



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

North Dakota Academic Progression of Learning & Understanding of Students (ND A+)

ND A+ Interim Administration Guide

2024-2025

Change Log

Date	Change Description
8/27/2024	Updated document for new features and changes for 2024 – 2025 school year.
11/26/24	Modified the Testing Disruptions section to clarify the difference between reseating, unsubmitting and resetting.

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Overview of ND A+ Interim Assessments

The ND A+ Interim Assessments are designed to measure in-year academic growth, provide a check on student progress towards learning goals, and eventually provide a prediction of student performance on the summative assessment. ND A+ Interims proportionally cover the summative assessment blueprint, providing information to students and educators on what students know and can do. The ND A+ Interim is an untimed test, although most students complete the assessment in about 35 minutes.

For the 2024-2025 school year, ND A+ includes the following tests:

- Reading Grades K-8 and HS Reading
- Mathematics Grades K-8, HS: HS Integrated Math, Algebra I, Geometry, and Algebra II

ND A+ uses an online delivery system, TestNav, for test administration and the assessment management platform, ADAM, for assigning students and viewing reports.

This test administration guide provides an overview of how to prepare for and administer the ND A+ Interim Assessments. All testing coordinators and proctors should read the guide in advance of testing.

2024-2025 Administration Windows

Administration	Time Period
Fall Administration	September 9, 2024 – November 1, 2024
Winter Administration	December 9, 2024 – February 21, 2025
Spring Administration	March 17, 2025 – May 16, 2025

All test sessions can be scheduled at any time within the test administration window, although it is recommended to have at least 8 weeks of instruction between interim testing.

Test Administration Roles and Access

There are four different user roles within ADAM.

Role	ADAM Access
Proctor	Can access the Proctor Dashboard in ADAM but not the student reports or other functions permitted 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.

Security Policy

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

- Allow students to have access to phones or other devices during testing
- Access, read, or photocopy the ND A+ Interim test questions or reading passages
- Provide direct assistance to students that may influence their response
- 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

If a proctor believes that a security violation has occurred, they should alert their school or district testing coordinator.

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.

Test Design

The ND A+ Interim Assessment blueprint is a proportionate representation of the ND A+ Summative Assessment blueprint.

Grade 9 Algebra I and Geometry, along with the grade 10 High School Math form includes a review of eighth grade content on interim 1 only. Algebra II for interim 1 also includes a review of Algebra I items.

For grades 3-8 in reading and math, ND A+ Interim Assessments are computer adaptive.

- In math, the test is question-level adaptive. This means that as a student moves through the test, each subsequent question is selected based on how the student responded to the previous question. Therefore, on the math test students will not be able to go back to previously answered questions.
- In reading, there are a set of single questions at the beginning of the test in the fall administration. The responses to these questions are used to select the most appropriate passage for the student to read. Subsequent passage sets are selected based on responses to the previous passage set. Therefore, students will not be able to go back to a previously answered passage set of questions to change their responses. However, a student may go back to a question within the current passage. At the end of a passage set, students will be presented with a reminder advising them that they may return to review the responses within that passage set before proceeding to the next passage set.

Tests for grades K-2 and HS reading and math are fixed forms. For interim 1, all students will see the same questions in the same sequence. For interim 2 there will be multiple forms spiraled between students.

ND A+ Question Types

The ND A+ Interim Assessments are composed of a variety of question types. These include multiple-choice, multi-select, and various technology-enhanced interaction types all worth one point. Technology-enhanced item types including the following:

- Drag-and-drop
- Text entry
- Graphing (bar, point/line)
- Hot spot inline choice
- Matching

Administration Duration

All ND A+ Interim Assessments are untimed but designed to be completed within a class period, averaging approximately **35-40** minutes for most students. The actual time to complete an assessment depends on a number of factors, including assessment content area, student grade level, etc.

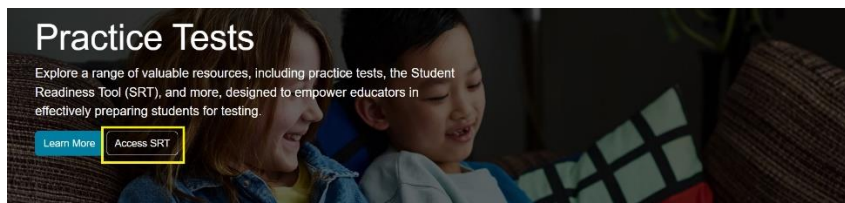
Practice Tests

ND A+ practice tests are available in the ND A+ Portal at the following link.

