

ND A+ Assessment System

ND A+ Summative Proctor Certification
Spring 2025



Pearson

Training Objectives

Participants will ...

- Be prepared to create proctor groups using one of the three methods in ADAM.
- Be able to access and monitor the Proctor Dashboard in ADAM.
- Be able assist students logging into TestNav to begin taking the ND A+ Summative Assessment.
- Clearly understand appropriate and unethical practices related to testing.
- Have reviewed the ND A+ Summative Test Administration Manual.

Pre-
Administration
Tasks





Proctor Group Options

There are three options for creating proctor groups. These are:

- **Option 1:** A school-based test coordinator creates the proctor groups and distributes proctor and test codes to the proctor.
- **Option 2:** Proctors create their own proctor groups on the day of testing
- **Option 3:** Teachers create proctor groups at the class level within ADAM.

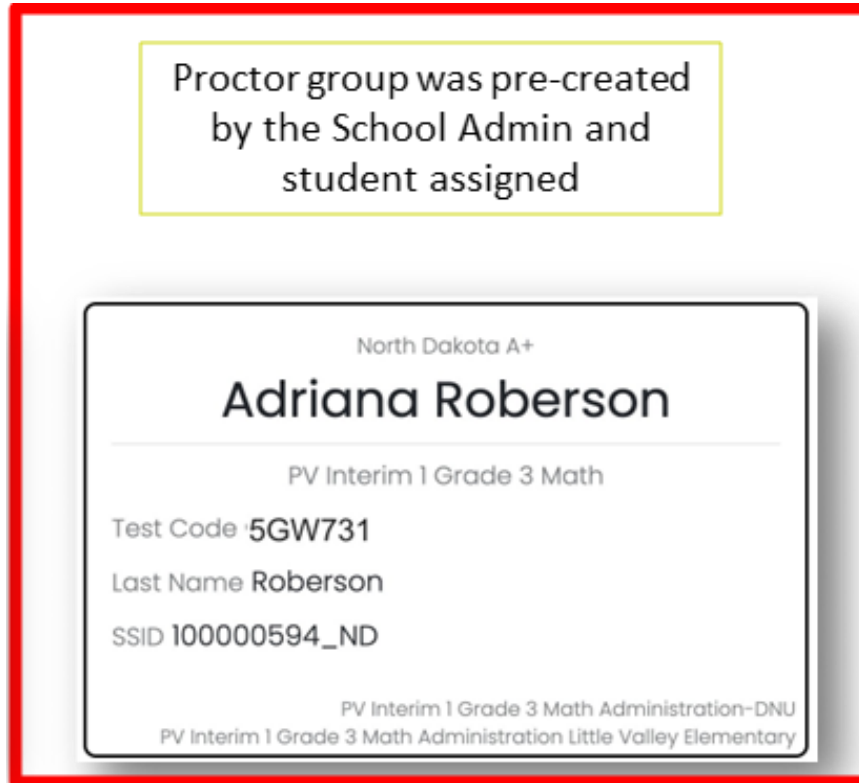
Option 1: School Coordinator Creates Proctor Groups

- This allows for uniform naming of groups and fewer steps for proctor. Test tickets will only have student identifier and won't be sorted by class.
- NOTE: Using this method for creating proctor groups does NOT require proctors to login to ADAM.

The screenshot shows the 'Proctor Groups' management page for 'PVE2E_ND A+ Interim 2 Grade 3 Math SY 2425'. The interface includes a summary section with '4 PROCTOR GROUPS' and '41 STUDENTS'. A bar chart shows '41 ASSIGNED' and '0 UNASSIGNED' students. Below this is a search bar and a table of proctor groups.

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
PVE2E_03Math ManualTesting	PVE2E_Dist01Sch02	3	T4HCQZ	7JPDQB	<div style="width: 100%; height: 10px; background-color: green;"></div>	

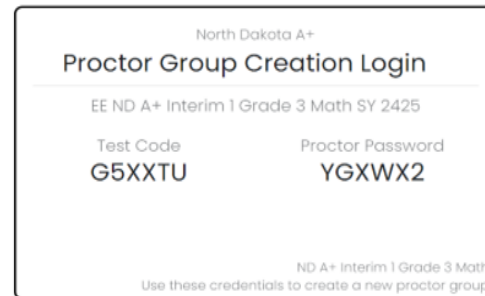
Option 1: School Coordinator Creates Proctor Groups



- The School Coordinator will provide proctors with the testing cards prior to testing.
- Note: If students know their login credentials, such as Last Name and School ID, you do not need to print the cards.

Option 2: Proctor Creates Proctor Groups

- Navigate to [ADAM | Administration](#), enter the test code and proctor password you were provided by your School Coordinator, then select 'Submit'.
- NOTE: Using this method for creating proctor groups does NOT require proctors to login to ADAM.

