



ND A+ Interim Assessment Test Administration Manual

2025-2026

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1.0 Overview/General Information

The North Dakota Department of Public Instruction (NDDPI), in partnership with Pearson, have created the assessments known collectively as the North Dakota Academic Progression of Learning and Understanding of Students or ND A+ system of assessments. The ND A+ assessment system includes state-provided formative assessments (called Navvy), interim assessments, and a statewide summative assessment. The North Dakota Content Standards serve as the foundation for the entire ND A+ assessment system, with all three of the assessments strongly aligned to the standards. The assessments within the system, each with a unique use and purpose, connect to provide multiple pieces of evidence and support educators, schools, and districts in creating a more coherent, comprehensive story of student learning.

ND A+ Interim Assessment

The ND A+ Interim is an assessment given at multiple points throughout the year to measure in-year academic growth and student progress towards end-of-year proficiency goals. The ND A+ Interim has been designed and developed with common features and tools to ensure alignment throughout the ND A+ system and provide a way to predict summative performance based on interim results. The ND A+ Interim also provides information about which students and groups of students need extra support, as well as where the school or district may want to focus resources.

The ND A+ Interim consists of general, criterion-referenced assessments in reading for all students in grades K-10. General, criterion-referenced assessments are available in mathematics for all students in grades K-8, with additional assessments in an Algebra 1 and/or Geometry assessment for grade 9, a grade 10 integrated math assessment, and an Algebra II assessment available for grades 11 and 12. NDDPI oversees all aspects of the ND A+ Interim Assessment, ensuring that each assessment meets rigorous program requirements for validity and reliability, inclusion, technical quality, and reporting.

1.1 What is New for ND A+ Interim Assessments in the 2025-2026 School Year?

The following are key functionality points that are new for the 2025-2026 school year.

1. Additional tools have been added to the student testing platform, TestNav, to provide consistency between summative and interim assessments for all grades. These tools are reflected in the student accommodations profile within ADAM. The Student Readiness Tool (SRT) in the ND A+ Portal has been updated to reflect these changes. We encourage all students to practice with the SRT to familiarize themselves with the available tools. (See 8.0 Preparing for Testing – Student Preparation for more information about the SRT.)
 - Students in grade 2 mathematics will have a new $\frac{1}{2}$ inch and $\frac{1}{2}$ cm ruler.
2. Students must answer all parts of a question to use the forward arrow and move to the next question.
 - All grades: Students must answer all parts of a question before using the forward arrow to proceed.

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- K–2: Students may return to previous questions to review and edit answers once they have responded to their current question. They can also bookmark items to review later during their testing time.
 - Grades 3–12: Students cannot return to previously answered questions.
3. Within ADAM, the test administration platform, for any proctor groups that have a student with a paper accommodation, a link will be available in the proctor dashboard for the proctor to download and print the paper form. (See Appendix Q: How to Print a Paper Form and Transcribe the student responses into TestNav for more information.)
 4. Additional grades and content areas now reflect a computer adaptive test (CAT) rather than a linear test form with the same item sequence. These include reading grades 9 and 10 and grade 10 math and Algebra I.

1.2 About this Manual

This manual provides guidance and instructions applicable for the ND A+ Interim Assessment with sections delineated for before, during, and after test administration, as well as the testing policies and protocols that school and district personnel should consider related to test security and test administration. Policy and testing guidance will be noted in the main section of the manual with procedures (how-to) found in the appendices. **All staff members involved in the administration of ND A+ Interim Assessment must follow the directions for administering the test as outlined in this document.**

This manual should be used for training and orientation purposes for all proctors prior to testing.

The Test Administration Manual (TAM) promotes:

- Fair and equitable testing for each student
- Standardized test administration so that the testing environment is similar for all students
- Test security and student confidentiality practices
- Test validity and accuracy
- Efficiency to minimize the burden for students, teachers, and school and district staff

For questions concerning information presented in this manual or about administration of the ND A+ Interim Assessment, please contact your School Coordinator or NDDPI.

1.3 Role of Individuals

The following roles will be used throughout this manual. A brief description of each role is provided below with the responsibility further defined in section 4.3 Staff Tasks and Responsibilities.

District Administrator/District Test Coordinator is the individual at the district level responsible for the overall coordination and administration of testing in a district.

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Site Admin/School Coordinator is the individual at the school level responsible for the overall coordination of test administration, monitoring the testing process, and resolving testing issues at a school. 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. This individual is also responsible for all post-testing procedures. School Coordinators are accountable for ensuring that testing in their school is conducted in accordance with the test security and other policies and procedures described in the TAM.

Proctor is an individual at the school who is responsible for testing activities within a testing room and administering the interim assessments in a manner that complies with the policies and procedures in the TAM. A teacher may serve as a proctor, as can other school and district personnel.

Technology Coordinator is 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.

1.4 Key Terms

TestNav – the testing platform used to deliver the ND A+ Interim Assessment to students

LaunchPad – the authentication tool that educators will use to access ADAM

ADAM – the assessment management platform

ND A+ Portal – a website with resources and documentation for all assessments within the ND A+ system of assessments

2.0 Testing Policies and Procedures

It is important to consider the best practices outlined in this manual to ensure that the ND A+ Interim Assessment is administered securely and uniformly. If you have questions about policies or procedures not covered in this manual, please contact the NDDPI Office of Assessment at dpiassess@nd.gov.

2.1 Security Policy

The administration of the ND A+ Interim Assessment is a secure testing event. All test items on the ND A+ Interim Assessment are secure items and may not be reviewed with students, discussed as a class, or reviewed during instructional conversations. Discussing, reviewing, recording, or transcribing test questions in any format is a violation of test security.

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

- Allow students to have access to phones or other devices during testing.
- Read or view the passages or test items before, during, or after testing.
- Reveal the passages or test items.
- Copy the passages or test items.
- Explain the passages or test items for students.
- Provide direct assistance to students that may influence their response.
- Change or otherwise interfere with student responses to test items.
- Copy or read student responses.
- Allow students to discuss test items or reading passages during any breaks.
- Allow for talking or other disruptions that distract students and compromise test security.
- Cause school achievement to be inaccurately measured or reported.

If a proctor or other school personnel believe that a security violation has occurred, that individual should alert the School Coordinator or District Administrator. All test security requirements of the ND A+ Interim Assessment must be met. It is considered a test security violation for an individual to fail to follow security procedures set forth by NDDPI.

2.2 Security of Test Materials

The security of all test materials is required before, during, and after test administration as it is crucial to obtaining valid and reliable results. Under no circumstances are students permitted to assist in either preparing secure materials before testing or in organizing and returning materials after testing. After any administration, initial or make-up, secure materials (e.g., printed materials, test tickets, used scratch paper) should be returned immediately to the School Coordinator and placed in locked storage or destroyed. Secure materials are never to be left unsecured and are not permitted to remain in classrooms or be removed from the school's campus overnight. Materials should not be discarded in the trash but should be securely destroyed upon completion of the test session.

All braille test booklets should be treated as secure documents, and processes should be in place to protect them from loss, theft, and reproduction of any kind. Braille test booklets should be returned by mail to Pearson using the return shipping label provided by Pearson, and notification of the return should be provided to NDDPI.

2.3 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.

2.4 Calculator Policy

Mathematics

Calculators are not included or permitted for the math assessment in grades K-5 as the use of calculators changes the construct of the items and what they are intended to measure.

Students in grades 6-12 taking an online test will use a calculator embedded in the online testing platform, TestNav. In grades 6 and 7, students can use the Desmos Four Function calculator and the Five-Function calculator, which includes addition, subtraction, multiplication, division, and square root. Calculations are performed automatically as the student keys in the operation.

Grade 8 students can use the Desmos Scientific Function calculator, the TI108 Basic and the TI30 Scientific calculator. These comprehensive calculators perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically.

For students taking Algebra I or Geometry, they can use the Desmos Graphing or TI Graphing.

Grade 10 students can use the Desmos Graphing calculator and the TI Graphing calculator, as well as the TI108 Basic. Schools and districts should view the calculators with students and provide students the opportunity to practice with the calculator using practice tests and the Student Readiness Tool as explained in section 8.1 Student Tutorial and Practice Tests.

Students taking a paper/pencil test will use a handheld calculator. The test will be separated into two sections with no calculator usage allowed on the first set of items, but calculators allowed on the second set. A calculator should only be used when noted as permissible on test items. Students will use calculators as noted in the paragraphs above. Since external handheld graphing calculators are programmable, there is potential for a security breach. Therefore, all programmable calculators must be set to TEST mode during testing sessions.

The following are types of calculators that are prohibited:

- Any calculator with built-in or downloaded computer algebra system functionality

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- Examples (non-exhaustive): TI-89, TI-92, TI-Nspire CAS, HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G, fx-CP400 or ClassPad 400, ClassPad 300/330, Algebra fx 2.0, or any models starting with CRF-9970G, etc.
- Handheld, tablet, or laptop computers (including PDAs)
- Electronic writing pads or pen-input devices
- Calculators built into cell or smart phones or any other electronic communication devices
- Calculators with QWERTY format letter keys

The following are calculators that are permitted (if modified correctly):

- Calculators that can hold programs or documents: Remove all documents and programs that have computer algebra system functionality
- Calculators with paper tape: Remove the tape
- Calculators that make noise: Turn off the sound
- Calculators with infrared data port: Cover the infrared data port
- Calculators with power cords and computer/device connectivity: Remove all cords and ensure no connection to computer/device

3.0 Appropriate Testing Preparation and Practices

Appropriate testing preparation and practices ensure that students have a fair and equitable opportunity to show what they know and can do. Appropriate testing preparation and practices include two core requirements:

- Students complete the correct test in a supervised, secure, and distraction-free test environment.
- Students have access to necessary, allowable, and appropriate resources.

If either of these core requirements are compromised or absent, an impropriety or irregularity may have occurred.

3.1 Administration Schedule

The ND A+ Interim Assessment is provided in 3 testing windows:

Interim	Dates
Fall Administration	September 2 – October 24, 2025
Winter Administration	December 8, 2025 - Feb 20, 2026
Spring Administration*	March 16 - May 15, 2026

Please note that the spring administration is only for grades not assessed in the summative administration. Spring interim assessments will be offered in reading and mathematics for grades K-2 and 9 and in mathematics for grades 11 and 12. Testing may be scheduled and occur at any time within each test administration window. It is strongly recommended to have at least eight weeks of instruction between interim administrations.

Each district is responsible for determining school testing schedules. Subject tests do not have to be administered in any specified order. For example, a school may choose to administer reading tests prior to mathematics tests.

Interim assessments are untimed assessments. To assist with planning purposes, the following charts outline average testing times on the 2024-2025 interim assessments.

Minutes needed to complete Fall 2024-2025 Interims						
Grade/Subject	Reading Interims			Mathematics Interims		
	25th Percentile	Average	75th Percentile	25th Percentile	Average	75th Percentile
Kindergarten	11	18	21	8	12	13
Grade 1	8	12	14	7	10	11
Grade 2	7	13	15	8	13	15
Grade 3	21	37	46	20	32	39
Grade 4	26	41	51	22	34	40
Grade 5	26	41	50	25	39	46
Grade 6	26	38	45	24	36	42
Grade 7	25	35	41	24	35	41
Grade 8	23	32	37	21	31	37
Grade 9	17	24	28			
Grade 10	16	22	27	20	30	38
Algebra I				23	25	31
Algebra II				24	25	31
Geometry				19	21	24

Minutes needed to complete Winter 2024-2025 Interims						
Grade/Subject	Reading Interims			Mathematics Interims		
	25th Percentile	Average	75th Percentile	25th Percentile	Average	75th Percentile
Kindergarten	14	22	27	9	13	14
Grade 1	14	21	25	11	15	17
Grade 2	13	24	30	11	17	20
Grade 3	26	47	58	24	37	45
Grade 4	31	51	62	26	41	49
Grade 5	33	52	63	30	46	56
Grade 6	32	48	59	26	39	48
Grade 7	27	41	49	27	40	48
Grade 8	27	39	47	25	37	44
Grade 9	22	33	39			
Grade 10	19	28	34	21	33	41
Algebra I				17	28	35
Algebra II				20	31	38
Geometry				25	34	41

Minutes needed to complete Spring 2024-2025 Interims						
Grade/Subject	Reading Interims			Mathematics Interims		
	25th Percentile	Average	75th Percentile	25th Percentile	Average	75th Percentile
Kindergarten	9	13	17	7	9	10
Grade 1	7	11	14	7	9	11
Grade 2	15	26	30	9	13	15
Grade 9	18	27	33			
Algebra I				20	35	42
Algebra II				16	26	33
Geometry				23	32	39

3.2 Testing Environment

The testing environment refers to all aspects of the testing situation while students are testing. The testing environment includes the location in which students are actively testing (e.g., classroom, computer lab) and what a student can perceive or access (including via technology).

It is important to prepare the testing room to maintain a quiet, distraction-free testing environment throughout testing.

Suggestions for the testing environment include:

- 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.

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

Testing rooms must be set up to allow the proctor to actively walk around the testing space. The proctor should be able to monitor all students in the room from a central location. All visual testing aids and instructional materials, such as posters with testing subject matter, should be covered or removed. Students must be seated in a way that limits the possibility of prohibited behavior and minimizes opportunities to look at each other's work, whether through spacing, table-top partitions, or other visual barriers.

In addition, the following practices are standard testing conditions available for all students:

- Dividing testing into several testing events, including providing students with extended time or breaks as needed.
- Reading or rereading student directions to students.

3.3 Scratch Paper

Schools may provide scratch paper for students. Graph paper is allowed as scratch paper in all grades. Plain lined (notebook) paper and plain unlined paper are allowable for all grades. Scratch paper must be treated as secure test materials and must be handled according to the policy outlined in 2.2 Security of Test Materials. Students may have access to an unlimited amount of scratch paper for all portions of the assessment; there is no minimum or maximum amount of scratch paper per student.

3.4 Testing Incidents

There are two types of testing incidents that might result from district or school personnel actions taken before, during, and after testing—procedural testing irregularities and serious testing violations. Testing personnel should understand the distinctions between different types of testing incidents so that any that occur may be properly reported and addressed.

Testing Violations

If a proctor has reason to believe that a violation in testing security or test impropriety has occurred, he or she should notify the School Coordinator immediately. The School Coordinator should then notify the District Administrator. All potential test improprieties or irregularities must be reported to the School Coordinator and District Administrator immediately, even if the exact situation is still unclear. The District Administrator(s) are responsible for investigating any reported situations. If he or she has reason to believe that a lapse in test security has occurred or an impropriety or irregularity provided an unfair advantage or disadvantage to a student, the District Administrator must do the following:

- Immediately notify the NDDPI Office of Assessment.
- Securely transmit relevant evidence of irregularities via secure file transfer after the incident occurred.
- Maintain the confidentiality of all evidence and documentation related to test security investigations.

If NDDPI has reason to believe that a violation in test security or an impropriety or irregularity providing an unfair advantage or disadvantage to a student has occurred, it has an obligation to investigate the incident as soon as possible. Districts and schools are required to comply with NDDPI's requests for documentation and information relevant to their initial investigation. NDDPI may involve the school district or conduct a separate investigation.

If NDDPI determines that an irregularity in test administration or security has occurred, NDDPI will notify the District Administrator in writing, indicating the status of the case. Depending on the severity of the

incident and its potential impact to the ND A+ Interim Assessment program, actions may include but are not limited to:

- Invalidation of student(s) scores.
- A requirement for the district or school to complete a corrective action plan.
- NDDPI's recommendations and/or requirements for inclusion in the district or school corrective action plan.
- No further action required.
- In the event that a District Administrator is required to submit a corrective action plan to NDDPI, the plan will include but will not be limited to:
 - Investigative findings indicating the testing irregularity resulted from inappropriate district test administration and/or inadequate security protocol; or
 - Investigative findings indicating the District Administrator did not provide adequate or sufficient trainings to those involved in test administration and/or security procedures.

Test Irregularities

Test irregularities are non-standard situations that occur during test administration that affect one or more students. This includes students experiencing computer problems, experiencing a sudden illness, having to leave the room, or becoming unduly disturbed by the testing situation.

Testing staff should become familiar with the policy around unexpected/unforeseen circumstances prior to testing.

Some students may be unable to participate in regular testing schedules due to absence, technical difficulties, or other unforeseen circumstances. Opportunities for these students to complete each assessment must be provided within the testing window. If there is an emergency that interrupts testing for an entire class or school, decisions about whether a test can be started again or not will be made on a case-by-case basis by working with the NDDPI Office of Assessment. Whether intentional or not, a drill of any kind does not constitute an emergency. In the event of an emergency, please contact the NDDPI Office of Assessment.

Wrong Test Form/Accommodation Errors

If you notice a student in a proctor group has the incorrect form or accommodation, the proctor should immediately stop the student's test. Testing tools must be set before starting a test session. Adding or modifying testing tools while the test session is active is not possible. The test will need to be reset, proper tools added or modified, and a new test session started. Refer to Appendix L: Incorrect Accommodations if a student started testing and is missing a required accommodation and Appendix J: Reseating Students on how to reseat the student in the proctor dashboard so the student can test with the correct accommodation(s).

Loss of Connectivity

If a student temporarily loses connectivity during the test, the student must be reseated in ADAM once connectivity has been established. Refer to Appendix K: Reseating Students for directions on how to resume testing for a student.

If connectivity issues continue to occur, contact your technology staff. If issues continue to occur, contact the Pearson Help Desk at (888) 293-0318.

Device Failure

If a student has been logged out of TestNav due to device failure and needs to resume testing on a different testing device, the student needs to be reseated in ADAM. Follow the steps in Appendix J: Reseating Students.

Resume a Test

If a student has something occur that interrupts their test taking such as computer issues, session timeout, unexpected errors, exiting of TestNav, etc., the student will need to be reseated. Reseating will allow the student to re-enter their test code and student ID number to resume their assessment session. Refer to Appendix K: Reseating Students for directions for reseating a student.

Requesting Test Session Action

During testing, if a student signed into the wrong test, needs to start again due to illness, or was missing required accommodations and needs to start over, test invalidation requests are submitted, as appropriate, using the My Requests icon in ADAM. Refer to Appendix M: How to Request a Session Unsubmit or Reset. NDDPI makes the final decision on whether to approve the requested test invalidation. School Coordinators can track the status and final decisions of requested test invalidations in ADAM.

Reset a Test

Resetting a test eliminates all responses for a student. When that student logs in to the test again, the test will start over. This should only be done in situations where the test cannot be appropriately completed as is (e.g., two students accidentally log in to each other's tests; a student requiring braille was not given the accommodation). A test should never be reset to give a student a second opportunity. Each student is allowed one opportunity to be assessed.

Invalidate a Test

Tests should be invalidated (voided) when a student's performance is not an accurate measure of his or her ability (e.g., the student cheated or used inappropriate materials, instruction related to the test is provided during the administration, students are guided to the correct answers, test questions are discussed with students). If a test is invalidated, the student is not given another opportunity to take that test.

4.0 Test Staff Roles and Responsibilities

4.1 Staff Tasks 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 Technology 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	/	/	/
Assist with proctor group creation if needed, as directed by District Administrator	/	/	/
Download and print any necessary accommodated assessments (standard paper, large print, Braille, human reader companion books)	/	/	/
Print and distribute student test tickets	/	/	/
Help students log in to TestNav, as necessary	/	/	/
Monitor testing progress and student testing behavior	/	/	/
Ensure students correctly log out of TestNav	/	/	/

District Administrator/District Test Coordinator Responsibilities

District Administrators are responsible for coordinating test operations and administration within their district and ensuring technical readiness for the district. They are responsible for ensuring that the School Coordinators in each school are aware of policies and procedures and properly trained.

Site Admin/School Coordinator Responsibilities

School Coordinators are responsible for the following tasks:

- Work with Technology 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.

Technology Coordinator Responsibilities

Technology coordinators are responsible for the following tasks:

- 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 issues.

Proctor Responsibilities

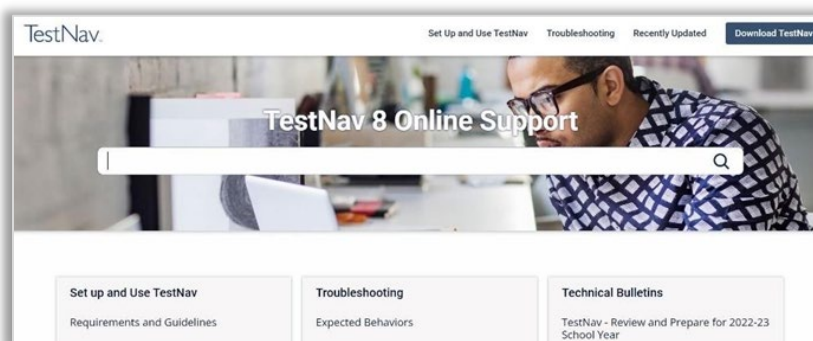
Proctors are responsible for the following tasks:

- Download and print accommodated paper tests as needed.
- Print and distribute student test tickets.
- Help students log in to TestNav, as necessary.
- Perform proctoring management activities during testing.
- Monitor testing progress and student testing behaviors.
- Ensure students correctly log out of TestNav.
- Complete post-test activities (non-ADAM related).

5.0 Preparing for Testing – Technology

5.1 ADAM and TestNav

- ADAM is the system used to perform different tasks to prepare for and administer the ND A+ Interim Assessment. It is accessed using the single sign-on platform, LaunchPad.
- Directions for logging into Launch Pad are in Appendix A: Logging into LaunchPad and ADAM.
- TestNav is the online testing environment used by students to complete their assessments.
 - For questions or if you require support information, you can visit the [TestNav 8 Online Support](#) site.

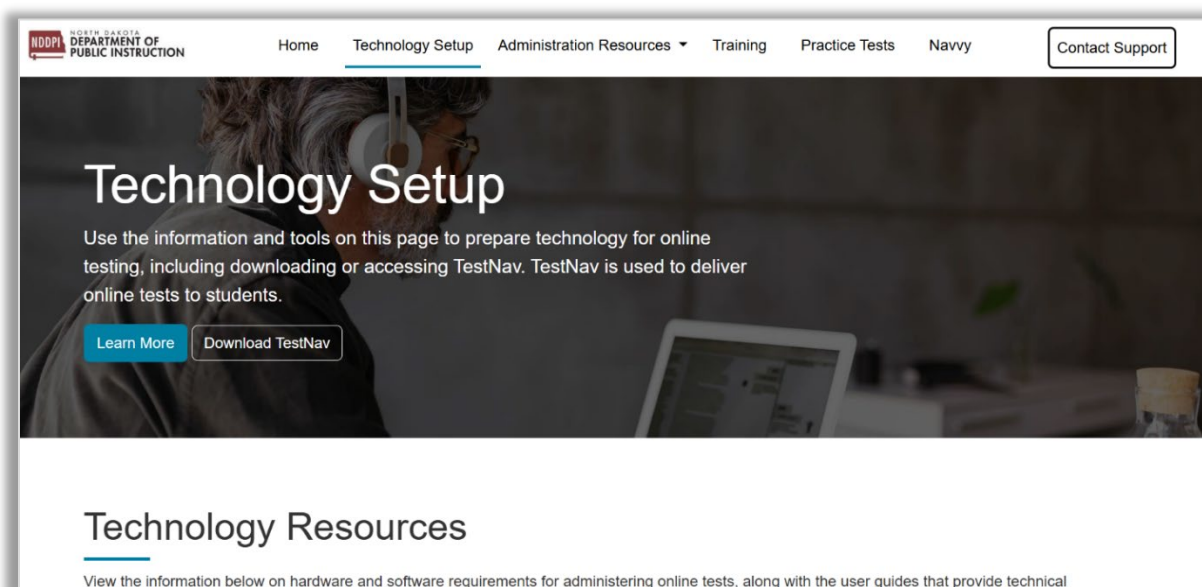


5.2 Technical Requirements

- 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 location: [Technology Setup | ND A+ Portal](#)
- It is highly recommended that students or school technical support complete the App Check prior to the beginning of testing to minimize technical issues during testing. The steps to run the App Check can be found in Appendix B: Running an App Check on Devices.

5.3 Devices Checks

- Ensure that each device students will use is able to support ND A+ Interim Assessment testing.
 - Check local configuration, including bandwidth.
 - Ensure that the up-to-date TestNav app is downloaded onto your students' computers. 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 888-293-0318 or use the online support form with any technical questions.
- Find more information about site readiness on the ND A+ Technology Setup page.



5.4 Test Device Management

Prior to testing, work with your Technology Coordinators to prepare the testing devices to ensure test security.

- 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.

6.0 Preparing for Testing – ADAM

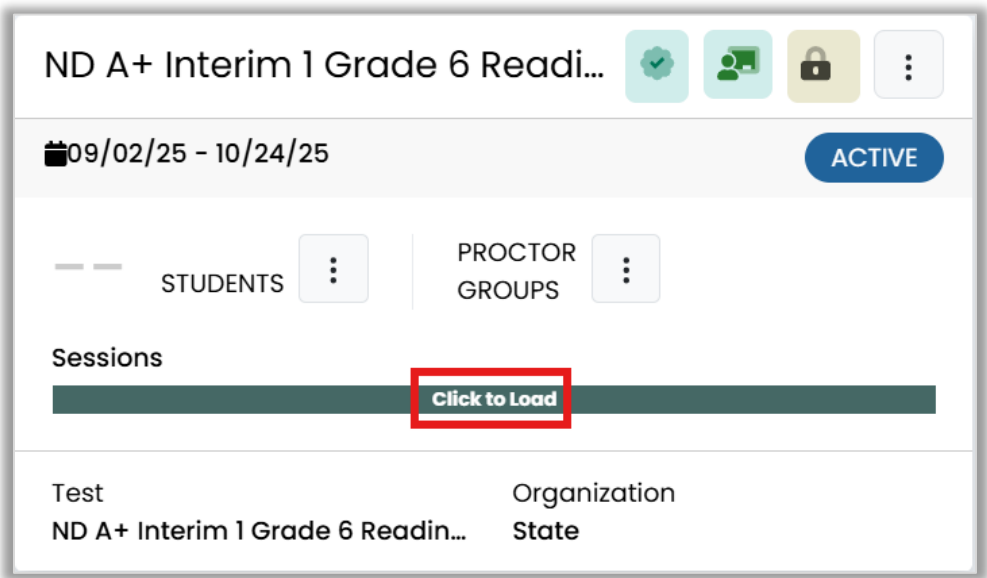
Prior to the online test administration, schools must complete the following procedures:

1. Confirm District and School Staff User Accounts (District Administrators, School Coordinators)
 - Ensure that **current** staff members have appropriate user accounts in ADAM. User accounts come from the single sign-on authentication system, LaunchPad, and the user should have a unique username and password in LaunchPad. User accounts are role based.
 - If they do not have a user account, please refer to Appendix C: ND A+ Data User Help Guide.
 - Reminder that proctors do not need to have an account in ADAM in order to proctor a test. See Appendix G: Logging In As a Proctor for additional information.
2. Confirm that all students are rostered within ADAM in the appropriate grade and with any necessary accommodations.
 - For student transfers, the student's information needs to be updated in PowerSchool/STARS. Updates to student records in LaunchPad/ADAM will happen via APIs that update the student's registration information. Ensure the student has the correct school enrollment listed in PowerSchool and STARS. The student information will be updated in your organization in LaunchPad and ADAM within 48 - 72 hours depending on the time of the revisions.
 - If a new student arrives in a school but has already tested in another school or already began testing in another school, the student's test administrations will transfer with the student's registration information. The new organization will see the student's testing history and be able to finish administering the test, if needed.
3. Determine your school's approach to creating proctor groups. See 7.0 Preparing for Testing – Proctor Groups and Appendix D: Creating Proctor Groups.