[Practice Tests | ND A+ Portal \(mypearsonsupport.com\)](https://mypearsonsupport.com)

Students may use the practice tests to familiarize themselves with the item types and interactions that will be used on the ND A+ Interim Assessments. All practice tests consist of non-secure items.

This section of the portal also offers a Student Readiness Tool which focuses on how a student will interact with the testing platform, TestNav, along with accessibility tools available to all students.



ND A+ Practice Tests

Practice tests for each grade level of the ND A+ assessment are provided below to help you become familiar with the types of questions and the format used on the TestNav 8 testing platform. To get started, please choose your desired subject from the dropdown menu below and then select your grade.

Math Math - Spanish Reading

A video is available for students in grades K-2 to learn how to interact with the test delivery system. [Administration Resources | ND A+ Portal](#)

Interim Resources

View the information to learn how you can manage organization and assessment administration data conveniently and deliver assessments online.

Quick Guides
User Guides
Training
Proctor Training – This training outlines tasks and processes for proctoring a test in ADAM
K-2 ND A+ Training Video – How to navigate when taking the ND A+ Interim Assessments
ND A+ Interim Overview – Video overview of the ND A+ Interim Assessment
ND A+ Interim 2024 - 2025 Training
ND Proctor Group Creation Training
ND A+ Interim 2024 - 2025 Reporting Training

Accessibility Features and Accommodations

A complete list of accommodations available for ND A+ tests can be found in the ND A+ Accommodations and Accessibility document. [ND A-Plus Accommodations and Accessibility Features Final.pdf](#)

For information about how to assign accommodations in ADAM, review [Updating Student Accommodations \(pearson.com\)](#)

Preparation for Testing and Proctor Tasks

Preliminary Preparation

Inform students that they will be taking the ND A+ Interim Assessment by explaining that these assessments are an opportunity for students to show what they know and can do at several checkpoints throughout the year. Encourage students to try their best and not be discouraged as there may be concepts or assessment items they have not yet experienced. They should prepare by getting a good night's rest and eating a healthy breakfast the day of testing.

The [ND A+ Practice Tests](#) will provide an opportunity for students to become familiar with the types of questions on the assessments and the features and tools available in TestNav.

Proctors should become familiar with all administration procedures before testing.

Preparing for Administration

Prepare the testing room by ensuring the following:

- Headphones are available for students in grades K-2 and 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.

During Testing

All appropriate school staff are responsible for knowing and applying the following general testing protocols:

- There must always be at least one Proctor in each testing room.
- Proctors must remain attentive in the room during the entire testing session.
- The use of cellphones or any electronic devices during the testing session is strictly prohibited.
- Proctors should remind students to complete all test questions and to check to be sure they have completed and submitted the assessment.

Testing Disruptions

Proctors must allow time for students to complete a ND A+ Interim Assessment. Students should be allowed to leave the testing room to use the restroom as needed during the administration. Proctors should monitor classes to minimize any disruptions. Proctors can resume student testing should the student need to stop and continue at another time within the testing window.

- Test proctors will need to reseat students during testing if a student has something occur that interrupts their test taking and they had not yet submitted their test. Examples of this include computer issues, session timeout, unexpected errors, exiting of TestNav, etc. In other situations, students may need to return to a test that they did not previously finish in a previous class period. Reseating allows the student to re-enter their test code and student ID number to resume their assessment session. [Quick Guide for Reseating Students in ADAM Proctor Guide for the ND Interim Assessment 10042023.pdf](#)

A request process exists to handle situations that require additional action within the assessment management and testing platforms. The request process includes:

- If a student is in a grade that does not have a CAT test (K-2, high school) and an unsubmit is requested and approved, the student can go back into a previously submitted test, review previous items and alter responses, and complete remaining items.
 - Once the request has been submitted and approved, the proctor can reseat the student using the following guidance. [Quick Guide for Reseating Students in ADAM Proctor Guide for the ND Interim Assessment 10042023.pdf \(mypearsonsupport.com\)](#)
- If a student is taking a CAT interim assessment in grades 3-8 (reading or math) and the assessment was submitted before the student was finished, the only option is a test reset. This will void and remove all information entered by the student and the student will start over on a new test.

