# 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

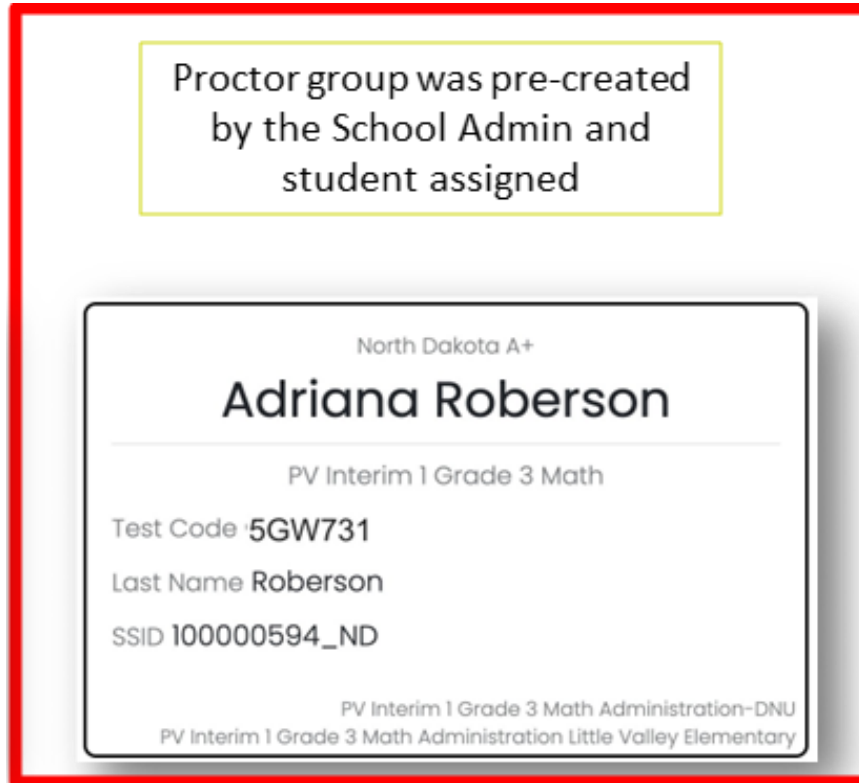- **Option 3:** Teachers create proctor groups at the class level within ADAM.

# 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.

# Option 1: School Coordinator Creates Proctor Groups

Proctor group was pre-created by the School Admin and student assigned

North Dakota A+

## Adriana Roberson

PV Interim 1 Grade 3 Math

Test Code 5GW731

Last Name Roberson

SSID 100000594_ND

PV Interim 1 Grade 3 Math Administration–DNU
PV Interim 1 Grade 3 Math Administration Little Valley Elementary

- 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'.

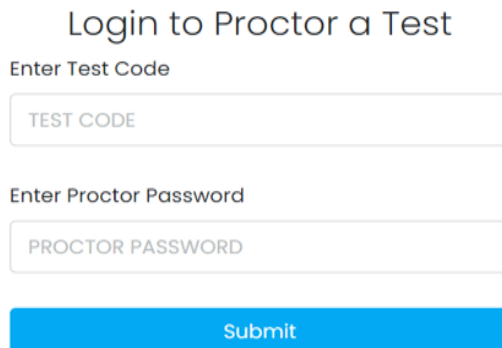- NOTE: Using this method for creating proctor groups does NOT require proctors to login to ADAM.

North Dakota A+
## Proctor Group Creation Login

EE ND A+ Interim 1 Grade 3 Math SY 2425

Test Code
**G5XXTU**

Proctor Password
**YGXWX2**

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

## Login to Proctor a Test

Enter Test Code

TEST CODE

Enter Proctor Password

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.