6.1 Test Administrations

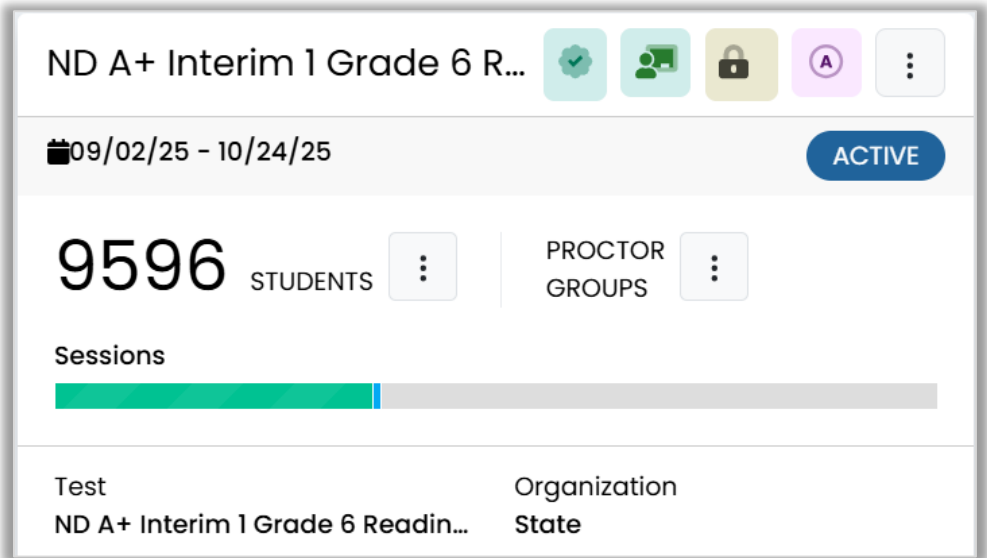
Test administrations are set up by Pearson within ADAM. NDDPI, District Administrators, and School Coordinators can view the test administrations in ADAM.

Select **Click to Load**.

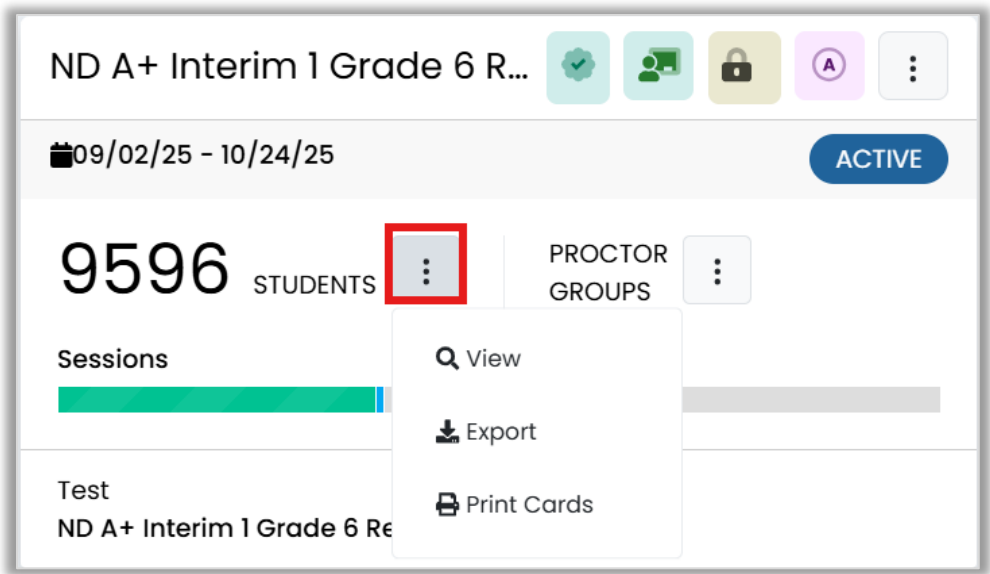


The test administration cards include the following information:

- Test administration name
- Start/End date of the test administration
- Students: count, view, export and print cards
- Test: name of the test used for this administration
- Organization: shows the top level of organizations eligible for these administrations (state, district, school)
- Session (not started, in progress, completed)



6.2 Students



Student Count

The number of students on your administration card is the count of students eligible within your organization. This number will change if students are added to ADAM or if students move to different grades or tests.

Student View

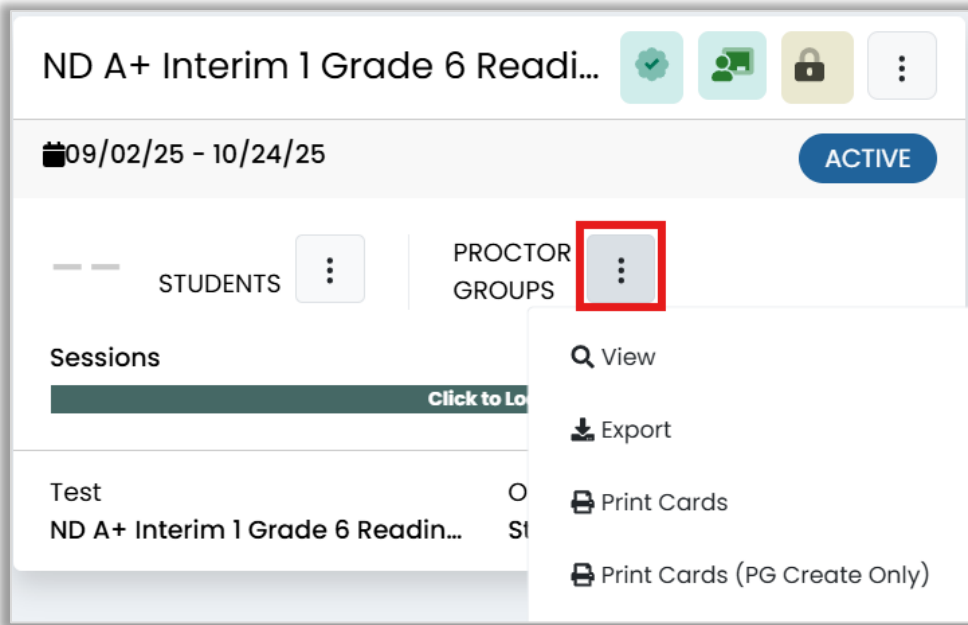
View is a list of students who are eligible in your organization. This number will change if students are added to ADAM or if students move to different grades or tests.

Display Name	Organization	Testing School	Progress	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Clara Wells	Sunshine Middle School	Sunshine Middle School	Not Started	Demo Form	100001698			Apply	
Mason Schwartz	Sunshine Middle School	Sunshine Middle School	Not Started	Demo Form	100001711			Apply	

Student Export

The export icon will download the list of students eligible to test. The downloaded spreadsheet contains the test code that the student inputs into TestNav to log in to their test if they have been pre-assigned to a proctor group. The spreadsheet can be distributed to the proctors if desired. See Appendix N : Testing Status Extract for more information.

6.3 Proctor Counts and Groups

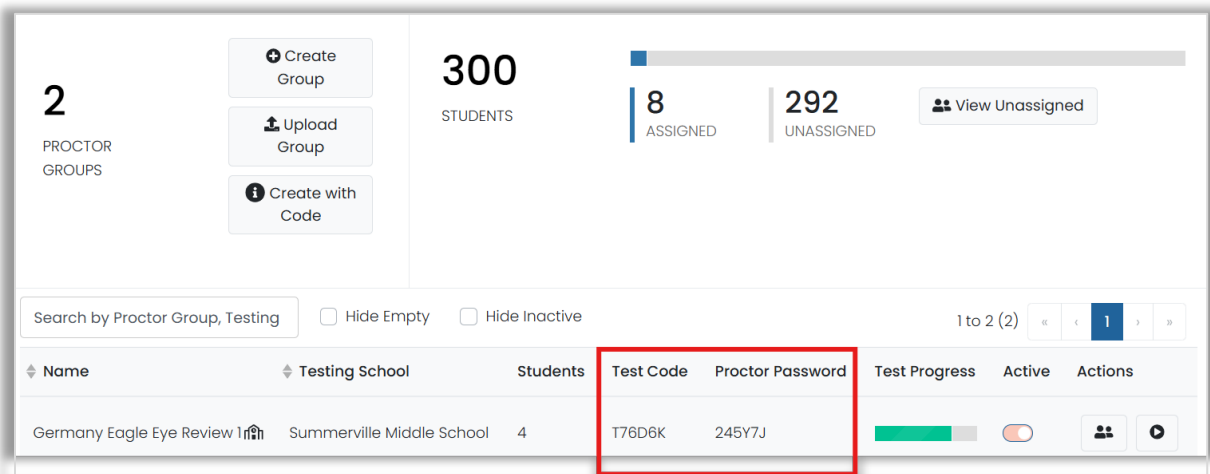


Proctor View

To see the proctor groups set up for your organization, under “proctor groups”, select the **View** button.

Proctor groups contain the test code and proctor password you will need to provide to your proctors prior to testing so they can log in to the proctor dashboard.

The primary use for each proctor group is to monitor the testing progress and provide support to the students.



Proctor Group Export

The proctor group export allows you to download a file that has information for all the proctor groups created in your organization, including administration name, school, proctor first and last name, proctor test code, and proctor password needed for testing.

Note: This export will not have any information in it until students start taking their tests

name	school	proctor first	proctor last	test code	proctor password
Grade 3 Math Acco	Little Valley Elementary	A	Germany	T7W6PE	6CPPRS

To access the Proctor Group Export, select **Export** underneath the Proctor Groups label on the Administration Card.

7.0 Preparing for Testing – Proctor Groups

7.1 Creating a Proctor Group

For each grade and content area, a proctor group test code and proctor password are needed. Schools have three options for creating proctor groups. Directions to create proctor groups are in Appendix D: 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 do not 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 proctor group creation test code and 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.

7.2 Student Test Tickets

Student test tickets for each subject contain the student's last name, SSID (State Student Identifier) and depending on how you set up your proctor group, the test code each student will use to log in to each assessment. In ADAM, you will see these referred to as cards. These must be handled in a secure manner and should be stored securely before use and returned to the School Coordinator after testing. See section 2.2 Security of Test Materials for more information.

Test Card for Students Not Pre-Assigned to a Proctor Group:

North Dakota A+	
Fern Bentley	
ND A+ Interim 1 Grade 6 Reading	
Last Name Bentley	
SSID 100001686	
EE ND A+ Interim 1 Grade 6 Reading SY 2526	
Grade 06	

Test Card for Students Pre-Assigned to a Proctor Group:

Layout

Grouping

Choose Proctor Groups

Proctor Groups: 2
Pages: 7

Sequential

Stacked

Page 1

North Dakota A+
Aaryan Day

ND A+ Interim 1 Grade 6 Reading

Test Code T76D6K

Last Name Day

SSID 100001716

EE ND A+ Interim 1 Grade 6 Reading SY 2526
Germany Eagle Eye Review 1

North Dakota A+
Aaminah Waters

ND A+ Interim 1 Grade 6 Reading

Test Code T76D6K

Last Name Waters

SSID 100001690

EE ND A+ Interim 1 Grade 6 Reading SY 2526
Germany Eagle Eye Review 1

Note: For students using a scribe to enter responses, test tickets can still be printed—even though they are primarily intended for online testing—so the scribe can input answers into TestNav for students testing on paper.

Student test tickets should be printed prior to the administration of the assessment. Student test tickets are available to print from the Test Management menu in ADAM at Test Management > Administrations. See Appendix E: Printing Student Test Tickets for the steps to print test tickets.

8.0 Preparing for Testing – Student Preparation

8.1 Student Tutorial and Practice Tests

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+ Interim Assessment. It is not an actual test.

The SRT for each grade is available on the North Dakota A+ Portal at [ND A+ | SRT Home](#).

The SRT walks students through what they will see when they first open TestNav and how they will log in. Students will learn how to navigate through the pages and questions, reviewing and bookmarking test questions, submitting answers, and exiting the test. Students will also learn how to use the support tools that could be available on the test and be able to practice using those tools. The SRT also provides students an opportunity to practice answering different types of sample test questions and submitting final answers.

This process will be very similar to what students will see on the actual test. Students may access the SRT as many times as they wish.

It is strongly recommended that students access the SRT so that they can become familiar with the item types on the North Dakota A+ Interim Assessment and to learn how to use the TestNav tools before testing.

It is recommended that students also take the Practice Tests specific to their grade and assigned subjects to become familiar with the types of questions they will see on the ND A+ Interim Assessment tests. Practice Tests are available online on the ND A+ Portal under the [Practice Tests tab](#).

9.0 Preparing for Testing – Accommodations and Accessibility

The ND A+ Interim Assessment offers accessibility supports through universal features, designated features, and accommodations to ensure that all students can access, participate, and interact with the assessment. Supports can be offered as embedded (digitally provided with test platform) and non-embedded (non-digitally or locally provided). Further information and guidance can be found in the [North Dakota Accessibility 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. Teachers, proctors, and school personnel should pay special attention to non-embedded, locally administered features to ensure they are prepared to make these features available to students during the assessments.

Accessibility supports 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 accessibility supports 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.

9.1 Universal Features

Universal features are accessibility supports that are available to all students. These features are embedded in TestNav or can be non-embedded. Students may choose to use or disable embedded features based on individual preference. The most appropriate use of these supports is to encourage students to use those features that most closely align with the supports they use daily in the classroom setting to promote continuity between instruction and assessment.

Embedded Universal Features

Feature	Subject/Content Area Available	Information
Dynamic Text to Speech (DTTS)	Math	Students use this feature to hear generated audio. <i>Note: For all grades in Math, voice must be installed to enable Dynamic Text to Speech (DTTS) for Spanish tests. Also, grades K-1 do not have DTTS since they utilize Human Read Aloud. The Spanish (Mexico) language pack needs to be selected.</i>
Answer eliminator	Math, Reading	Students use this feature to cross out and visually eliminate answer choices that the student feels are incorrect.

Feature	Subject/Content Area Available	Information
Answer masking	Math, Reading	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	The student is able to adjust the text color and screen background color based on the student's need.
Magnifier	Math, Reading	Students can enlarge the size of the text within TestNav.
Highlighter	Reading	A student can use this to highlight items, text, or response options.
Line reader masking	Math, Reading	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	For calculator-enabled items, students can access embedded digital calculators. Calculators are available in grades 6-12.
Rulers	Math	Students can access a digital ruler for items requiring one. Rulers are offered in grade 2-3
Protractors	Math	Students can access a digital protractor for items requiring one. Protractors are available only for Grade 4.
Notepad	Reading	Students can use this feature as digital scratch paper to make notes.

Non-embedded Universal Features

Feature	Subject/Content Area Available	Information
Breaks	Math, Reading	A student can take breaks as needed to reduce cognitive fatigue.
Extended time	Math, Reading	There are no time limits on the ND A+ Interim Assessment.
Scratch paper	Math, Reading	All scratch paper must be collected and securely destroyed after administration of each test domain to maintain test security.

9.2 Designated Features

Embedded Designated Features

Feature	Subject/Content Area Available	Information
Spanish language translation	Math	Spanish language assessments are available for students requiring this feature.
Zoom	Math, Reading	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	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	Transparent sheets or plastic devices placed over a piece of paper or computer screen to adjust color.
Human reader/American Sign Language	Math	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	Student tested in alternate setting.

9.3 Accommodations

Accommodations are for students for whom there is written documentation (Individualized Education Program (IEP) and/or Section 504 Plan) and exist to create or attempt to create equitable access to assessment content.

- Braille—Due to the time it takes to create Braille test booklets, students needing this accommodation need to be identified in the fall of each school year. Pearson and NDDPI collaborate to distribute a survey to the districts/schools to collect this information. Paper braille test booklets will be shipped to the schools that have requested them via the survey.
 - On top of filling out the survey, Braille must also be denoted in the student profile (like other supports). The administration of a Braille assessment requires two devices: one used for proctoring and administering the assessment, and one used to login as the student in TestNav and enter student responses.
 - Braille booklets are considered secure documents. Pearson provides a mailing label to return the booklet once the student and proctor have finished and submitted the assessment.

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

If a student has a paper test book noted as an accommodation, District Coordinators and School Coordinators who have a student with this accommodation will be able to download the paper form in ADAM from the Proctor Dashboard or within the Proctor Group.

For the paper testers, a teacher or proctor will enter their responses into a data entry form in TestNav after the student tests. The testing ticket should be printed for these students so the teacher or proctor can use it to access the data entry form in TestNav. Note: When entering student responses into the data entry form, the person transcribing will not be able to return to previous items, just as students cannot return to previous items.

For more information about the forms and testing system involved in students testing with paper, please see Appendix Q: How to Print a Paper Form and Transcribe the student responses into TestNav.

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 questions 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, in addition to DTTS - Items, to hear generated audio of passages and test items. This accommodation cannot be selected on its own and must include both DTTS features for passages to be read. Refer to Appendix N: How to Select Dynamic Text to Speech (DTTS) outlining the process for selecting this accommodation for a Reading Assessment.
White noise	Math, Reading	Students provided the option for the White Noise tool can select one of three white noise options (Waves, White Noise, or Wind) to help them concentrate on test content.

Within the reading interim assessment in grades 3 and above, Dynamic Text to Speech is an accommodation and one of two options should be selected within the student's accommodation profile in ADAM. Select DTTS as an accommodation for 1) the reading assessment directions, questions, and response options or 2) the reading assessment directions, questions, response options **and** the passages. Refer to Appendix F: Updating Student Accommodations for the process. **Please note:** In mathematics the Dynamic Text to Speech tool is turned ON for all students as a default setting.

Headphones should be made available to all students to utilize Dynamic Text to Speech. Please ensure headphones are plugged in to the students' devices before beginning test administration; sound will play on the Hardware and Audio Check portions of the sign-in process to ensure the device audio is working.

Non-embedded Accommodations

Feature	Subject/Content Area Available	Information
Braille	Math, Reading	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.
Paper	Math, Reading	The student takes a paper-and-pencil version of the test. If checked, District Administrators and School Coordinators who have a student with this accommodation will be able to download the paper form in ADAM from the Proctor Dashboard. 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.
Scribe	Math, Reading	Proctors may enter student responses into the TestNav app for a student who is unable to do so. Additional information on the scribe can be found in Appendix P: Guidance on the Role of the Scribe
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.

10.0 During Testing

10.1 Testing Set Up

Please consider the following best practices for testing, which allow for the flexibility to test over multiple days.

- 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 Test Tickets)
- Remove or cover visual aids in the room.
- Proctors should verify that the test tickets are for the correct test (math or reading) 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)

10.2 Test Day - Proctors and Proctor Dashboard

In order to administer the ND A+ Interim Assessment, proctors must log into ADAM's Proctor Dashboard. Test Proctors do not need to be ADAM users to proctor a test. If they have been provided with a test code and a proctor password, proctors can launch the proctor dashboard without logging into ADAM ([ADAM | Proctor](#)). For directions on accessing ADAM as a proctor, please see Appendix G: Logging In As a Proctor.

The proctor dashboard provides information on the assessment as well as links to perform necessary tasks. You can view information about the test, test configuration, and select an action. Directions are located in Appendix H: Understanding the Proctor Dashboard.

10.3 Test Day – Proctor Dashboard

Once your proctor group has been either pre-assigned or created for students on the day of testing, you can now start your administration. For directions on starting the test session, please refer to Appendix I: Starting the Administration.

Session Management Area

In the Session Management area of the Proctor Dashboard, you will be able to view, filter, and search for students in your proctor group and manage their sessions. Students who have access to the test are listed in the Tester column.

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	100001690	Aaminah	Waters	Sunshine Middle School	Aug 17th, 6:25:45 pm		SUBMITTED	None	100% Answered	00:30:19	2		
<input type="checkbox"/>	100001716	Aaryan	Day	Sunshine Middle School	Aug 17th, 7:05:49 pm		SUBMITTED	None	100% Answered	00:09:03	1		
<input type="checkbox"/>	100001517	Aayan	Jacobs	Independence Secondary School	Not Started		NOT STARTED	None	None		1		
<input type="checkbox"/>	100001357	Abbey	Sandoval	Crystal River Secondary School	Aug 17th, 7:01:31 pm		SUBMITTED	None	100% Answered	00:01:33	1		

Below are 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 in to the test.
- **Tester**
 - The 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**
 - All assessments have only one section and will say "Section 1".
- **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**
 - Participation codes are not required for students who do not take the ND A+ Interim Assessments. However, districts or schools may choose to enter a code for individual students for their own tracking or documentation purposes. This can be done by selecting the appropriate option under Actions on the Proctor Dashboard.
- **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 K: Reseating Students.

10.4 Test Day - Student Breaks During Testing

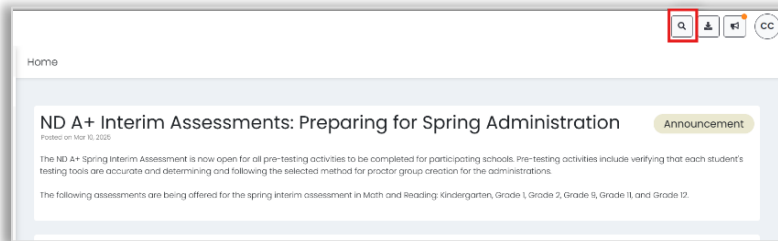
If during testing, a student requires a restroom break, the proctor should instruct the student to stay signed into their test. While the student is away for a restroom break, the proctor must monitor the student’s testing device. If the device is portable, the student can give the device to the proctor. If the student is testing with a desktop or other non-portable device, the proctor must monitor the student device until the student returns. TestNav automatically logs a student out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, the proctor can reseat them in the proctor dashboard. Ensure the following steps have been taken before reading the test administration directions.

- Ensure the TestNav app is launched on each device students will use for testing. Ensure that all students have headphones and a keyboard. Instructions on setting up TestNav are available [here](#). For information on launching TestNav, select the Setup link for your specific device.
- Ensure that blank scratch paper, pencils, headphones, appropriate test materials, and student test tickets are distributed.
- Make sure students do not have cell phones, smart watches, or devices with internet, recording, or communication capabilities during testing. Any devices should be turned off and put away prior to testing.
- Have students clear their desks of everything but their testing device and allowed test materials.
- Approve All sessions in ADAM by selecting the Approve All or Approve individual icon on the proctor screen.
- Hand out the student test tickets. Teachers or proctors may help students log in. For information on printing student test tickets in ADAM, refer to Appendix E: Printing Student Test Tickets. Note that each subject will have its own student test ticket.

Once testing begins, actively monitor the test session, and document any testing anomalies that occur. Teachers or proctors cannot answer any student questions about or discuss the content of the assessment with students, even if the students are finished with their testing session.

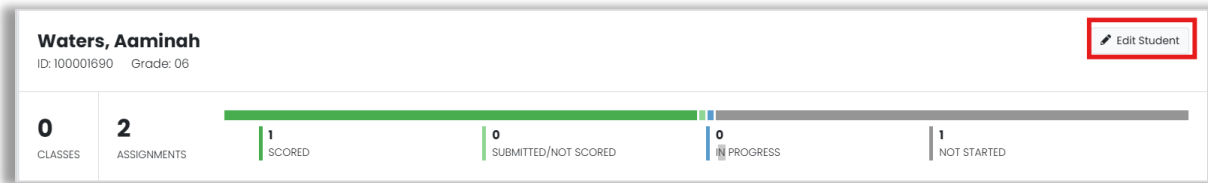
10.5 Test Day - Student Dashboard

The student dashboard within ADAM provides quick access to information on a student's test results, their proctor sessions, and demographic information. District Administrators and School Coordinators can access the dashboard through an icon on the home screen using the student's SSID.

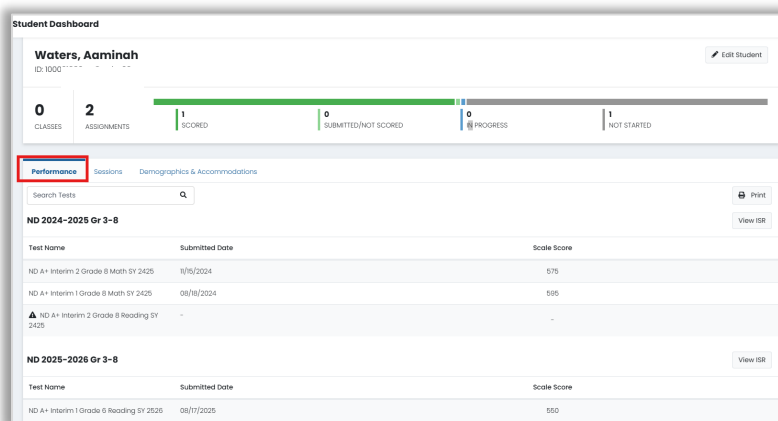


The student dashboard includes the following information for the student using the edit button:

- Assigned classes
- Test Assignments (includes interim and summative)
- Accommodations
- Demographics



In addition, there are three tabs with the student's scale scores, sessions, and a view of their accommodations (which can be edited using the Edit Student button noted above).



Student Dashboard

Waters, Aminah
ID: 100001690 Grade: 06 Edit Student

0 CLASSES 2 ASSIGNMENTS 1 SCORED 0 SUBMITTED/NOT SCORED 0 PROGRESS 1 NOT STARTED

Performance **Sessions** Demographics & Accommodations

Administration	Test Name	Form Type	Form	Test Progress	Test Status	Test Duration	Orgs	Reporting Orgs	Accommodation	Accountability Codes	Actions
EE ND A+ Interim 1 Grade 6 Math SY 2526	ND A+ Interim 1 Grade 6 Math SY 2526	Regular	Grade 6 Math - 25MA06FINDONC01001		NOT STARTED		Sunshine Middle School	Sunshine Middle School			
EE ND A+ Interim 1 Grade 6 Reading SY 2526	ND A+ Interim 1 Grade 6 Reading SY 2526	Regular	Grade 6 Reading - 25RD06FINDONC01001		SUBMITTED	00:30:19	Sunshine Middle School	Sunshine Middle School	2		

Student Dashboard

Waters, Aminah
ID: 100001690 Grade: 06 Edit Student

0 CLASSES 2 ASSIGNMENTS 1 SCORED 0 SUBMITTED/NOT SCORED 0 PROGRESS 1 NOT STARTED

Performance Sessions **Demographics & Accommodations**

Accommodations

Dynamic Text to Speech - Items
This feature is universal and available to all students in Math, Science, and Writing

Interim Reading

Dynamic Text to Speech - Passages
This feature is universal and available to all students in Math, Science, and Writing

Interim Reading

11.0 Recommendations for Administering the Test

The ND A+ Interim Assessments are designed to fit within the school and classroom setting while still being administered in a consistent manner. To support the intended flexibility of the ND A+ Interim Assessments, there are no required verbal scripts that proctors must follow on the day(s) of testing. Proctors may use the scripts and directions provided for the summative assessment in the [ND A+ Summative Assessment Test Administration Manual](#), if desired. Consideration should also be given to consistent testing procedures as outlined by your district.

Standardized and consistent test administration is essential to ensure fairness, reliability, and validity in student assessment. According to the guidelines outlined in the document, maintaining consistency in testing procedures supports the intended flexibility of assessments while upholding the integrity of the results. When all students experience the same testing environment and directions—whether providing appropriate accommodations or ensuring access to necessary tools like headphones and calculators—comparisons of student performance across classrooms and districts become meaningful and equitable. Consistent administration also helps minimize the impact of external factors that could otherwise influence outcomes, allowing student achievement to be accurately measured and instructional decisions to be made with confidence.

The format of the ND A+ Interim Assessments is described below. Proctors are strongly encouraged to review this information to help students prepare for their interim assessments.

Students must answer all parts of a question to use the forward arrow at the top to move to the next question. If they have not answered all parts of a question and try to go on to the next question, they will receive a popup window that says, “You must answer all parts of the question before you can continue. You might need to scroll down to see what is unanswered.”

When students finish their test, they should select the Submit Final Answers button. Once selected, they will NOT be able to return to the test.