- A request can be submitted to NDDPI to have a student’s test reset so they can start over. An example of this request may be if the student should have received an accommodation and did not.
- Guidance and instructions for the request process is available in the ND A+ Portal under Quick Guides. [Quick Guide How to Request a Session Unsubmit or Reset v3.pdf](#)

Proctors may not help students in any way, except during the general instructions or as specified in this manual. Proctors may assist a student if a technology issue occurs. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

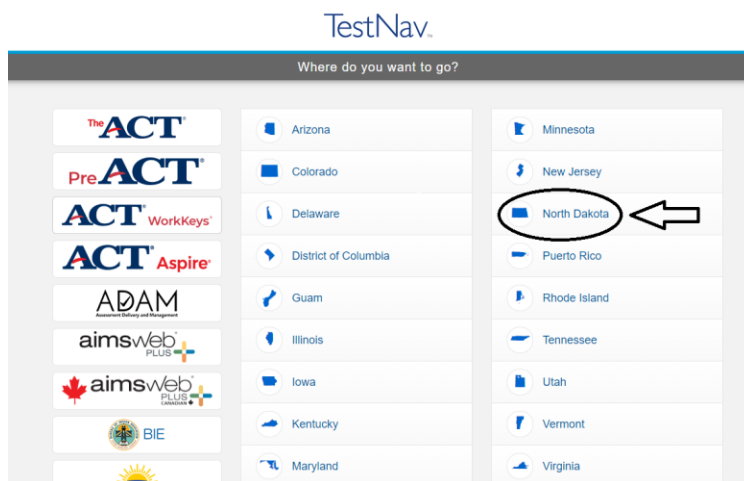
Testing Day Proctor Directions and Script

For all students say:

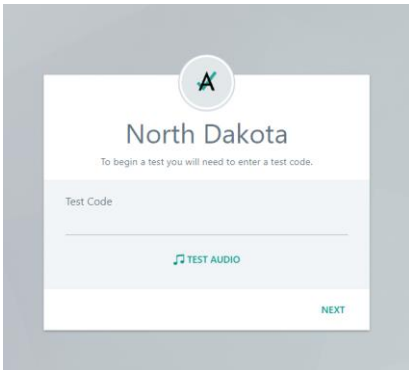
Today you will be taking the ND A+ (math or reading) Interim Assessment. This should take you about 35 minutes to complete, but you may take longer if needed. The results from this test will help you identify what you know and can do at this point in the year. Therefore, it is important that you try your best. Click on the TestNav app and enter the credentials I have provided you.

Using TestNav

1. After clicking the TestNav app, the following screen displays. Students should click North Dakota to open the Welcome screen.



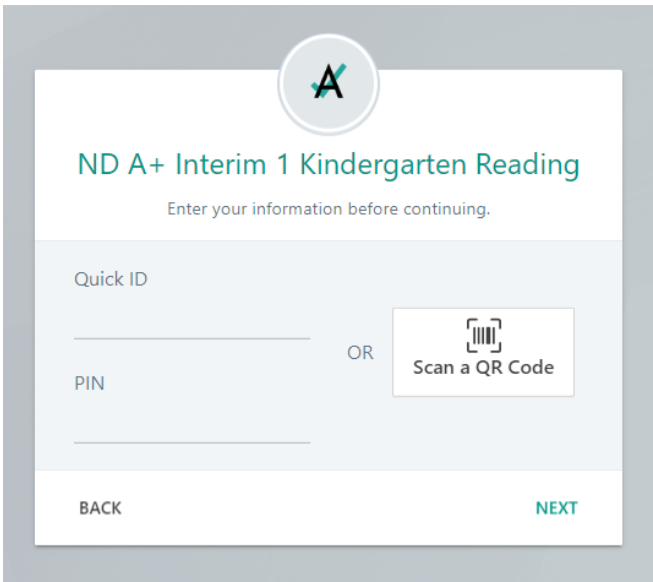
- Instruct students to enter the test code and click Next.



A screenshot of a digital interface for a North Dakota test. At the top center is a circular icon with a stylized 'A'. Below it, the text 'North Dakota' is displayed. Underneath, a smaller line of text reads 'To begin a test you will need to enter a test code.' There is a text input field labeled 'Test Code' with a horizontal line below it. Below the input field is a button with a speaker icon and the text 'TEST AUDIO'. At the bottom right corner of the interface is a button labeled 'NEXT'.

