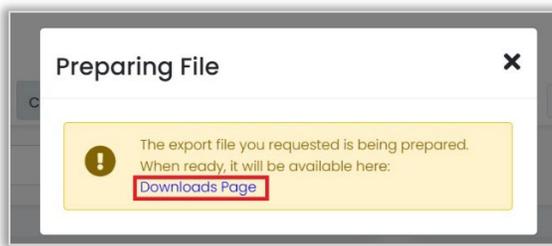
## Appendix P: Testing Status Extract

A report can be pulled from ADAM to monitor testing progress. It includes all students eligible for the test and their test status, proctor group, accountability codes (non-participation codes), and accommodations.

1. On the Administrations screen select your Administration Card. Click the ellipsis next to students and click **Export**.



2. Select the **Downloads Page** hyperlink in the pop-up box.



3. The Downloads page will open and once the status says **Complete**, select the **download arrow**.

Name	No Of Records	Percentage	Requested By	Requested On	Status	Actions
EE ND A+ Summative Spring 25 Grade 3 Writing - Student Codes - 1740702856366.csv	301	100	Cherryholmes, Cori	2025-02-27 06:34:16 pm	Completed	

4. All students associated with the administration will be listed along with their grade, school, test status, accountability codes (non-participation codes), proctor group name/test code, and any accommodations.

student first	student last	identifier	test status	accountability code	grades	organization	administration	proctor group	test code	form type	Braille
Nieve	Bond	100000453	NOT_STARTED		3	Westbridge Elementary	EE ND A+ Summative Spring 25 Grade 3 Writing			Regular	
Finnian	Mcintosh	100000962	NOT_STARTED		3	Little Valley Elementary	EE ND A+ Summative Spring 25 Grade 3 Writing			Regular	
Christine	Sharp	100000792	NOT_STARTED		3	Acadia Elementary	EE ND A+ Summative Spring 25 Grade 3 Writing			Regular	
Cyrus	Zamora	100000153	NOT_STARTED		3	Deer Valley Elementary	EE ND A+ Summative Spring 25 Grade 3 Writing			Regular	
Kabir	Bruce	100000960	NOT_STARTED		3	Little Valley Elementary	EE ND A+ Summative Spring 25 Grade 3 Writing			Regular	
Alexis	Caldwell	100000644	SUBMITTED		3	Elk Creek Elementary	EE ND A+ Summative Spring 25 Grade 3 Writing	1st Review	EXVEEU	Regular	

## Appendix Q: Guidance on the Role of the Scribe

A scribe is an approved and trained individual who assists a student by recording their response verbatim. Students who may need a scribe include those with documented significant motor or language-processing difficulties, such as a physical disability that severely limits or prevents a written or typed response, and students with a recent injury, like a broken hand, making it challenging to produce a response. This accommodation typically aligns with the student needing extra time and assessed in a separate setting. The Scribe feature is a non-embedded accommodation on the ND A+ assessments (all four content areas).

The student may respond/communicate with the scribe verbally, use a speech-to-text device or other assistive communication device, or sign, gesture, point, or eye gaze. The expertise the scribe needs would be determined mainly by how the student interacts with the person acting as a scribe. Ideally, the scribe has worked with the student in the classroom environment, is familiar with their IEP or documented plan, is familiar with ethical test administration practices, and is familiar with the ND A+ Summative Assessment Test Administration Manual.

### Scribes must:

- Be able to assist with test administration and interact with the student in a way that does not interfere with other test takers.
- Enter student's responses directly into TestNav or, if selected, in paper-based form.
- Respond to procedural questions (e.g., test directions) but do not assist in answering test items or assist with formulating an answer or response.
- Not question or correct student responses but may ask to restate words or parts as needed
- Allow the student to review and edit what has been scribed visually or read aloud.
- Comply with student test directions regarding screen, test navigation, and use of platform features. Also, follow all proctoring protocols found in the Test Administration Manual.
- Make all response request changes made by students, even if incorrect.
- Be proficient in ASL or Braille if the student uses those features.