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

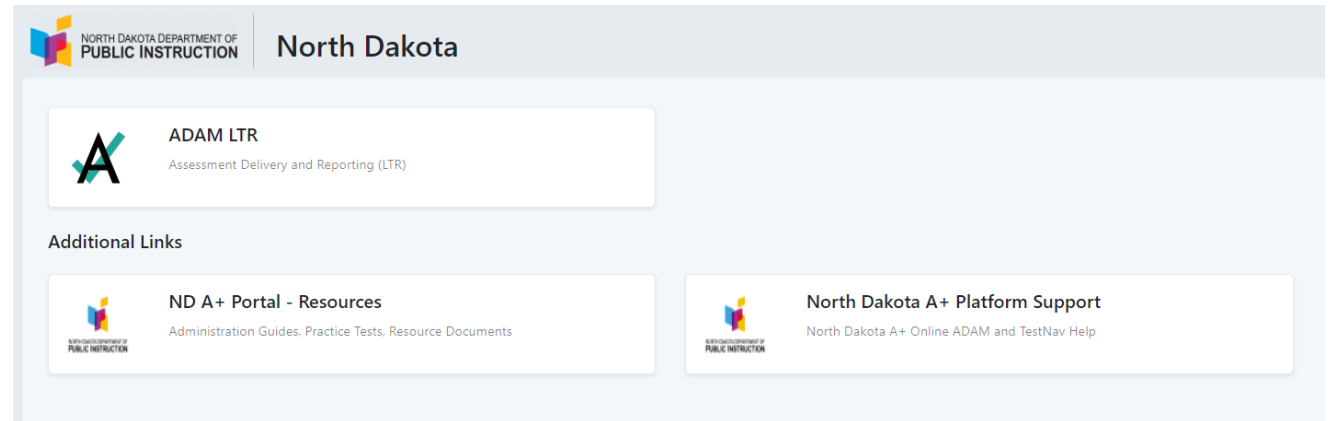| All 9 | Not Started 3 | In Progress 0 | Paused 0 | Submitted 6 | Needs Attention 0 | Exited 0 |
|---|---|---|---|---|---|---|
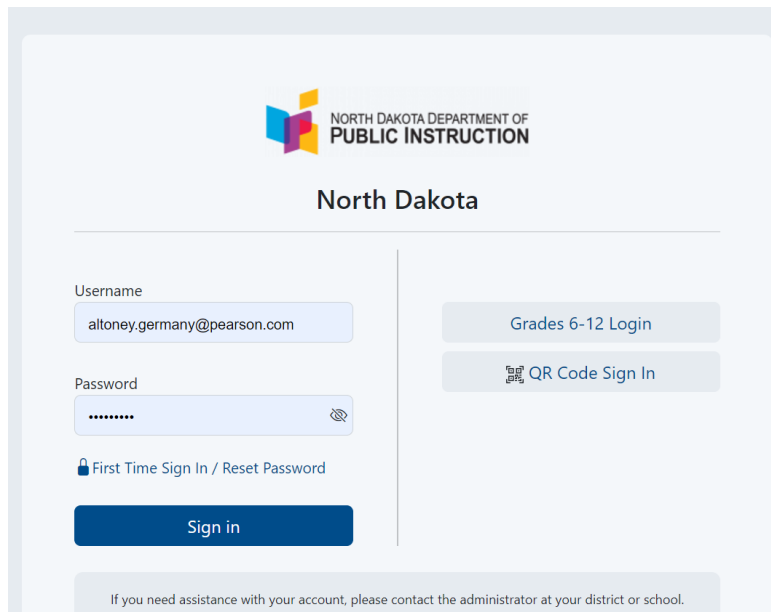
Group Actions: 👤+ ✔ ⏻

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'.

# 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.

# 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.
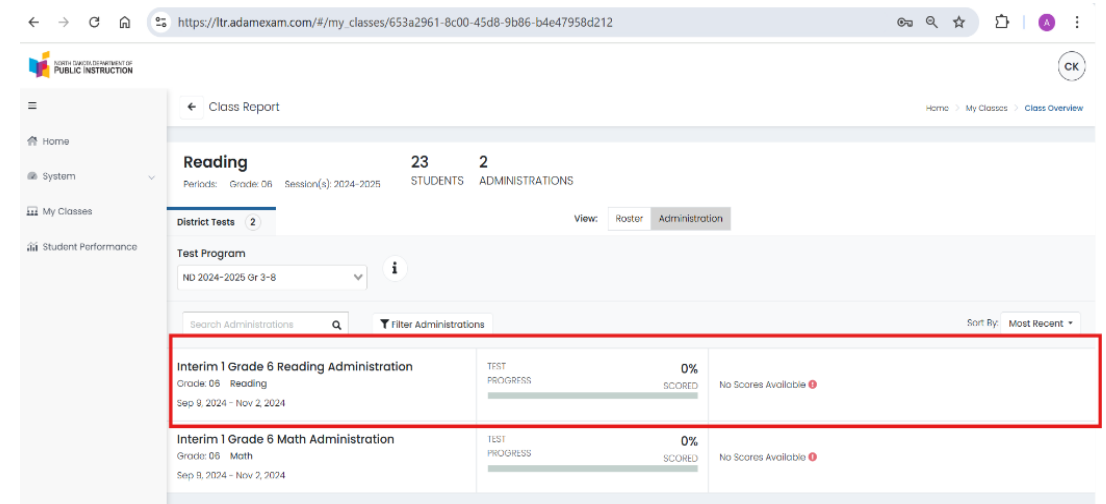
# Option 3: Teachers Create Proctor Groups