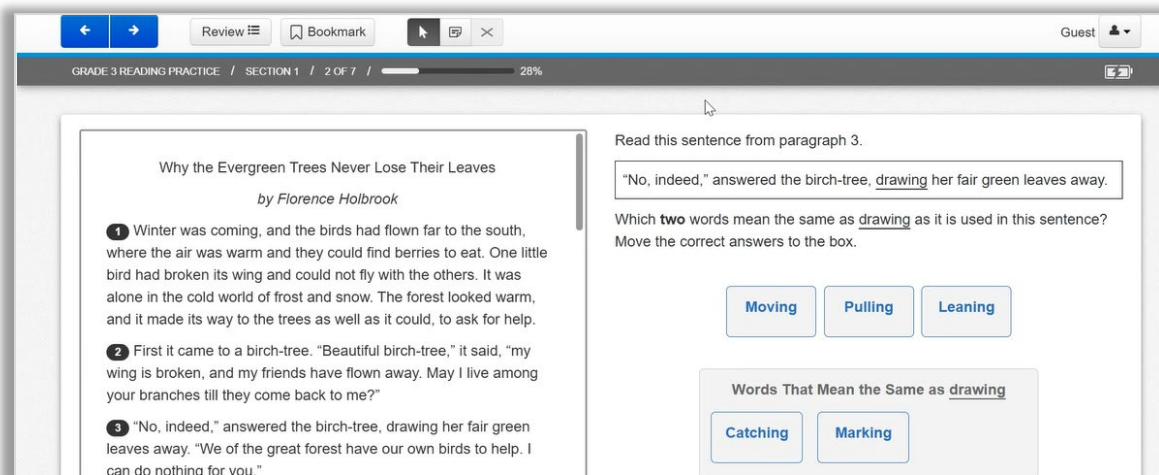
TestNav automatically logs students out after 20 minutes of both user and student inactivity in the session and the student will be in an exited status. If the student needs to finish the test, you can reseal them in the proctor dashboard.

11.1 Format Considerations Specific to Grades 3-12

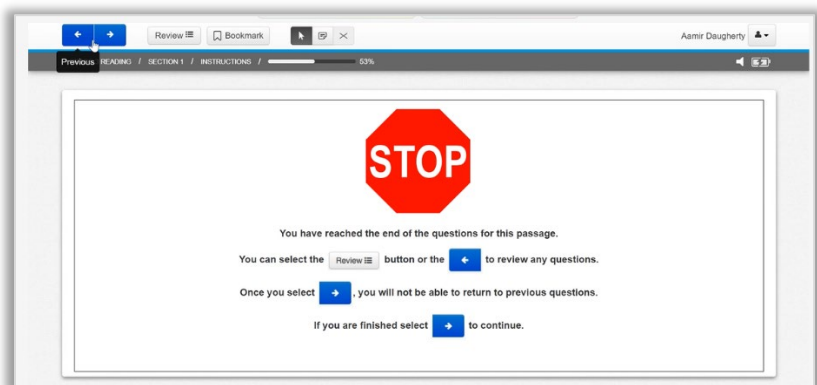
In the reading and mathematics interim assessments for grades 3-12, students must answer each question to go to the next question and cannot review previous items. However, **for reading only**, when students reach a screen that says, “Read each passage and answer the questions that follows”, they are in a passage and item set.



Within a passage and item set, students can review previously answered questions within the passage and item set only by using the blue back arrow.



When students finish answering items in a passage set, a screen with a stop sign will appear to remind them that they can go back and review items within the set. Once they select the blue "Next" arrow they will not be able to return to previous questions.



Students in grades 6-12 taking an online mathematics test will use a calculator embedded in the online testing platform, TestNav.

In grades 6 and 7, students can use the Desmos Four Function calculator and the Five-Function calculator, which includes addition, subtraction, multiplication, division, and square root. Calculations are performed automatically as the student keys in the operation.

Grade 8 students can use the Desmos Scientific Function calculator, the TI108 Basic and the TI30 Scientific calculator. These comprehensive calculators perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically.

For students taking Algebra I or Geometry, they can use the Desmos Graphing or TI Graphing.

Grade 10 students can use the Desmos Graphing calculator and the TI Graphing calculator, as well as the TI108 Basic. Schools and districts should view the calculators with students and provide students the opportunity to practice with the calculator through the use of practice tests and the Student Readiness Tool as explained in section 8.1 Student Tutorial and Practice Tests.

11.2 Format Considerations Specific to Grades K-2

Students must answer all parts of a question to use the forward arrow at the top to move to the next question. As they answer questions, they may go back at any time and review questions they have already answered. Please note that students in all grades must answer the question to navigate to the next question. However, only in grades K-2 can students go back to previous questions to review.

In the interim reading assessment, students in grades K-1 have the option to listen to the reading passages and questions by clicking the audio arrow.



Students will need to click the audio arrow for each question they want listen to aloud. In grade 2, some reading questions will have the audio arrow available. When the audio arrow is available, students have the option to listen to reading passages and questions.

12.0 Braille Testing Procedures

Braille tests will be administered via a paper braille test booklet and transcribed into an online test. Braille testers have been identified previously, and paper braille test booklets will be shipped to the schools that have requested them via NDDPI. Requests for braille booklets can be made prior to September 1st. If your school has received a new student requiring braille, please contact NDDPI's Office of Assessment.

The proctor will open a test session on one device and sign-in to the secure browser on a second device as the student requires braille. The proctor will enter student responses directly into TestNav.

13.0 Post-Test Activities

13.1 Collecting, Packing, and Returning Test Materials

All test materials, including student test tickets and scratch paper, must be collected from all subject tests, and returned to the School Coordinator at the end of testing. If students are testing on different subjects over multiple days, the School Coordinator must securely store the collected test materials until all testing is complete. Once all testing is complete, the School Coordinator will securely destroy the test materials.

School Coordinators should ensure that all test materials are collected from the teachers/proctors.

- The math reference sheet can be kept by the teachers/proctors for classroom use.
- All scratch paper should be collected by the School Coordinator and securely destroyed.
- Braille test books must be collected by the School Coordinator and kept in secure storage until it is time to pack materials.

Pack the Test Materials

All braille test books listed above should be replaced in one of the original shipping cartons in which the materials were received by the school. Once all materials are packaged, close all cartons with secure sealing tape. Apply the Pearson inbound label that was included in your original delivery. Use a black marker to number each box (i.e., “1 of 4”, “2 of 4,” etc.)

Pearson has provided prepaid return label(s) for use in returning the testing materials. Place the shipping label over the original shipping label on each carton, covering the original label completely.

Materials Pickup

Call UPS at 1-800-823-7459 prior to the final day of the test admin window for pickup. Within two weeks of the test administration window closing, the book must be returned.

You will:

- Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson’s return service.
- Provide UPS with the address where the packages are to be picked up.
- Provide UPS with the number of packages to be picked up.
- Once the pickup is confirmed, you will receive a confirmation number from UPS. Keep this number for reference if there are questions or changes to the pickup request.
- Please retain a copy of all tracking numbers. Each box returned to Pearson will have a unique tracking number. It is the responsibility of the district to keep track of the UPS tracking number until all tests have been received. Should questions arise about the status of returned test materials, the UPS tracking number is essential for resolving any questions about the materials.

14.0 Reporting

The ND A+ Interim Assessment provides Individual Student Reports (ISRs) for both reading and mathematics. These reports include overall performance as well as reporting category information.

ISRs are available to schools and districts immediately after a student submits an assessment.

For more information on understanding and using these reports, as well as other reports available in ADAM, refer to the Report Interpretation Guides found under Administration Resources > [Interim Resources](#) on the ND A+ Portal.

15.0 Pearson Help Desk

Information to have available that will be helpful when contacting the Pearson Help Desk:

- Districts (district) or school testing administrator name
- SSID(s) of affected student(s)
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration, if known:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup.

If you are calling the Pearson Help Desk about any of the following, provide the listed information.

ADAM

- Are you using a PC or a Mac?
- What is your role (district administrator, school administrator, teacher, proctor)?
- What screen are you on? Provide the path, if possible.
- What task were you trying to complete when you encountered an error?
- What was the error message? If there was not an error message, what are you unable to do?
- If you were working from the manual, what page were you on?

TestNav

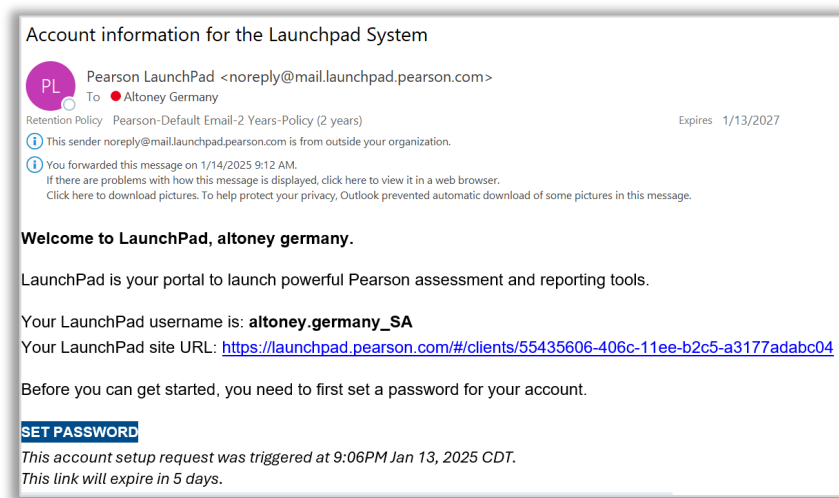
- What type of device is the student using (e.g., desktop, laptop, tablet, Chromebook) and what OS?
- What task was the student trying to complete in TestNav when he or she encountered an error?
- Did an error code or message appear?
- Can you provide a log file?
- What is the IP address of the proctor caching computer?
- Have the TestNav URLs been allowed through your firewall/content filter?

Appendices

Appendix A: Logging into LaunchPad and ADAM

There are two options for setting your password and logging into ADAM.

1. The first option is for your District Administrator or School Coordinator to send you a welcome email from LaunchPad.
 - You will receive an automated email from LaunchPad (Pearson LaunchPad noreply@mail.launchpad.pearson.com) and you will be prompted to use the Set Password link to start the process. It will look like the picture below:



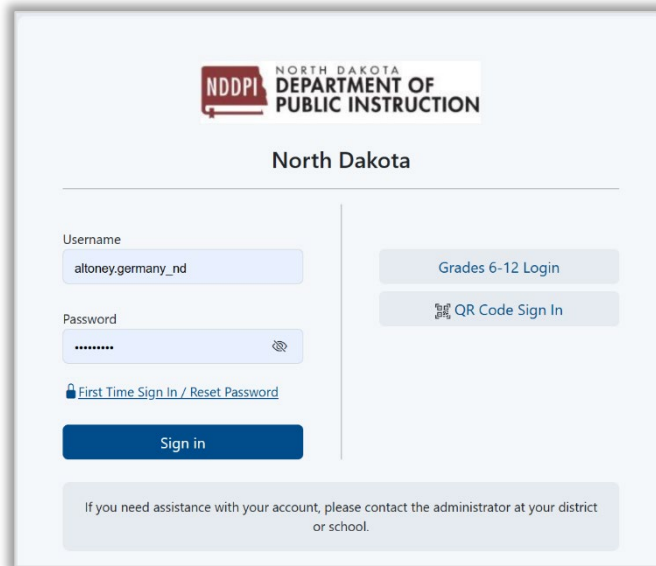
Please note that the link will expire in 5 days.

- After selecting the Set Password link, you will be directed to the following screen to set up your password and then go back to the main login page.

The screenshot shows the North Dakota Department of Public Instruction (NDDPI) logo at the top. Below the logo, the text "North Dakota" is centered. Underneath, the heading "Enter your new password" is displayed. There are two input fields: "Password" and "Confirm Password", each with a toggle icon for visibility. Below these fields is a section titled "Password Requirements" with a list of rules: "The password must contain between 8 and 16 characters", "The password must contain at least 1 lowercase character", "The password must contain at least 1 upper-case character", "The password must contain at least 1 digit", and "The password must contain at least 1 special character". At the bottom of the form is a blue button labeled "Save New Password". The footer includes the Pearson logo and the text "© 2019-2025 Pearson. All rights reserved."

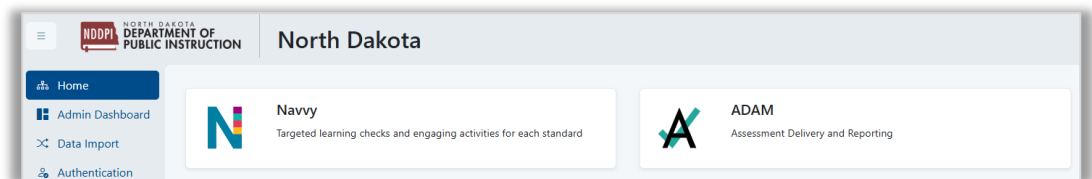
The screenshot shows the North Dakota Department of Public Instruction (NDDPI) logo at the top. Below the logo, the text "North Dakota" is centered. Underneath, the heading "Password Setup" is displayed. A green message box with a checkmark icon contains the text "Your password has been updated". Below the message box is a blue link labeled "← Go to Sign In".

- After creating a password, return to the [Launchpad](#) log in using the username provided and your newly created password.



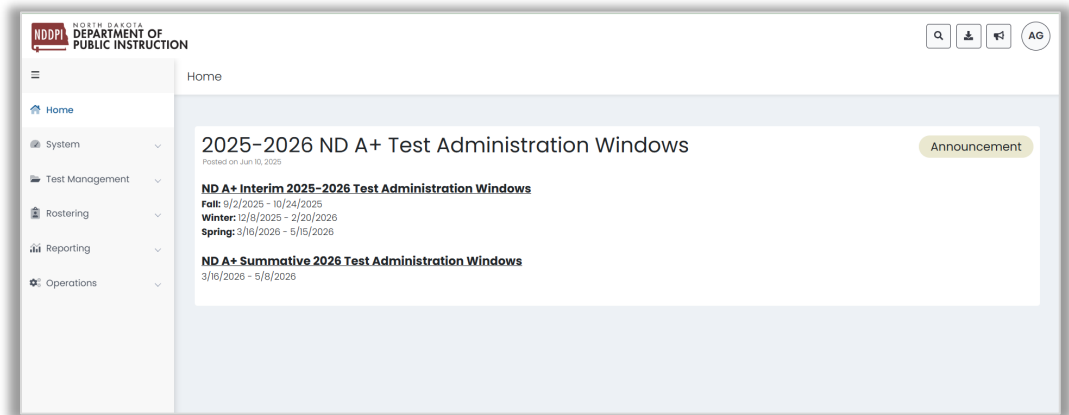
The login screen for the North Dakota Department of Public Instruction (NDDPI) features the department's logo at the top. Below the logo, the text "North Dakota" is centered. The login form is divided into two main sections. On the left, there are fields for "Username" (containing "altoney.germany_nd") and "Password" (masked with dots). Below the password field is a link for "First Time Sign In / Reset Password". A large blue "Sign in" button is positioned below these fields. On the right side of the form, there are two buttons: "Grades 6-12 Login" and "QR Code Sign In". At the bottom of the form, a message states: "If you need assistance with your account, please contact the administrator at your district or school."

- After logging in, you will see the screen below, where you may choose which option to select: Navvy or ADAM. Please Note: The Navvy icon will not appear unless your district has chosen to participate in the ND A+ formative assessments.

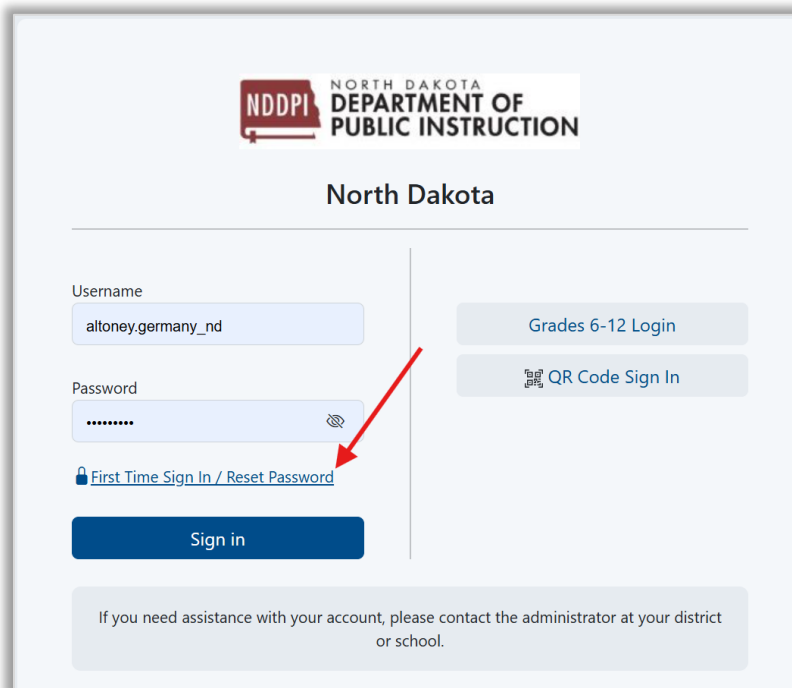


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- Select ADAM LTR and the ADAM welcome page will appear.



2. The second option for users to set their password and login to LaunchPad without receiving the welcome email from a District Administrator or School Coordinator.
 - The user will use the *First Time Sign In/Reset Password* link found on the [LaunchPad](#) login page to access their account.



- The user will enter their North Dakota work email address and select **Send Email**.

NDDPI NORTH DAKOTA
DEPARTMENT OF
PUBLIC INSTRUCTION

North Dakota

Set up / Reset Password

Enter your account username below and we will send an email with instructions to set up a new password.

Username

Username

Send Email

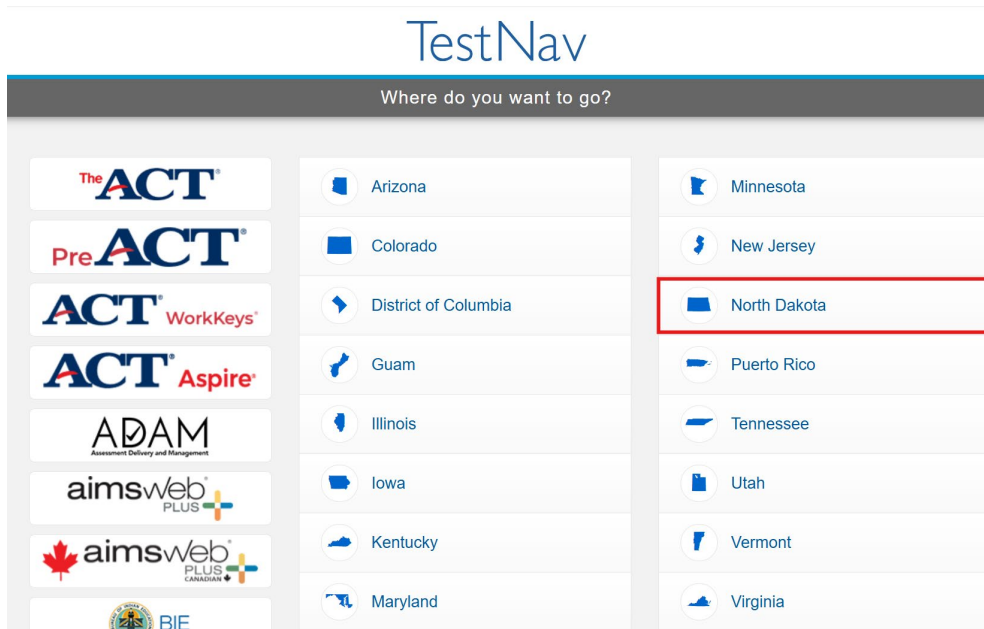
[← Back to Sign In](#)

- The user will receive a welcome email where they can set a password and login to LaunchPad

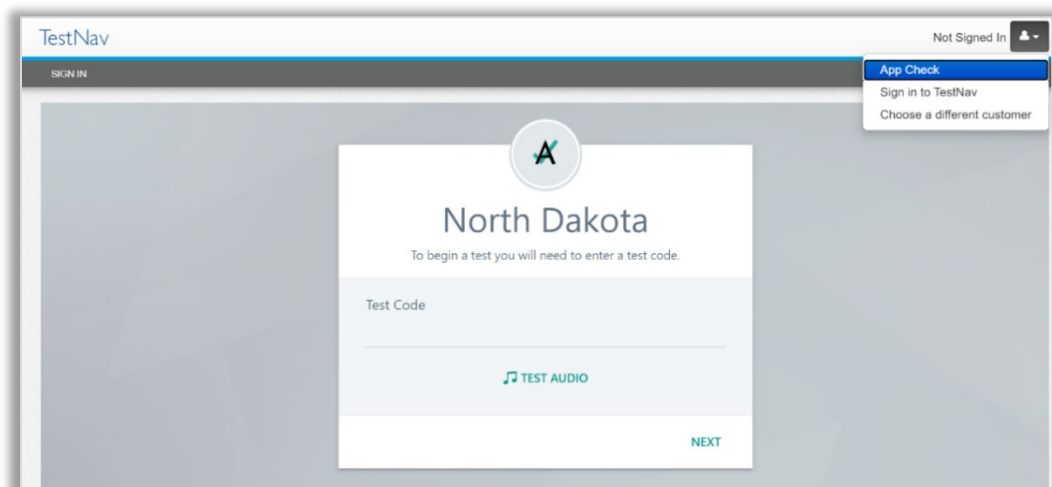
Appendix B: Running an App Check on Devices

This step can be done ahead of time by school staff or done the first time a student logs into TestNav.

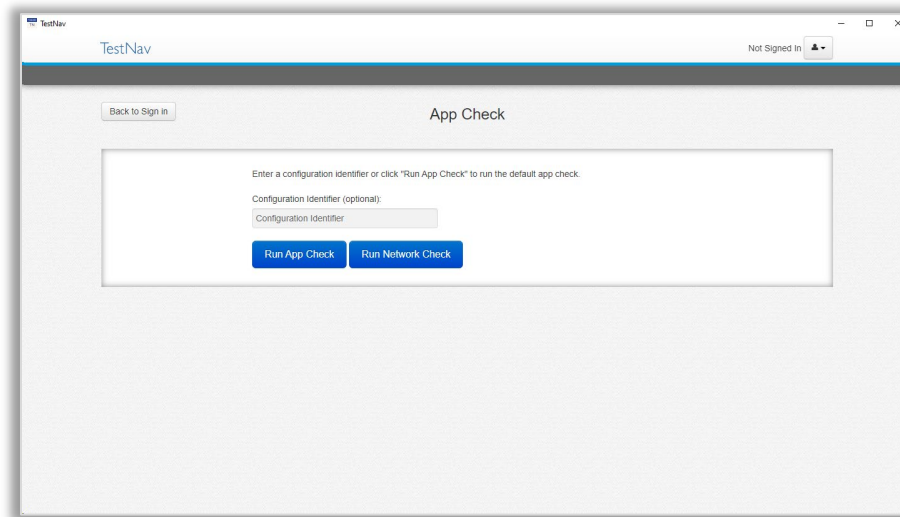
1. Open TestNav.
2. If this is the first time a student has used TestNav, select **North Dakota** from the list of states.



3. Once students are on the login screen, in the **User** dropdown in the upper right-hand corner of the screen, have them select **App Check**.



4. Click the **Run App Check** and **Run Network Check** buttons to conduct the checks. (No Configuration Identifier is needed to run the app check.)



Appendix C: ND A+ Data User Help Guide

Welcome to the ND A+ system! This guide provides essential information for all users, including district admins, site admins, teachers, and students.

1. User Roles

Users: Any person logging into the ND A+ system, including:

- District Admin
- Site Admin (School Coordinator)
- Teachers
- Students

2. Accessing ND A+

- **Single Sign-On:** We are using LaunchPad as the single-sign-on for the ND A+ system. The purpose of LaunchPad is to provide user authentication and a single-sign-on opportunity for users to open both ADAM and Navvy.
- **Login:** All users with an ND A+ account should now log in via [LaunchPad](https://launchpad.pearson.com) (<https://launchpad.pearson.com>).
- **Navigation:** After logging in, you will see tiles for the platforms being used by your school/district – an ADAM tile for the ND A+ Interims and ND A+ Summative and a Navvy tile for the ND A+ formative assessment. You can click a tile to access the platform directly. Any platforms or tools added in the future will also be available as tiles on the LaunchPad homepage for easy access.
- *Note: Please do not log into [ADAM](#) directly.*
- If a user was recently added or is marked as “active” in the system (having an account) but did not receive the Welcome Email from LaunchPad, they can use the *First Time Sign In/Reset Password* link found on the [LaunchPad](#) login page (<https://launchpad.pearson.com>) to access their account.

4. 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.*

5. Automated Data Process

- Student and Teacher Information: We cannot manually add students, teachers, organizations, courses, or classes.
- Data Updates: This information will be automatically imported through a nightly file process, similar to how student data has been handled for the NDSA over the past 5+ years. This process is a bit more complex and is an adjustment from previous years. Our goal is to automate as much as we can for ND A+. This change aims to streamline processes and save time for teachers and those administering/managing the assessments
- Please refrain from manually adding teachers, students, courses, classes, etc. Any manual additions will be cleared out by the nightly data file process.

6. Teacher Inclusion in Data Process

- The current nightly data file process includes teachers who are assigned to math, reading/writing/language arts, and science courses. Teachers who do not teach those courses will not be included in the data process.
- The main function of having educators in LaunchPad and ADAM is so they can directly view and access the data and student results and assist with pre-administration tasks, such as viewing and editing student accommodations. If you need to add teachers from other subject areas (such as special education or gifted and talented teachers), they can be designated as Site Admins (School Coordinators). For more information, refer to point 4. User Management above regarding this process.
- **Important Note:** Personnel can proctor the ND A+ Interims without a LaunchPad or ADAM account or access. Also, data and results can be exported by a site or district admin user or viewed after the assessment window in the SLDS Ed Portal.

7. STARS and PowerSchool Requirement

- If your school or district does not interact with STARS or PowerSchool, using the ND A+ system is currently not an option. If your students are added to STARS but PowerSchool is not used, the ND A+ Interims can be used but Navvy will not be available for your school/district.

8. Resolving Data Issues

If data is not currently flowing or not flowing correctly into LaunchPad for ADAM or Navvy, please review the list below before contacting Pearson or NDDPI. The only way to resolve the issue is by adding or editing the data in the source systems (PowerSchool and/or STARS).

- Courses in PowerSchool must be mapped to a state course number from the alternate course number (*see list below in **Figure A***). If a course is missing a State Course Code, follow these steps:
 - From the District Office, select District Management.
 - Select Courses and Programs.
 - Select Courses.
 - From the pull-down menu, select Name.
 - Enter the name of the course you are searching for, ex. Math.

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- Select the Course.
- In the Alternate Course Number field, enter the State Course Number.

- Courses in PowerSchool must have students enrolled in them.
- Only math, reading/writing/language arts, and science course enrollments will be pulled.
- The summer school term is not being pulled in from PowerSchool.
- Students must have a state student ID (SSID) in PowerSchool (see screenshot below).

- Students must have enrollment dates within the PowerSchool school calendar (see screenshot below).

The screenshot shows the 'Student Search' interface. At the top, there's a search bar and a dropdown menu showing 'Morris, Zack (1/1)'. Below this, the student's number is 10493 and the grade is 11. A sidebar on the left lists various categories: Compliance, Courses and Programs, Health, Postsecondary Readiness, and School Enrollment (which is highlighted). The main content area is titled 'Enrollment History' and contains two tables. The first table, 'Current Enrollment', shows an entry with an entry date of 08/20/2024, an entry code of 1, an exit date of 05/21/2025, and a grade of 11. The second table, 'Previous Enrollments', is currently empty.

- Student enrollment and dates must be correct in STARS.
- Teachers must have a position of “70 – Teacher” in the STARS MIS03. To update teacher information on the MIS03 (i.e. last name change, email address update, etc.), please email afthomas@nd.gov.

The screenshot shows a 'Major Assignment' form. It has a section for 'Position Title' with the text '70 - Teacher' and 'Last Year: 70 - Teacher'.

- Teachers must have a license number in PowerSchool. For State Reporting and the ND A+ data process, the Teacher License Number (which can be different than a teacher number) needs to be entered into PowerSchool in the correct field. This needs to be entered in the staff member's Compliance page > State Reporting Information – ND, as shown in the attached screenshot.