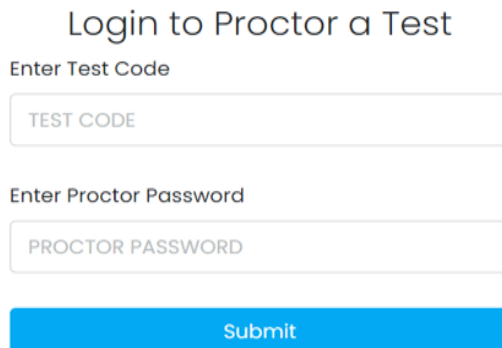


North Dakota A+
Proctor Group Creation Login

EE ND A+ Interim 1 Grade 3 Math SY 2425

Test Code	Proctor Password
G5XTU	YGWX2

ND A+ Interim 1 Grade 3 Math
Use these credentials to create a new proctor group.



Login to Proctor a Test

Enter Test Code

Enter Proctor Password

Submit

Option 2: Proctor Creates Proctor Groups

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

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

Proctor First Name

Proctor Last Name

Proctor Email Address

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

Confirm




Option 2: Proctor Creates Proctor Groups


- Student names appear on the proctor dashboard as they log in.

Testing Information	Config Information	Actions
Test: ND A+ Interim 2 Grade 3 Math Administration: EE ND A+ Interim 2 Grade 3 Math SY 2425 Proctor Group: Grade 3 Math Acco Testing School: Little Valley Elementary	Test Window: 11/06/24 - 02/21/25 Proctor Name: A Germany Kiosk Only: Yes	Test Code: T7W6PE Proctor Password: 6CPPRS Print Cards

Group Actions:

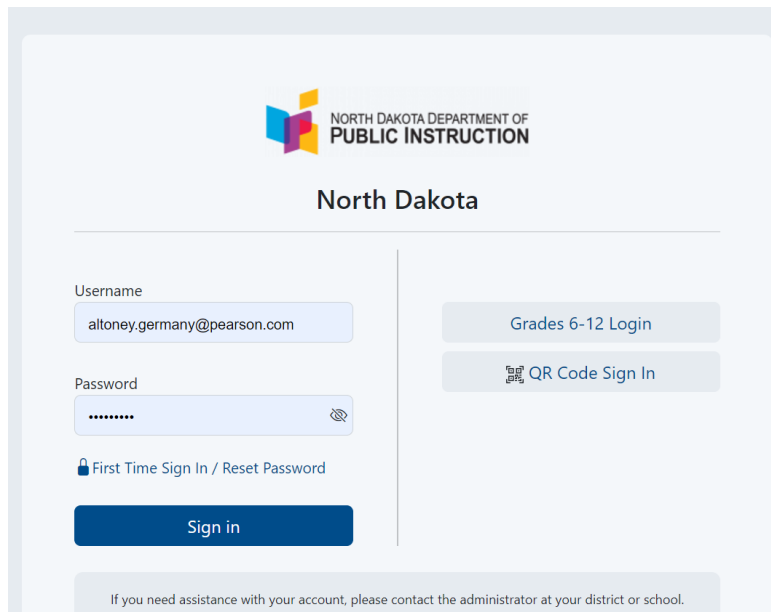
All 9 | Not Started 3 | In Progress 0 | Paused 0 | Submitted 6 | Needs Attention 0 | Exited 0

Group Actions:   

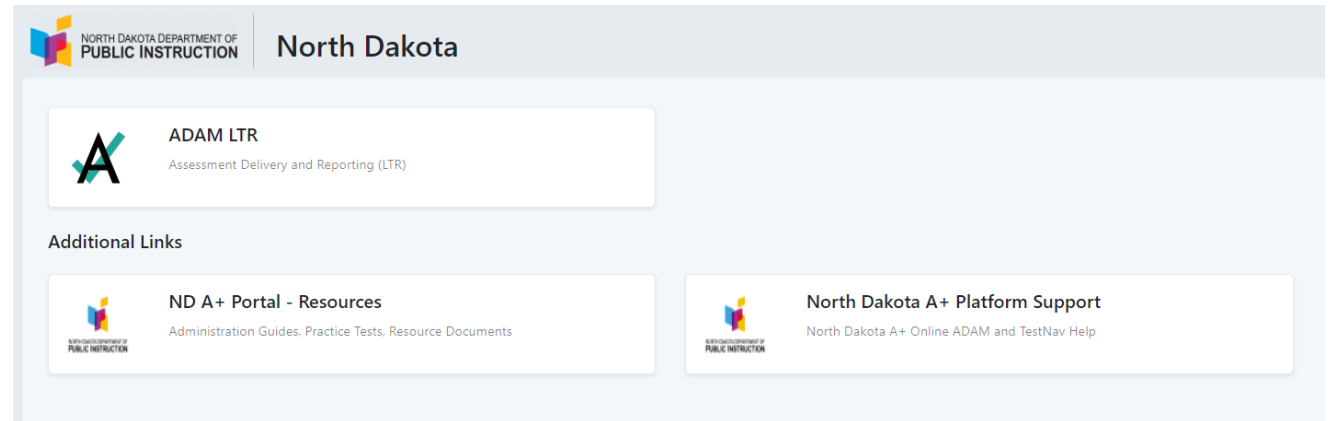
Search...  Auto Refresh (5 mins) 1 to 9 (9) « < 1 > »

Option 3: Teachers Create Proctor Groups

- Navigate to [Launchpad | Sign In](#), enter your username and password, then select 'Sign in'.
- Select 'ADAM LTR'.