- 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.
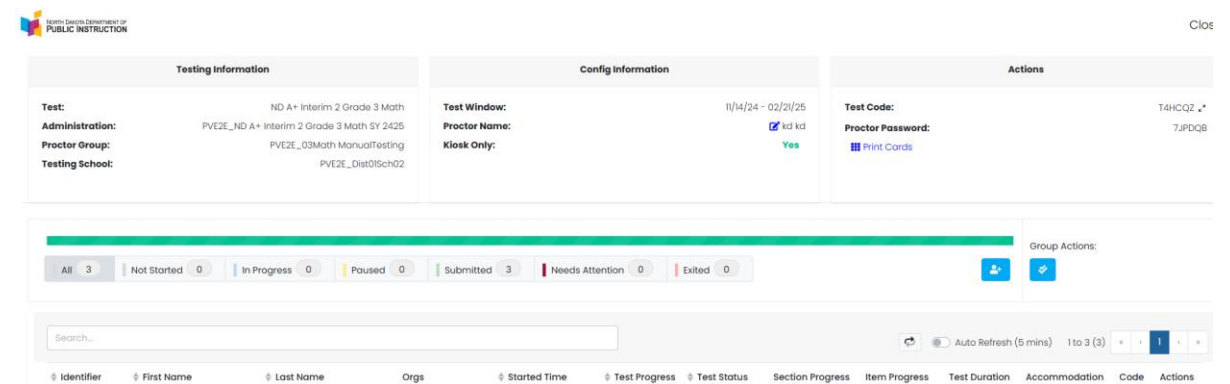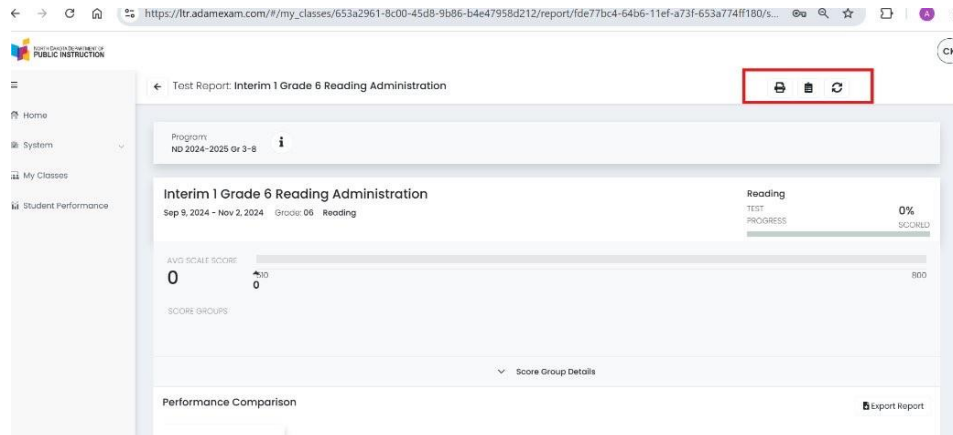
During Administration Tasks

# 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**

TEST CODE

**Enter Proctor Password**

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.