### Guidelines:

- Selected Response Items
  - Student points or otherwise indicates their selection(s).
  - Student confirms selection(s) and indicates readiness to move to the next item/finish.
- Constructed Response (Short-Text Items and Writing subject assessment)

- Scribe types or writes the student responses verbatim in TestNav or on paper.
  - Scribe spells all words correctly.
  - Scribe will not capitalize words or punctuate text.
  - Scribe confirms the spelling of commonly confused homophones (e.g., than/then, to/to/two, there/their/they're).
  - The student can proofread and add punctuation, capitalization, and other edits.
  - Student confirms response and indicates readiness to move to next item/finish.
- Constructed/Equation Response Items
    - Student points or otherwise indicates their selection(s).
    - For equations, the student must specify where to place figures (e.g., operators and operands).
    - For response requiring text, please see the construct response section.
    - Student confirms response and indicates readiness to move to next item/finish.

**Suggested Best Practices:**

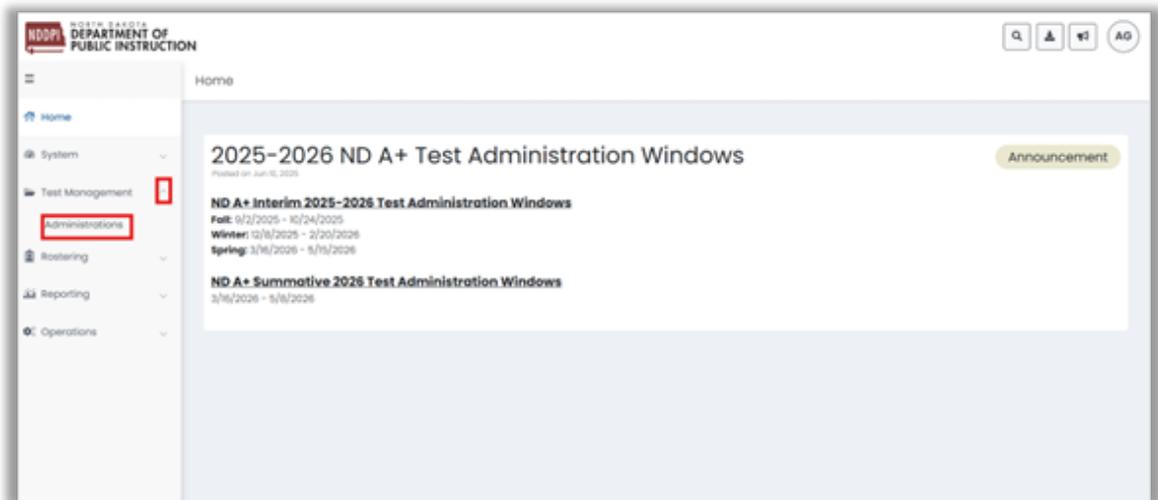
- Discuss typical scribing practices with the teacher or planning team if used daily in the classroom.
- Correcting capitalization and punctuation can occur during or after dictation. The student must be allowed to review and proofread before submitting.
- Scribe can automatically capitalize the first letter of a sentence if the student dictates that the first letter needs to be capitalized in the previous or first sentence.
- Scribe should not auto-capitalize proper nouns or acronyms unless directed by the student.
- The scribe can ask the student procedural questions, such as, “Are you finished, or is there anything else you would like to add or edit?” Scribes should try not to cue or prompt students.
- If a student who is not using a scribe asks a question and gets a response from the proctor, students who are utilizing a scribe should be allowed the same opportunity.

