



EduTech
INFORMATION TECHNOLOGY



2025 ND A+ Summative Preparedness Workshop

Objectives



Familiarize participants with the new state testing portal.



Define user roles and responsibilities.



Explain the functionality of the different systems used for testing.



Set up and proctor a test session.



Discuss the necessary steps and tasks needed for each phase of testing (Before, During, and After)



Locate pertinent resources for the ND A+ Summative Assessment

Testing Window and Grade levels tested

-
- Testing Window
 - March 17th-May 9th
 - Testing may be scheduled and occur at any time within the test administration window
 - Grade levels tested for each test:
 - ELA (Reading and Writing) 3-8; 10
 - Math 3-8; 10
 - Science 4,8, & 10
 - There is no specific order in which to administer these



Proposed Testing Times for scheduling



- The ND A+ Summative Assessment is an untimed test. As a newly developed statewide test that has not been administered yet, specific testing time guidance for the spring 2025 administration of the ND A+ Summative Assessment is unable to be provided.
 - Given the assessment design, however, it is anticipated that the testing times will be similar to the NDSA. As an approximation for now, schools and districts may use the NDSA past estimations and same times as last year for logistical planning purposes. In future years, more specific guidance about the ND A+ Summative Assessment testing times will be provided.
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Proposed Testing Times

These are only recommendations and should only be used as a guide for planning and scheduling purposes. The 85th percentile is an estimated percent of students that will complete the test in the time given.

85th Percentile (In Minutes)				
Grade	Reading	Writing	Math	Science
3	150	90	135	
4	120	90	140	115
5	130	90	155	
6	125	90	155	
7	125	90	145	
8	105	90	135	105
10	90	90	135	90

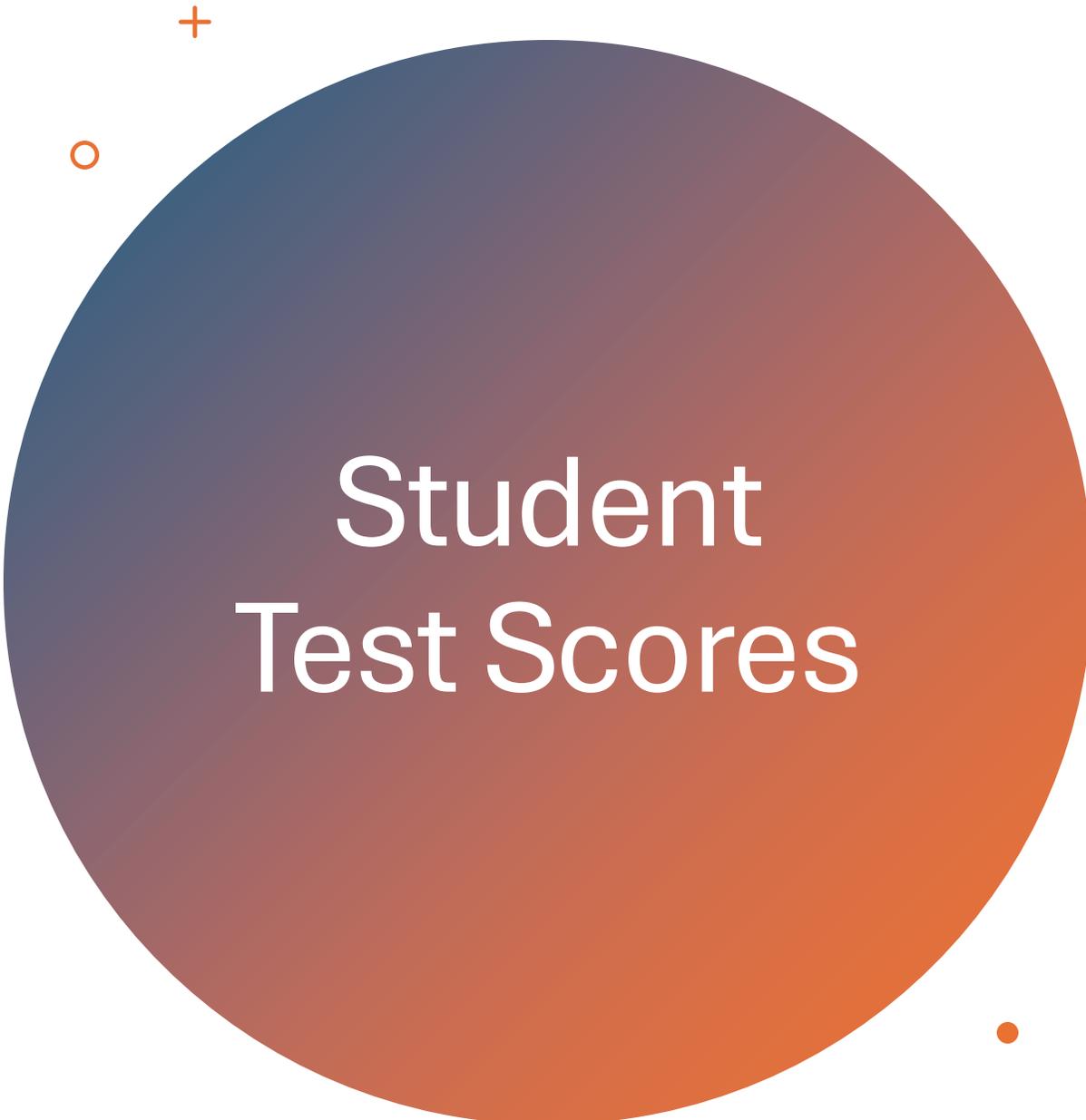
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Student Preparation

- [Student Readiness Tool](#)
 - 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.
- [Practice Tests](#)



Student Test Scores

- Test scores will be available mid-late September for this first year of testing.
 - After this year, test scores should be available in near real time as students complete the tests.
 - You will find test scores in ADAM under the reporting section.
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Exemptions from Testing

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 students who have been in the United States for less than one year and is an English Learner who is 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. This is an exemption, along with a student being a Foreign Exchange student.
4. 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.



Headphones

- All students need to be supplied with headphones as Dynamic Text to Speech is a universal tool on various pieces of every test.

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The ND A+ Portal



ND A+ Portal

Welcome to the North Dakota Academic Progression of Learning and Understanding of Students (ND A-PLUS) assessment system portal, the site for district and school staff to acquire comprehensive knowledge on setting up and administering academic assessments in North Dakota.

[Learn More](#)

<https://ndaplus.mypearsonsupport.com>



ND A+ Portal

Welcome to the North Dakota Academic Progression of Learning and Understanding of Students (ND A-PLUS) assessment system portal, the site for district and school staff to acquire comprehensive knowledge on setting up and administering academic assessments in North Dakota.

[Learn More](#)

Home Page

- Video overview explaining how the various tests piece together
- Login to the various systems (Launchpad, ADAM, NAVVY)



Technology Setup

Use the information and tools on this page to prepare technology for online testing, including downloading or accessing TestNav. TestNav is used to deliver online tests to students.

[Learn More](#)

[Download TestNav](#)

Technology Setup

- [Download TestNav](#) (This is the application students will use to take the test)
- [System requirements guidelines](#)
- [User Guides](#)



Summative Resources

Access manuals and guidance for use by principals/test coordinators and test administrators on the proper administration of the ND A-Plus assessments.

Learn More

Administration Resources

- User Guides ([Test Administration Manual](#)) TAM
- Trainings ([Proctor Certification PowerPoint](#))
- Test blueprints
- ELA and Math Achievement/Proficiency level descriptions



Training

Access short training modules that provide a step-by-step walkthrough on using ADAM and tasks for online testing. Additionally, access previously recorded live trainings.

[Learn More](#)

Training Tab

- Most if not all the content on this tab relates more closely to the Interim tests. You will find all trainings related to the summative test in the [Administration Resources > Summative Resources Page](#)

Practice Tests

Explore a range of valuable resources, including practice tests, the Student Readiness Tool (SRT), and more, designed to empower educators in effectively preparing students for testing.