# 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.

# 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
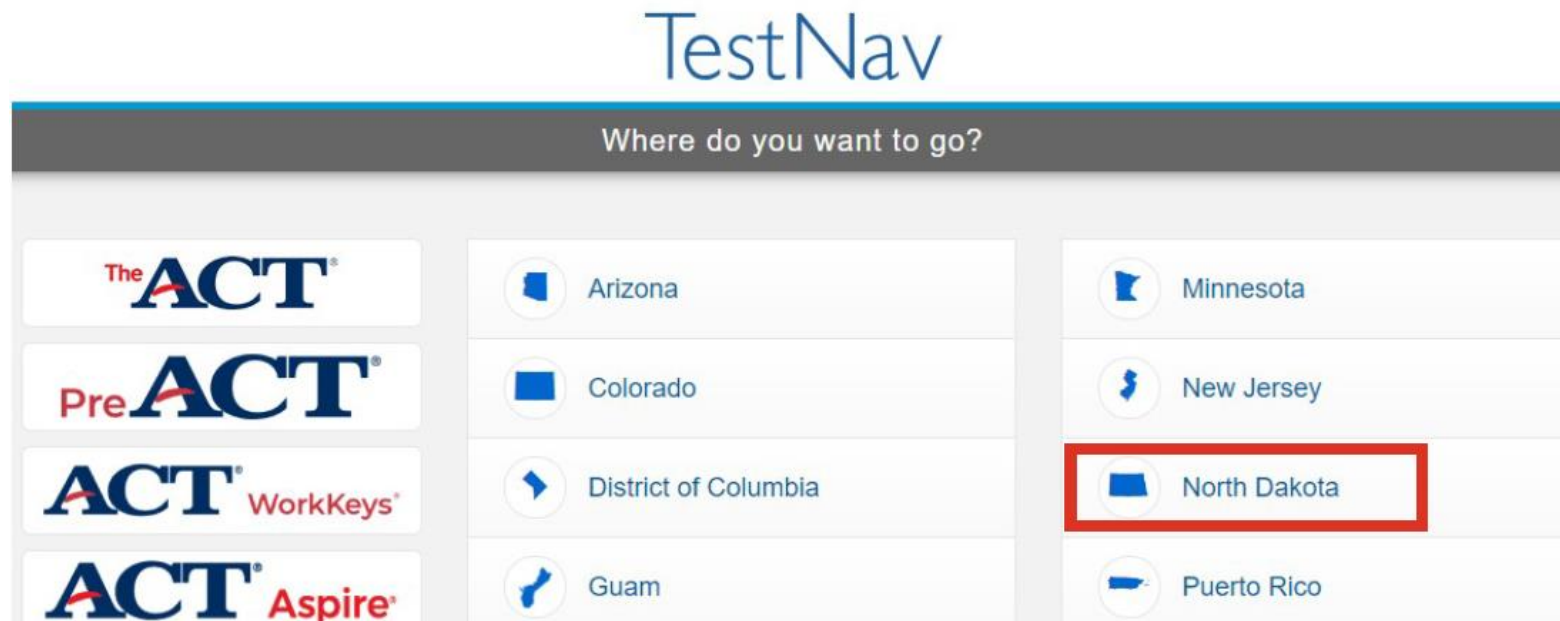
# Student Login to TestNav

- 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.
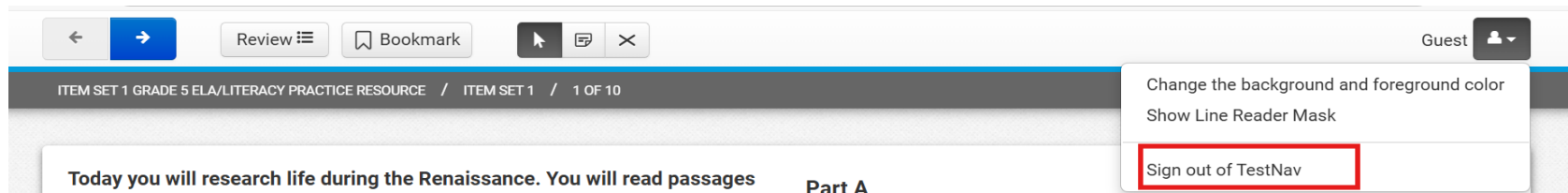


- After selecting 'Sign out of TestNav', the popup message below will appear, and the student will select 'Save and Return Later'.
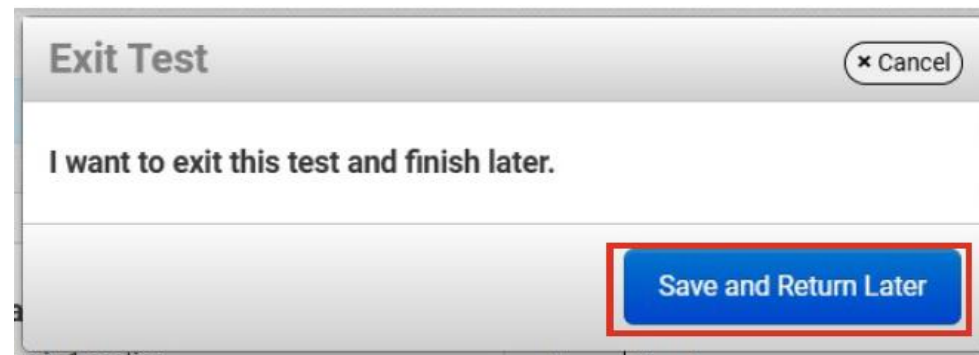
# Taking an Assessment in More Than One Sitting

- When it's time for students to resume testing, the proctor will then reseat the test(s) in the Proctor Dashboard. You can reseat 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 reseat all students in an Exited status at once.

- Reseating is also needed if students are inadvertently kicked out of the test.

# 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

# 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.

# 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
    - o Technology setup, i.e., TestNav, ADAM
    - o Summative Administration Resources, i.e., Summative Test Administration Manual
    - o Practice Tests