The screenshot shows the 'Staff Search' interface. At the top, there's a search bar and a dropdown menu showing 'Belding, Richard (1/1)'. Below this, the teacher's number is 900861. A sidebar on the left lists various categories: Staff Profile, PowerTeacher Pro, Compliance (which is highlighted), and Fees and Balances. The main content area is titled 'North Dakota Staff Information - Belding, Richard 900861'. It contains a section for 'North Dakota State Reporting Information' with a table. The table has two rows: 'Teacher License Number' with the value 58344 (highlighted with a red box), and 'Name (Last, First, Maiden)' with the value Belding, Richard.

9. Proctoring ND A+ Interims

- Proctoring Access: It is imperative to understand that teachers or individuals assisting with proctoring the ND A+ Interims or ND A+ Summative do NOT need to be logged into the system to proctor tests.
- Using ADAM for Proctoring:
 - When a [proctor group is created](#), a Test Code and Proctor Password are generated.
 - These credentials allow an individual to access the proctor dashboard through the [ADAM](#) website by selecting *Proctor a Test*.
 - *Note: This is the only function available through the ADAM login page.*

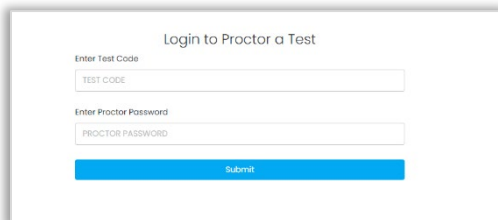
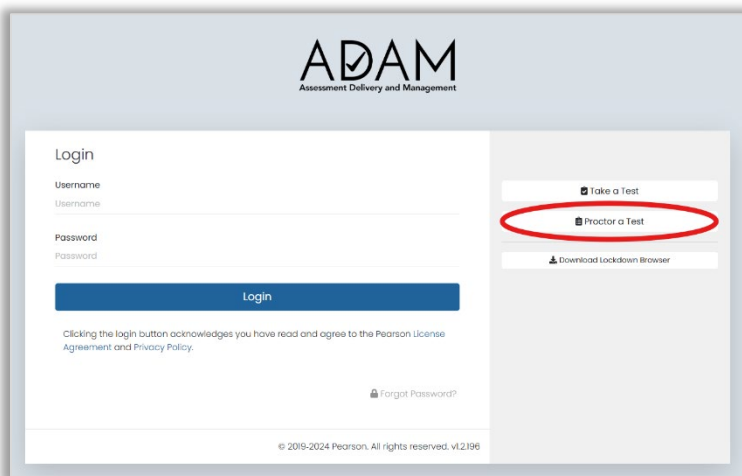


Figure A

State Course Number	State Course Name
5005	Language Arts 7
5006	Language Arts 8
5007	Reading 7
5008	Remedial Reading 7-8
5009	Reading 8
5011	Developmental Reading/Writing
5012	English Intervention
5015	Remedial Reading 9-12
5022	Grammar
5024	Hist of Eng Lang
5030	Humanities (English)
5031	American Literature
5032	Literature (GED)
5033	Modern Literature
5034	English Literature
5035	World Literature
5036	Biography
5037	Drama (LIT)
5038	Poetry
5039	Fiction
5040	Composition
5041	Advan Composition
5042	Creative Writing
5043	Mythology 9-12
5071	English 9
5072	English 10
5073	English 11
5074	English 12
5075	English GEDEquivalent
5076	Business English
5077	Advanced English
5078	College Learning Lab-English 12
5081	Journalism
5082	Advanced Journalism
5091	Speech I
5092	Speech II

State Course Number	State Course Name
5093	Oral Interpretation
5094	Beginning Debate
5095	Advanced Debate
5096	Formal Logic
5098	Semantics
5099	Mass Media
5100	Remedial Reading PK-K
5101	Remedial Reading 1
5102	Remedial Reading 2
5103	Remedial Reading 3
5104	Remedial Reading 4
5105	Remedial Reading 5
5106	Remedial Reading 6
5111	Appl Communications
5300	Language Arts K
5301	Language Arts 1
5302	Language Arts 2
5303	Language Arts 3
5304	Language Arts 4
5305	Language Arts 5
5306	Language Arts 6
5310	Reading K
5311	Reading 1
5312	Reading 2
5313	Reading 3
5314	Reading 4
5315	Reading 5
5316	Reading 6
5580	AP English Language &Comp
5581	AP English Literature &Composition
5582	AP Seminar: English
10404	STEM4
11004	Mathematics 7
11005	Mathematics 8
11006	Remedial Math 7-8

State Course Number	State Course Name
11007	Mathematics Proficiency Development
11008	Prealgebra 7-8
11009	Algebra I 7-8
11010	Remedial Math 9-12
11011	Transition Mathematics 6
11015	Transition Mathematics 7-8
11016	STEMSeminar 7 (Math)
11017	STEMSeminar 8 (Math)
11029	Mathematics Intervention
11030	Prealgebra
11031	Algebra I
11032	Algebra II
11033	Discrete Math
11034	College Algebra
11035	Algebra I Semester 1
11036	Algebra I Semester 2
11037	Linear Algebra
11038	Linear Programming
11039	Abstract Algebra
11041	Integrated Math for Computer Science (Math) 9-12
11042	Advanced JAVA Programming (Math) 9-12
11051	Integrated Mathematics I
11052	Integrated Mathematics II
11053	Integrated Mathematics III
11061	Calculus
11101	Remedial Math 1
11102	Remedial Math 2
11103	Remedial Math 3
11104	Remedial Math 4
11105	Remedial Math 5
11106	Remedial Math 6
11111	Gen Mathematics I
11112	Particular Topics Foundation Math
11115	Mathematics GED Equivalent
11118	College Learning Lab-Math 12

State Course Number	State Course Name
11119	Applied Geometry
11120	Geometry
11121	Analytic Geometry
11122	Informal Geometry
11145	Consumer Mathematics
11150	Probability/Statist
11160	Trigonometry
11161	Trigonometry/Analytic Geometry
11162	Geom/Trigonometry/Adv Alg
11170	STEMSeminar (Math)
11181	Pre-Calculus
11190	Applied Math
11191	Occupational Applied Math
11300	Mathematics K
11301	Mathematics 1
11302	Mathematics 2
11303	Mathematics 3
11304	Mathematics 4
11305	Mathematics 5
11306	Mathematics 6
11579	AP Precalculus
11580	AP Statistics
11581	AP Calculus AB
11582	AP Calculus BC
13005	Science 7
13006	Life Science
13008	Earth Science
13010	Science 8
13016	STEMSeminar Science
13017	STEMSeminar Science
13020	Biology
13021	Human Anatomy
13022	Human Physiology
13023	Health
13024	Botany/Horticultural Science I
13025	Botany/Horticultural Science II
13026	Ornithology

State Course Number	State Course Name
13027	Entomology
13028	Real World Biology
13029	Advanced Biology
13030	Physical Science
13031	Chemistry
13032	Advanced Chemistry
13034	Applied Biology/Chemistry
13036	Forensic Science
13042	Physics
13044	Applied Physics
13045	Principles of Technology
13052	Biotechnology
13061	Astrology
13062	Geology
13063	Earth and Space Science
13064	Meteorology
13065	Environmental Science
13074	Ocean Sciences
13099	Science GED Equivalent
13110	Ecology
13150	STEM Seminar (Science)
13304	Science 4
13580	AP Biology
13581	AP Chemistry
13582	AP Environmental Science
13584	AP Physics - Electricity and Magnetism
13585	AP Physics - Mechanics
13586	AP Physics 1 (Algebra-based)
13587	Ap Physics 2 (Algebra-based)
19820	App Topic Eng/LAI
19821	App Topic Eng/LAII
19822	App Topic Eng/LAIII
19831	Applied Topics in Math IV
19832	Applied Topics in Math I
19833	Applied Topics in Math II
19834	Applied Topics in Math III
19835	Applied Topics in Math V

State Course Number	State Course Name
19845	App Topic Eng/LAIV
19846	App Topic Eng/LAV
19849	Applied Topics in Science I
19850	Applied Topics in Science II
19851	Applied Topics in Science III
19852	Applied Topics in Science IV
19853	Applied Topics in Science V
19858	Applied Topics in English/Language Arts 9-12
19859	Applied Topics in Math 9-12
19910	Alt Assessed Eng/LAI
19911	Alt Assessed Eng/LAII
19912	Alt Assessed Eng/LAIII
19913	Alt Assessed Eng/LAIV
19914	Alt Assessed Eng/LAV
19920	Alternate Assessed Core Topics in Math I
19921	Alternate Assessed Core Topics in Math II
19922	Alternate Assessed Core Topics in Math III
19923	Alternate Assessed Core Topics in Math IV
19924	Alternate Assessed Core Topics in Math V
19930	Alternate Assessed Core Topics in Science I
19931	Alternate Assessed Core Topics in Science II
19932	Alternate Assessed Core Topics in Science III
19933	Alternate Assessed Core Topics in Science IV
19934	Alternate Assessed Core Topics in Science V

Appendix D: Creating Proctor Groups

For each grade and content area, a proctor group test code and proctor password will be available. Students **cannot** test using the “Create with Code” test code. Schools have three options for creating proctor groups:

1. **School Coordinators create the proctor 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. They will use that code to log into the proctor dashboard. The proctor will give the test code to the students to use to log into the test.

1. 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.
2. If you don’t pre-add students to the proctor group, then the student test ticket will contain the student’s ID and name, the test code will be provided by the proctor

2. **Proctors create proctor groups**

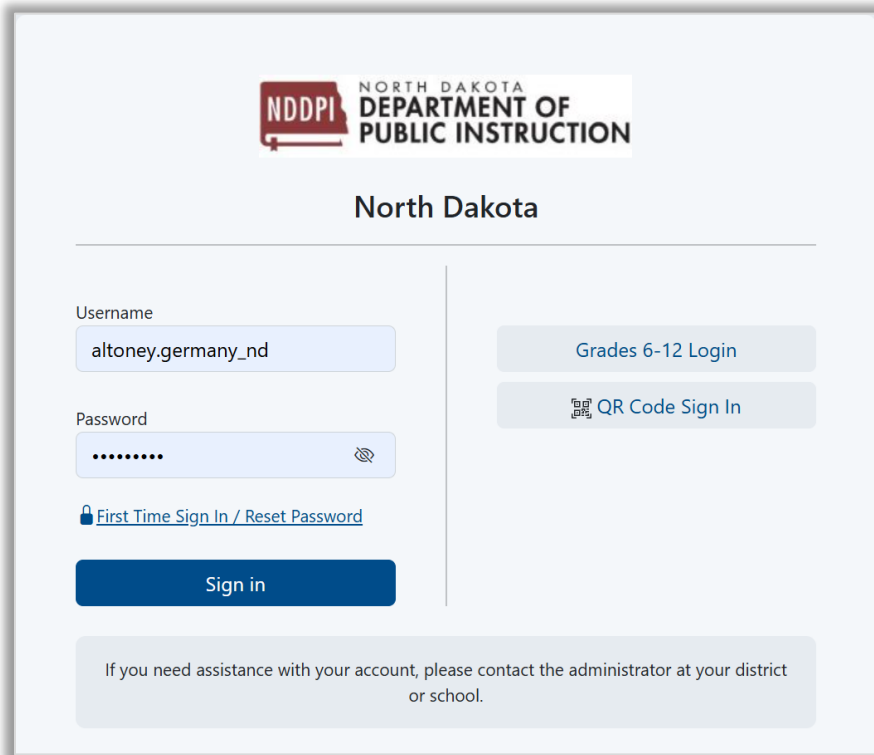
As the School Coordinator, you can choose to let the proctors create their proctor groups. Provide the “Create with Code” test code and password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. The 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.

3. **Teachers create proctor groups**

As a teacher you can now proctor by class. 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’s proctor group.

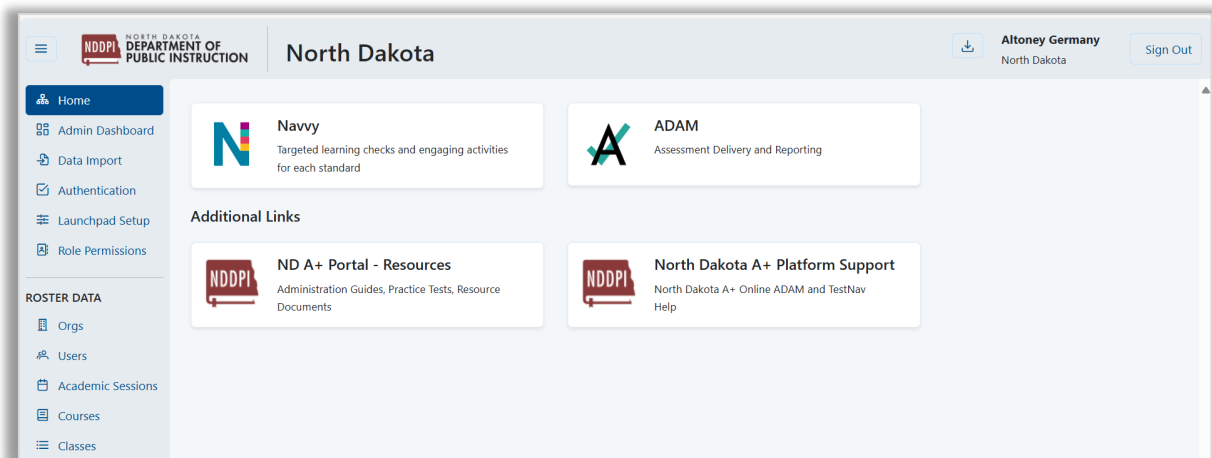
Tasks for School Coordinators to create proctor groups in ADAM

1. Navigate to [Launchpad | Sign In](#)
2. Enter username and password, click **Login**.

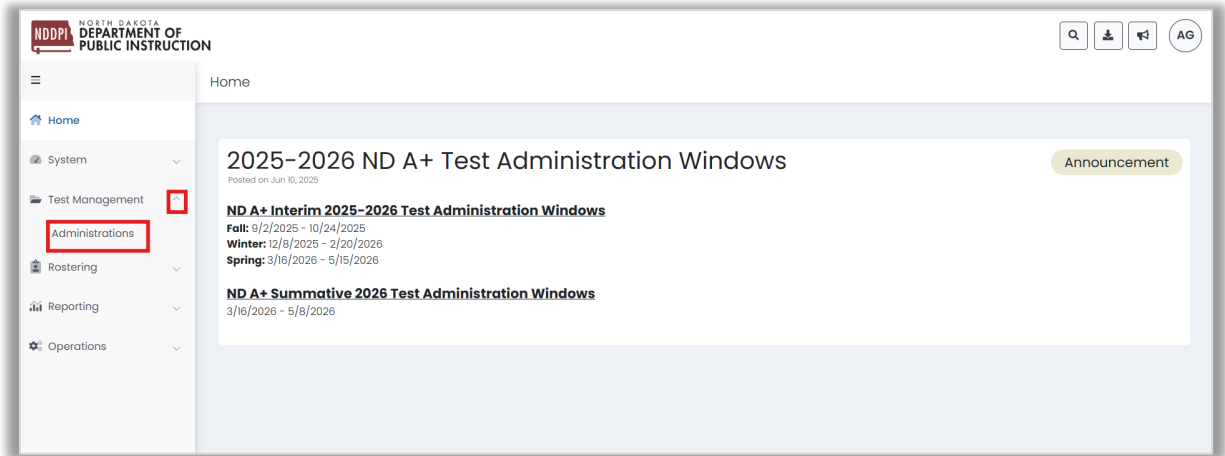


The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top is the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below this is the heading "North Dakota". The login form has two main sections. The left section contains a "Username" field with the text "altoney.germany_nd", a "Password" field with masked characters and a toggle icon, and a link for "First Time Sign In / Reset Password". A large blue "Sign in" button is at the bottom of this section. The right section contains two buttons: "Grades 6-12 Login" and "QR Code Sign In". At the bottom of the form, a message states: "If you need assistance with your account, please contact the administrator at your district or school."

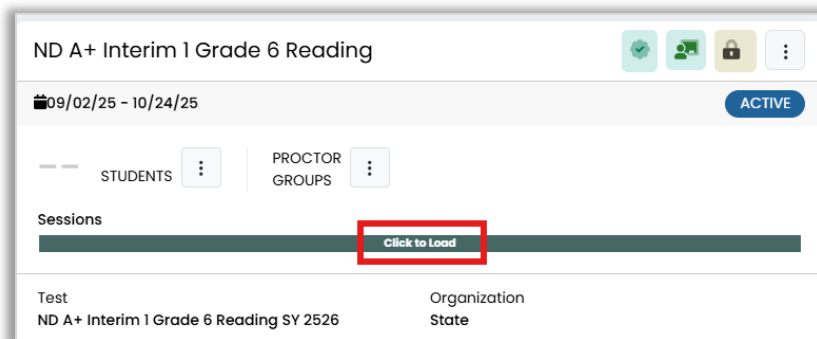
3. Once logged into launchpad, click **ADAM LTR**.



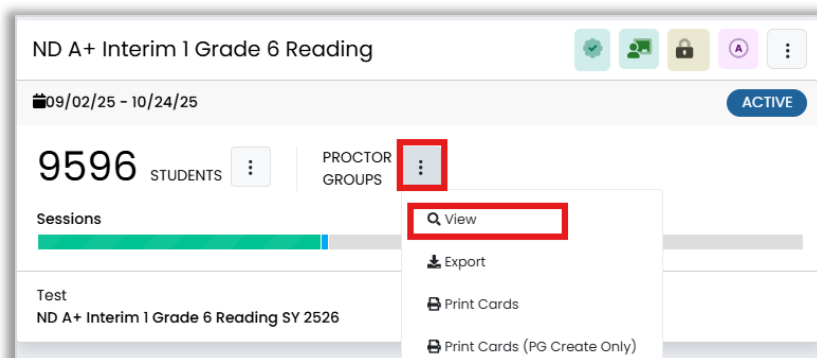
- Once the home page appears, go to the left-hand side and select the drop down next to **Test Management** and then click **Administration**.



- To load information on the number of eligible students and session status, select **Click to Load**.

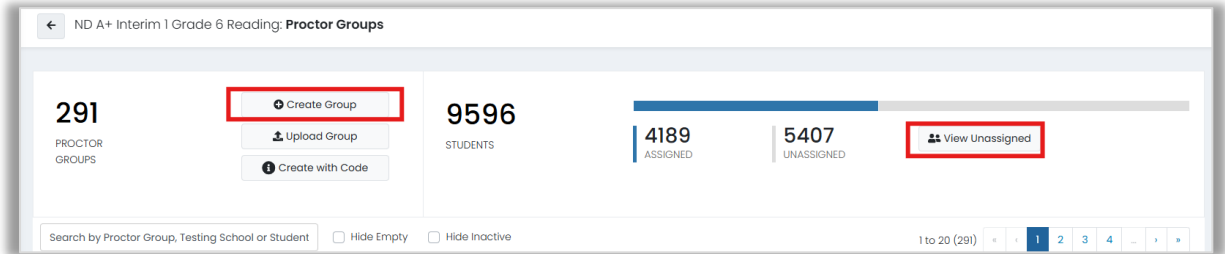


- Test administrations have been set up by Pearson. You can pre-create the proctor groups, one for each proctor. In order to create proctor groups, click on the **ellipsis** and then click **View** under PROCTOR GROUPS within each test ticket.



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- The first time you open the “View Proctor Groups”, all the students are assigned to the “View Unassigned” proctor group. Find the **Create Group** button and select it.



- (Optional) If you are pre-assigning the students to the proctor group, click the + button to start assigning the students. Click the **Submit** button to save the changes to the 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

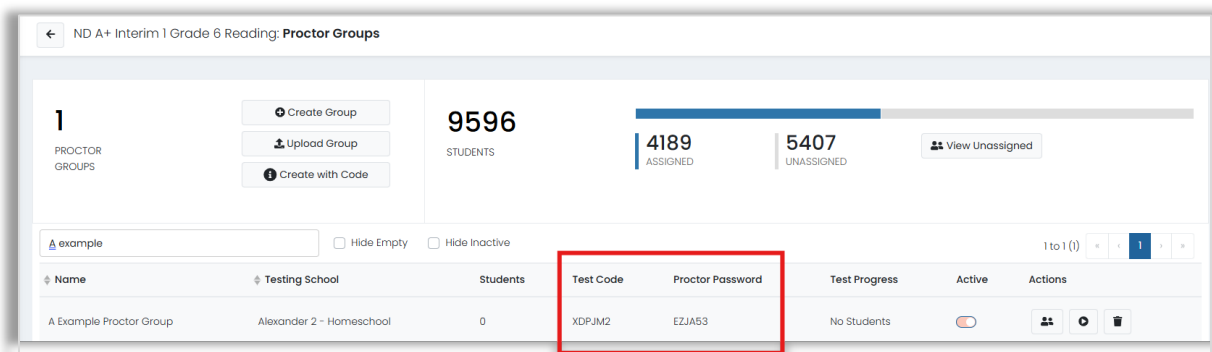
Select Your District

Select Your School

Students (0)

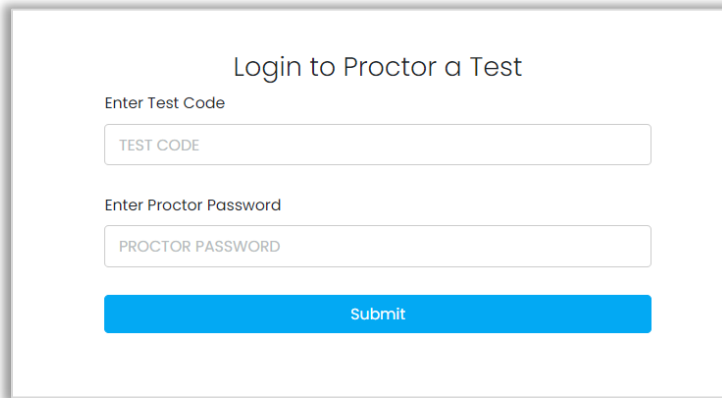
None

- Once proctor groups are created and students assigned, the School Coordinator can provide each proctor with a unique test code for students to log into the test. Each proctor will use their unique test code and proctor password.



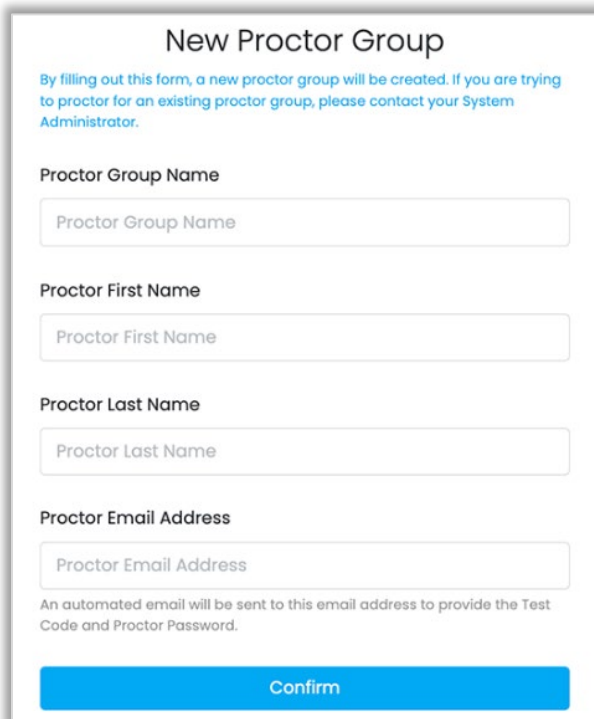
Tasks for proctors to create proctor groups

1. Navigate to [ADAM | Administration](#) , Enter the test code and proctor password you were provided, then select **Submit**.



The screenshot shows a web form titled "Login to Proctor a Test". It contains two input fields: "Enter Test Code" with a placeholder "TEST CODE" and "Enter Proctor Password" with a placeholder "PROCTOR PASSWORD". Below these fields is a blue button labeled "Submit".

2. 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.



The screenshot shows a web form titled "New Proctor Group". It includes a blue note: "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." The form has four input fields: "Proctor Group Name", "Proctor First Name", "Proctor Last Name", and "Proctor Email Address", each with a placeholder of the same name. Below the email field is a note: "An automated email will be sent to this email address to provide the Test Code and Proctor Password." At the bottom is a blue button labeled "Confirm".

Tasks for teachers to create proctor groups by class

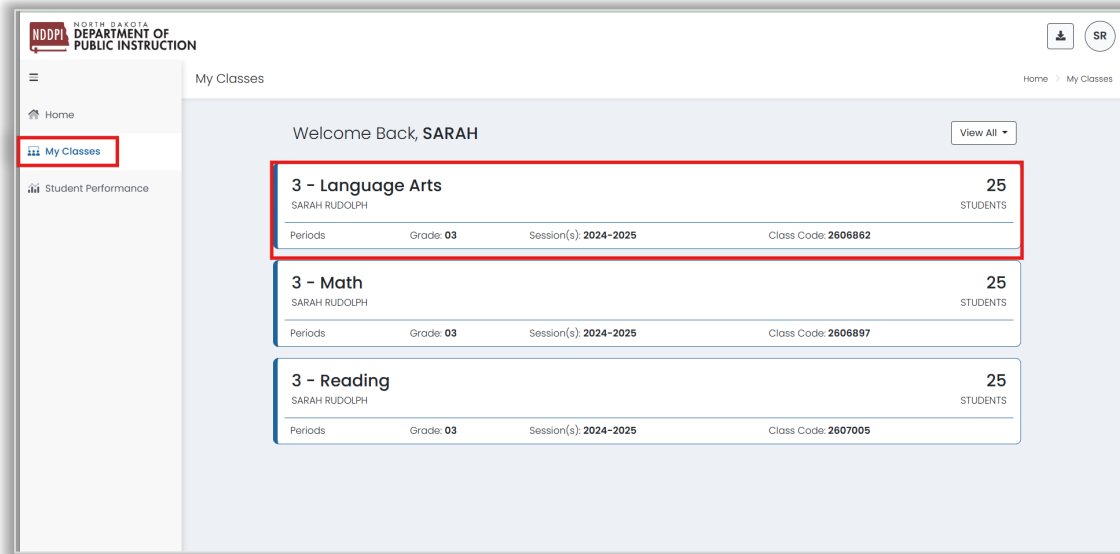
1. Navigate to [Launchpad | Sign In](#)
2. Enter username and password, click **Sign in**.

The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top is the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below this is the heading "North Dakota". The login form includes a "Username" field with the text "altoney.germany_nd", a "Password" field with masked characters and an eye icon, and a "Sign in" button. To the right of the password field 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, a message states: "If you need assistance with your account, please contact the administrator at your district or school."

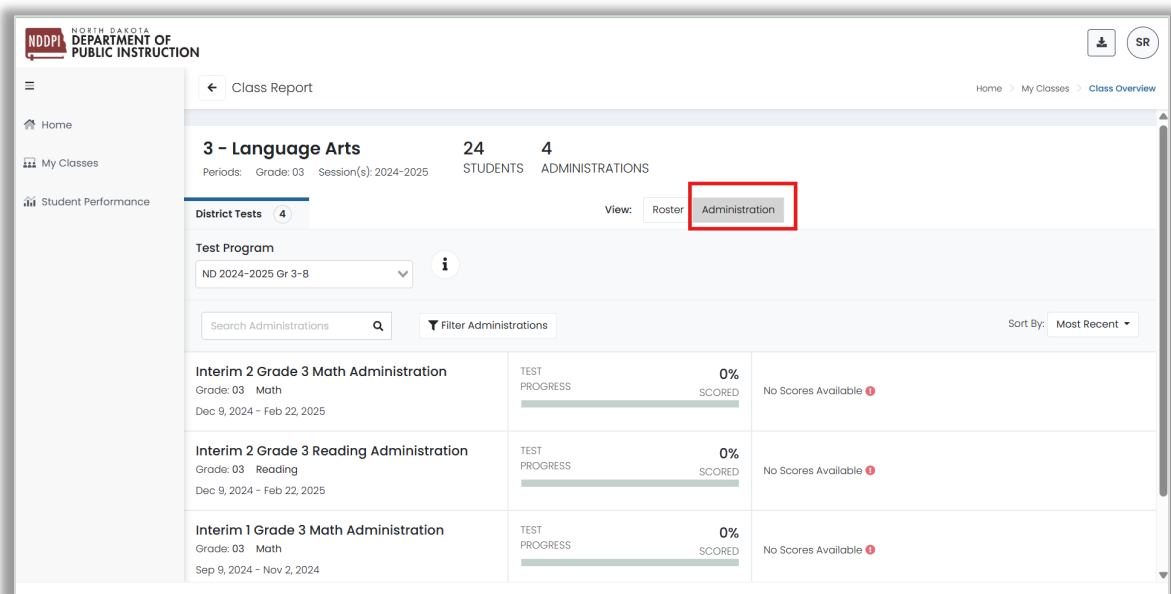
3. Once logged into LaunchPad, click **ADAM LTR**.