[Learn More](#)[Access SRT](#)

Practice Tests Page

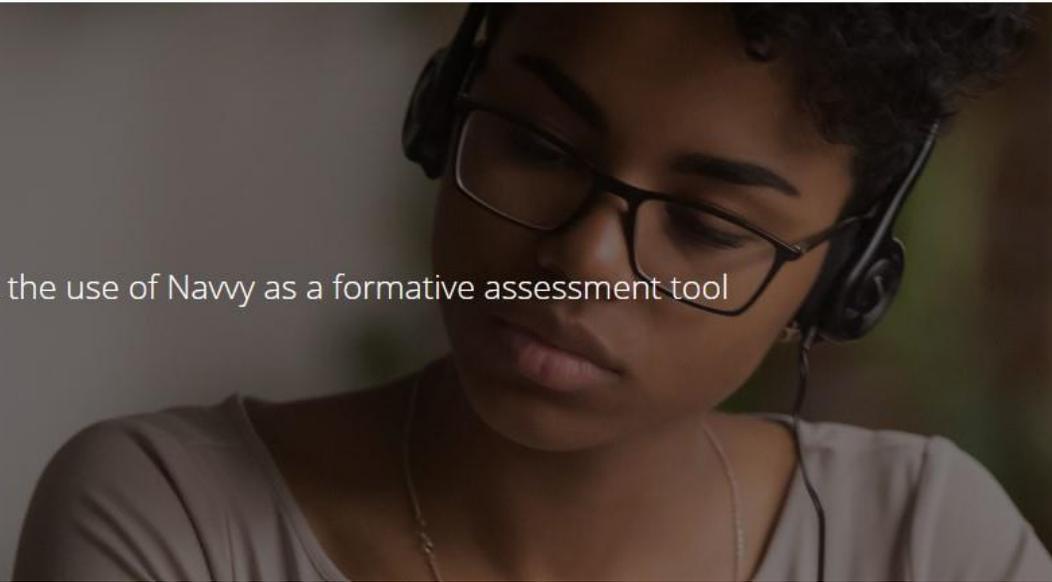
- Practice tests for each grade levels' assessment



Navy

Explore resources to support the use of Navy as a formative assessment tool in the classroom.

[Learn More](#)



Navy Page

- This will not be explored during this workshop
- Feel free to visit this page in the future if you are using the A + Interim Assessments

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- Systems used for test delivery and management



The various systems



LaunchPad

LaunchPad offers a unified login experience, giving users centralized access to their assessment applications.

[Sign In](#)



ADAM

This link is used for proctoring an assessment only. Select this link and choose "Proctor a Test".

For logging into ADAM, select the LaunchPad link to the left.

[Launch ADAM](#)



Navy

Introducing Navy! A formative assessment tool designed to provide teachers instructionally relevant information about student learning.

[Learn More](#)



LaunchPad

LaunchPad offers a unified login experience, giving users centralized access to their assessment applications.

Sign In

LaunchPad

- Single sign-on and this is the **only place** you need to log into to access other systems you may have access to.
 - This will always be the first place you log in when getting to other systems.



ADAM

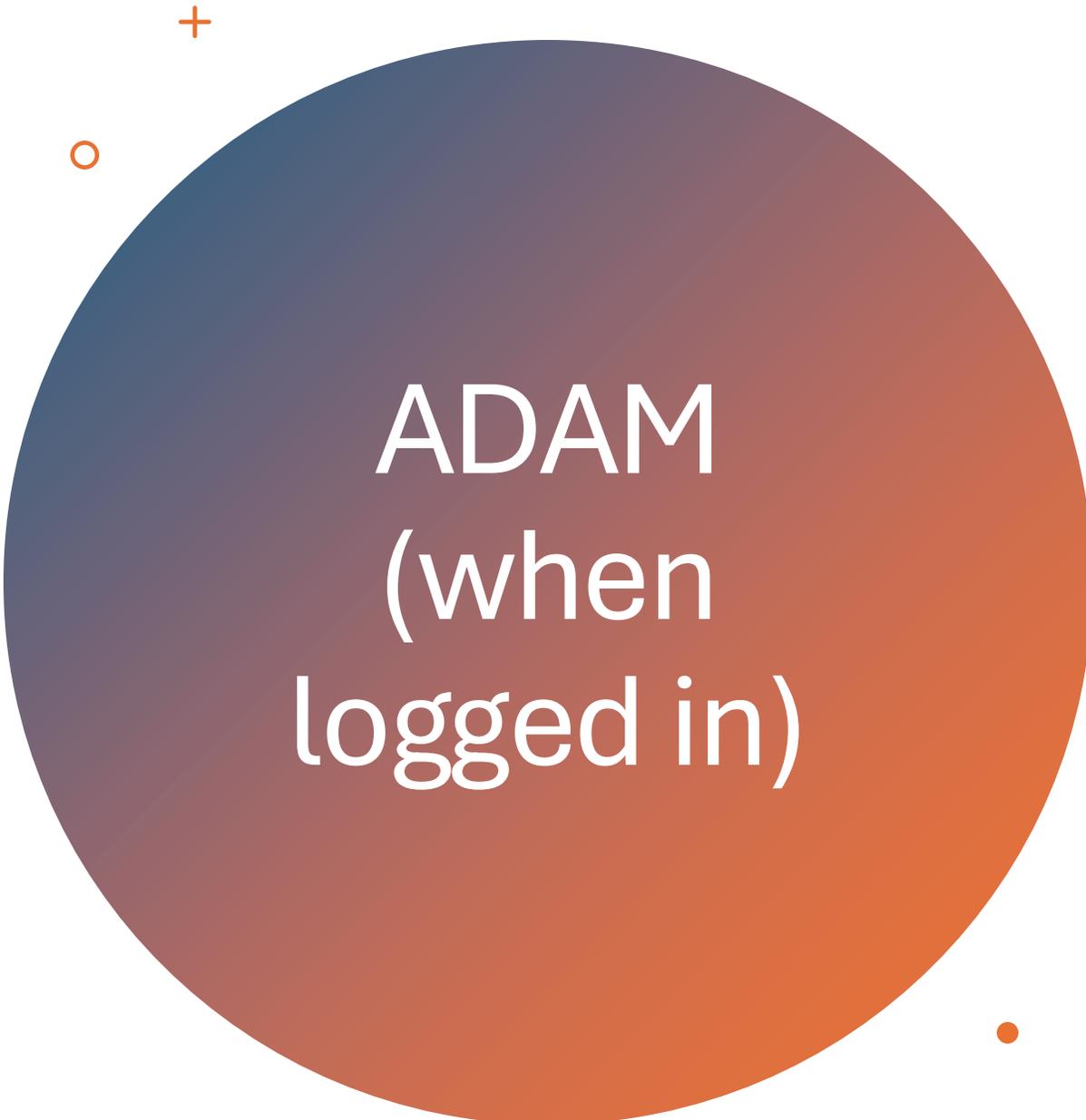
This link is used for proctoring an assessment only. Select this link and choose "Proctor a Test".

For logging into ADAM, select the LaunchPad link to the left.

Launch ADAM

ADAM

- Use this link directly from the portal when proctoring an assessment only.
- Proctors **DO NOT** need an account to proctor a test through ADAM.
- 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.



ADAM (when logged in)

These will all be demonstrated a bit later

- Administer Tests (District Administrator, School Coordinator, Teacher)
- View users (log in as other roles to troubleshoot issues)
- View Students
- Make Designated Support and Accommodation edits.
- View testing progress reports.
- View Student Results when available.
- Create Proctor Groups