The screenshot shows the login page for the North Dakota Department of Public Instruction. At the top, there is a logo with the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" and "North Dakota". Below the logo, there are two input fields: "Username" with the value "alloney.germany@pearson.com" and "Password" with a masked password "*****". To the right of these fields are two buttons: "Grades 6-12 Login" and "QR Code Sign In". Below the password field is a link for "First Time Sign In / Reset Password". At the bottom of the form is a large blue "Sign in" button. A footer note reads: "If you need assistance with your account, please contact the administrator at your district or school."



The screenshot shows the dashboard for the North Dakota Department of Public Instruction. At the top, there is a logo with the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION" and "North Dakota". Below the logo, there is a large white card with a green and black "A" icon and the text "ADAM LTR" and "Assessment Delivery and Reporting (LTR)". Below this card is a section titled "Additional Links" with two cards: "ND A+ Portal - Resources" with the subtext "Administration Guides, Practice Tests, Resource Documents" and "North Dakota A+ Platform Support" with the subtext "North Dakota A+ Online ADAM and TestNav Help".

Option 3: Teachers Create Proctor Groups

- Once the ADAM home page appears, go to the left-hand site and select 'My Classes'.
- All classes assigned to the teacher logged in will appear and the teacher will select the class they want to proctor.

https://ltr.adamexam.com/#/my_classes

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

My Classes

Welcome Back, PVFETeacherDist01Sch04Grade9,10,11,12_nd [View All](#)

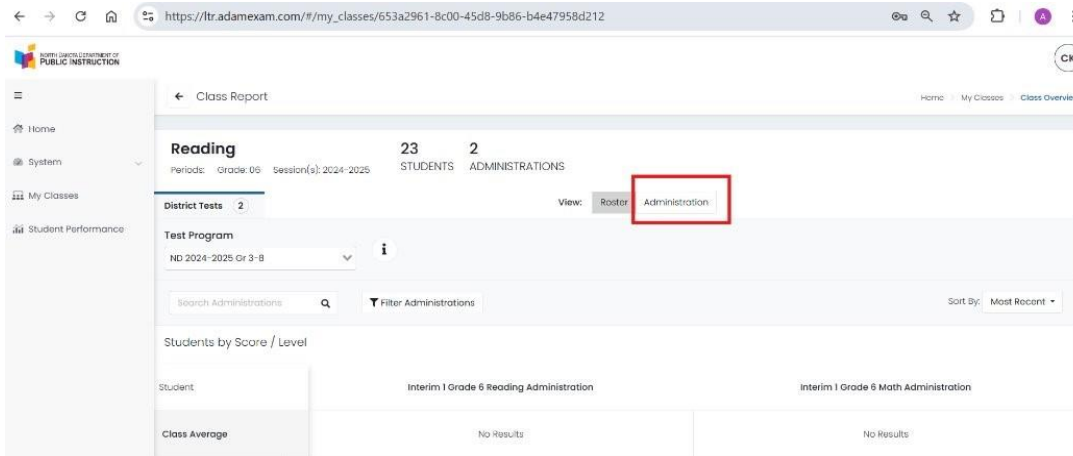
PV_Grade_Eleven	40
PVFETeacherDist01Sch04Grade9,10,11,12_nd PVFETeacherDist01Sch04Grade9,10,11,12_nd	
Periods	Grade: 11
Session(s): 2024-2025	Class Code: PV_Grade_11

PV_Grade_Nine	32
PVFETeacherDist01Sch04Grade9,10,11,12_nd PVFETeacherDist01Sch04Grade9,10,11,12_nd	
Periods	Grade: 09
Session(s): 2024-2025	Class Code: PV_Grade_9

PV_Grade_Ten	40
PVFETeacherDist01Sch04Grade9,10,11,12_nd PVFETeacherDist01Sch04Grade9,10,11,12_nd	
Periods	Grade: 10
Session(s): 2024-2025	Class Code: PV_Grade_10