The screenshot shows the LaunchPad dashboard for the North Dakota Department of Public Instruction. The top header includes the NDDPI logo, the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION", the heading "North Dakota", and the user name "Altoney Germany" with a "Sign Out" button. The left sidebar contains a menu with "Home", "Admin Dashboard", "Data Import", "Authentication", "Launchpad Setup", "Role Permissions", and a "ROSTER DATA" section with "Orgs", "Users", "Academic Sessions", "Courses", and "Classes". The main content area features two large cards: "Navy" (Targeted learning checks and engaging activities for each standard) and "ADAM" (Assessment Delivery and Reporting). Below these are two "Additional Links" cards: "ND A+ Portal - Resources" (Administration Guides, Practice Tests, Resource Documents) and "North Dakota A+ Platform Support" (North Dakota A+ Online ADAM and TestNav Help).

- Once the home page appears, go to the left-hand side and select **My Classes**. All the teacher's classes will appear. The teacher will select the class they want to proctor.

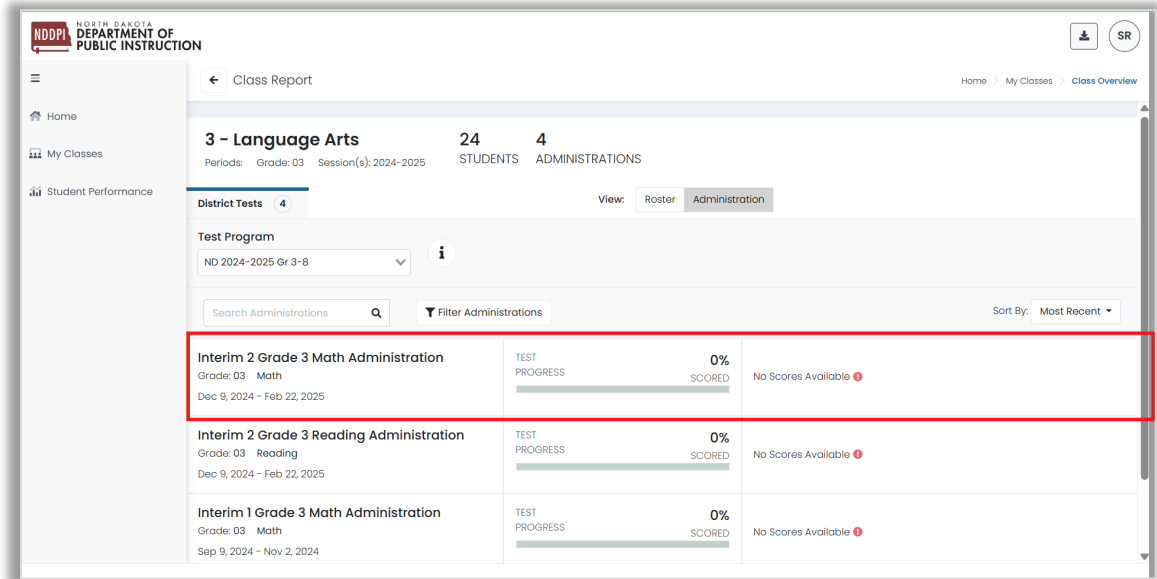


- Once the selected class opens, the teacher will click the **Administration** button in the middle of the page.

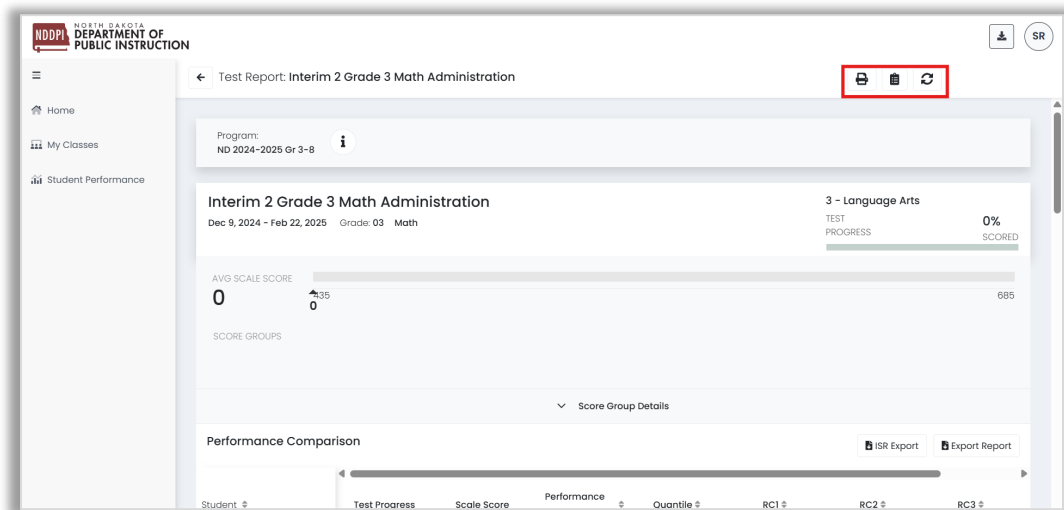


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6. All the Administrations available for that class will appear. The teacher will click on the Administration they want to proctor.



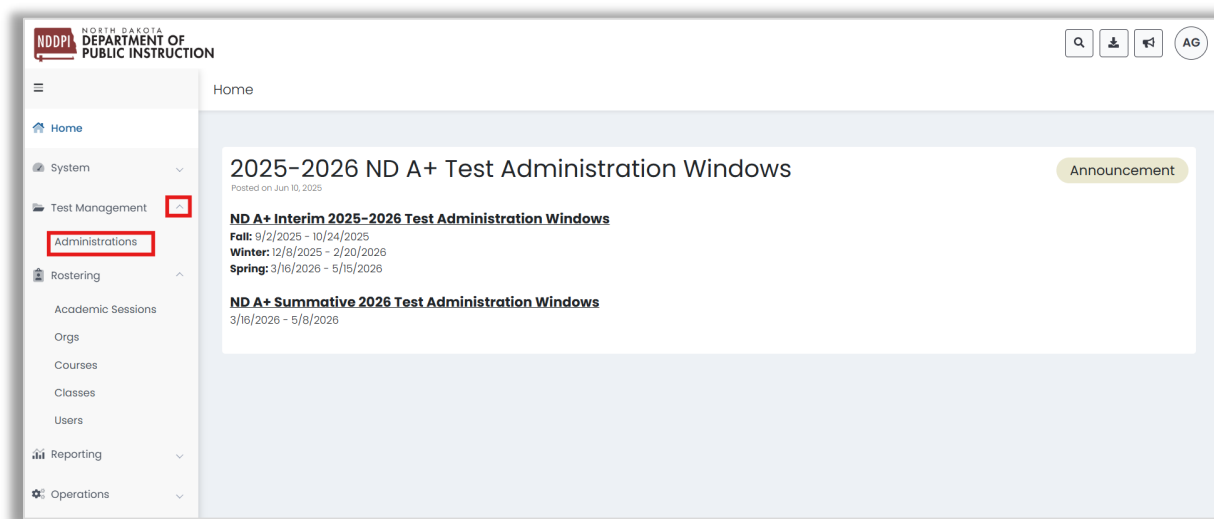
7. When the page opens there will be three small icons in the top right corner. There is a **Print Cards** button, **Proctor** button, and **Refresh** button.



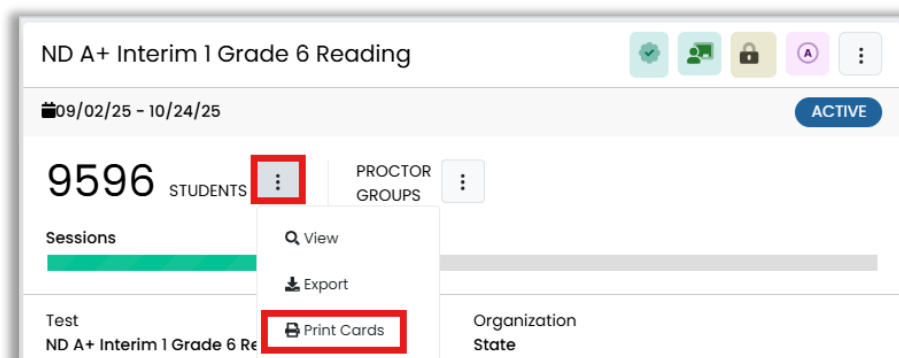
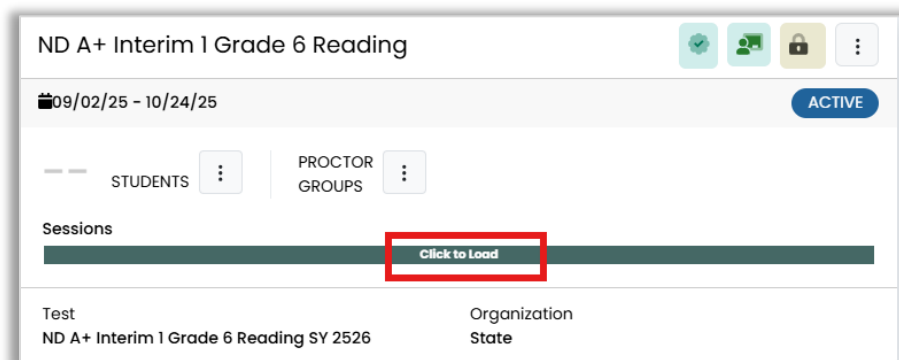
Proctor button – It allows the teacher to create their own proctor group and proctor by class. NOTE: The students are not added to the proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code they will be pulled into the teacher’s proctor group.

Appendix E: Printing Student Test Tickets

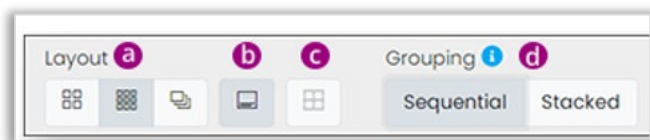
1. From the home page, use the menu to navigate to **Test Management > Administrations**.



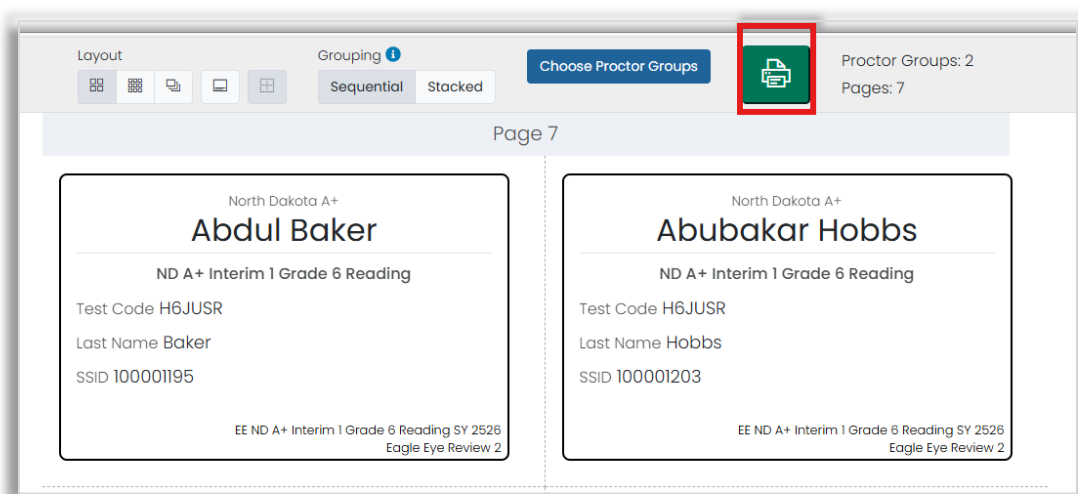
2. On the Administrations screen you'll see your Administration Card. Select **Click to Load** and select the ellipsis next to students and click **Print Cards**.



3. You can select various formatting options.



- a. Layout - Select 2 by 4, 3 by 6, or 1 per page.
 - b. Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor and shows if a student has any accommodations on the first page(s). Note: If students have multiple accommodations, it is helpful to select toggle accommodations display to make sure all accommodations are fully shown.
 - c. Toggle borders - Select whether to include dashed borders (guides for cutting the test tickets).
 - d. Toggle borders - Select whether to include dashed borders (guides for cutting the test tickets).
4. Select the Print button.



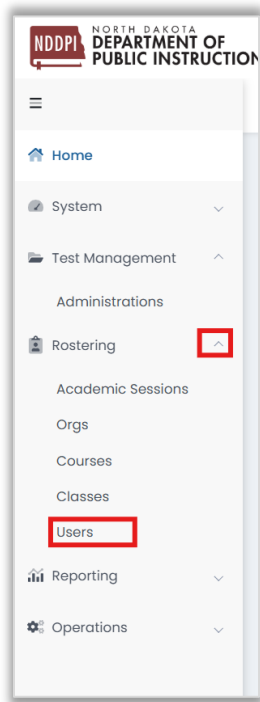
View Student Rosters

Student rosters list all the students in your organization. Student rosters should be used to confirm all your students have been loaded into ADAM. The student roster allows you to manage your student's accommodations, and administrations.

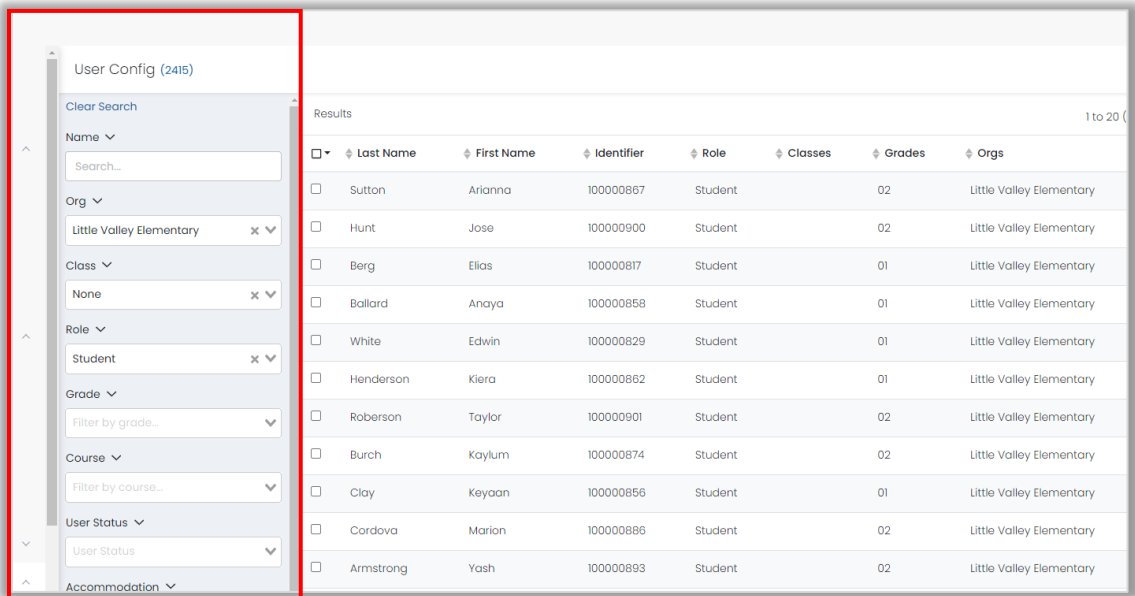
Student rosters need to be verified prior to the administration of the assessment to assist teachers or proctors with verifying testing eligibility status of students with whom they may be unfamiliar. Student rosters are available to view in ADAM under **Rostering**. To view your roster, follow these steps.

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1. From the home page, go to **Rostering > Users**.



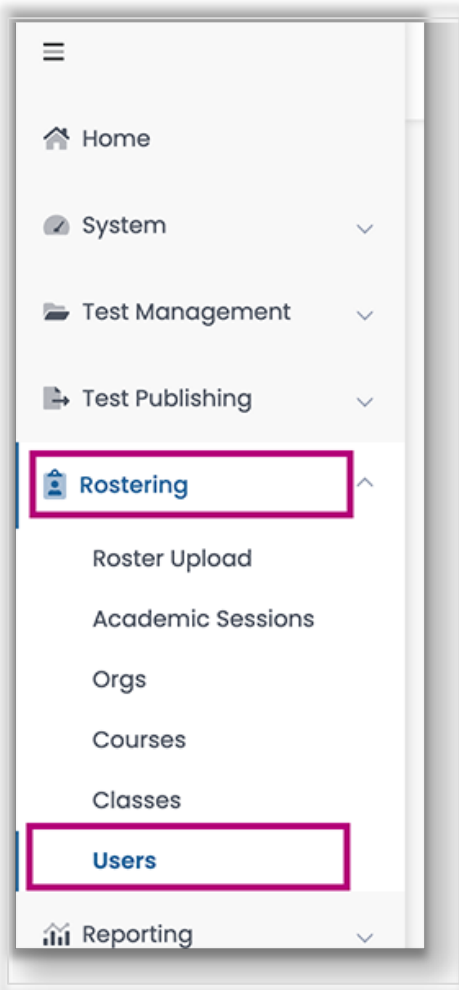
2. In the User Config filter options, select your Org from the dropdown box.
3. Select Student from the Role dropdown box.
4. To narrow your search, you can apply additional filters.



Appendix F: Updating Student Accommodations

Accommodations are typically assigned through a data upload prior to the test administration. However, users with permissions to do so can modify student accommodations and language (English or Spanish) settings through the ADAM user interface when necessary. To learn to do so, these users should continue through these steps.

1. Select **Rostering**, and then **Users**.



- From the **Role** dropdown, select **Student**. Scroll to find the student's name or search for it.

User Config (255)

Clear Search

Name

Org

Role

Grade

- Scroll to the right to select the **Edit** icon.

er	Role	Classes	Grades	Orgs	Last Login	Actions
ent1058	Student	1	06	Pearson Test School	Never	
76_ProPL	Student		04	PVE2E_Dist01Sch01_ND_ProPL	Never	
ent1411	Student	1	06	Pearson Test School	Never	
036_ProPL	Student	2	08	PVE2E_Dist05Sch02_ND_ProPL	Never	

- Select the **Accommodations** tab.

User Setup (Properties, 1/1/2024)

Information

Preferred Names

Demographics

Accommodations

Classes

User Setup

Manage User Settings

* First Name

* Last Name

5. Select the student's approved accommodations. Accommodations include those listed in Section 9.3 Accommodations. *You can select the dropdowns and checkboxes to specify when to enable the approved accommodations or select the right arrows to apply those accommodations to all listed tests.*

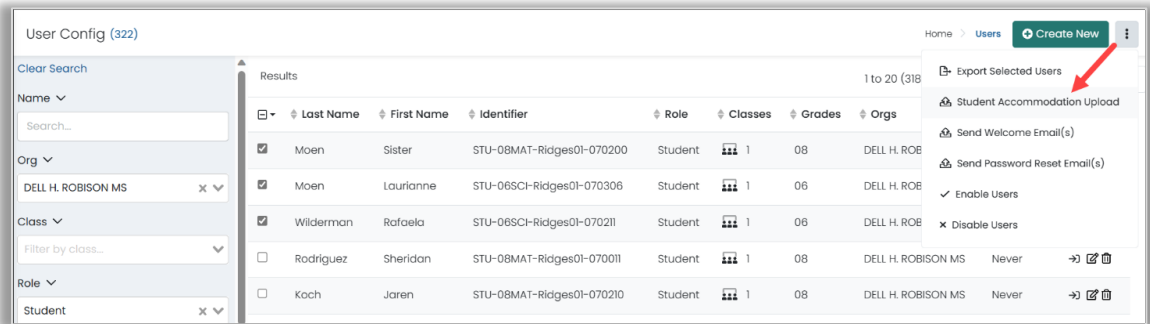
6. When you have modified all approved accommodations, select **Save**.

Uploading Multiple Students

Users with the appropriate permissions can use the Student Accommodation Upload process to review, adjust, or add assigned accommodations to a student roster file to update multiple student records. To modify accommodations for a single student, you can go to **Rostering > Users** (see [Assign Accommodations](#) on the ADAM support page).

1. Go to **Rostering > Users**.
2. Search for the students you want to view or update (set the **Role** filter to "Students"). You can search for all the students in a school, a specific class or a single grade.
3. Select the checkbox in front of each student to update or select the checkbox at the top of the list to select all students, or those on the current page. It is fine to include students here who will not need an accommodation as you will make assignments in a later step.

4. Click the 'kabob' menu on the top right, then select **Student Accommodation Upload**.



5. Follow the on-screen instructions to:

- Download the Roster file (CSV).
- Open and modify the Roster file by setting accommodation values.
- Save (as a CSV) and upload the Roster file back into ADAM. If there are errors in the file, a "Validation Error" message will appear with a link to Download CSV with Errors; this file has an additional "Errors" column with a description of each error. Fix the errors and reupload the file.

Sample Roster File

Each student will have one row for each accommodation profile. In the example below, each student has two rows: Interim Reading and Interim Math. Only the accommodations enabled in your system will appear in the CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	sourcedId	orgName	identifier	familyName	givenName	middleName	grades	profileName	100s Numl	Abacus	Bilingual D	Braille	Braille plus	Color Cont	Color Cont	Color Cont	Color Cont	Color Cont
2	lpi:prd:tlkl	PVE2E_Dis	15000002	PVETEGRT	PVETEGRT	MATT	3	Interim Reading	NA	NA	NA							
3	lpi:prd:tlkl	PVE2E_Dis	15000002	PVETEGRT	PVETEGRT	MATT	3	Interim Math	NA	NA	NA							
4	lpi:prd:tlkl	PVE2E_Dis	15000245	PVETEGRT	PVETEGRT	MANUAL	10	Interim Reading	NA	NA	NA							
5	lpi:prd:tlkl	PVE2E_Dis	15000245	PVETEGRT	PVETEGRT	MANUAL	10	Interim Math	NA	NA	NA							
6	lpi:prd:tlkl	PVE2E_Dis	15000264	PVETEGRT	PVETEGRT	MATT	10	Interim Reading	NA	NA	NA							
7	lpi:prd:tlkl	PVE2E_Dis	15000264	PVETEGRT	PVETEGRT	MATT	10	Interim Math	NA	NA	NA							

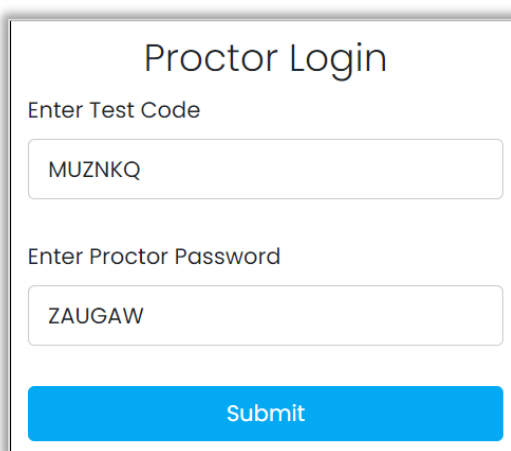
You should only edit the data in the accommodation columns:

- Add a 1 to any accommodation cell to enable an accommodation.
- Remove the 1 from any accommodation cell to disable an accommodation.
- If NA appears in a column, it indicates that the specific accommodation is not available for that specific test.

Appendix G: Logging In As a Proctor

Test proctors do not need to be ADAM users to proctor a test. If they have been provided with a test code and a proctor password, proctors can launch the proctor dashboard without logging into ADAM.

1. Go to <https://ltr.adamexam.com/#/>.
2. Enter your test code and proctor password that is on your proctor card provided by your School Coordinator and select the **Submit** button.

A screenshot of a web form titled "Proctor Login". It contains two input fields: "Enter Test Code" with the value "MUZKNQ" and "Enter Proctor Password" with the value "ZAUGAW". Below the fields is a blue "Submit" button.

Proctor Login

Enter Test Code

MUZKNQ

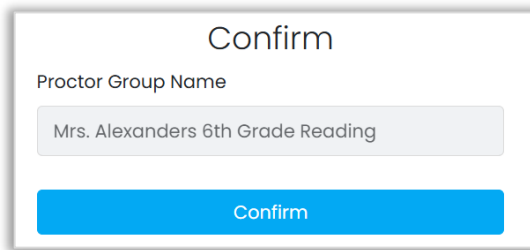
Enter Proctor Password

ZAUGAW

Submit

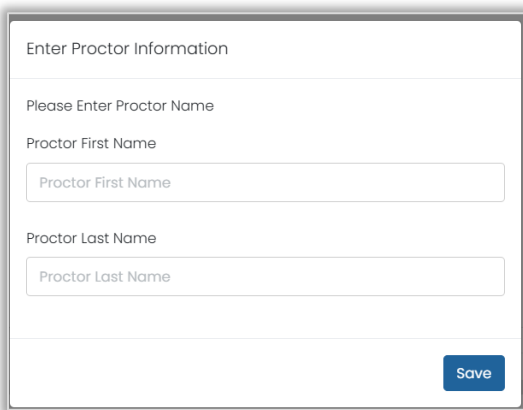
Note: If you are on this page, but you have already created the proctor group for this administration, then you need to use your proctor group specific test code and proctor password sent to you in email either from ADAM or your administrator. If you cannot find those codes, contact your School Coordinator to retrieve your existing test code and proctor password.

3. Review the proctor group name and confirm it's the correct proctor group.



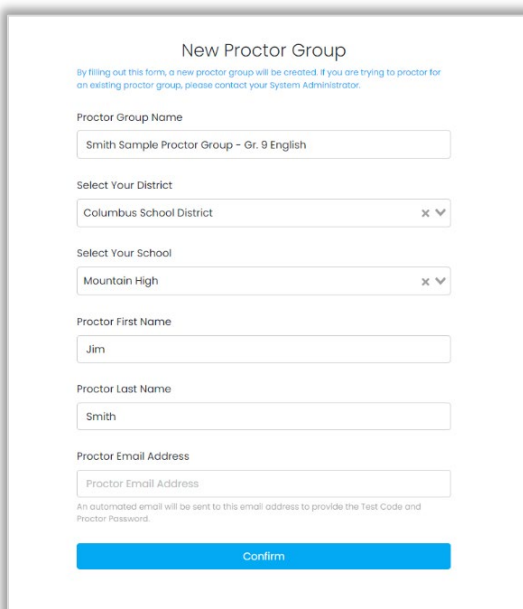
The screen is titled "Confirm". Below the title, it says "Proctor Group Name". There is a text input field containing "Mrs. Alexanders 6th Grade Reading". At the bottom, there is a blue button labeled "Confirm".

4. Enter a first and last name if this information is not already filled in, and then click **Save**.



The screen is titled "Enter Proctor Information". Below the title, it says "Please Enter Proctor Name". There are two text input fields: "Proctor First Name" and "Proctor Last Name". At the bottom right, there is a blue button labeled "Save".