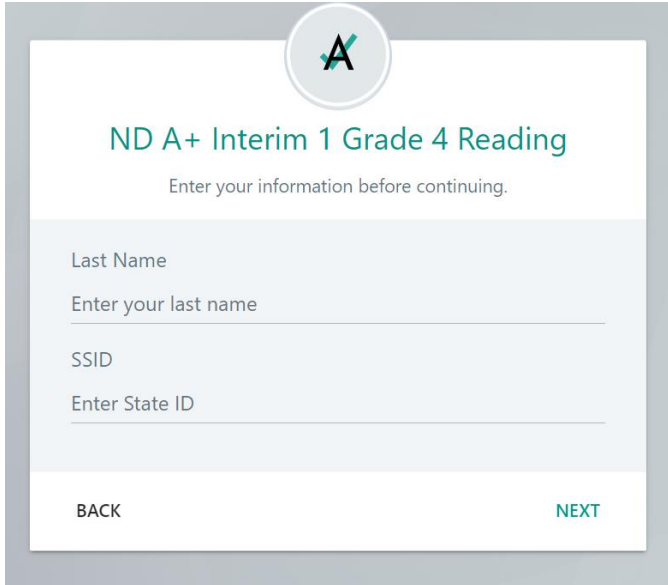
- Instruct students to enter the requested information.

K-2 Students



A screenshot of a digital interface for 'ND A+ Interim 1 Kindergarten Reading'. At the top center is a circular icon with a stylized 'A'. Below it, the title 'ND A+ Interim 1 Kindergarten Reading' is displayed in a teal color. Underneath, a smaller line of text reads 'Enter your information before continuing.' There are two text input fields: one labeled 'Quick ID' and one labeled 'PIN'. To the right of the 'PIN' field is the text 'OR' followed by a button with a QR code icon and the text 'Scan a QR Code'. At the bottom left corner of the interface is a button labeled 'BACK' and at the bottom right corner is a button labeled 'NEXT'.

3rd Grade and Above



A

ND A+ Interim 1 Grade 4 Reading

Enter your information before continuing.

Last Name
Enter your last name

SSID
Enter State ID

BACK NEXT

4. Click **Next**.

Once all students are logged into TestNav, continue with the testing script.

For students in **grades K-1** say:

You have the option to listen to the reading passages and questions by clicking the audio arrow. You will need to click it for each question you want read to you. As you answer questions, you may go back at any time and review questions you've already answered. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grade 2 reading** say:

Some reading questions require clicking the audio arrow to hear the instructions. You will need to click it for each question you want read to you. As you answer questions, you may go back at any time and review questions you've already answered. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grade 2 math** say:

Read the directions for each question and then select the best response. You may select test questions that you want to go back and review your answers. You may go back at any time to review previously answered questions. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grades 3-8 reading** say:

Read the directions for each question and then select the best response. Within a passage set or set of questions related to the same passage, you may go back and review your answers. Once you have completed the passage set, you will not be able to go back and review your answers or change your responses. You will see a STOP sign page at the end of each passage reminding you that you may go back and review or move to the next passage.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grades 3-8 math** say:

Read the directions for each question and then select the best response. Once you have clicked to go to the next question, you will not be able to go back and review the previous question.

Once you have completed all the questions, you must click “Submit Final Answers.”

You may begin.

For students in **High School** say:

Read the directions for each question and then select the best response. You may select test questions that you want to go back and review your answers. You may go back at any time to review previously answered questions. Remember to answer all of the questions.

Once you have completed all the questions, you must click “Submit Final Answers.”

You may begin.

Proctoring or Monitoring a Test

Proctors can access the Proctor Dashboard to monitor students as they complete the assessment. Proctors should remind all students to make sure they officially submit their test in TestNav.

Details about proctoring and monitoring tests in progress are available here: [Proctoring or Monitoring Tests](#)

After Testing

Reports are available immediately after students have submitted their assessments. For details regarding reports, see the Report Interpretation Guide: [Administration Resources | ND A+ Portal](#)

Additional Support

For additional support with ADAM, visit the ADAM support site: [North Dakota \(ND A-PLUS\) Support \(pearson.com\)](#)

For additional support with TestNav, visit the TestNav support site: <https://ndaplus.mypearsonsupport.com/tech-setup.html>