



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. |

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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 permissioned for the teacher role.             |
| Teacher        | Access to the proctor dashboard for administration, in addition to editing classes and 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, ND A+ 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+ 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+ tests. 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.

A video is available for students in grades K-2 to learn how to interact with the test delivery system. [Training | ND A+ Portal \(mypearsonsupport.com\)](https://mypearsonsupport.com)

## 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. [Administration Resources | ND A+ Portal \(mypearsonsupport.com\)](https://mypearsonsupport.com)

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

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

1. If you want to request that a student's test is unsubmitted so they can finish their test. Reasons to do so might include a student accidentally hitting the submit button.
  - If a student has been unsubmitted, the proctor can reseal the student using the following guidance. [Quick Guide for Reseating Students in ADAM Proctor Guide for the ND Interim Assessment 10042023.pdf \(mypearsonsupport.com\)](#)
2. If you want 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 will soon be available in the ND A+ Portal under Quick Guides. [Administration Resources | ND A+ Portal \(mypearsonsupport.com\)](#)

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:

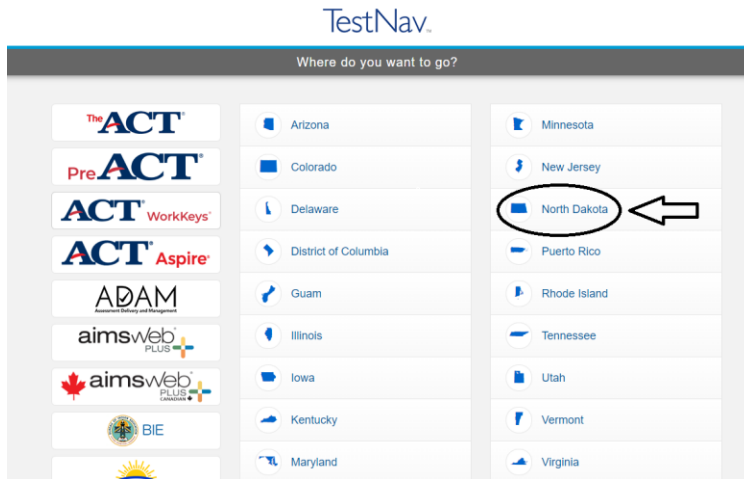
---

*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.*

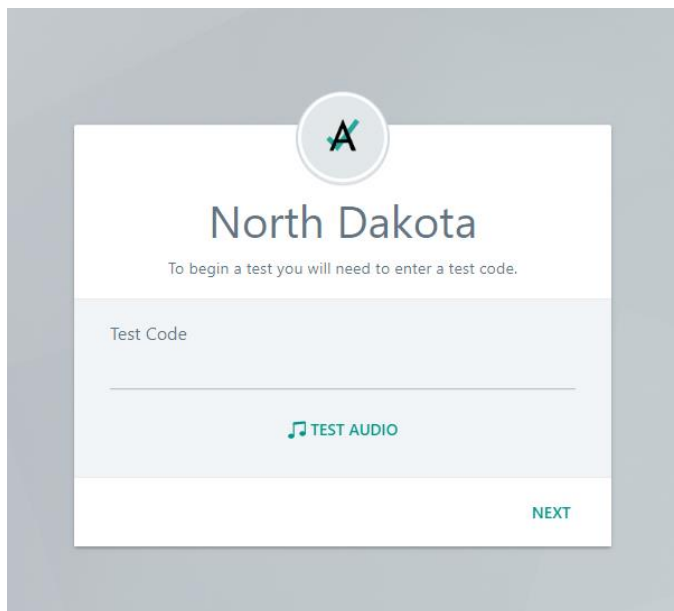
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## Using TestNav