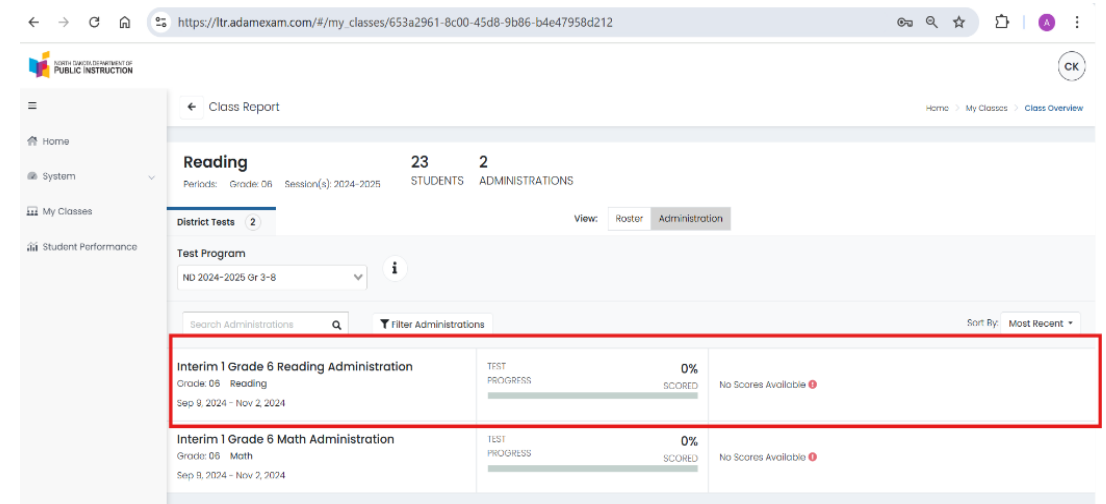
Option 3: Teachers Create Proctor Groups

- Once the selected class opens, the teacher will click the 'Administration' button in the middle of the page.
- All the administrations available for that class will appear. The teacher will click on the administration they want to proctor.



The screenshot shows the 'Class Report' page for a Reading class. The page displays 23 students and 2 administrations. The 'Administration' button is highlighted with a red box. Below the button, there is a search bar for administrations and a table showing students by score/level.

Student	Interim 1 Grade 6 Reading Administration	Interim 1 Grade 6 Math Administration
	No Results	No Results

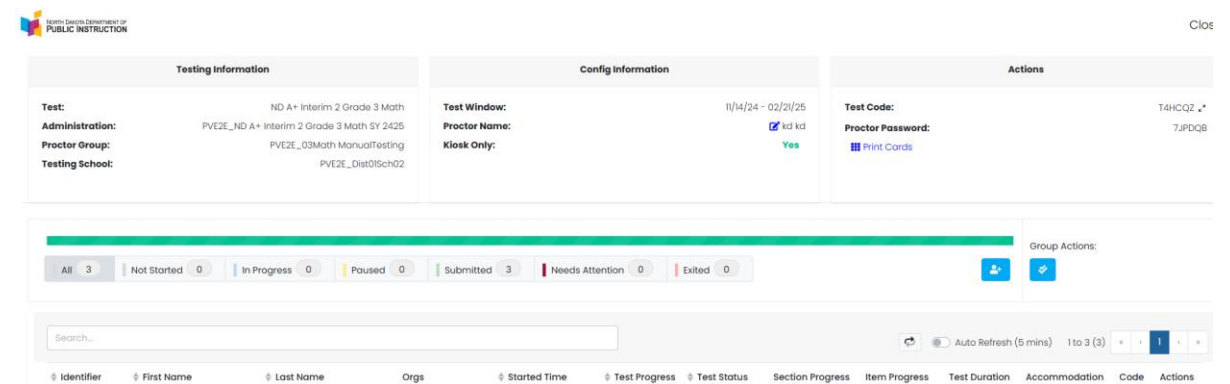
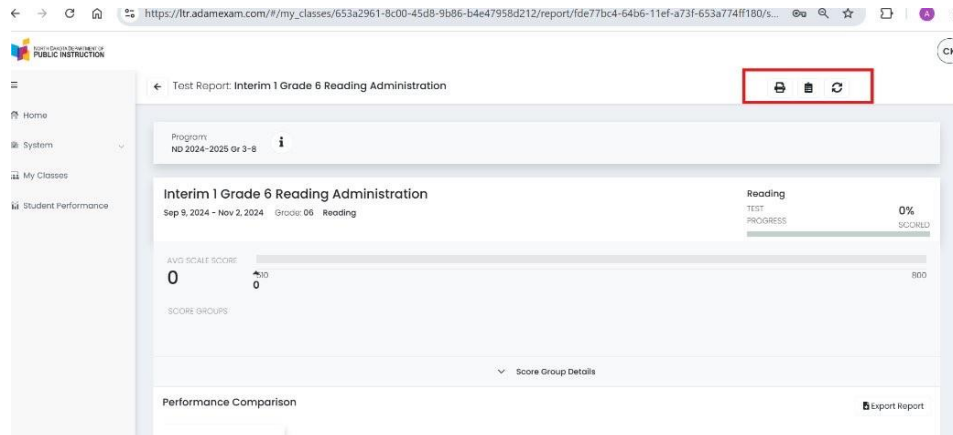


The screenshot shows the 'Class Report' page for a Reading class. The page displays 23 students and 2 administrations. The 'Administration' button is highlighted. Below the button, there is a search bar for administrations and a table showing the list of administrations.