Tech Setup

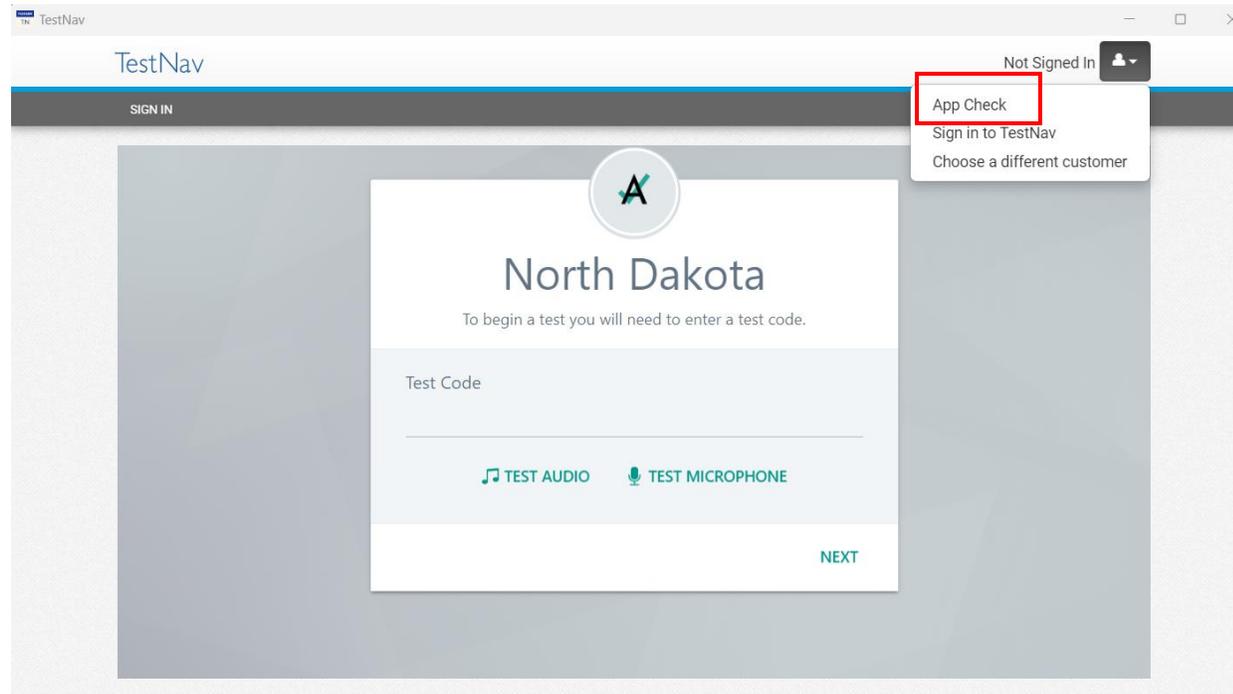


TestNav

- TestNav is the application that will be used on all testing devices for students to take the summative assessments.
- Must be installed on all testing devices.
- [TestNav Setup page](#)

TestNav App Check

- It is highly recommended that students or school technical support complete the App Check prior to the summative test day to minimize technical issues on the day of testing. The steps to run the App Check can be found in Appendix B in the [Test Administration Manual](#).



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 locations: [Technology Setup | ND A+ Portal](#)
- Tech setup best practices document.
 - Portal>Technology Setup>User Guides>[Best Practices](#)

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 all devices that will be used for testing. 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 877-227-5009 or use the online support form with any technical questions. • Find more information about site readiness on the ND A+ Summative Assessment Technology Setup page.

Test Device Management

- ✓ 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.

User Roles and Responsibilities

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Pages 12-14 in Test Administration Manual

User Access

Role	ADAM Access
Proctor	Can access the Proctor Dashboard in ADAM but not the student reports or other functions permissioned for the teacher role.
Teacher	Access to the proctor dashboard for administration, in addition to accessing class and individual student reports.
School Admin	Access to rostering functions, proctor groups and reports and report exports.
District Admin	Includes all access as School Admin plus additional administrative functions.

District Admin

By default, this role is assigned to the Superintendent in most, if not all cases.

This individual is responsible for the overall coordination and administration of testing at the district level.

They are responsible for ensuring that the School Coordinators in each school are aware of policies and procedures and are aware of where to locate resources for proper training.

School Admin

This role is also assigned by default and in most cases will be assigned to each building's principal.

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.

School Admin/School Coordinator Responsibilities

- Work with technical 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

User Management

Adding Site and District Admin Users: Site and district admin users can be manually added to LaunchPad by NDDPI. To request additional site and district admin users, please email Kara or Stan with the following information:

- School/District
- Role (Site or District Admin)
- First and Last Name
- Email Address

Note: No users should or can be created by district or school staff

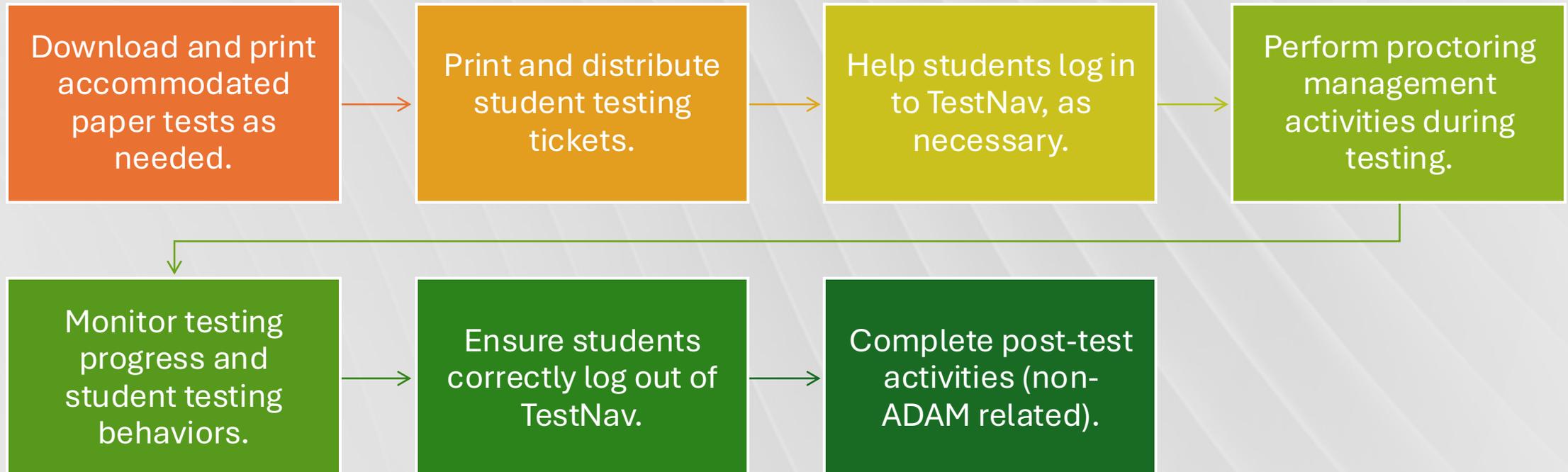
Proctor

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 Test Administration Manual. A teacher may serve as a proctor, as can other school and district personnel.

A Proctor does **NOT** need a login to proctor a test.

- Who May Act as Testing Proctor?
 - Current educators, school administrative or clerical employees, student teachers, paraprofessionals, substitute teachers, etc. may be selected as proctors if they receive proper training in administration of 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 have a completed Proctor Certification on file.
- Who May Not Act as Testing Proctor?
 - Volunteers and high school students may not act as testing staff

Proctor Responsibilities



Proctor Preparations

- **District Administrators must** complete an assurance each year prior to the beginning of the testing window certifying that all staff members involved in the ND A+ Summative Assessment administration have been thoroughly trained and meet the proctor certification guidelines below. The assurance form is located here: <https://tinyurl.com/NDTrainingConfirmation>
- Review and read the entire [Test Administration Manual](#) and adhere to the policies and procedures set forth
- Completed training on using the Assessment Delivery and Management platform (ADAM) and administering tests, including but not limited to:
 - Accessing the ND A+ Portal at [Home | ND A+ Portal](#)
 - Reviewing the [Proctor Certification PowerPoint](#) on the ND A+ Portal under Administration Resources > Summative Resources > Training > Proctor Certification PowerPoint.
 - Completing the [Proctor Training course](#).
 - Exploring the student preparedness resources on the ND A+ Portal under the Practice Tests tab.
 - Student Readiness Tool
 - Practice Tests

Teacher

- Same as Proctor role but:
 - If access to ADAM is granted, a teacher role would be able to proctor tests through their ADAM dashboard (it's not required they do it this way).
 - Doesn't change anything whether they proctor tests through their ADAM dashboard or accessing it the way a Proctor role does.
 - Teacher role would be able to access students' performance results in ADAM.
- DPI is working on bringing over Math, English, and Science teachers to the system so districts won't have to request those to be created each time a teacher wants access to ADAM so they can access student performance reports.
- If a special education teacher or other content teachers need access to student reports, access would have to be requested through DPI.

Technical Coordinator

- 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.