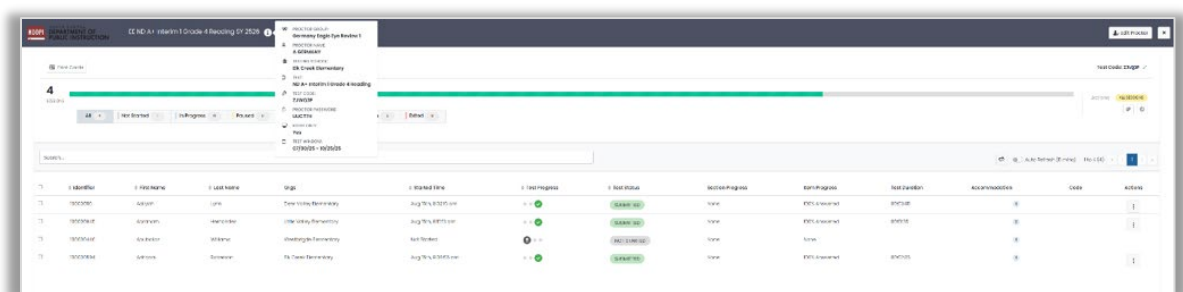
5. If your proctor group hasn't been pre-created, on the "New Proctor Group" screen, fill out the form to create a new proctor group and select **Confirm**. If the proctor group was created, please go to step 6.



The screen is titled "New Proctor Group". Below the title, there is a small blue note: "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." There are several form fields: "Proctor Group Name" (containing "Smith Sample Proctor Group - Gr. 9 English"), "Select Your District" (a dropdown menu showing "Columbus School District"), "Select Your School" (a dropdown menu showing "Mountain High"), "Proctor First Name" (containing "Jim"), "Proctor Last Name" (containing "Smith"), and "Proctor Email Address" (containing "Proctor Email Address"). At the bottom, there is a blue button labeled "Confirm".

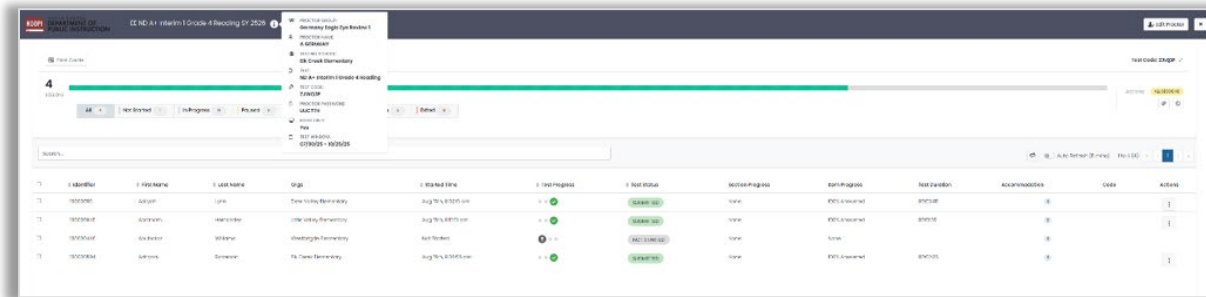
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6. Once you confirm all the information you entered for your new proctor group, or if you use the test code and proctor password that was provided to you, the proctor dashboard will open.



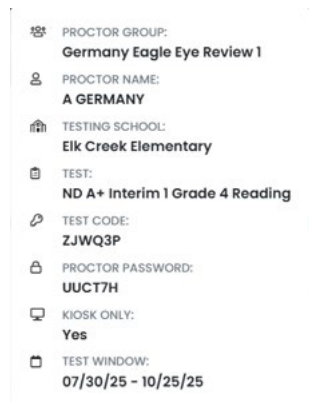
Appendix H: Understanding the Proctor Dashboard

You can view information about the test, test configuration, and select an action.



Testing Information

Information for the proctor group and testing is included in the “i” icon at the top of the screen and displays when the user hovers over it:



The categories in the popup include:

- **Administration** - name
- **Proctor Group** – name
- **Proctor Name** – name
- **Testing School** – name
- **Test** – name
- **Test Code** - You provide this code to students so they can log in to the test.

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	<ul style="list-style-type: none"> • Proctor Password – This is used to get to the proctor dashboard from the ADAM home screen. • Kiosk only - Does not apply.
	<ul style="list-style-type: none"> • Test Window - for the overall assessment • Proctor Name
Print Cards (Actions)	<p>Select Print Cards to:</p> <ul style="list-style-type: none"> • Print a roster and the test cards to distribute to students. • Open (in a second window) to view the test cards for this proctor group.

Below the progress bar: Student session list

You can view, filter, and search for students in your proctor group and manage their sessions. Students that can access the test appear in the **Tester** column.

The screenshot shows a web interface for managing student sessions. At the top, there's a progress bar and a summary of session counts: All (4), Not Started (1), In Progress (0), Paused (0), Submitted (3), Needs Attention (0), and Exited (0). Below this is a search bar and a table of sessions.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100001690	Aminah	Waters	Sunshine Middle School	Aug 17th, 6:25:45 pm	100%	SUBMITTED	None	100% Answered	00:30:19	2		
100001716	Aaryan	Day	Sunshine Middle School	Aug 17th, 7:05:49 pm	100%	SUBMITTED	None	100% Answered	00:09:03	1		
100001517	Aayan	Jacobs	Independence Secondary School	Not Started	0%	NOT STARTED	None	None		1		
100001357	Abbey	Sandoval	Crystal River Secondary School	Aug 17th, 7:01:31 pm	100%	SUBMITTED	None	100% Answered	00:01:33	1		

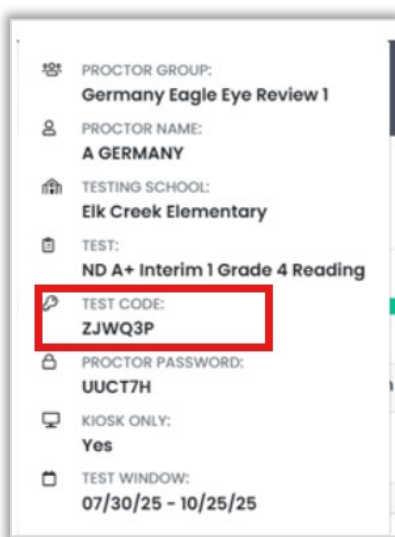
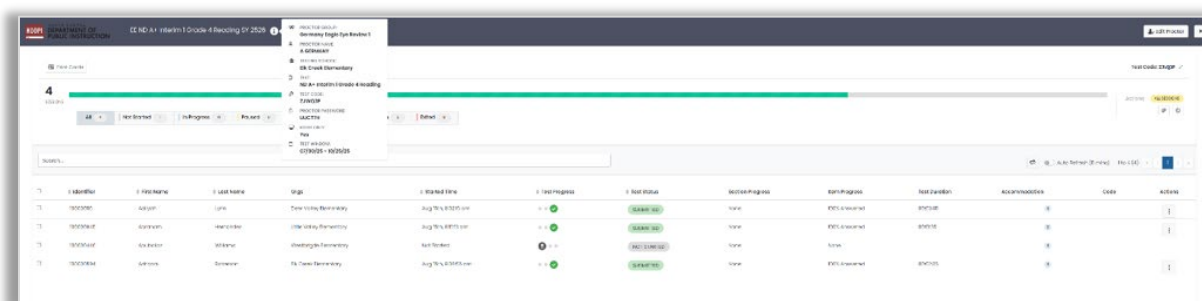
Below are a list and description of the information you'll find in the **Session Management Area**.

- **Identifier**
 - The Identifier is the SSID used by the student to log into the test and
- **Tester**
 - The 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**
 - All assessments have only one section and will say "Section 1".
- **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**
 - Participation codes are not required for students who do not take the ND A+ Interim Assessments. However, districts or schools may choose to enter a code for individual students for their own tracking or documentation purposes. This can be done by selecting the appropriate option under Actions on the Proctor Dashboard.
- **Action**
 - 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.

Appendix I: Starting the Administration

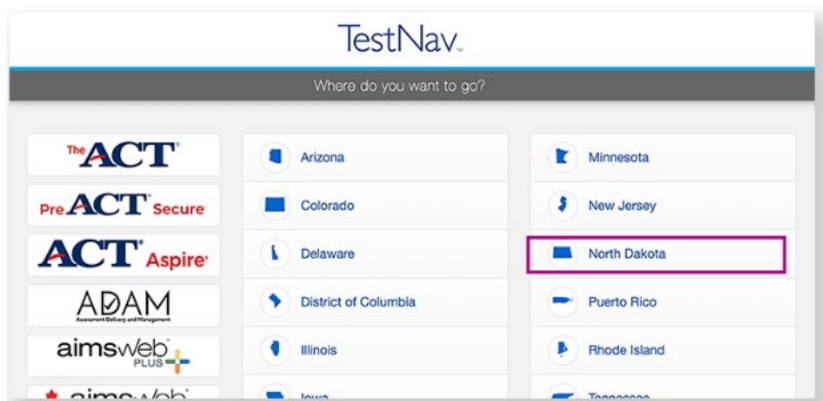
On the proctor dashboard, locate the test code in the “I” pop-up at the top of the screen.



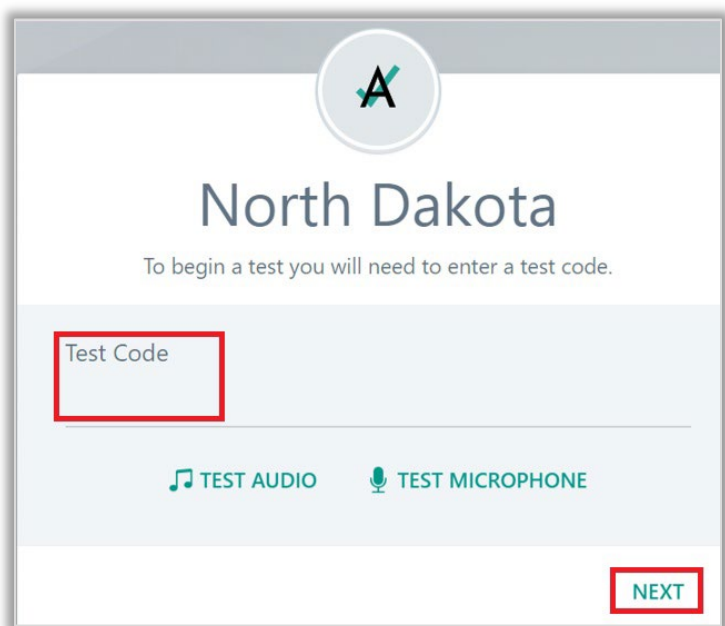
Give this test code to the students in your proctor group when it is time to begin testing if the proctor group was not pre-created. If students have already been assigned to proctor groups, the test code will appear on their student test ticket.

1. Instruct students to go to the testing application, TestNav.

- The student will open TestNav (Home - TestNav) and then navigate to North Dakota.



- The student will enter the test code found either on their testing card or provided by the proctor. If the proctor is creating a proctor group on the fly, and then select **Next**.
- Enter the test code, and then select **Next**.



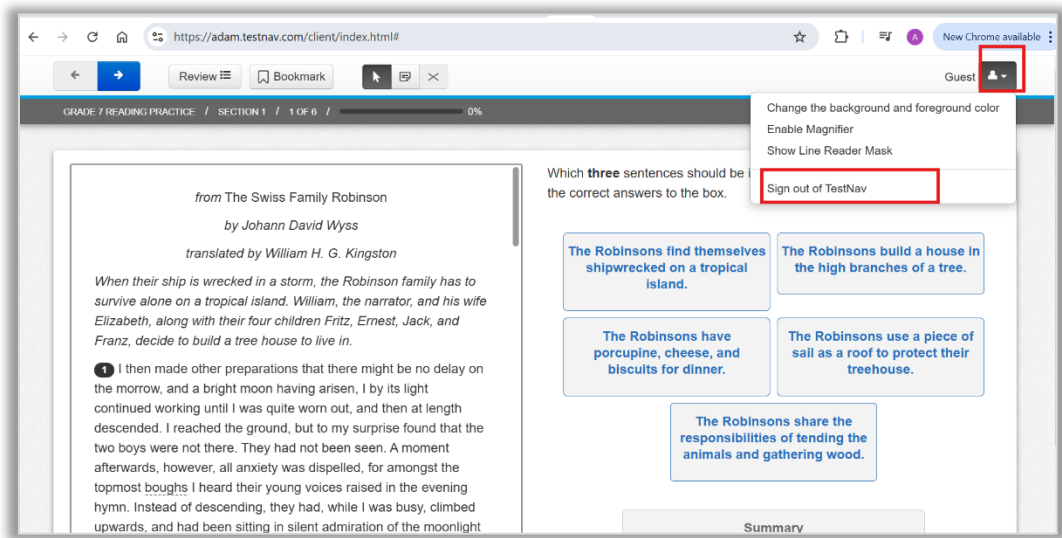
5. Enter the student's last name and SSID in the correct field and select **Next**. (The process for students in K-2 is different. Please refer to Appendix J: How K-2 Students Can Log in to TestNav with a QR Code for the ND A+ Interim Assessments.)

The screenshot shows the TestNav login interface. At the top, the TestNav logo is on the left, and 'Not Signed In' with a user icon is on the right. Below the logo is a 'SIGN IN' button. The main content area features a large 'A' icon with a checkmark. Below this, the text 'ND A+ Interim 2 Grade 5 Math' is displayed, followed by the instruction 'Enter your information before continuing.' There are two input fields: 'Last Name' with the value 'Tanner' and 'SSID' with the value '100000779'. Both fields are highlighted with red boxes. At the bottom, there are 'BACK' and 'NEXT' buttons, with the 'NEXT' button also highlighted by a red box.

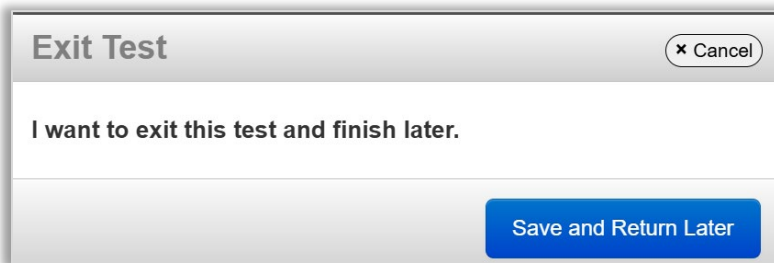
6. Confirm the Test and your name and select **Next**.

The screenshot shows the TestNav confirmation interface. At the top, the TestNav logo is on the left, and 'Not Signed In' with a user icon is on the right. Below the logo is a 'SIGN IN' button. The main content area features a large 'A' icon with a checkmark. Below this, the text 'Confirm' is displayed, followed by the instruction 'Click Next when you are ready.' There are two input fields: 'Test' with the value 'Sample Test' and 'You' with the value 'Sample Student'. Both fields are highlighted with pink boxes. At the bottom, there are 'QUIT' and 'NEXT' buttons, with the 'NEXT' button also highlighted by a pink box.

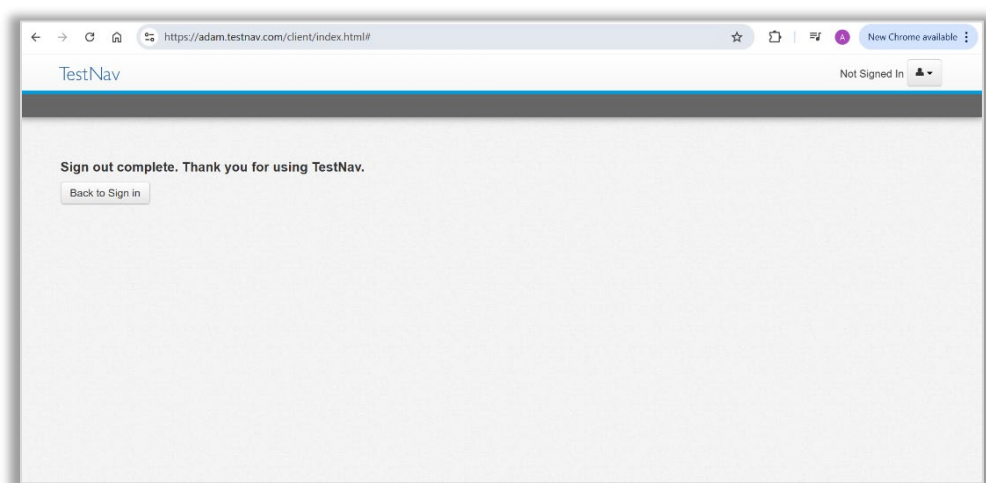
7. As students complete sign in, they appear in the proctor dashboard.
8. Use the features on the proctor dashboard to control the sessions.
9. While taking the test, if the student must stop the test, they will go to the top right-hand corner and click the drop-down arrow beside their name and click **Sign out of TestNav**.



10. A pop-up window will appear, and they will click **Save and Return Later** to continue exiting TestNav.



11. The student will now be signed out of TestNav.

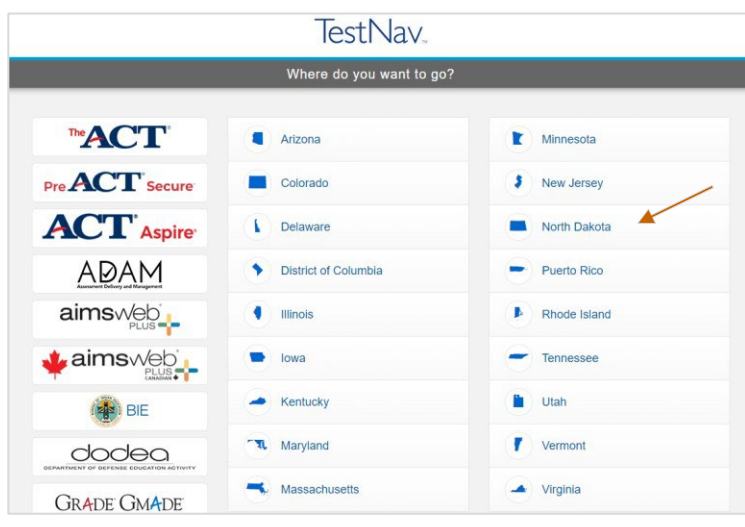


Appendix J: How K-2 Students Can Log in to TestNav with a QR Code for the ND A+ Interim Assessments

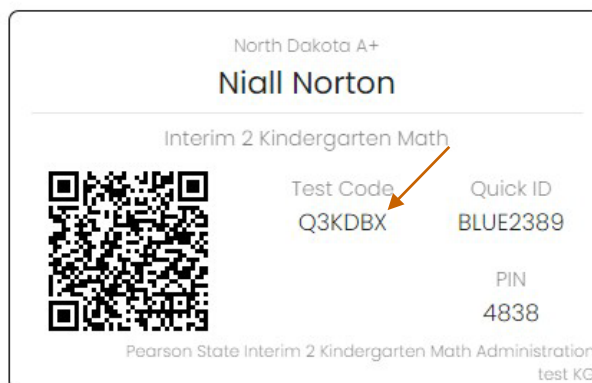
The purpose of this appendix is to provide a step-by-step walkthrough for using the QR code on student testing cards printed from ADAM to access the test without a quick ID or PIN in TestNav. **Note:** This process applies only to the ND A+ Interim Assessments; there is a separate process used for Navvy.

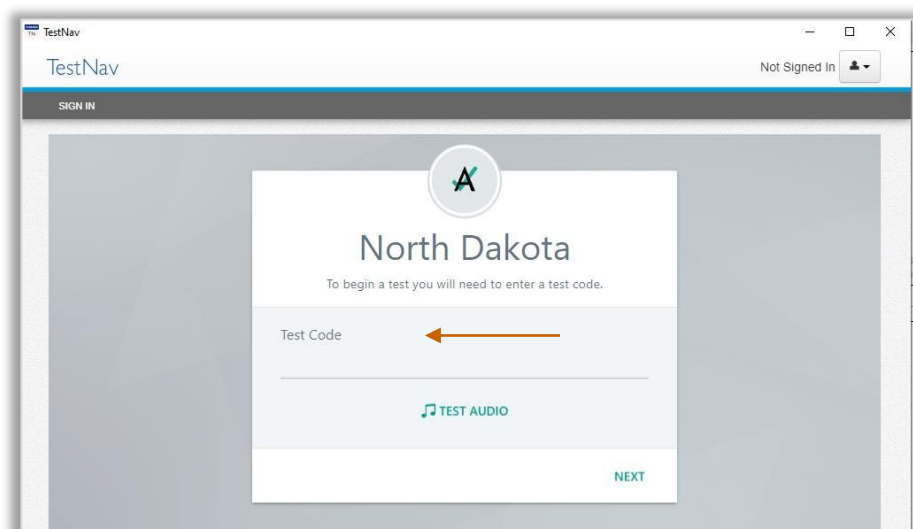
Steps for Grades K-2 Logging in to a Test with a QR Code

1. The student will open TestNav ([Home - TestNav](#)) and then navigate to North Dakota.

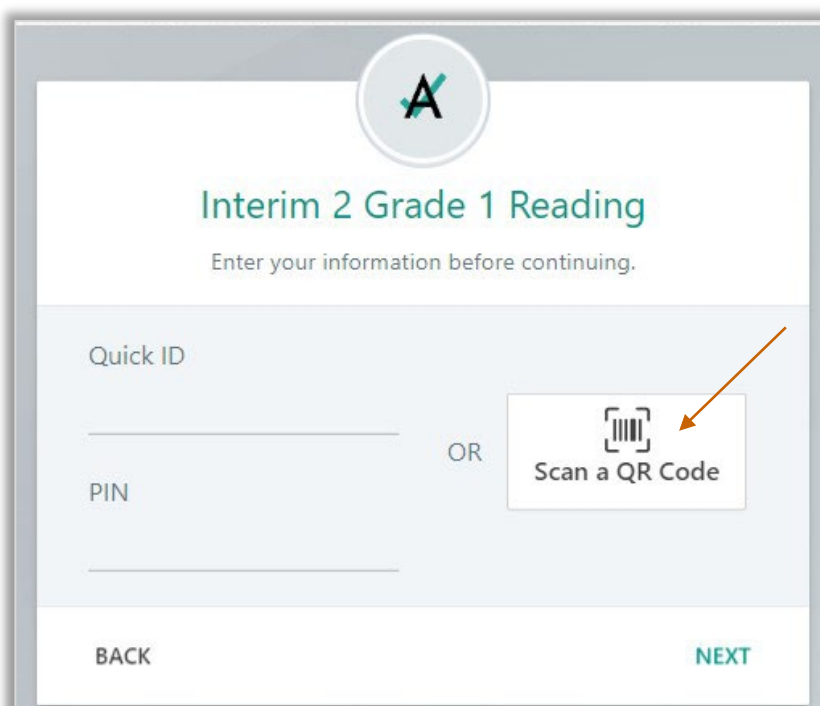


2. The student will enter the test code found on their testing card into TestNav, and then select Next.

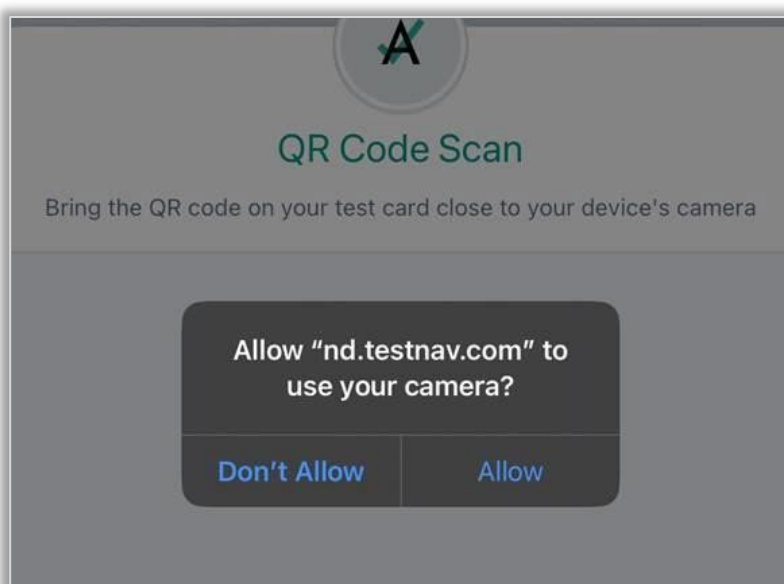




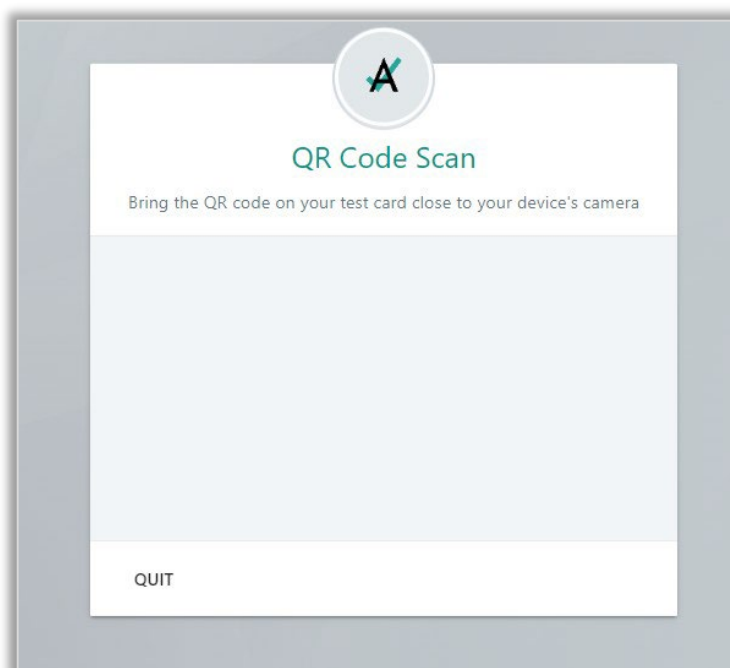
3. On the next screen the student selects “Scan a QR Code.”



4. For iPads only: Press “Allow” for the camera prompt.



5. Bring the QR code on your test card close to your device's camera.



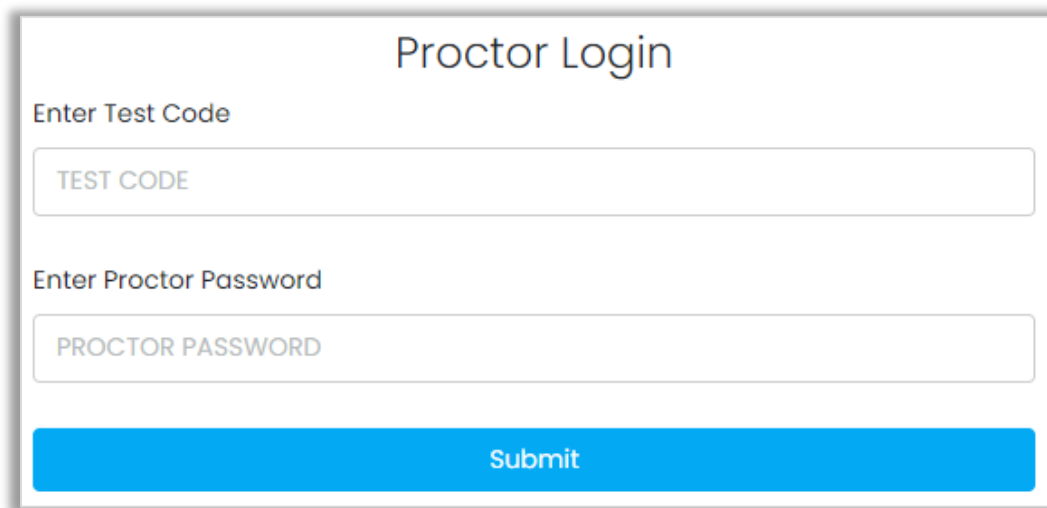
6. The student will pass through the TestNav confirmation page and the test will start.

Appendix K: Reseating Students

Test proctors will need to reseat students during testing if a student has something occur that interrupts their test taking. Examples of this include computer issues, session timeout, unexpected errors, exiting of TestNav, etc. Reseating allows the student to re-enter their test code and student ID number to resume their assessment session. The proctor has the option of reseating each student individually or reseating a group of students all at once.

Tasks for test proctors to reseat students in ADAM

1. The proctor will navigate to [ADAM | Administration](#). Enter the test code and proctor password you were provided, then select **Submit**.

A screenshot of a web form titled "Proctor Login". The form has a white background with a thin grey border. At the top, the title "Proctor Login" is centered in a dark blue font. Below the title, there are two input fields. The first is labeled "Enter Test Code" in a dark blue font, and the second is labeled "Enter Proctor Password" in a dark blue font. Both input fields have a light grey placeholder text: "TEST CODE" for the first and "PROCTOR PASSWORD" for the second. At the bottom of the form, there is a large blue button with the word "Submit" in white text, centered on the button.