Administration	TEST PROGRESS SCORED	No Scores Available
Interim 1 Grade 6 Reading Administration Grade: 06 Reading Sep 9, 2024 - Nov 2, 2024	0%	No Scores Available
Interim 1 Grade 6 Math Administration Grade: 06 Math Sep 8, 2024 - Nov 2, 2024	0%	No Scores Available

Option 3: Teachers Create Proctor Groups

- When the administration opens, there will be three small icons in the top right corner of the page. There is a 'Print Cards' button, 'Proctor' button, and 'Refresh' button.
- Select the 'Proctor' button. The proctor dashboard for the class selected will appear. Provide the Test Code to the class for them to use to sign in to TestNav and begin testing.



During Administration
Tasks





Important Test Administration Information

- Students can take each assessment in more than one sitting, either on the same day or in a future instruction day.
- The Summative Math, Reading, Science, and Writing tests can be administered in any order.
- The Summative assessments do not have a time limit. Students can take as much time as they need to complete each assessment.
- Students can take breaks as needed during the assessments.

Accessing & Monitoring the Proctor Dashboard

- There are two ways for proctors to access the proctor dashboard.
 - The first way requires the proctor to have access to LaunchPad and ADAM. See instructions on slide 11.
 - The second way to access and monitor the proctor dashboard is allowable for all users, regardless if they have LaunchPad and ADAM access or not. The proctor will navigate to [ADAM | Administration](#) and enter the Test Code and Proctor Password provided by the School Coordinator for the applicable test.

Login to Proctor a Test


Enter Test Code



Enter Proctor Password

[Submit](#)



Accessing & Monitoring the Proctor Dashboard


- You can view, filter, and search for students in your proctor group, verify all of your students are present, and manage their sessions. Students that can access the test appear in the **Tester** column.
- You can view and confirm students requiring accommodations have the correct accommodation applied.




 Close



Testing Information	Config Information	Actions
Test: ND A+ Interim 2 Grade 3 Math Administration: PVE2E_ND A+ Interim 2 Grade 3 Math SY 2425 Proctor Group: PVE2E_03Math ManualTesting Testing School: PVE2E_Dist01Sch02	Test Window: 11/14/24 - 02/21/25 Proctor Name:  kd kd Kiosk Only: Yes	Test Code: T4HCQZ  Proctor Password: 7JPDQB Print Cards

All 3
Not Started 0
In Progress 0
Paused 0
Submitted 3
Needs Attention 0
Exited 0


 Auto Refresh (5 mins)
 1 to 3 (3)

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
150000012_ND	PVETGRTHCATAEAINCDDA	PVETGRTHCATAEAINCDDA	PVE2E_Dist01Sch02	Nov 18th, 9:11:23 am		SUBMITTED	Section 1	100% Answered	00:05:38			

Accessing & Monitoring the Proctor Dashboard

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

- **Identifier**- The Identifier is the SSID used by the student to log into the test.
- **First Name**- First name of the student
- **Last Name**- Last name of the student
- **Orgs**- Where the student is testing.
- **Started Time**- When the test was started.
- **Test Progress**- The progress of the students' assessments will display as either not started, in progress or submitted. Note: The Proctor does not "start" the test from the Proctor Dashboard. Students (when instructed to do so by the Proctor) will start their tests by starting the TestNav application on their devices and entering their SSIDs and the test code.
- **Test Status**
 - **Needs Attention** – The student has started logging into the test and is waiting to be let into the test by the proctor 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 in the Spring 2025 ND A+ Test Administration Manual.

Monitoring the Proctor Dashboard

- Proctors should confirm accommodations are listed in the proctor dashboard for each student requiring an accommodation.
- Proctors should monitor each student's item progress to ensure students are actively progressing through the test.
- Proctors should turn the Auto Refresh button on during testing, which will refresh the dashboard every 5 minutes. Proctors can also select the refresh button shown in the arrow below to refresh the dashboard at any time.

The screenshot displays the Proctor Dashboard interface, divided into three main sections: Testing Information, Config Information, and Actions.