Technical Coordinator Responsibilities

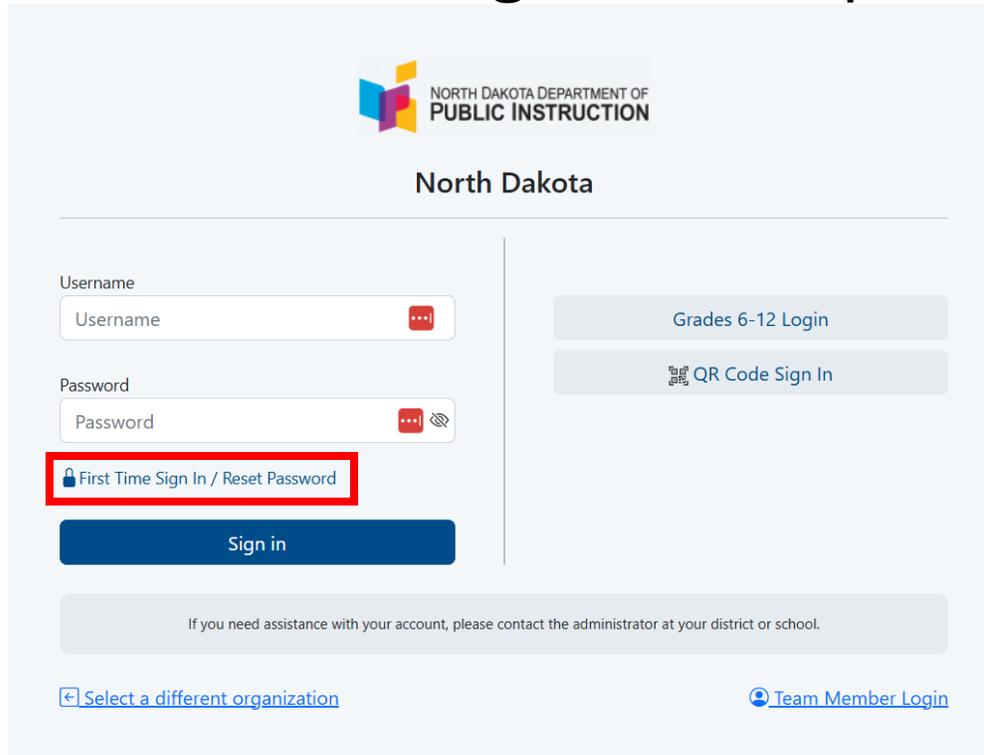
- Ensure testing devices meet all requirements for online testing.
- Install necessary software, including TestNav.
- Prepare administrator and student testing devices.
- Troubleshoot technical issues during the test administration window.
- Communicate with testing administrator about the status of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

Recap of Roles 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 technical 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 Testing Administrator	/	/	/
Download and print any necessary accommodated assessments (standard paper, large print, Braille, human reader companion books)	/	/	/
Print and distribute student testing tickets	/	/	/
Help students log in to TestNav, as necessary	/	/	/
Monitor testing progress and student testing behavior	/	/	/
Ensure students correctly log out of TestNav	/	/	/

Break Time

- If you are unsure if you have an account in Launchpad/ADAM, please go to [Home | ND A+ Portal](#) and click on LaunchPad Sign In and then click the first time sign in/reset password link.



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

North Dakota

Username
Username

Password
Password

[First Time Sign In / Reset Password](#)

Sign in

Grades 6-12 Login

QR Code Sign In

If you need assistance with your account, please contact the administrator at your district or school.

[Select a different organization](#)

[Team Member Login](#)

Task's Demo in ADAM

- Administer Tests (District Administrator, School Coordinator, Teacher)
- View users (log in as other roles to troubleshoot issues)
- View Students
- Make irregularity requests (pages 10-11 in the TAM)
- Make Designated Support and Accommodation edits (pages 24-29 in the TAM)
- Enter Non-Participation codes. (Pages 55-56 in the TAM)
- View testing progress reports.
- View Student Results when available.
- Create Proctor Groups

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Proctor Groups

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Proctor Group Creation Options

For each grade and content area, a proctor group test code and proctor is needed. Schools have three options for creating proctor groups. (pages 21-22 in the TAM)

Directions to create proctor groups are in Appendix D in the Test Administration Manual: 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 don't 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 “create proctor group test code” and proctor 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.

How to set up proctor
groups and proctor a
session for each option

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Option 1

School Test Coordinators
create the proctor groups
and add students to each
group

Administrations

Current 51 Past 31

View: [Grid] [List]

Hide Filter

Search by Administration Name

Filter

Sort by: Date created - Oldest

- Home
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- Administrations
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- Progress
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PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test ND A+ Interim 2 Kindergarten Math SY 2425

Organization PV State ND

- View
- Export
- Print Cards
- Print Cards (PG Create Only)

PVE2E_ND A+ Interim 2 Grade 1 Math SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test ND A+ Interim 2 Grade 1 Math SY 2425

Organization PV State ND

PVE2E_ND A+ Interim 2 Grade 1 Reading SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test ND A+ Interim 2 Grade 1 Reading SY 2425

Organization PV State ND

PVE2E_ND A+ Interim 2 Kindergarten Reading SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test ND A+ Interim 2 Kindergarten Reading SY 2425

Organization PV State ND

← PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425: **Proctor Groups**

3

PROCTOR GROUPS

+ Create Group

Upload Group

60

STUDENTS

60

ASSIGNED

0

UNASSIGNED

View Unassigned

TEST CODE **NHE7EG** PASSWORD **P2FSE4**

Search by Proctor Group Name or Student Information

Hide Empty

1 to 3 (3) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
PVE2E_KGMath ManualTesting	PVE2E_Dist01Sch01	5	6UA442	QRECE7	<div style="width: 20%;"></div>	
PVE2E_KGMath MATT Testing	PVE2E_Dist01Sch01	27	DBRUFZ	TPWSE6	<div style="width: 100%;"></div>	
PVE2E_KGMath MATT SPANISH	PVE2E_Dist01Sch01	28	YHUXUG	RY4VTW	<div style="width: 30%;"></div>	

- Home
- System
- Profile
- Test Management**
- Administrations
- Rostering
- Orgs
- Courses
- Classes
- Users
- Reporting
- Progress
- Activity
- Performance

- ☰
- Home
- System
- Profile
- Test Management
- Administrations
- Rostering
- Orgs
- Courses
- Classes
- Users
- Reporting
- Progress
- Activity
- Performance

← PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425: **Create 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
 x v
Select Your School
 x v

 Students (0)

None

Add
+

Cancel

Add Students



Search by student name...

Show additional filters

Add 7 Students

(0) Students In Proctor Group

1 to 7 (7)

« ‹ 1 › »

Organization	Identifier	Last Name	Test Status	Accommodation	Actions
VE2E_Dist01Sch01	150000517_ND	PVETEGRKGLINCCMINTMAXAAB	NOT STARTED	1	+
VE2E_Dist01Sch01	150000502_ND	PVETEGRKGLINCCNAAAA	NOT STARTED	1	+
VE2E_Dist01Sch01	150000468_ND	PVETEGRKGLINDTTSACAAB	NOT STARTED	1	+
VE2E_Dist01Sch01	150000478_ND	PVETEGRKGLINDTTSAINCAAB	NOT STARTED	1	+
VE2E_Dist01Sch01	150000518_ND	PVETEGRKGLINDTSMINTMAXAAB	NOT STARTED	1	+
VE2E_Dist01Sch01	150000494_ND	PVETEGRKGLINMAGALTINCAAA	NOT STARTED	1	+
VE2E_Dist01Sch01	150000499_ND	PVETEGRKGLINMAGALTINCAAB	NOT STARTED	1	+

Close

Proctor Group Name

Summative Kindergarten Math_last name of teacher?