Proctor Login

Enter Test Code

TEST CODE

Enter Proctor Password

PROCTOR PASSWORD

Submit

ND A+ 2025-26 Interim Assessment Test Administration Manual

- Find the student within the proctor group needing reseated. Select the three dots in the actions area and select the **Reseat Session** button for that student.

The screenshot shows the Itr.adamexam.com interface. At the top, there's a navigation bar with 'Print Cards' and 'Print Paper Form' buttons. Below that, a progress bar indicates 4 sessions. A filter bar shows counts for 'All' (4), 'Not Started' (1), 'In Progress' (1), 'Paused' (0), 'Submitted' (1), 'Needs Attention' (0), and 'Exited' (1). A search bar is present. Below the search bar is a table with columns: Identifier, First Name, Last Name, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions. The table lists four students. The second student, Aaryan Price, is highlighted. In the 'Actions' column for Aaryan Price, the 'Reseat Session' button is highlighted with a red box. Other buttons in the actions column include 'Submit Session' and 'Exit Session'.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100000394	Aarav	Malone	Westbridge Elementary	Aug 20th, 12:47:55 pm	IN PROGRESS	None	0% Answered					Actions Reseat Session Submit Session Exit Session
100000400	Aaryan	Price	Westbridge Elementary	Aug 14th, 7:58:09 am	EXITED	Section 1	54% Answered	00:11:01				
100000062	Abbas	Shah	Deer Valley Elementary	Not Started	NOT STARTED	None	None					
100000552	Abdullahi	Shelton	Elk Creek Elementary	Aug 14th, 11:22:43 am	SUBMITTED	None	100% Answered	00:06:03				

- A confirmation message will appear, and you will select **Reseat**.

The dialog box is titled 'Abbey Sandoval'. It contains the text 'Are you sure you want to reseat this student's session?'. At the bottom, there are two buttons: 'Cancel' and 'Reseat'.

Abbey Sandoval

Are you sure you want to reseat this student's session?

Cancel **Reseat**

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- The student test status will change to reseat.

The screenshot shows the TestNav interface for the ND A+ Interim 1 Grade 4 Math SY 2526. The top bar includes the NDDPI logo, the test title, and an 'Edit Proctor' button. Below the header, there's a 'Print Cards' button and a 'Test Code: 642P5D' field. A progress bar indicates 3 sessions. A summary bar shows counts for various test statuses: All (3), Not Started (1), In Progress (1), Paused (0), Submitted (1), Needs Attention (0), and Exited (0). A search bar and pagination controls 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 100000594 is highlighted with a 'RESEAT' status.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100000116	Aaliyah	Lynn	Deer Valley Elementary	Aug 15th, 9:23:48 am	100%	SUBMITTED	None	100% Answered	00:05:04	1		
100000446	Abubakar	Williams	Westbrigde Elementary	Not Started	0%	NOT STARTED	None	None		1		
100000594	Adriana	Roberson	Elk Creek Elementary	Aug 15th, 9:31:53 am	0%	RESEAT	Sección 1	0% Answered		1		

- The student can log back into TestNav using the same test code and resume testing.

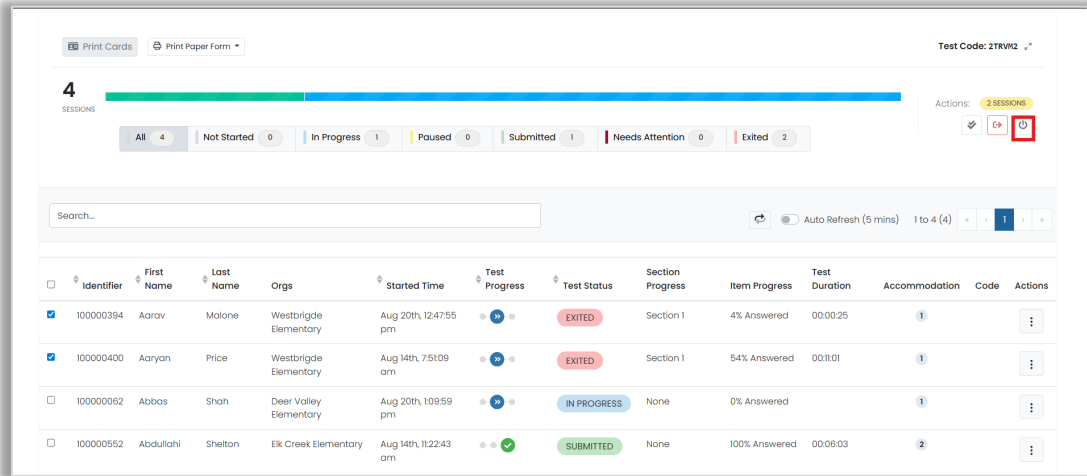
To **reseat a group of students** you will need to only select students you would like to reseat. Use the checkbox on the left to select each student.

The screenshot shows the TestNav interface for the ND A+ Interim 1 Grade 4 Math SY 2526. The top bar includes the NDDPI logo, the test title, and an 'Edit Proctor' button. Below the header, there's a 'Print Cards' button and a 'Test Code: 2TRVQ2' field. A progress bar indicates 4 sessions. A summary bar shows counts for various test statuses: All (4), Not Started (0), In Progress (1), Paused (0), Submitted (1), Needs Attention (0), and Exited (2). A search bar and pagination controls 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 first two students, Aarav and Aaryan, are selected with checkboxes.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100000394	Aarav	Malone	Westbrigde Elementary	Aug 20th, 12:47:55 pm	4%	EXITED	Section 1	4% Answered	00:00:25	1		
100000400	Aaryan	Price	Westbrigde Elementary	Aug 14th, 7:51:09 am	54%	EXITED	Section 1	54% Answered	00:11:01	1		
100000062	Abbas	Shah	Deer Valley Elementary	Aug 20th, 10:59:59 pm	0%	IN PROGRESS	None	0% Answered		1		
100000552	Abdullahi	Shelton	Elk Creek Elementary	Aug 14th, 11:22:43 am	100%	SUBMITTED	None	100% Answered	00:06:03	2		

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- After you select the students that need to be reseat, look under the Action section in the upper right and then look for the **Reseat All** button that looks like a power icon. Select. Click **Reseat** on the pop-up warning that appears.



Print Cards Print Paper Form Test Code: 2TRW12

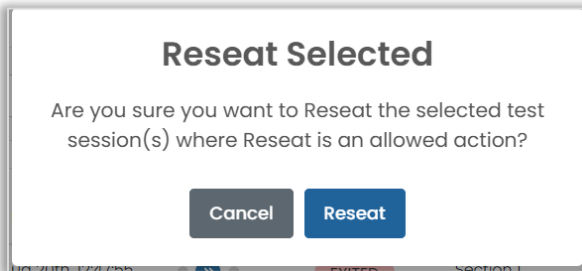
4 SESSIONS

All 4 Not Started 0 In Progress 1 Paused 0 Submitted 1 Needs Attention 0 Exited 2

Search...

Auto Refresh (5 mins) 1 to 4 (4)

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100000394	Aarav	Malone	Westbrigde Elementary	Aug 20th, 12:47:55 pm	4%	EXITED	Section 1	4% Answered	00:00:25	1		
100000400	Aaryan	Price	Westbrigde Elementary	Aug 14th, 7:51:09 am	54%	EXITED	Section 1	54% Answered	00:11:01	1		
100000062	Abbas	Shah	Deer Valley Elementary	Aug 20th, 10:59 pm	0%	IN PROGRESS	None	0% Answered		1		
100000552	Abdullahi	Shelton	Elk Creek Elementary	Aug 14th, 11:22:43 am	100%	SUBMITTED	None	100% Answered	00:06:03	2		

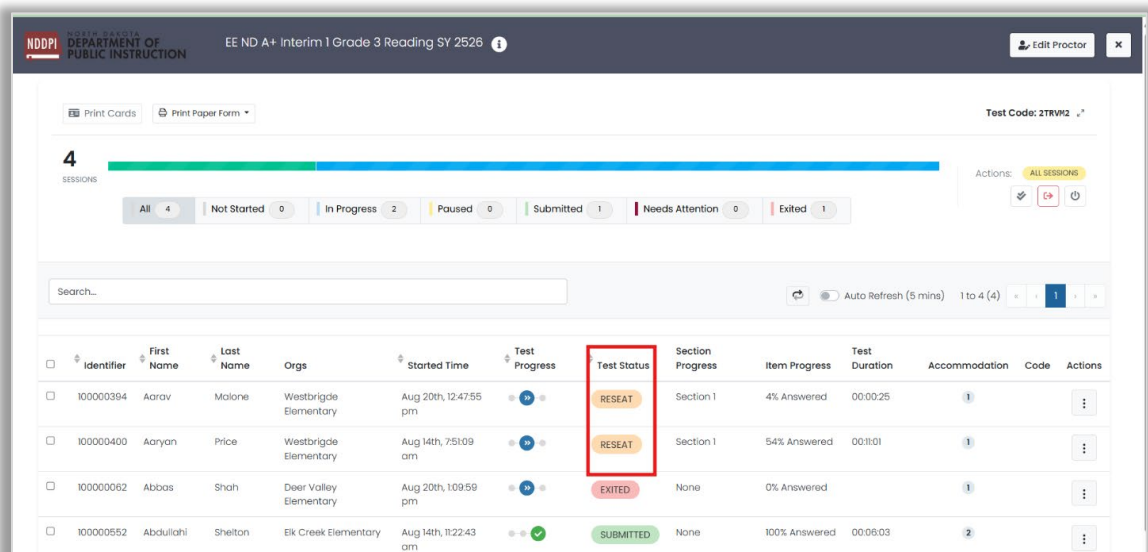


Reseat Selected

Are you sure you want to Reseat the selected test session(s) where Reseat is an allowed action?

Cancel Reseat

- The selected student's status should change to reseat, and the students will be able to log back into the test.



ND DPI NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION EE ND A+ Interim 1 Grade 3 Reading SY 2526 Edit Proctor X

Print Cards Print Paper Form Test Code: 2TRW12

4 SESSIONS

All 4 Not Started 0 In Progress 2 Paused 0 Submitted 1 Needs Attention 0 Exited 1

Search...

Auto Refresh (5 mins) 1 to 4 (4)

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
100000394	Aarav	Malone	Westbrigde Elementary	Aug 20th, 12:47:55 pm	4%	RESEAT	Section 1	4% Answered	00:00:25	1		
100000400	Aaryan	Price	Westbrigde Elementary	Aug 14th, 7:51:09 am	54%	RESEAT	Section 1	54% Answered	00:11:01	1		
100000062	Abbas	Shah	Deer Valley Elementary	Aug 20th, 10:59 pm	0%	EXITED	None	0% Answered		1		
100000552	Abdullahi	Shelton	Elk Creek Elementary	Aug 14th, 11:22:43 am	100%	SUBMITTED	None	100% Answered	00:06:03	2		

Appendix L: Incorrect Accommodations

Once testing has started, if a student incorrectly received, or needs to receive, an embedded feature or accommodation (as noted in the chart below), follow the steps below to adjust and correct the accommodations. These steps will allow the student to continue in the same test but with updated accommodations or features.

Accommodation Form Type	Feature	Subject/Content Area Available
Embedded Designated Feature	Spanish Language Translation	Math
Embedded Designated Feature	Zoom	Math, Reading
Embedded Accommodation	Dynamic Text to Speech (DTTS) - Items	Reading
Embedded Accommodation	Dynamic Text to Speech (DTTS) - Passages	Reading

Process:

1. Ask the student to log out of the test in TestNav.
2. Update the accommodation for the student in ADAM. (Refer to Appendix F: Updating Student Accommodations)
3. Reseat the student in the proctor dashboard. (Appendix J: Reseating Students)
4. Have the student log back into the test in TestNav so they can continue testing.

If a student needs a non-embedded accommodation such as braille or paper, or incorrectly received one of these forms once testing has started, follow the steps below to adjust and correct the accommodations. This process will reset their test to start again with the correct type of form.

Accommodation Form Type	Feature	Subject/Content Area Available
Non-Embedded Accommodations	Braille	Math, Reading
Non-Embedded Accommodations	Paper	Math, Reading

Process:

1. Ask the student to log out of the test in TestNav.
2. Submit a session request for reset and wait for NDDPI approval. Refer to Appendix M: How to Request a Session Unsubmit or Reset.
3. Update the accommodation for the student in ADAM. (Refer to Appendix F: Updating Student Accommodations)
4. Refresh the proctor dashboard.
5. Have the student log into the test in TestNav.

Appendix M: How to Request a Session Unsubmit or Reset

The purpose of this guide is to provide a step-by-step walkthrough on how to request that a student's test session is unsubmitted and/or reset.

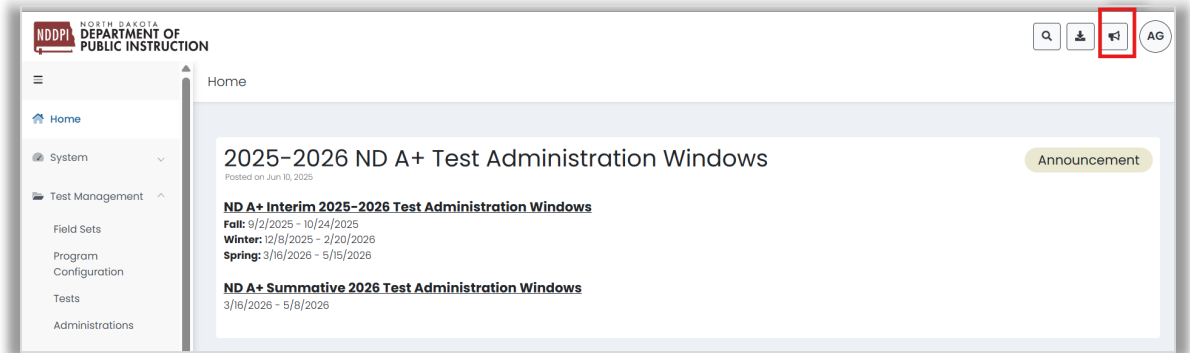
If a student is taking a linear interim assessment and an unsubmit is requested and approved, the student can go back into a previously submitted test, review previous items and alter responses, and complete remaining items. Or, if a reset was requested, the previous test will be voided and the student can start a new test.

If a student is taking a computer adaptive (CAT) interim assessment and the assessment was submitted before the student was finished, the only option is a test reset. This will remove all information entered by the student and the student will start over on a new test.

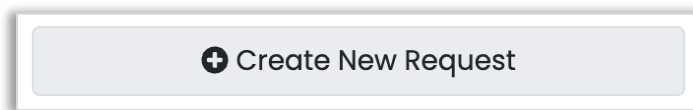
Below is a table showing the form type for all interim tests.

Math		Reading	
Test	Form Type	Test	Form Type
Kindergarten	Linear	Kindergarten	Linear
Grade 1	Linear	Grade 1	Linear
Grade 2	Linear	Grade 2	Linear
Grade 3	Computer Adaptive	Grade 3	Computer Adaptive
Grade 4	Computer Adaptive	Grade 4	Computer Adaptive
Grade 5	Computer Adaptive	Grade 5	Computer Adaptive
Grade 6	Computer Adaptive	Grade 6	Computer Adaptive
Grade 7	Computer Adaptive	Grade 7	Computer Adaptive
Grade 8	Computer Adaptive	Grade 8	Computer Adaptive
Algebra 1	Computer Adaptive	Grade 9	Computer Adaptive
Geometry	Linear	Grade 10	Computer Adaptive
Grade 10	Computer Adaptive		
Algebra 2	Linear		

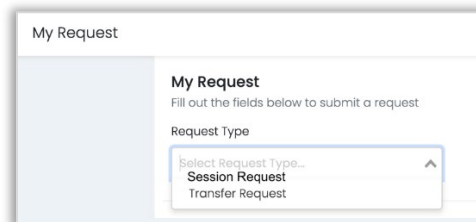
1. Select the **My Requests** icon in the ADAM header. (The popup window will show you pending, completed or submitted requests.)



2. Click the **Create New Request** to start a new request.



3. Choose **Session Request** and ignore the Transfer Request. North Dakota does not use this function to request transfers.



Complete the form including information about the student, the student's SSID, the test name (include grade and subject) and specifically what you need done to the session and why.

My Request

Fill out the fields below to submit a request

Request Type

Session Request x v

Student First Name *

Student First Name

Student Last Name *

Student Last Name

Identifier *

Identifier

Test/Session Name *

Enter the Test or Session Name

Session Instructions *

Use this space to describe the changes you need made to the session...

Cancel

Submit

- After submitting the Session Request, check on the status of the request by clicking back on the **My Requests** icon.

My Request #2155: Transfer Request

08/27/2024 04:28 pm

REJECTED

My Request #2150: Transfer Request

08/27/2024 02:22 pm

COMPLETED

My Request #2157: Session Request

08/27/2024 05:35 pm

SUBMITTED

+ Create New Request

6. Possible status definitions are below.

SUBMITTED – the request has been created

ASSIGNED – being worked

RETURNED – you need to add more information

UPDATED – being worked

REJECTED – the request has been denied

COMPLETED – the request work is done

7. A Completed request includes your original form and additional comments added during the approval process.

My Request

My Request

Request ID #: **2160** Request Type: **Session Request** Status: **COMPLETED**

Student Name: * Identifier: *

Smith, Joan **777777**

Test/Session Name: *

ELA Grade 5

Session Instructions *

Please unsubmit the session in Test+ ABC

Admin Comments:

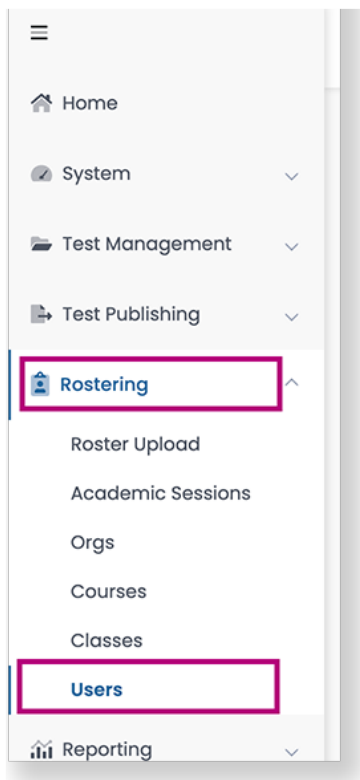
this is ready for the student to test again

Appendix N: How to Select Dynamic Text to Speech (DTTS) for a Reading Assessment

The purpose of this guide is to provide a step-by-step walkthrough on selecting DTTS as an accommodation for 1) the reading assessment questions and response options or 2) the reading assessment passages, questions and response options. (As a reminder, all math tests will have DTTS automatically available for all students.)

Steps to select DTTS as a reading accommodation

1. Select **Rostering**, and then **Users**.



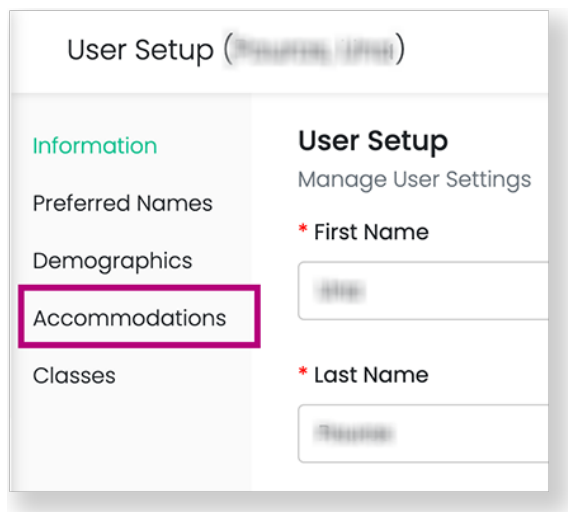
- From the **Role** dropdown, select **Student**. Scroll to find the student's name or search for it.

The screenshot shows the 'User Config (255)' interface. On the left is a sidebar with navigation links: Home, System, Test Management, Test Publishing, Rostering (highlighted), Roster Upload, and Academic Sessions. The main panel has a search bar with 'Sample Student' entered, a 'Clear Search' link, and several dropdown filters: Name, Org (with a 'Filter by Org...' option), Role (set to 'Student'), and Grade.

- Scroll to the right to select the **Edit** icon.

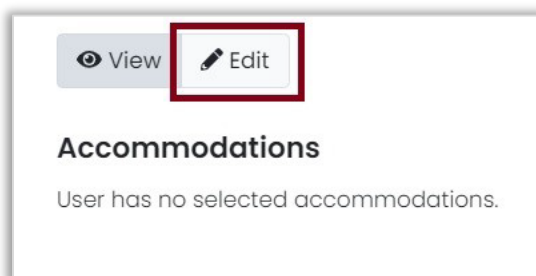
er	Role	Classes	Grades	Orgs	Last Login	Actions
entl058	Student	1	06	Pearson Test School	Never	→ ↗ 🗑
76_PROPL	Student		04	PVE2E_Dist01Sch01_ND_PROPL	Never	→ ↗ 🗑 Edit
entl411	Student	1	06	Pearson Test School	Never	→ ↗ 🗑
036_PROPL	Student	2	08	PVE2E_Dist05Sch02_ND_PROPL	Never	→ ↗ 🗑

4. Select the **Accommodations** tab.



The screenshot shows a 'User Setup' form. On the left is a sidebar with tabs: 'Information', 'Preferred Names', 'Demographics', 'Accommodations' (highlighted with a red box), and 'Classes'. The main area is titled 'User Setup' with the subtitle 'Manage User Settings'. It contains two required text input fields: '* First Name' and '* Last Name', both with placeholder text 'First Name' and 'Last Name' respectively.

5. Select **Edit**.



The screenshot shows the 'Accommodations' section. At the top are two buttons: 'View' (with an eye icon) and 'Edit' (with a pencil icon, highlighted with a red box). Below the buttons, the section is titled 'Accommodations' and contains the text 'User has no selected accommodations.'

6. Select the **Dynamic Text to Speech - Items** button under reading for students that need only the assessment questions and response options read.

The screenshot shows the 'User Setup' page for 'Swanson, Leona'. On the left is a sidebar with navigation links: Accommodations (highlighted in green), Administrations, Classes, Demographics, History, Information, and Preferred Names. The main content area is divided into sections for different accommodations. The 'Dynamic Text to Speech - Items' section at the bottom is highlighted with a red border and contains a checked checkbox. Other sections include 'Braille plus Tactile Graphics' (unchecked checkbox), 'Language' (dropdown menu set to 'None'), 'Paper' (unchecked checkbox), and 'Color Contrast' (dropdown menu set to 'None'). A 'Pearson' section is also visible with a dropdown arrow.

Accommodation	Setting
Braille plus Tactile Graphics	<input type="checkbox"/>
Language	None
Paper	<input type="checkbox"/>
Color Contrast	None
Dynamic Text to Speech - Items	<input checked="" type="checkbox"/>

7. Or, select the **Dynamic Text to Speech - Items** button under reading **AND** the **Dynamic Text to Speech - Passages** button for students that need both the passages and the items read. **Please note: For passages to be read, both DTTS options must be selected. If DTTS – Passage is selected on its own, the student will not receive DTTS for just the passages.**

← User Setup: **Swanson, Leona**

corresponding color accommodation

Accommodations

- Administrations
- Classes
- Demographics
- History
- Information
- Preferred Names

Dynamic Text to Speech - Items If checked, the student will have Dynamic Text to Speech for test items	<input checked="" type="checkbox"/>
Magnification/Zoom If selected, the student will have the Magnification accommodation	None ▼
Online Calculator If selected, the student will have the corresponding calculator accommodation	None ▼
Dynamic Text to Speech - Passages If checked, the student will have Dynamic Text to Speech for passages	<input checked="" type="checkbox"/>

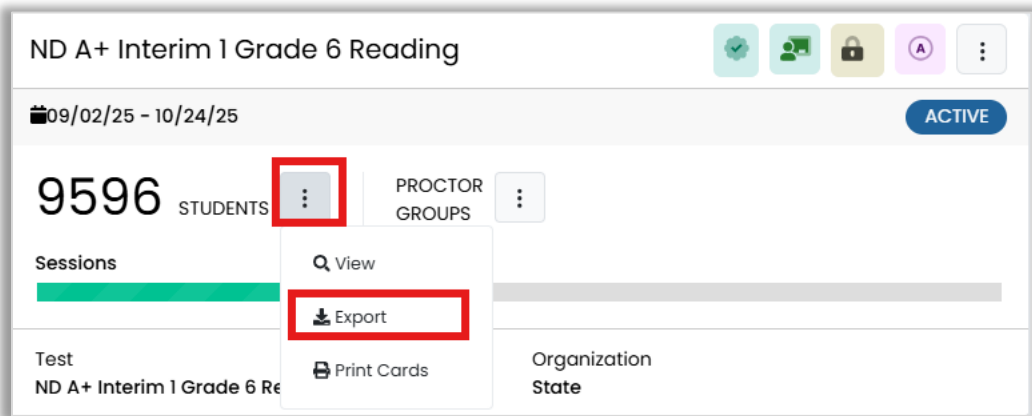
8. Select **Save**.

Cancel **Save**

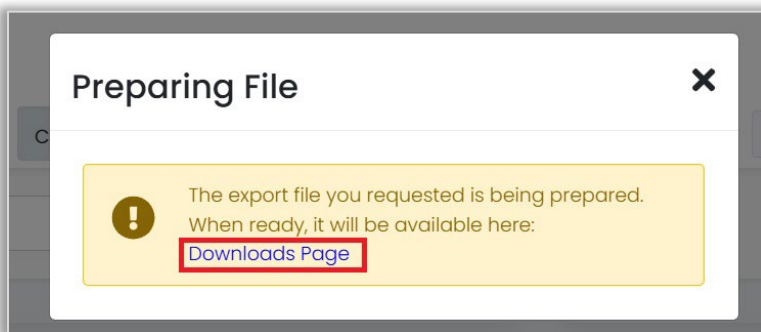
Appendix O: Testing Status Extract

A report can be pulled from ADAM to monitor testing progress. It includes all students eligible for the test and their test status, proctor group, accountability codes (non-participation codes), and accommodations.

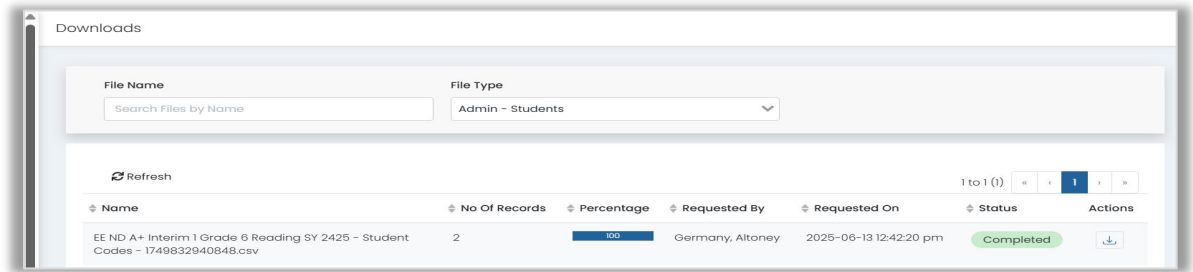
1. On the Administrations screen select your Administration Card. Click the ellipsis next to students and click **Export**.



2. Select the **Downloads Page** hyperlink in the pop-up box.



3. The Downloads page will open and once the status says **Complete**, select the **download arrow**.



4. All students associated with the administration will be listed along with their grade, school, test status, accountability codes (non-participation codes), proctor group name/test code, and any accommodations.