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

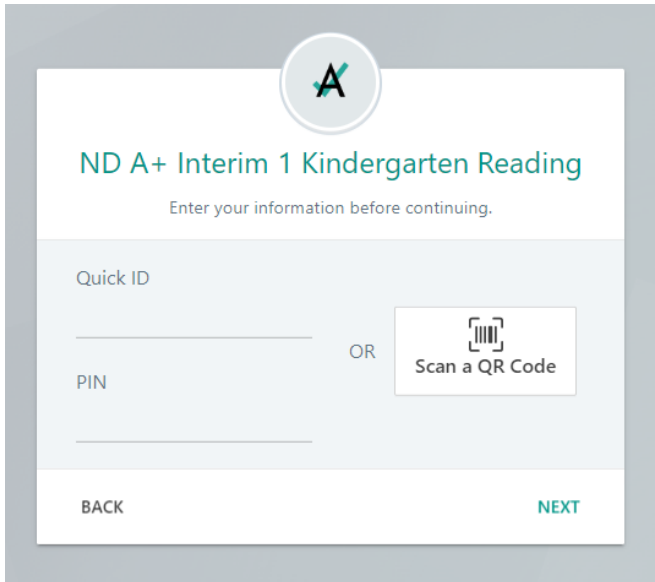


2. Instruct students to enter the test code and click Next.



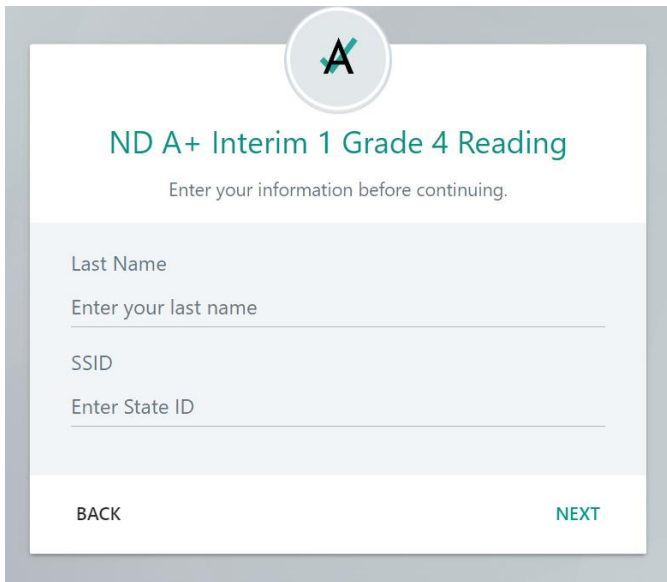
- Instruct students to enter the requested information.

### K-2 Students



The screenshot shows a login interface for K-2 students. At the top, there is a circular logo with a stylized 'A'. Below the logo, the title "ND A+ Interim 1 Kindergarten Reading" is displayed in green. Underneath the title, the instruction "Enter your information before continuing." is shown. The main input area is divided into two sections: "Quick ID" with a text input field, and "PIN" with a text input field. To the right of the PIN field, there is a "OR" label and a "Scan a QR Code" button with a QR code icon. At the bottom of the form, there are two buttons: "BACK" on the left and "NEXT" on the right.

### 3rd Grade and Above



The screenshot shows a login interface for 3rd grade and above students. At the top, there is a circular logo with a stylized 'A'. Below the logo, the title "ND A+ Interim 1 Grade 4 Reading" is displayed in green. Underneath the title, the instruction "Enter your information before continuing." is shown. The main input area is divided into three sections: "Last Name" with a text input field and the prompt "Enter your last name", "SSID" with a text input field, and "Enter State ID" with a text input field. At the bottom of the form, there are two buttons: "BACK" on the left and "NEXT" on the right.

- 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:

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*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:

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*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:

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*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:

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*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:

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*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.*

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## 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 \(pearson.com\)](#)

## After Testing

Reports are available immediately after students have submitted their assessments. For details regarding reports, see the Report Interpretation Guide: [ND A PLUS Report Interpretation Guide \(mypearsonsupport.com\)](#)

## 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>