Testing School Setup

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

Select Your District

PVE2E_Dist01



Select Your School

PVE2E_Dist01Sch01



Add

Students (7)



First Name	Last Name	Test Status	Actions
PVETEGRKGLINCCMINTMAXAAB	PVETEGRKGLINCCMINTMAXAAB	NOT STARTED	
PVETEGRKGLINCCNAAAA	PVETEGRKGLINCCNAAAA	NOT STARTED	
PVETEGRKGLINDTTSACAAB	PVETEGRKGLINDTTSACAAB	NOT STARTED	
PVETEGRKGLINDTTSAINCAAB	PVETEGRKGLINDTTSAINCAAB	NOT STARTED	
PVETEGRKGLINDTTSMINTMAXAAB	PVETEGRKGLINDTTSMINTMAXAAB	NOT STARTED	
PVETEGRKGLINMAGALTINCAAA	PVETEGRKGLINMAGALTINCAAA	NOT STARTED	
PVETEGRKGLINMAGALTINCAAB	PVETEGRKGLINMAGALTINCAAB	NOT STARTED	

Cancel

Submit

- Home
- System
- Profile
- Test Management
- Administrations
- Rostering
- Orgs
- Courses
- Classes
- Users
- Reporting
- Progress
- Activity
- Performance

← PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425: **Proctor Groups**

4 PROCTOR GROUPS + Create Group
↑ Upload Group

60 STUDENTS

60 ASSIGNED | **0** UNASSIGNED View Unassigned

TEST CODE NHE7EG **PASSWORD** P2FSE4

Search by Proctor Group Name or Student Information Hide Empty 1 to 4 (4) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
PVE2E_KGMath ManualTesting	PVE2E_Dist01Sch01	3	6UA442	QRECE7	<div style="width: 100%; height: 10px; background-color: green;"></div>	⊞ ▶
PVE2E_KGMath MATT Testing	PVE2E_Dist01Sch01	27	DBRUFZ	TPWSE6	<div style="width: 100%; height: 10px; background-color: green;"></div>	⊞ ▶
PVE2E_KGMath MATT SPANISH	PVE2E_Dist01Sch01	20	YHUXUG	RY4VTW	<div style="width: 75%; height: 10px; background-color: green;"></div>	⊞ ▶
Summative Kindergarten Math_last name of teacher?	PVE2E_Dist01Sch01	10	MHKBMW	UBMBG3	<div style="width: 0%; height: 10px; background-color: gray;"></div>	⊞ ▶

ND A+ Portal

Welcome to the North Dakota Academic Progression of Learning and Understanding of Students (ND A-PLUS) assessment system portal, the site for district and school staff to acquire comprehensive knowledge on setting up and administering academic assessments in North Dakota.

[Learn More](#)

Overview

Select the video below to gain a better understanding of the ND A+ balanced system of assessment and its formative, interim and summative components.

[Watch Video](#)

 **LaunchPad**

LaunchPad

LaunchPad offers a unified login experience, giving users centralized access to their assessment applications.

[Sign In](#)


ADAM
Assessment Delivery and Management

ADAM

This link is used for proctoring an assessment only. Select this link and choose "Proctor a Test".

For logging into ADAM, select the LaunchPad link to the left.

[Launch ADAM](#)

 **NAVY**

Navy

Introducing Navy! A formative assessment tool designed to provide teachers instructionally relevant information about student learning.

[Learn More](#)

Login to Proctor a Test

Enter Test Code

Enter Proctor Password

Confirm

Proctor Group Name

Summative Kindergarten Math_last name of teacher?

Confirm

Testing Information

Test: ND A+ Interim 2 Kindergarten Math
Administration: PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425
Proctor Group: Summative Kindergarten Math_last name of teacher?
Testing School: PVE2E_Dist01Sch01

Actions

Test Code: MHKBMW
Proctor Password: UBMBG3
 Print Cards

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Steve

Proctor Last Name

Deziel

Save

All 7 | Not Started 7 | In Progress 0 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 0

Group Actions:



Search...

Auto Refresh (5 mins) 1 to 7 (7) « ‹ 1 › »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
PVETGRKGLINCCMINTMAXAAB PVETGRKGLINCCMINTMAXAAB	150000517_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETGRKGLINCCNAAAA PVETGRKGLINCCNAAAA	150000502_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETGRKGLINDTTSACAAB PVETGRKGLINDTTSACAAB	150000468_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETGRKGLINDTTSAINCAAB PVETGRKGLINDTTSAINCAAB	150000478_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETGRKGLINDTTSMINTMAXAAB PVETGRKGLINDTTSMINTMAXAAB	150000518_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETGRKGLINMAGALTINCAA PVETGRKGLINMAGALTINCAA	150000494_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETGRKGLINMAGALTINCAAB PVETGRKGLINMAGALTINCAAB	150000499_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		

Testing Information

Test: ND A+ Interim 2 Kindergarten Math
Administration: PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425
Proctor Group: Summative Kindergarten Math_last name of teacher?
Testing School: PVE2E_Dist01Sch01

Config Information

Test Window: 11/14/24 - 02/21/25
Proctor Name: Steve Deziel
Kiosk Only: Yes

Actions

Test Code: MHKBMW ↗
Proctor Password: UBMBG3
[Print Cards](#)

Exited

All 7 | Not Started 7 | In Progress 0 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 0

Group Actions:



Search...



Auto Refresh (5 mins)

1 to 7 (7)



Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
PVETEGRKGLINCCMINTMAXAAB PVETEGRKGLINCCMINTMAXAAB	150000517_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETEGRKGLINCCNAAAA PVETEGRKGLINCCNAAAA	150000502_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETEGRKGLINDTTSACAAB PVETEGRKGLINDTTSACAAB	150000468_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETEGRKGLINDTTSAINCAAB PVETEGRKGLINDTTSAINCAAB	150000478_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETEGRKGLINDTSMINTMAXAAB PVETEGRKGLINDTSMINTMAXAAB	150000518_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETEGRKGLINMAGALTINCAAA PVETEGRKGLINMAGALTINCAAA	150000494_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		
PVETEGRKGLINMAGALTINCAAB PVETEGRKGLINMAGALTINCAAB	150000499_ND	PVE2E_Dist01Sch01	Not Started		NOT STARTED	None	None		1		

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Option 2

Proctors create
proctor groups

- Home
- System
- Test Management
 - Administrations
- Rostering
- Orgs
- Courses
- Classes
- Users
- Reporting

Administrations

Current 51 Past 31

View: [Grid] [List]

Hide Filter

Search by Administration Name

Filter

Sort by: Date created - Oldest

PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test: ND A+ Interim 2 Kindergarten Math SY 2425

Organization: PV State ND

View

Export

Print Cards

Print Cards (PG Create Only)

PVE2E_ND A+ Interim 2 Grade 1 Math SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test: ND A+ Interim 2 Grade 1 Math SY 2425

Organization: PV State ND

PVE2E_ND A+ Interim 2 Grade 1 Reading SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test: ND A+ Interim 2 Grade 1 Reading SY 2425

Organization: PV State ND

PVE2E_ND A+ Interim 2 Kindergarten Reading SY 2425

11/14/24 - 02/21/25 ACTIVE

60 STUDENTS

PROCTOR GROUPS

Sessions

Test: ND A+ Interim 2 Kindergarten Reading SY 2425

Organization: PV State ND

- Home
- System
- Test Management
- Administrations
- Rostering
- Orgs
- Courses
- Classes
- Users
- Reporting

← PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425: Proctor Groups

4 PROCTOR GROUPS + Create Group
60 STUDENTS Upload Group

50 ASSIGNED | **10** UNASSIGNED View Unassigned

TEST CODE NHE7EG PASSWORD P2FSE4

Search by Proctor Group Name or Student Information Hide Empty 1 to 4 (4) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
PVE2E_KGMath ManualTesting	PVE2E_Dist01Sch01	3	6UA442	QRECE7	<div style="width: 100%; height: 10px; background-color: green;"></div>	⋮ ▶
PVE2E_KGMath MATT Testing	PVE2E_Dist01Sch01	27	DBRUFZ	TPWSE6	<div style="width: 100%; height: 10px; background-color: green;"></div>	⋮ ▶
PVE2E_KGMath MATT SPANISH	PVE2E_Dist01Sch01	13	YHUXUG	RY4VTW	<div style="width: 100%; height: 10px; background-color: green;"></div>	⋮ ▶
Summative Kindergarten Math_last name of teacher?	PVE2E_Dist01Sch01	7	MHKBMW	UBMBG3	<div style="width: 0%; height: 10px; background-color: gray;"></div>	⋮ ▶

ND A+ Portal

Welcome to the North Dakota Academic Progression of Learning and Understanding of Students (ND A-PLUS) assessment system portal, the site for district and school staff to acquire comprehensive knowledge on setting up and administering academic assessments in North Dakota.

[Learn More](#)

Overview

Select the video below to gain a better understanding of the ND A+ balanced system of assessment and its formative, interim and summative components.

[Watch Video](#)

 LaunchPad

LaunchPad

LaunchPad offers a unified login experience, giving users centralized access to their assessment applications.