## Appendix R: How to Print a Paper or Large Print Form and Transcribe the student responses into TestNav

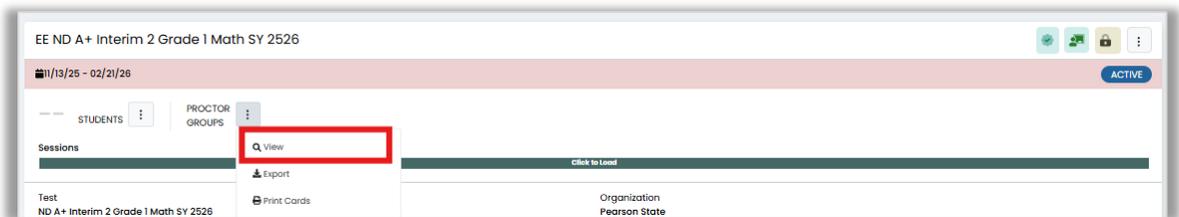
This purpose of this appendix is to provide a step-by-step process for a School Coordinator/District Administrator and proctors or teachers to print a paper or large print form and transcribe student responses into TestNav. School Coordinators/District Administrators and teachers will be printing the paper or large print form from the Proctor Dashboard in ADAM and then using the student information to log in to TestNav to input the responses. **Note:** Please verify that the student has the “Paper” or “Large Print” accommodation before you proceed.

To print out a paper or large print form and then transcribe the responses as a School Coordinator/District Administrator, Teacher or Proctor, take the following steps:

1. For School Coordinators or District Administrator, navigate to Test Management and then select Administration.

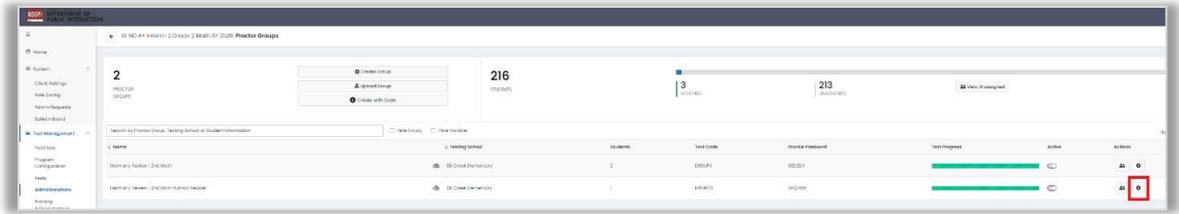


2. Then select the specific test on the Administrations screen, click on the **three dots**, and then select **View**.

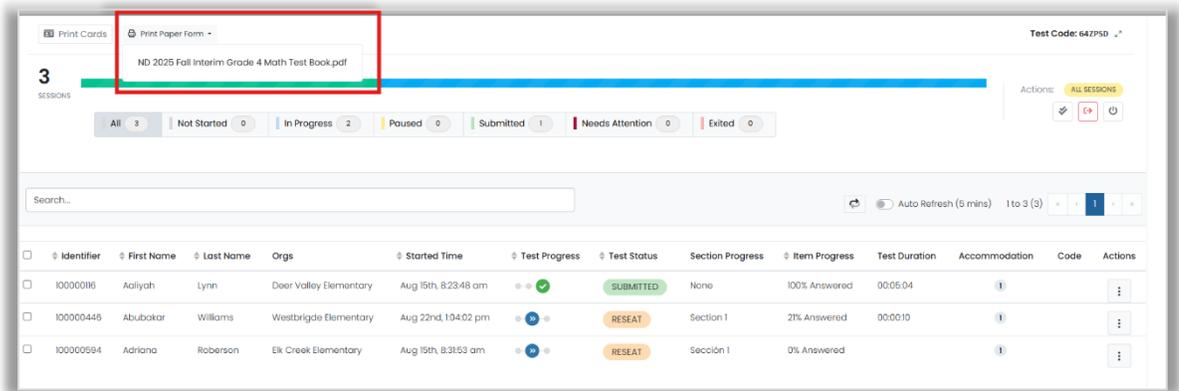


3. The School Coordinator/District Administrator will find the proctor group and click **Proctor**.

# ND A+ Spring 2026 Summative Assessment Test Administration Manual



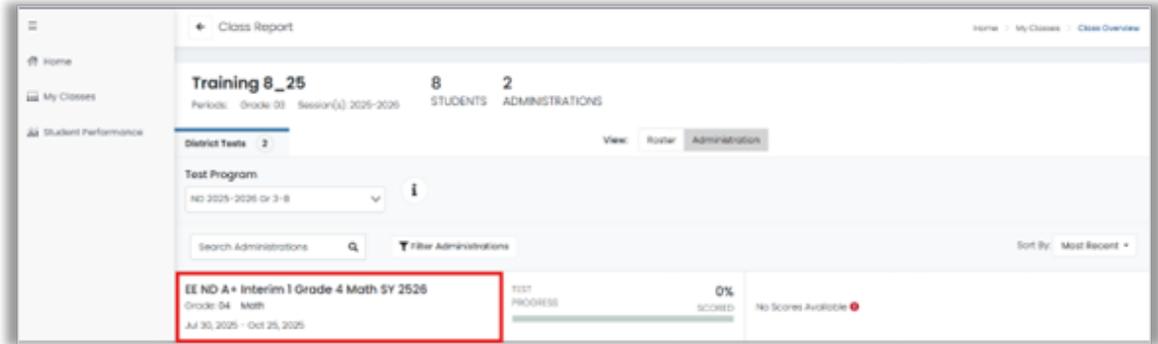
4. The Proctor Dashboard will appear. When the Proctor Dashboard is opened, the School Coordinator/District Administrator will find the printable form under the "Actions" section. Click on a form to download it.



5. For teachers within ADAM, navigate to the **My Classes** menu and select your class.



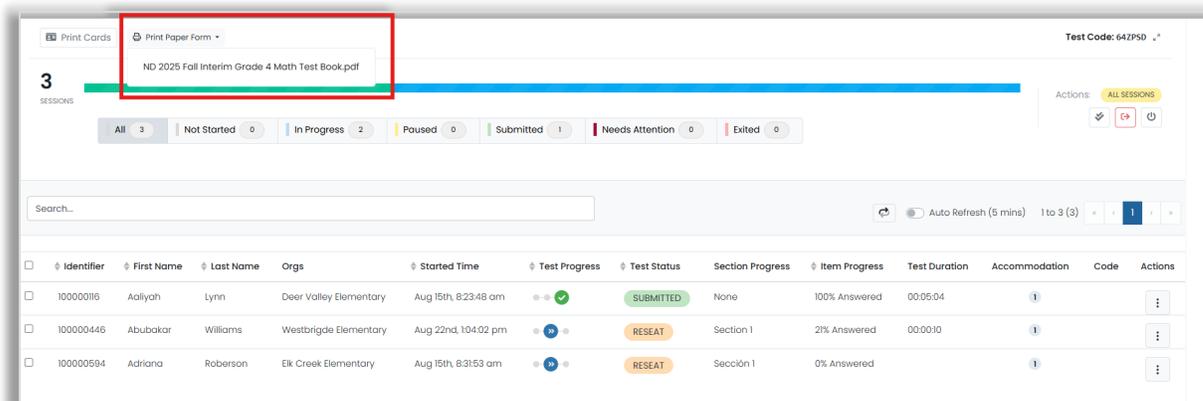
6. Select the **Administration** option and the test name.



7. Select the clipboard icon to create a proctor group.



8. When the Proctor Dashboard is opened, the teacher will find the printable form under the "Actions" section. Click on a form to download and print it.