Testing Information:

- Test: ND A+ Interim 1 Grade 1 Math
- Administration: PVE2E-ND A+ Interim 1 Grade 1 Math SY 2425
- Proctor Group: PVE2E Grade 1 Math proctor
- Testing School: PVE2E_Dist01Sch01

Config Information:

- Test Window: 08/12/24 - 11/02/24
- Proctor Name: pv E2E
- Kiosk Only: Yes

Actions:

- Test Code: RPHHG
- Proctor Password: SE
- Print Cards

Below these sections is a progress bar and a summary of test status: All 60, Not Started 41, In Progress 1, Paused 0, Submitted 18, Needs Attention 0, Exited 0. A search bar is present, and a red arrow points to the 'Auto Refresh (5 mins)' button, which is highlighted with a red box.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Action
150000558_ND	PVETEGRONEINDTTSNABBB	PVETEGRONEINDTTSNABBB	PVE2E_Dist01Sch01	Not Started	0%	NOT STARTED	None	None				
150000521_ND	PVETEGRONLINACBBA	PVETEGRONLINACBBA	PVE2E_Dist01Sch01	Aug 14th, 5:27:46 am	100%	SUBMITTED	None	0% Answered				
150000526_ND	PVETEGRONLINACBBB	PVETEGRONLINACBBB	PVE2E_Dist01Sch01	Sep 5th, 6:54:16 am	0%	RESET	None	0% Answered				

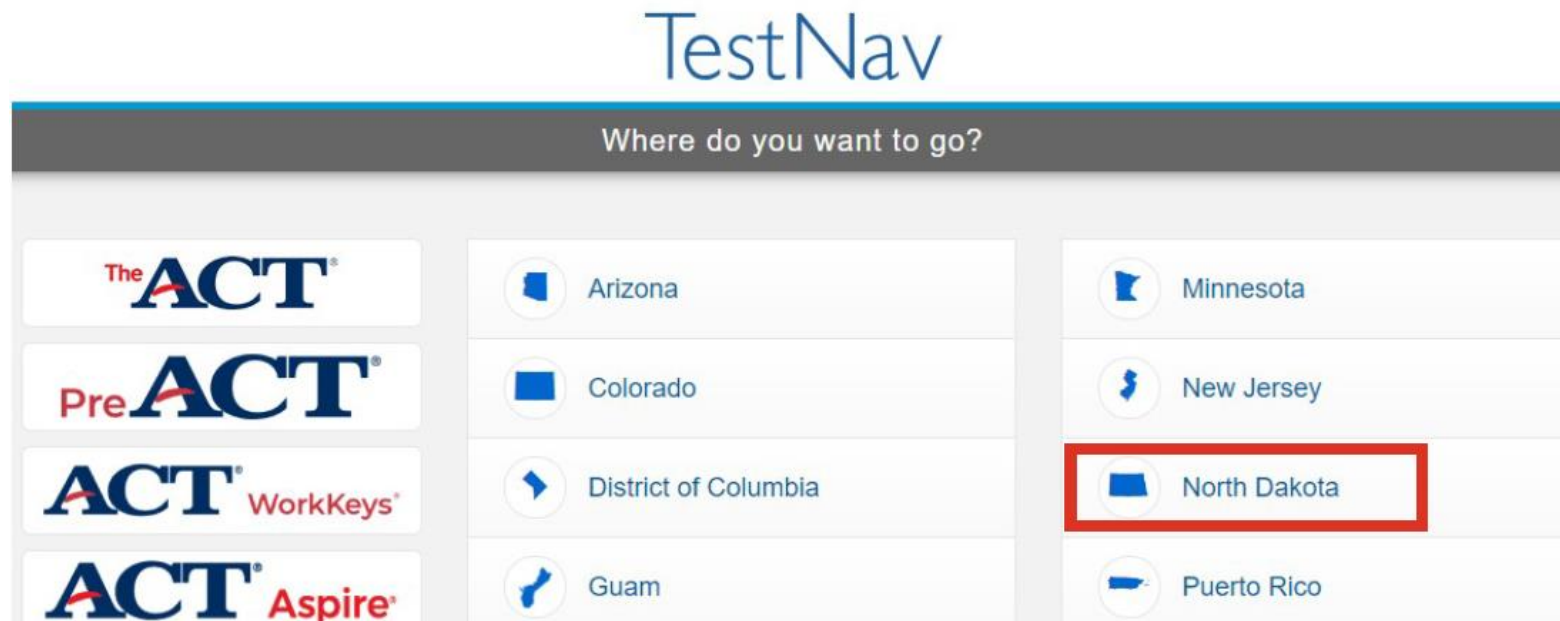


Monitoring the Proctor Dashboard

- Upon completion of the test, proctors need to ensure all students are at '100% Answered' once their test is submitted.
- At the end of the test session, proctors should identify those students who require additional time to complete the test.
- Proctors should verify that all students who have completed the test during the test session have submitted their test.