[Sign In](#)


Assessment Delivery and Management

ADAM

This link is used for proctoring an assessment only. Select this link and choose "Proctor a Test".

For logging into ADAM, select the LaunchPad link to the left.

[Launch ADAM](#)

 NAVY

Navy

Introducing Navy! A formative assessment tool designed to provide teachers instructionally relevant information about student learning.

[Learn More](#)

Login to Proctor a Test

Enter Test Code

Enter Proctor Password

New Proctor Group

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.

Proctor Group Name

Grade 4 Math_Deziel_SY24-25

Select Your District

PVE2E_Dist01



Select Your School

PVE2E_Dist01Sch01



Proctor First Name

Steven



Proctor Last Name

Deziel

Proctor Email Address

steven.deziel@k12.nd.us

An automated email will be sent to this email address to provide the Test Code and Proctor Password.

Confirm

Your New Proctor Session information for PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425 in ADAM

AS

ADAM Assessment System <noreply@mail.adamexam.com>

To: ● Steven Deziel

   Reply  Reply all  Forward   

Thu 2/6/20

You don't often get email from noreply@mail.adamexam.com. [Learn why this is important](#)

Hello Deziel,

Welcome to the ADAM Assessment Delivery and Management system. A proctor session has been created for PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425.

Please find the proctor log in credentials.

- Test Code: **6JQ6CX**
- Proctor Password: **P5HVTW**

To log in to this proctor dashboard again, go to [ADAM™](#) and click on the Proctor Login button. Then enter this test code and proctor password into the form.

If you have questions about this account, please contact your Assessment Program administrator.

Happy Testing!
The ADAM Team

Testing Information

Test: ND A+ Interim 2 Kindergarten Math
Administration: PVE2E_ND A+ Interim 2 Kindergarten Math SY 2425
Proctor Group: Grade 4 Math_Deziel_SY24-25
Testing School: PVE2E_Dist01Sch01

Config Information

Test Window: 11/14/24 - 02/21/25
Proctor Name: Steven Deziel
Kiosk Only: Yes

Actions

Test Code: 6JQ6CX
Proctor Password: P5HVTW

Filter buttons: All (0), Not Started (0), In Progress (0), Paused (0), Submitted (0), Needs Attention (0), Exited (0)

Group Actions:



Search...

Refresh icon, Auto Refresh (5 mins) toggle, 1 to 0 (0) pagination

Table header with columns: Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, Actions

There are no records to show

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Option 3

Teachers create
proctor groups from
their classes



Home

 Home System 

Profile

 My Classes Student Performance

2024/2025 ND A+ Interim and Sum...

Posted on Aug 2, 2024

Announcement

ND A+ Interim Testing Windows:

Winter: 12/9/2024 - 02/21/2025

Spring: 03/17/2025 - 05/16/2025

ND A+ Summative Testing Window:

03/17/2025 - 05/09/2025

Summative Accommodation Upload

Posted on Jan 13, 2025

News

In preparation for the Summative assessment window opening 3/17/25, we are making updates to the accommodation profiles within ADAM. **Please do not manually edit, within ADAM only, any summative accommodations until after mid-February** as DPI will be uploading a one-time accommodation file at that time.

- 
-  Home
-  System
- Profile
-  **My Classes**
-  Student Performance

My Classes

Home > My Classes

Welcome Back, **Demo Teacher**

View All ▾

Grade 10 Reading

Demo Teacher Demo Teacher

56

STUDENTS

Periods

Grade: **10**

Session(s): **2024-2025**

Class Code: **Grade 10
Internal**

Grade 5 Math

Demo Teacher Demo Teacher

56

STUDENTS

Periods

Grade: **05**

Session(s): **2024-2025**

Class Code: **Grade 5
Internal**

Kindergarten Internal

Demo Teacher Demo Teacher

80

STUDENTS

Periods

Grade: **KG**

Session(s): **2024-2025**

Class Code: **Kindergarten
Internal**

- Home
- System
- Profile
- My Classes
- Student Performance

← Class Report

Home > My Classes > Class Overview

Grade 10 Reading

Periods: Grade: 10 Session(s): 2024-2025

40 STUDENTS **2** ADMINISTRATIONS

District Tests **2** View: Roster **Administration**

Test Program: ND 2024-2025 Gr 3-8

Search Administrations Filter Administrations Sort By: Most Recent

PV DE Testing ND A+ Interim 2 Grade 5 Reading SY 2425 Grade: 05 Reading Dec 12, 2024 - Feb 21, 2025	TEST PROGRESS 0% SCORED	No Scores Available
PVE2E_ND A+ Interim 2 Grade 5 Math SY 2425 Grade: 05 Math Nov 14, 2024 - Feb 21, 2025	TEST PROGRESS 0% SCORED	No Scores Available



Test Report: PV DE Testing ND A+ Interim 2 Grade 5 Reading SY 2425

Program: ND 2024-2025 Gr 3-8

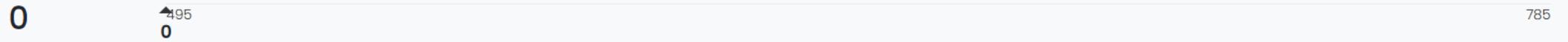
PV DE Testing ND A+ Interim 2 Grade 5 Reading SY 2425

Dec 12, 2024 - Feb 21, 2025 Grade: 05 Reading

Grade 10 Reading



AVG SCALE SCORE



SCORE GROUPS

Score Group Details

Performance Comparison

ISR Export Export Report

Student	Test Progress	Scale Score	Performance Level	Lexile	RC1	RC2
PVETGRFIVELINMTMAACrrr, P VETGRFIVELINMTMAACrrr	Not Started	-	-	-	-	-
PVETGRFIVELINMTMAAJrrr, PV ETEGRFIVELINMTMAAJrrr	Not Started	-	-	-	-	-
PVETGRFIVELINMTMAANrrr, PV ETEGRFIVELINMTMAANrrr	Not Started	-	-	-	-	-

Testing Information		Config Information		Actions	
Test:	ND A+ Interim 2 Grade 5 Reading	Test Window:	12/12/24 - 02/21/25	Test Code:	JPZ75Q 
Administration:	PV DE Testing ND A+ Interim 2 Grade 5 Reading SY 2425	Proctor Name:	 Demo Teacher McKillip	Proctor Password:	4X7F6F
Proctor Group:	Grade 10 Reading - Grade 10 Internal	Kiosk Only:	Yes		
Testing School:	PVE2E_Dist01SCH05				

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

Group Actions:




 Auto Refresh (5 mins)
1 to 0 (0)

«
«
1
»
»

Testers	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
There are no records to show											



The Proctor Dashboard



Testing Information		Config Information		Actions	
Test:	ND A+ Interim 2 Grade 5 Reading	Test Window:	12/12/24 - 02/21/25	Test Code:	JPZ75Q 
Administration:	PV DE Testing ND A+ Interim 2 Grade 5 Reading SY 2425	Proctor Name:	 Demo Teacher McKillip	Proctor Password:	4X7F6F
Proctor Group:	Grade 10 Reading - Grade 10 Internal	Kiosk Only:	Yes		
Testing School:	PVE2E_Dist01SCH05				

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

Group Actions:




 Auto Refresh (5 mins)
1 to 0 (0)
«
«
1
»
»

Testers	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
---------	------------	------	--------------	---------------	-------------	------------------	---------------	---------------	---------------	------	---------

There are no records to show

Below is a list and description of the information you'll find 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 and
- 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.
- 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

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 - • Universal Features, Designated Supports, and Accommodations

Pages 26-31 in the Test Administration 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.