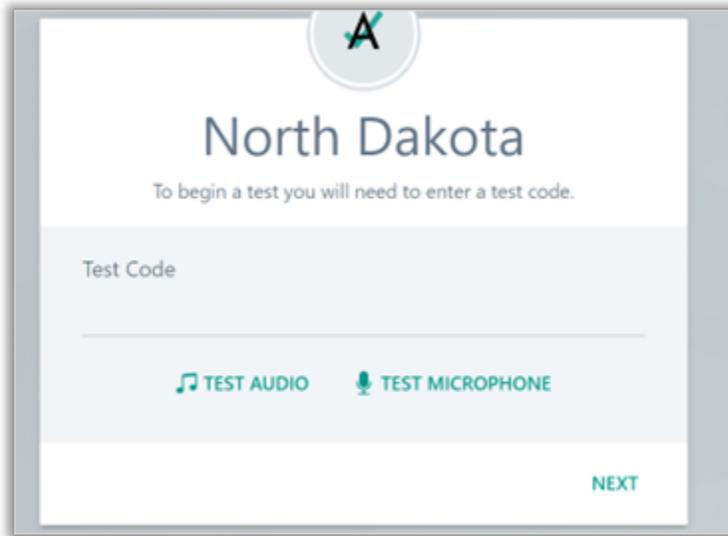
- For Proctors, the Proctor will go to [ADAM To Proctor A Test](#). Enter the Test Code and Proctor Password.

- The Proctor will confirm the test they want to proctor and click confirm.

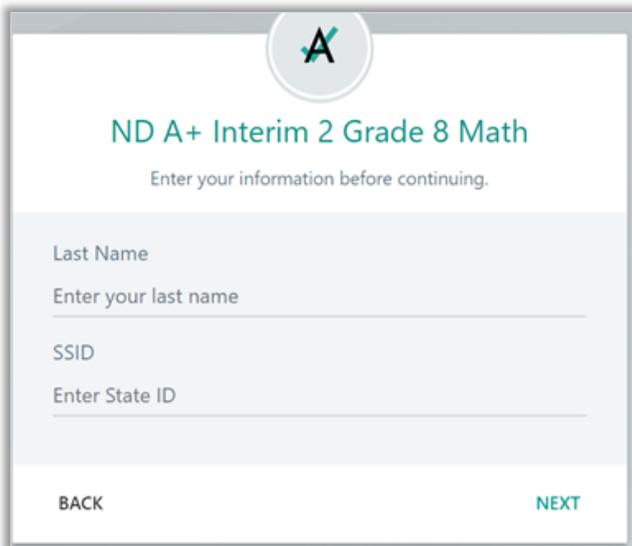
- When the Proctor Dashboard is opened, the proctor will find the printable form under the "Actions" section. Click on a form to download and print it.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
K0000204	Aamov	Mokone	Westingole Elementary	Aug 20th, 12:47:58 pm	0%	RESET	Section 1	4% Answered	00:00:25	3		[Print Paper Form]
K0000400	Ainyon	Pride	Westingole Elementary	Aug 14th, 7:51:09 am	0%	RESET	Section 1	54% Answered	00:31:01	3		[Print Paper Form]
K0000012	Abbas	Shah	Deer Valley Elementary	Aug 20th, 10:51:58 pm	0%	RESET	None	0% Answered		3		[Print Paper Form]
K0000052	Abdulrah	Shelton	Elk Creek Elementary	Aug 14th, 9:22:43 am	100%	SUBMITTED	None	100% Answered	00:00:03	2		[Print Paper Form]