Student Login to TestNav

- Students will access TestNav through the downloaded TestNav app and then select 'North Dakota' to enter their credentials.
- If your Technology Coordinator has not downloaded TestNav on the testing devices, it can be downloaded here: [Download TestNav](#)



Student Login to TestNav

- The image on the left is an example of a student test ticket, which all students will need to access their test.
- The student enters their test code, last name, and SSID before beginning the test.


North Dakota A+

Proctor Group Creation Login

EE ND A+ Interim 1 Grade 3 Math SY 2425

Test Code	Proctor Password
G5XXTU	YGXWX2


ND A+ Interim 1 Grade 3 Math
Use these credentials to create a new proctor group




North Dakota

To begin a test you will need to enter a test code.

Test Code

 TEST AUDIO

NEXT



ND A+ Interim 1 Grade 3 Math

Enter your information before continuing.

Last Name

Enter your last name

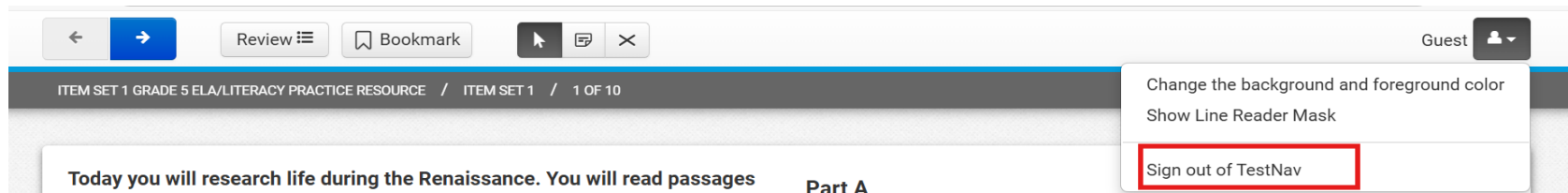
SSID

Enter State ID

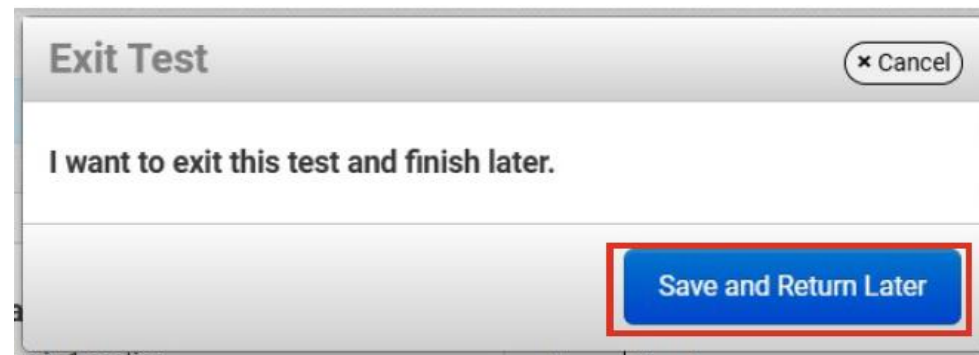
BACK **NEXT**

Taking an Assessment in More Than One Sitting

- If your students are taking an assessment in more than one sitting, they will exit TestNav as shown below when they get to the desired stopping point.



- After selecting 'Sign out of TestNav', the popup message below will appear, and the student will select 'Save and Return Later'.



Taking an Assessment in More Than One Sitting

- When it's time for students to resume testing, the proctor will then reseal the test(s) in the Proctor Dashboard. You can reseal students by selecting the three dots under 'Actions' and select 'Reseat Session'.
- If more than one student needs reseated, the proctor can select the 'Reseat All' button to reseal all students in an Exited status at once.
- Reseating is also needed if students are inadvertently kicked out of the test.

The screenshot displays the Proctor Dashboard interface. At the top, there are three panels: 'Testing Information', 'Config Information', and 'Actions'. Below these is a summary bar with filters for 'All' (8), 'Not Started' (5), 'In Progress' (0), 'Paused' (0), 'Submitted' (0), 'Needs Attention' (0), and 'Exited' (1). A search bar and 'Auto Refresh (5 mins)' toggle are also present. The main table lists students with columns for Identifier, First Name, Last Name, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions. The student with Identifier 100001988 is in an 'EXITED' status. The 'Actions' menu for this student is open, showing options like 'View Session Details' and 'Reseat Session', which is highlighted with a red box.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100001983	Abi	Mathis	Enterprise High	Not Started	⊗ ● ●	NOT STARTED	None	None		1		
100002256	Aliyah	Mason	Mountain High	Not Started	⊗ ● ●	NOT STARTED	None	None		1		
100001988	Annika	Sanford	Enterprise High	Feb 28th, 12:48:16 am	● ● ●	EXITED	Section 1	49% Answered	00:02:16			⋮
100002127	Anton	Duke	Seaside High School	Not Started	⊗ ● ●	NOT STARTED	None	None		2		Actions
100002308	Ashton	Brock	Mountain High	Not Started	⊗ ● ●	NOT STARTED	None	None		2		View Session Details
100001943	Ashwin	Quinn	Enterprise High	Not Started	⊗ ● ●	NOT STARTED	None	None		1		Reseat Session

Appropriate and Unethical Practices





Appropriate Practices Related to Testing

Proctors are expected to maintain test security at all times.