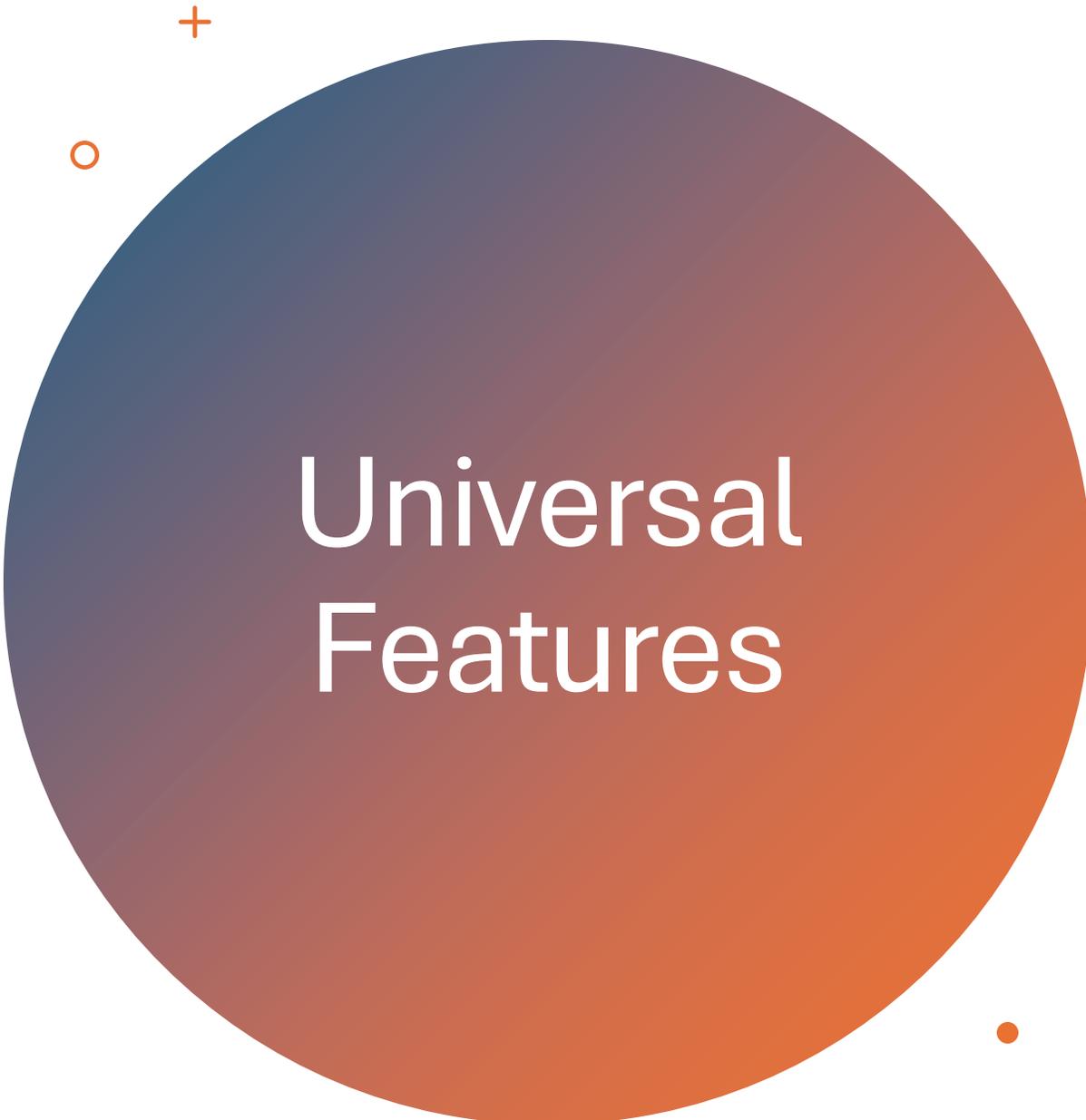
Embedded features should be assigned to students at least twenty-four hours prior to testing so the correct feature is ready when testing starts. To manually update a student's embedded features settings, use the directions located in Appendix F: Updating Student Accommodations.

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

- **Key Terms**

- Embedded-digitally provided within the test platform.
- Non-embedded-non-digitally or locally provided.

For more specific information on Accessibility, please reference the [ND Accessibility Manual](#)



Universal Features

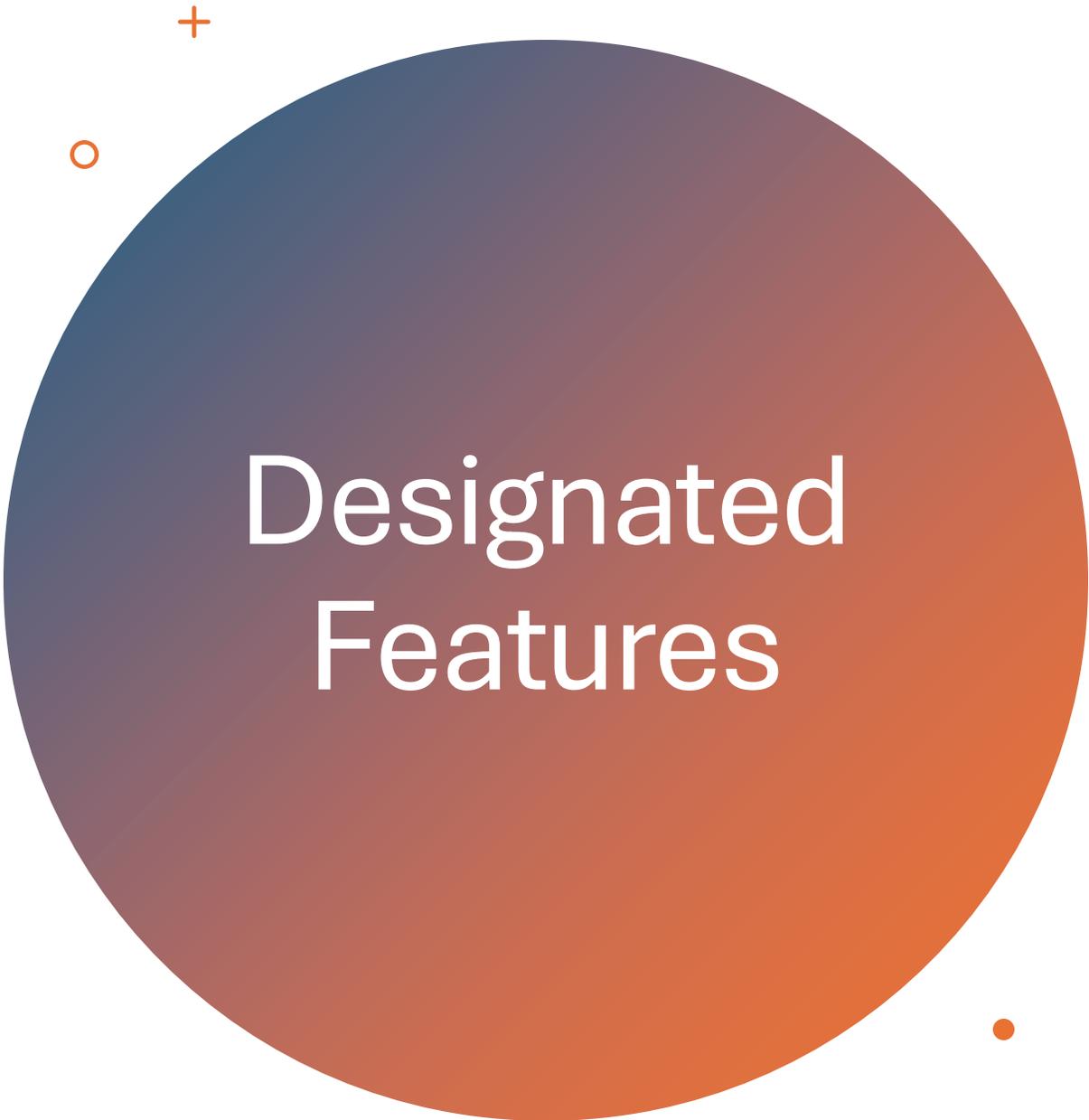
- Universal features are accessibility supports that are available to all students. These features are embedded in TestNav or can be non-embedded.
- 

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 all grades in Math, Writing and Science, voice must be installed to enable Dynamic Text to Speech (DTTS) for Spanish tests.</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.
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	Students can access a digital ruler for items requiring one.
Protractors	Math	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.