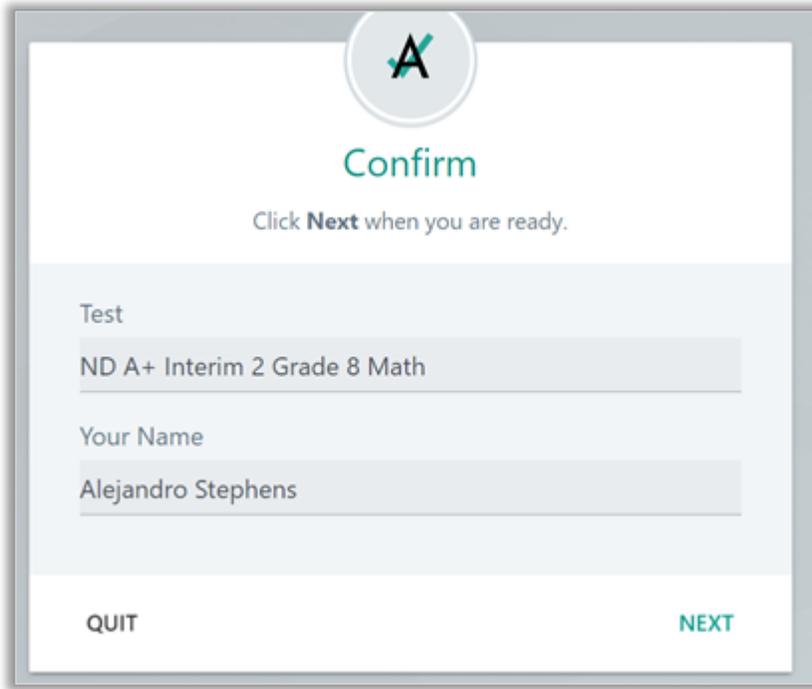
12. After the form is downloaded and printed, check that the student answered all the questions. The School Coordinator/District Administrator, teacher, or Proctor will then open TestNav and use the Test Code that is listed in the Proctor dashboard.
  
13. After the school staff member enters the test code on the home screen in the TestNav app, click **Next**.



14. The teacher will then enter the student's last name and SSID number.



15. The teacher then needs to confirm that they are inputting information for the correct test and the correct student.



The screenshot shows a confirmation screen with the following elements:

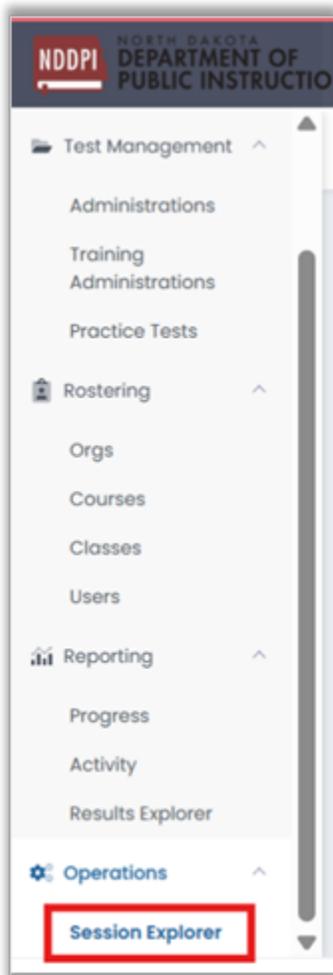
- A large green 'A' icon inside a light blue circle at the top center.
- The word "Confirm" in a green font below the icon.
- The instruction "Click **Next** when you are ready." in a smaller grey font.
- A light blue shaded area containing two input fields:
  - "Test" with the text "ND A+ Interim 2 Grade 8 Math" entered.
  - "Your Name" with the text "Alejandro Stephens" entered.
- At the bottom, two buttons: "QUIT" on the left and "NEXT" on the right, both in a light blue font.

16. After the teacher confirms the correct student information and clicks **Next**, they can start inputting the answers. The paper form and the TestNav form should be an exact match. Please note that the person entering the student responses will not be able to go back to previous questions. If the teacher has any issue confirming the student information or inputting their answers into TestNav, they should contact their School Coordinator.
17. After inputting all answers, the teacher should select **Submit Final Answers** to submit the test for scoring.

## Appendix S: Using Session Explorer in ADAM

ADAM includes a feature that allows District Administrators to access aggregated accommodations information across grades and schools for students in sessions without the need to generate multiple files for each school. The **Session Explorer** tool enables exports based on groups of students across schools, grades, and tests. It can also be used to verify and update accommodations information for upload back into ADAM.