Proctors are expected to ensure physical conditions in testing rooms are appropriate:

- Personal cell phones and all other electronic devices (with the exception of the device they are using for the test administration) must not be used at any time during test administration, including breaks.
- Ensure distractions and interruptions during test administrations are minimized.
- All rooms designated for testing must be quiet, orderly, and comfortable, with adequate seating, lighting, and heating or cooling. Any displays related to the content being measured or test-taking strategies must be covered or removed.
- Each student should have enough space in which to work. Seating should be arranged to discourage students from sharing responses. Students are not permitted to access personal belongings during testing, including breaks.



Appropriate Practices Related to Testing

Proctors are expected to ensure materials are distributed appropriately.

Proctors are expected to ensure appropriate test administration procedures are followed.

- During the test, proctors should walk frequently and quietly throughout the room to monitor the test administration.
- Proctors can assist students with device problems or answer procedural questions (e.g., those concerning the web browser, app., toolbar, navigation buttons, review screen). Proctors cannot provide any verbal or nonverbal assistance to students who are taking the test.
- If a student must leave the room during a test administration because of an emergency, proctors should handle the situation with as little disturbance to other students as possible. If the proctor must leave the room, the School Coordinator must be notified. A trained proctor must remain in the room at all times during the test administration.



Appropriate Practices Related to Testing

Proctors are expected to ensure accommodations are provided appropriately.

Before proctoring a test administration in which students receive accommodations, proctors should review any information needed regarding the students' accommodations. Information to review includes:

- the type of accommodation(s) the student(s) will receive,
- how the test administration may differ from what is considered a standard administration, and
- the procedures necessary to provide the accommodation(s).

Proctors must report any supposed testing irregularity or testing violation to the School Coordinator or principal on the day of the occurrence. It is important that the report is made immediately.



Unethical Practices Related to Testing

Unethical practices include, but are not limited to:

- Providing students directly or indirectly with or changing instruction to include a specific test question, answer, or the content of any specific item in a statewide assessment prior to or during test administration
- Changing, altering, or amending any student's online or paper response answer or any other statewide material at any time in a way that alters the student's intended response
- Rewording or clarifying questions, or using inflections or gestures to help students answer test questions
- Reviewing a student's response and instructing the student to, or suggesting that the student should, rethink their answers
- Allowing students to use unauthorized resources during testing (e.g. dictionaries, thesauruses, mathematics tables, online references, graphic organizers)



Unethical Practices Related to Testing

Unethical practices include, but are not limited to:

- Reclassifying students to alter subgroup reports
- Using students to supervise other students taking a test
- Allowing the public to view secure test items or to observe testing sessions without following protocol in NDCC and laid out in the Test Administration Manual
- Displaying materials on walls or other high visibility surfaces that provide answers to specific test items (e.g. posters, word walls, formula charts)
- Downloading, copying, printing, photographing, recording, or making any facsimile of protected assessment material prior to, during, or after test administration without express permission or a test accommodation
- Explicitly or implicitly encouraging students to engage in dishonest testing behavior

A young girl with dark hair in braids, wearing a light blue patterned top, is leaning over a tablet computer on a dark, textured rug. She is pointing at the screen with her right index finger. The background is softly blurred, showing a brown sofa and a book on the rug. A white text box is overlaid on the left side of the image.

ND A+ Summative Test Administration Manual



Review of the Test Administration Manual

- It is important that every staff member involved in the administration of the ND A+ Summative Assessment reads and follows all directions for administration carefully as outlined in the Test Administration Manual.

A young girl with dark curly hair, wearing a yellow t-shirt, is sitting at a desk in a classroom. She is smiling and has her right hand raised high in the air. In the foreground, the arms and hands of another student are visible, resting on the desk. On the desk in front of the girl, there are several books, a pencil, and a notebook. The background shows a window with blinds.

NDDPI and Pearson Contact Information

Contact Information and Resources

- There are two ways to contact NDDPI for support.
 - Contact via email – dpiassess@nd.gov
 - Contact via phone – Kara Welk - (701) 328-1838, Stan Schauer - (701) 328-2224
- There are two ways to contact Pearson for support.
 - Contact Help Desk via phone - 888-293-0318
 - Contact Help Desk via chat - [Pearson Chat](#)
- ND A+ Portal: <https://ndaplus.mypearsonsupport.com>
 - Technology setup, i.e., TestNav, ADAM
 - Summative Administration Resources, i.e., Summative Test Administration Manual
 - Practice Tests