Designated Features

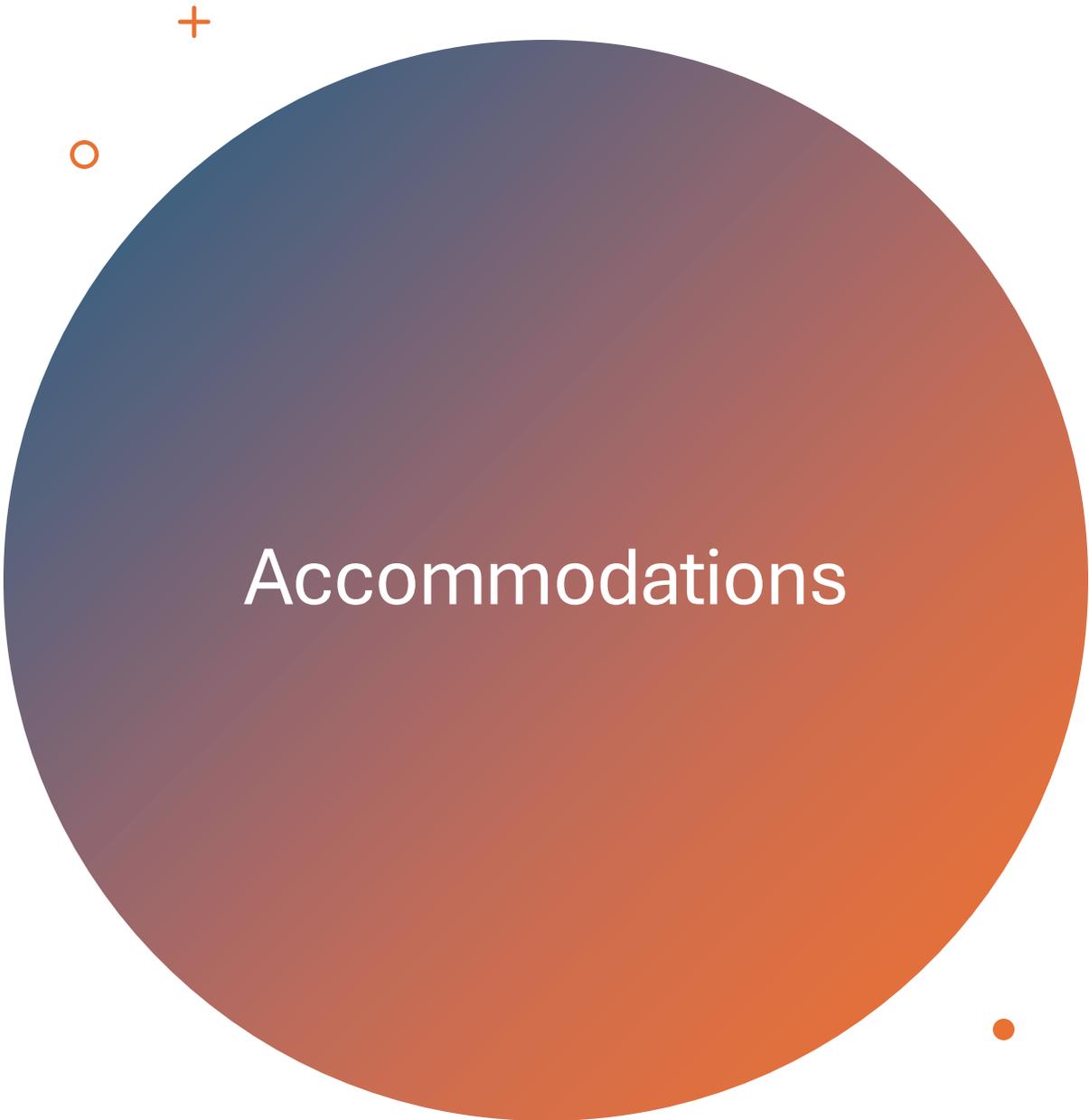
- Designated features are available for students who require additional support, decided upon at the school/district level, that aligns with their instructional experience.
 - If the designated feature needed is embedded in the TestNav delivery system, educators are required to enable these by student,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



Accommodations

- Accommodations are for students for whom there is written documentation (Individualized Education Program (IEP), (ILP)(Individualized Language Plan) and/or Section 504 Plan) and exist to create or attempt to create equitable access to assessment content.
- DPI conducted a Statewide TIENET upload on 2/5/2025

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 directions and items. Refer to Appendix N: How to Select Dynamic Text-To-Speech (DTTS) for a Reading Assessment outlining the process for selecting this accommodation.
Dynamic Text to Speech (DTTS) - Passages	Reading	Students use this feature to hear generated audio of passages. Refer to Appendix F: Updating Student Accommodations which outlines the process for selecting this accommodation.

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, the large print test book PDF will be available in the proctor dashboard for students requiring large print. 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.</p>
Paper	Math, Reading, Writing, and Science	<p>The student takes a paper-and-pencil version of the test.</p> <p>If checked, the paper test book PDF will be available in the proctor dashboard for students requiring a paper test. 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.</p>

Non-embedded Accommodations cont'd

Scribe	Math, Reading, Writing, and Science	Proctors may enter student responses into the TestNav app for a student who is unable to do so.
Speech to Text (STT)	Reading, Science and Writing	<p>The student uses an assistive technology device to dictate responses or give commands during the test.</p> <p>All assessment content should be deleted from the device after the test for security purposes. Within the accommodation profile for the student the Speech to</p>
		Text option should be selected. 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 Appendix F: Updating Student Accommodations which outlines the process for selecting this accommodation.
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.

Making changes to accessibility features

- It is highly recommended that all designated features and accommodations are set for students who need them 24 hours before testing starts.
- If you need to make changes, refer to **Appendix F** in the Test Administration Manual.

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Putting it all together

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What tasks should be done before the testing day?

1. Read/Brief the Test Administration Manual.
2. Ensure those that need access to Launchpad/ADAM have it and are aware of where to login and what tasks they are responsible for.
3. Notify staff of their roles and what they will be doing.
4. Supply staff with necessary resources.
5. Create proctor groups (depending on which option you decide upon).
6. Print student Test Cards.
7. Make sure accommodations are correctly set for students that need them.
8. Ensure devices used for testing have the TestNav application installed and that the app check has been completed. Can also run a Network check to make sure the network speeds are sufficient for testing.

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 Testing 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)
- Read scripts/Test directions for each test (pages 37-54 in the Test Administration manual)

Test Day Process Overview

Stage	Who	Does What
All day	Technology Staff	<ul style="list-style-type: none"> o Assist with technical issues
Before testing starts	District Administrator or School Coordinator	<ul style="list-style-type: none"> o Conduct staff briefing session to discuss test day procedures and responsibilities o Distribute test materials to teachers and proctors o Verify that test rooms and computers are prepared o Make cell phone and electronic device policy announcements to students o Print student testing tickets or direct appropriate teacher/proctor to print testing tickets
	Teacher/Proctor	<ul style="list-style-type: none"> o Print testing tickets if directed to do so by district or school test administrator o Prepare the room for testing o Prepare the room's computers for testing

Test Day Process Overview Continued

Stage	Who	Does What
		<ul style="list-style-type: none"> ○ Create proctor groups in ADAM if not created ahead of time
Ensure students are in the appropriate testing room	Teacher/Proctor	<ul style="list-style-type: none"> ○ Direct students to assigned seats (proctors may assist) ○ Make sure students turn off and put away all non-approved electronic devices including cell phones, smart watches, and other communication devices
During testing	Teacher/Proctor	<ul style="list-style-type: none"> ○ Distribute student testing tickets to students ○ Distribute scratch paper ○ Provide proctor approval as students start their tests ○ Read test administration direction scripts ○ Monitor the test session ○ Monitor students and room during breaks ○ Advise test administrator of any testing irregularities
	Teachers/Proctors as assigned	<ul style="list-style-type: none"> ○ Monitor halls ○ Assist the teacher ○ Assist the district administrator or school coordinator as needed
After testing	Teacher/Proctor	<ul style="list-style-type: none"> ○ Collect and account for all student testing tickets and scratch paper ○ Dismiss students ○ Close TestNav and ADAM ○ Return all materials to the school coordinator
	District Administrator or School Coordinator	<ul style="list-style-type: none"> ○ Account for all test materials and secure them ○ Review reports of any irregularities and follow through as necessary ○ Return materials to Pearson after all testing is completed ○ When testing is complete for all students in the session who will test, complete post-test activities outlined below

Appendix in the TAM

- If you are looking for a how-to guide on all of the specific tasks or functions in ADAM and the testing process just like the ones I've been going through, you will find the Appendix in the [Test Administration Manual](#) extremely useful.
- Let's take a look.

Other important items

- **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 the Copy of Prompt condition code and not receive a score.

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Thank You!!!