1. Log in to ADAM (<https://ltr.adamexam.com/#/>). From the left-hand menu, navigate to **Operations > Session Explorer** (Note: Only District Administrators will see this option – it is not available for roles below the district level).



- Next to the left-hand menu, a menu of filterable fields will appear. Filters are grouped into four categories: Student Search, Test Information, Report Filters, and Advanced Filters. The type of student information that can be searched ranges from student ID to demographic information.

**You must select a Student or Program or Test or TestCode or Organization to search**

**Clear Search**

**Student Search** ▾  
Student Name or ID ▾

**Session Search** ▾  
Session ID

————— Test Information —————

**Test Program** ▾  
Filter by Program... ▾

**Test Name** ▾  
Filter by Test... ▾

**Test Code** ▾  
Type to search...

**Remote Session** ▾  
 Show Remote Session Only

————— Report Filters —————

**Organization** ▾  
Filter by Organization... ▾

**Test Status** ▾  
Filter by Session status... ▾

**Accommodations** ▾  
Filter by Accommodation... ▾

**Accountability Codes** ▾  
Filter by Accountability Codes ▾

**Score Status** ▾  
Filter by Score Status... ▾

**Advanced Filters** ▾

**Demographics**

Show Deleted Students

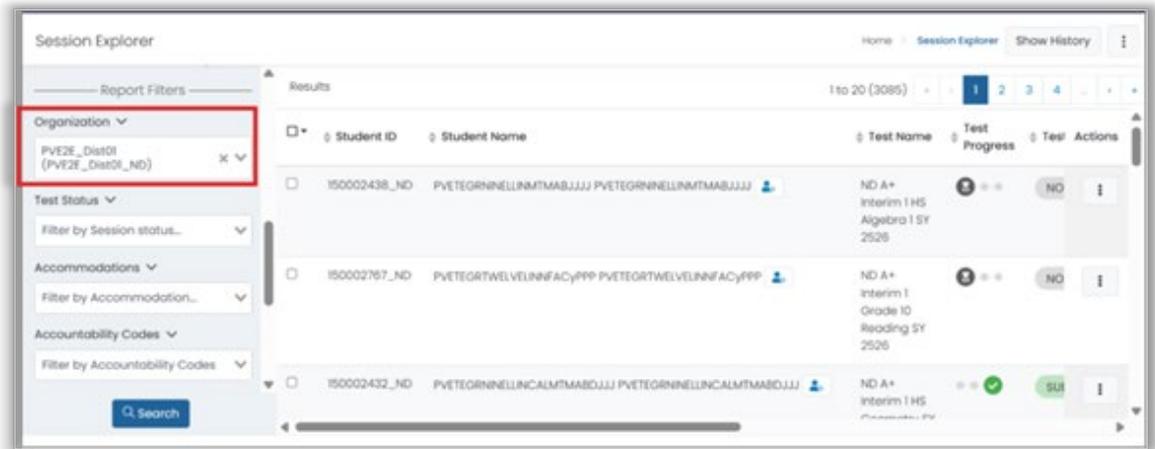
Reviewed

Has Notes

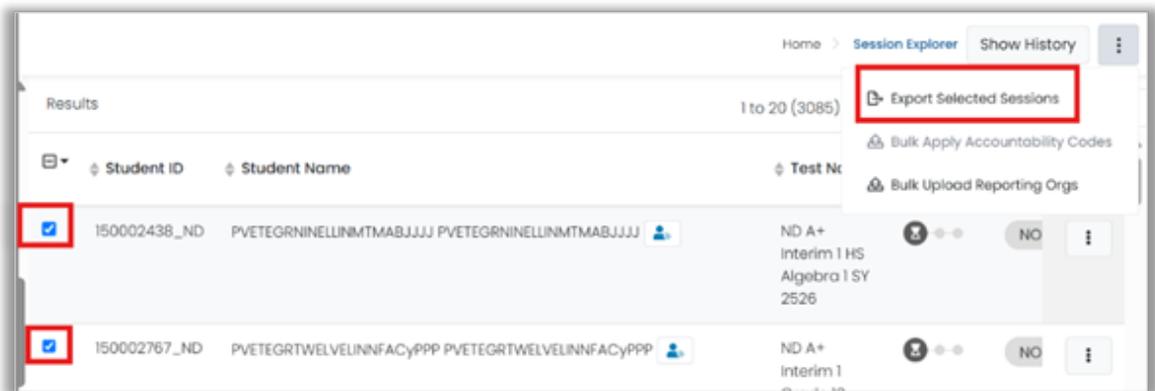
Multiple Reporting Orgs

Enrolled Orgs/Reporting Orgs Mismatch

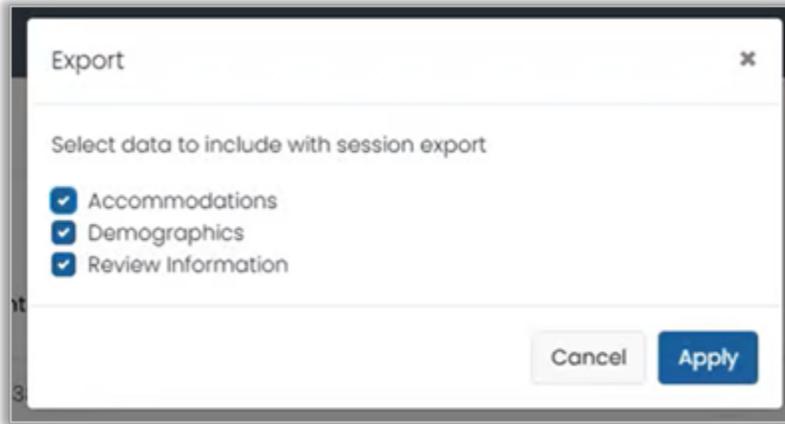
3. Make a selection of fields/filters to search for and click the **Search** button at the bottom. In this example, the organization was chosen as the search criteria. The results will appear in the center of the screen.



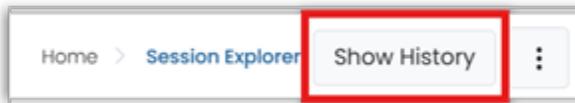
4. Use the checkboxes to select individual students for export or use the checkbox above the list to select the entire page of students or all students. Click the three dots in the upper right to open a menu of options. Select **Export Selected Sessions**. This will generate a report that will list all students selected by the session they appear in.



- In the Export menu, use the checkboxes next to each topic to select how much student data will be included in the exported file. In this example, all the information was selected. Click **Apply** to generate the export.



- Click **Show History** in the upper right corner to navigate to the Session History page where the exported file will be located.



- Within the Session History screen, once the export status shows **Success**, click the **Download** icon to download the exported file.

Name	Job Type	No of Sessions	Status	Percentage	Created by	Created
sessions_881ac70-234e-4e0a-a01d-d90be0ee2472.csv 	SESSION_EXPLORER_EXPORT	2	Success	100%	Yellanki, Raj	2025-10-31 03:04:43 pm
sessions_893298d-5344-43c4-a17b-3a509f4891a.csv 	SESSION_EXPLORER_EXPORT	2	Success	100%	Yellanki, Raj	2025-10-31 03:02:13 pm
sessions_fdfb488-1af1-4690-8908-585c243cb656.csv 	SESSION_EXPLORER_EXPORT	2	Success	100%	Yellanki, Raj	2025-10-31 03:00:00 pm
sessions_f8524eb-2a13-48b3-8a9b-070fbbfee6d.csv 	SESSION_EXPLORER_EXPORT	2	Success	100%	Yellanki, Raj	2025-10-31 02:53:33 pm