A	B	C	D	E	F	G	H	I	J	K	L	M
name	student first	student last	identifier	test status	accountability	grades	organization	test administration	proctor group	form		test code
Sumayyah Grim	Sumayyah	Grimes	100000475	IN_PROGRESS		6	Westbrigde Elementary	EE ND A+ Interim	EE Grade 6 Read	Grade 6 Reading - 24RE06F1ND		T4SQGX
Alisa Mason	Alisa	Mason	100000289	SUBMITTED		6	Golden Oak Grammar School	EE ND A+ Interim	EE Grade 6 Read	Grade 6 Reading - 24RE06F1ND		T4SQGX

Appendix P: Guidance on the Role of the Scribe

A scribe is an approved and trained individual who assists a student by recording their response verbatim. Students who may need a scribe include those with documented significant motor or language-processing difficulties, such as a physical disability that severely limits or prevents a written or typed response, and students with a recent injury, like a broken hand, making it challenging to produce a response. This accommodation typically aligns with the student needing extra time and assessed in a separate setting. The Scribe feature is a non-embedded accommodation on the ND A+ assessments.

The student may respond/communicate with the scribe verbally, use a speech-to-text device or other assistive communication device, or sign, gesture, point, or eye gaze. The expertise the scribe needs would be determined mainly by how the student interacts with the person acting as a scribe. Ideally, the scribe has worked with the student in the classroom environment, is familiar with their IEP or documented plan, is familiar with ethical test administration practices, and is familiar with the ND A+ Interim Assessment Test Administration Manual.

Scribes must:

- Be able to assist with test administration and interact with the student in a way that does not interfere with other test takers.
- Enter student's responses directly into TestNav. Please note that when scribes enter a student response and move to the next question, they cannot return to the previous question. If an error was made, the school coordinator will need to submit a request to reset the test. See Appendix M: How to Request a Session Unsubmit or Reset
- Respond to procedural questions (e.g., test directions) but do not assist in answering test items or assist with formulating an answer or response.
- Not question or correct student responses but may ask to restate words or parts as needed
- Allow the student to review and edit what has been scribed visually or read aloud.
- Comply with student test directions regarding screen, test navigation, and use of platform features. Also, follow all proctoring protocols found in the Test Administration Manual.
- Make all response request changes made by students, even if incorrect.
- Be proficient in ASL or Braille if the student uses those features.

Guidelines:

- Selected Response Items
 - Student points or otherwise indicates their selection(s).
 - Student confirms selection(s) and indicates readiness to move to the next item/finish.
- Constructed Response (Short-Text Items)
 - Scribe types or writes the student responses verbatim in TestNav or on paper.
 - Scribe spells all words correctly.
 - Scribe will not capitalize words or punctuate text.
 - Scribe confirms the spelling of commonly confused homophones (e.g., than/then, to/to/two, there/their/they're).
 - The student can proofread and add punctuation, capitalization, and other edits.
 - Student confirms response and indicates readiness to move to next item/finish.
- Constructed/Equation Response Items
 - Student points or otherwise indicates their selection(s).
 - For equations, the student must specify where to place figures (e.g., operators and operands).
 - For response requiring text, please see the construct response section.
 - Student confirms response and indicates readiness to move to next item/finish.

Suggested Best Practices:

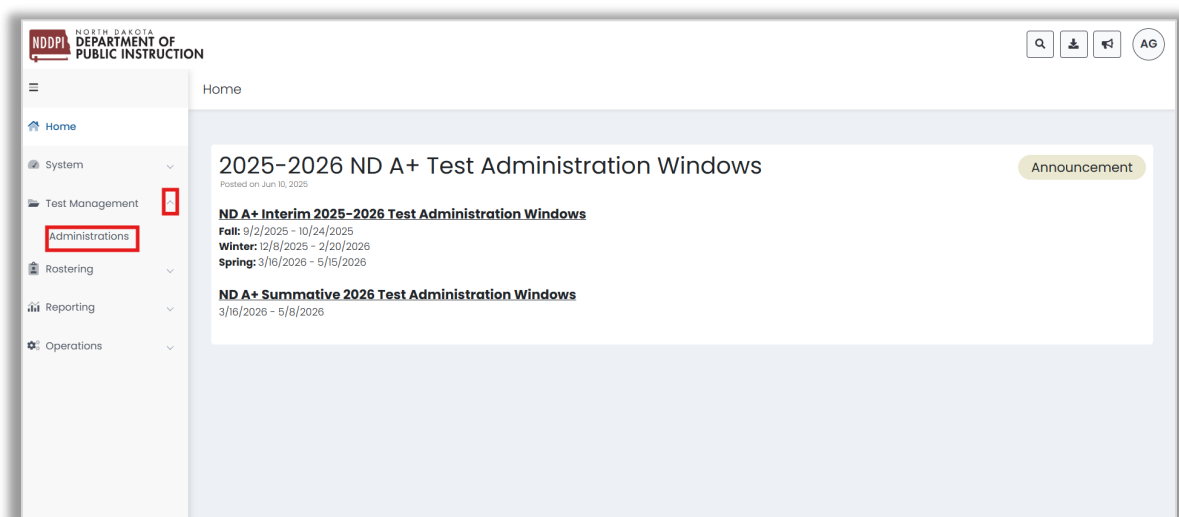
- Discuss typical scribing practices with the teacher or planning team if used daily in the classroom.
- Correcting capitalization and punctuation can occur during or after dictation. The student must be allowed to review and proofread before submitting.
- Scribe can automatically capitalize the first letter of a sentence if the student dictates that the first letter needs to be capitalized in the previous or first sentence.
- Scribe should not auto-capitalize proper nouns or acronyms unless directed by the student.
- The scribe can ask the student procedural questions, such as, “Are you finished, or is there anything else you would like to add or edit?” Scribes should try not to cue or prompt students.
- If a student who is not using a scribe asks a question and gets a response from the proctor, students who are utilizing a scribe should be allowed the same opportunity.

Appendix Q: How to Print a Paper Form and Transcribe the student responses into TestNav

This purpose of this appendix is to provide a step-by-step process for a School Coordinator/District Administrator and proctors or teachers to print a paper form and transcribe student responses into TestNav. School Coordinators/District Administrators and teachers will be printing the paper form from the Proctor Dashboard in ADAM and then using the student information to log in to TestNav to input the responses. Note: Please verify that the student has the “Paper” accommodation before you proceed.

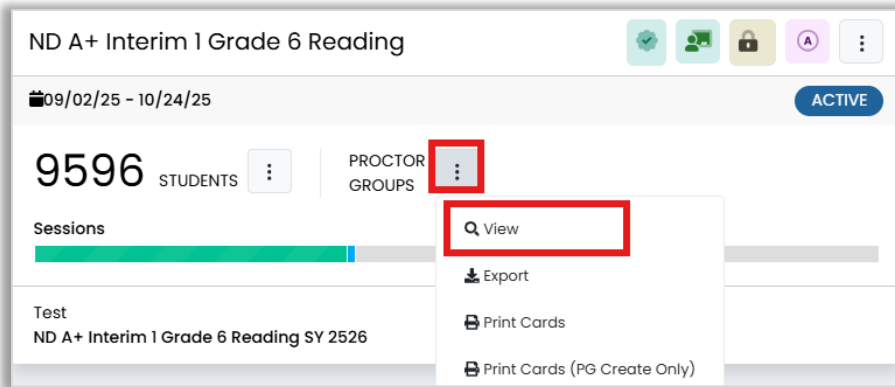
To print out a paper form and then transcribe the responses as a School Coordinator/District Administrator, Teacher or Proctor, take the following steps:

1. For School Coordinators or District Administrator, navigate to Test Management and then select Administration.

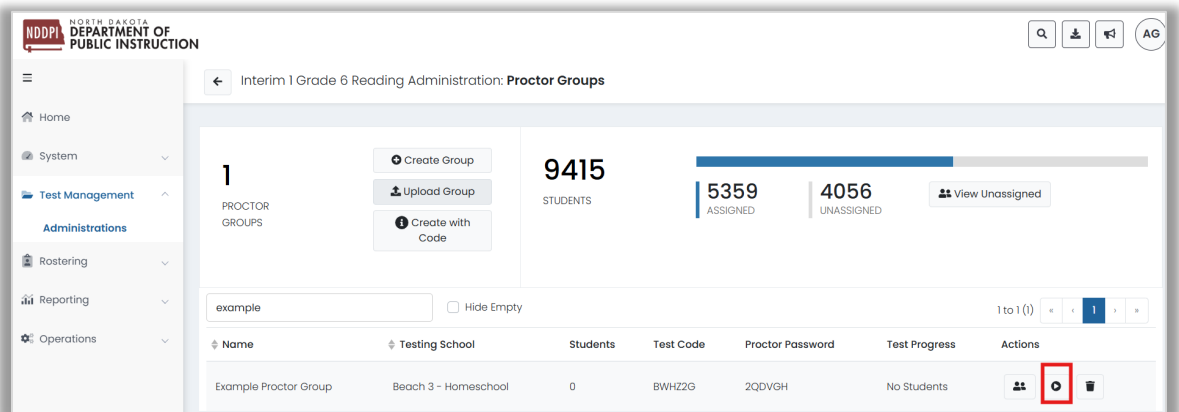


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2. Then select the specific test on the Administrations screen, click on the **three dots**, and then select **View**.

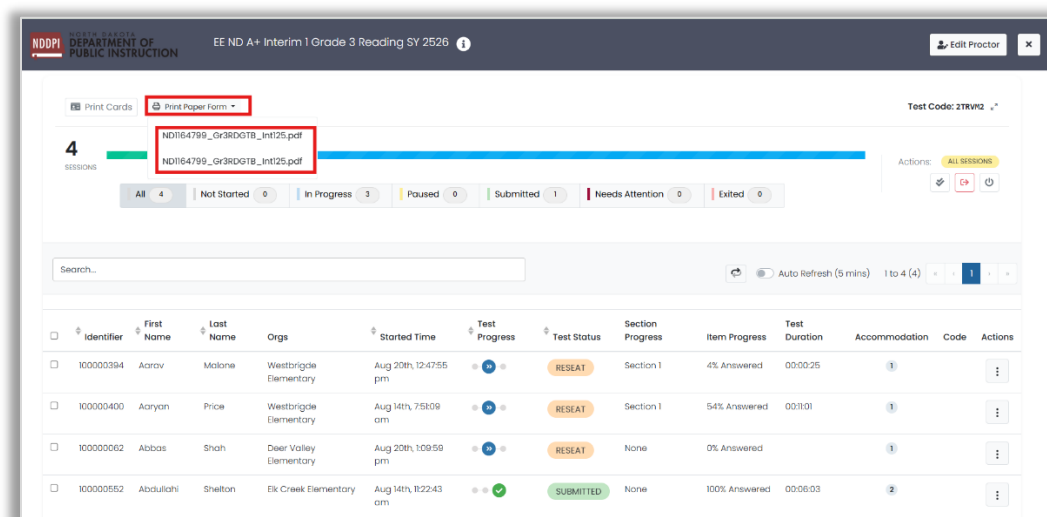


3. The School Coordinator/District Administrator will find the proctor group and click **Proctor**.

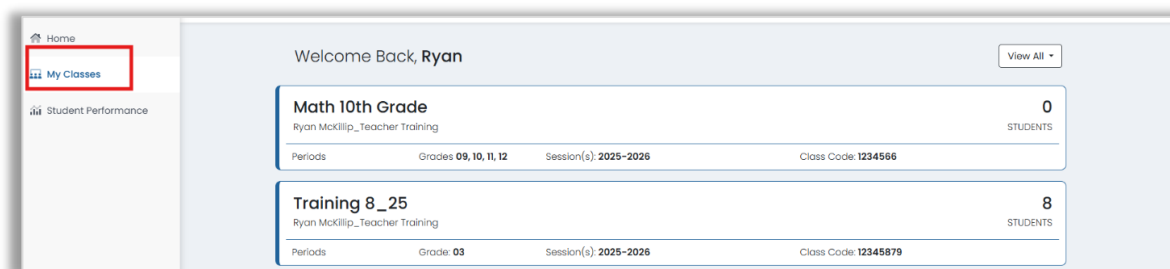


ND A+ 2025-26 Interim Assessment Test Administration Manual

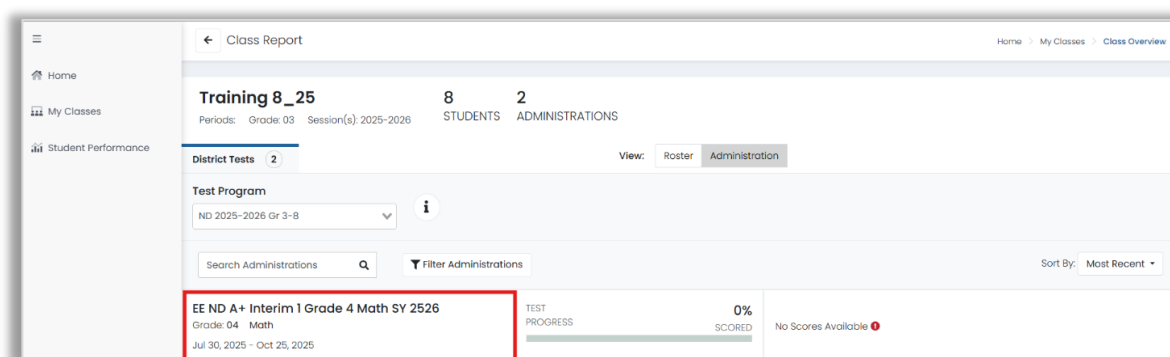
- The Proctor Dashboard will appear. When the Proctor Dashboard is opened, the School Coordinator/District Administrator will find the printable form under the "Actions" section. Click on a form to download it.



- For teachers within ADAM, navigate to the **My Classes** menu and select your class.

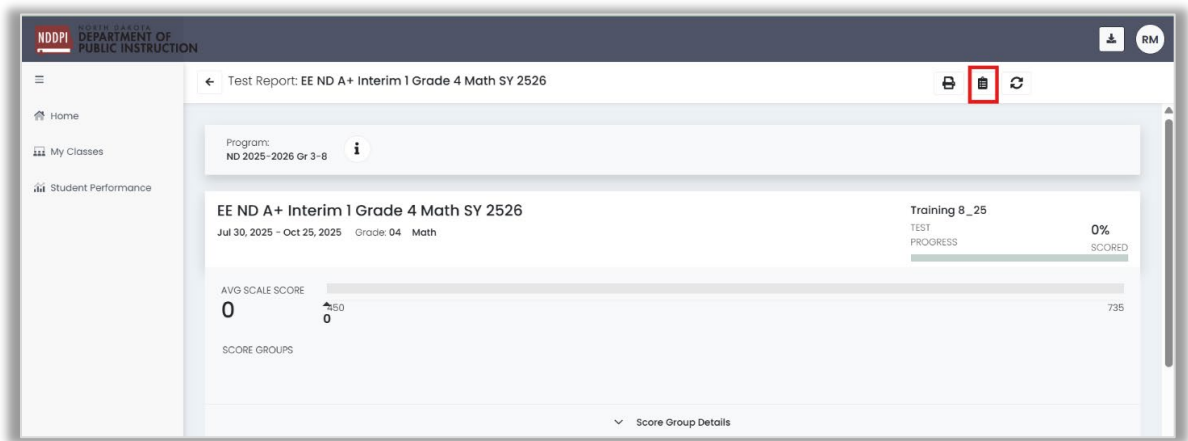


- Select the **Administration** option and the test name.

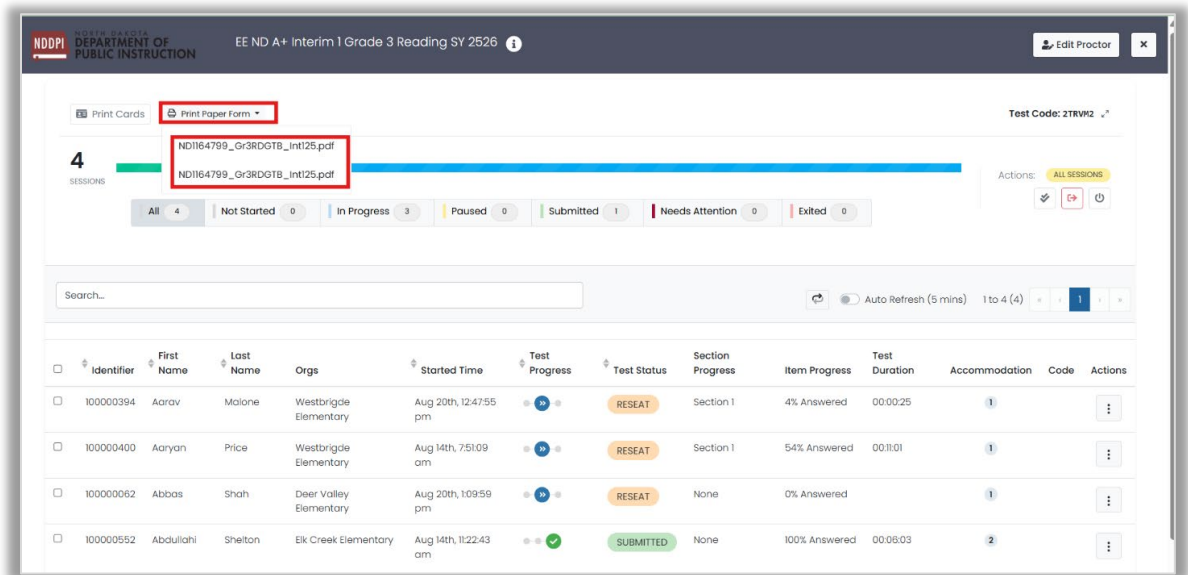


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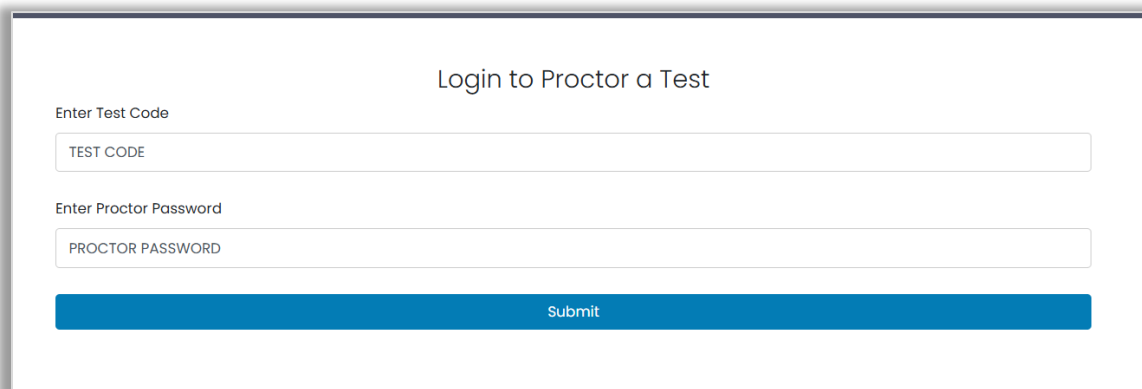
7. Select the clipboard icon to create a proctor group.



8. When the Proctor Dashboard is opened, the teacher will find the printable form under the "Actions" section. Click on a form to download and print it.

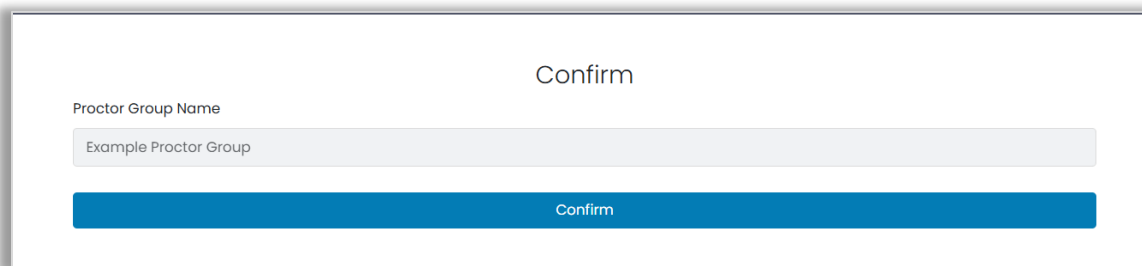


9. For Proctors, the Proctor will go to [ADAM To Proctor A Test](#). Enter the Test Code and Proctor Password.



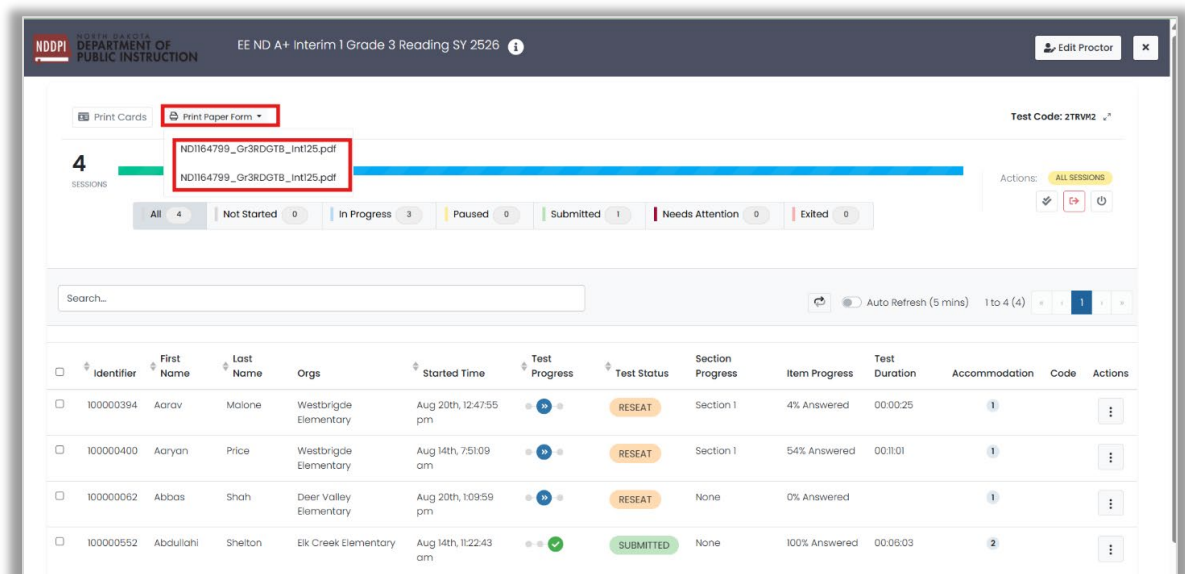
The screenshot shows a web form titled "Login to Proctor a Test". It contains two input fields: "Enter Test Code" with a placeholder "TEST CODE" and "Enter Proctor Password" with a placeholder "PROCTOR PASSWORD". Below these fields is a blue "Submit" button.

10. The Proctor will confirm the test they want to proctor and click confirm.



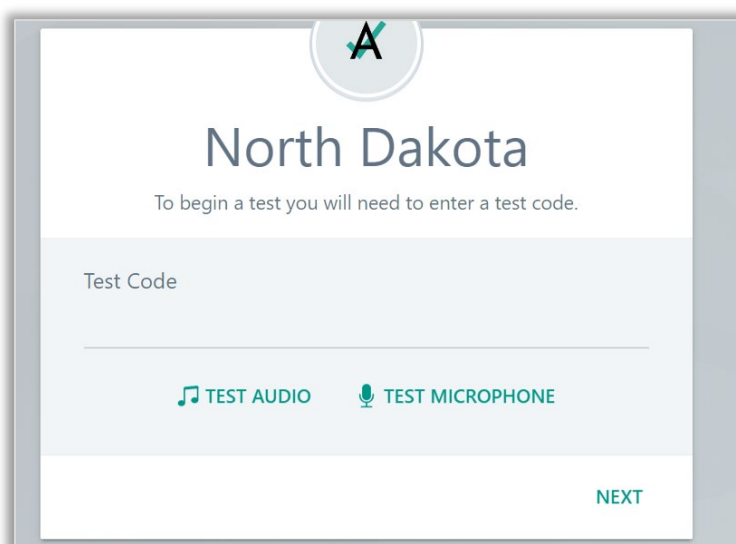
The screenshot shows a web form titled "Confirm". It contains one input field labeled "Proctor Group Name" with a placeholder "Example Proctor Group". Below this field is a blue "Confirm" button.

11. When the Proctor Dashboard is opened, the proctor will find the printable form under the "Actions" section. Click on a form to download and print it.

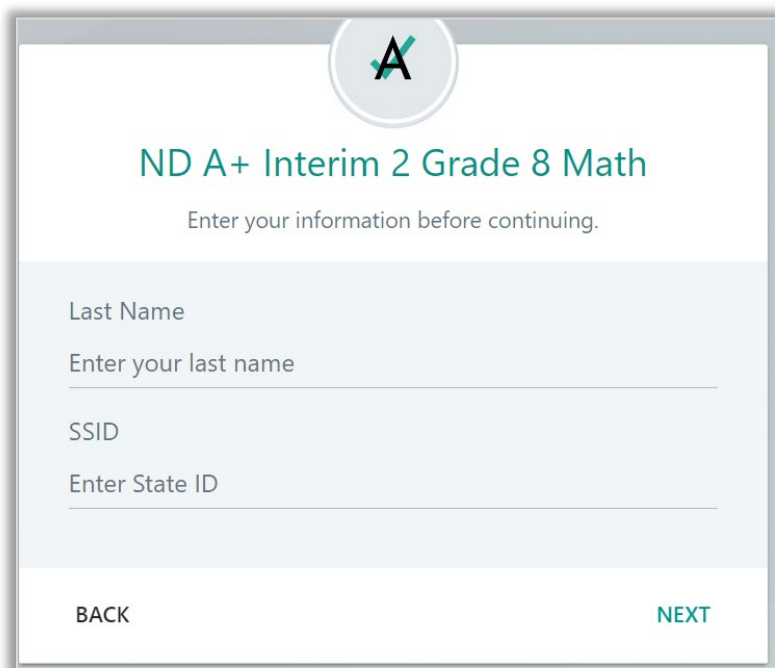


12. After the form is downloaded and printed, check that the student answered all the questions. The School Coordinator/District Administrator, teacher, or Proctor will then open TestNav and use the Test Code that is listed in the Proctor dashboard.

13. After the school staff member enters the test code on the home screen in the TestNav app, click **Next**.



14. The teacher will then enter the student's last name and SSID number.



ND A+ Interim 2 Grade 8 Math

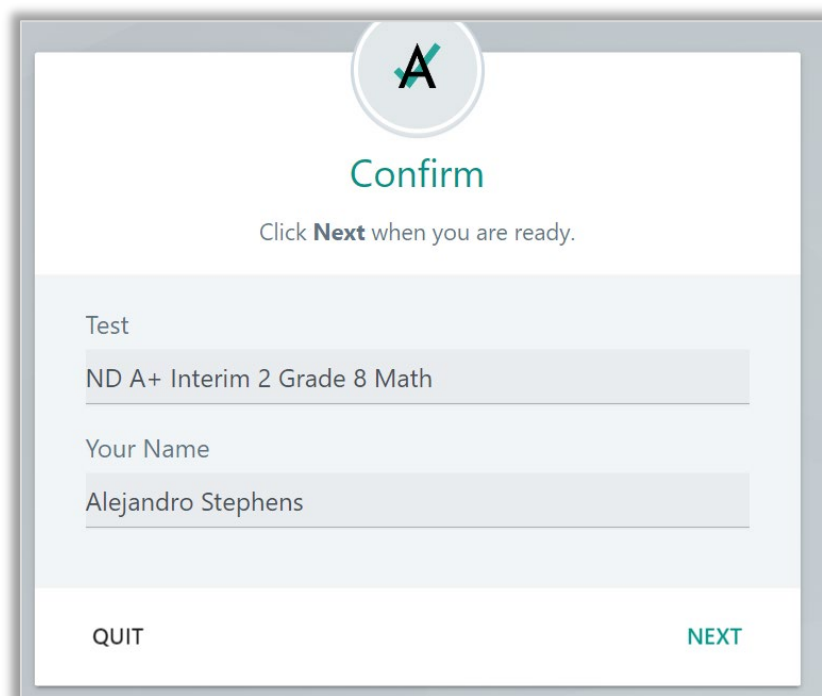
Enter your information before continuing.

Last Name
Enter your last name

SSID
Enter State ID

BACK NEXT

15. The teacher then needs to confirm that they are inputting information for the correct test and the correct student.



Confirm

Click **Next** when you are ready.

Test
ND A+ Interim 2 Grade 8 Math

Your Name
Alejandro Stephens

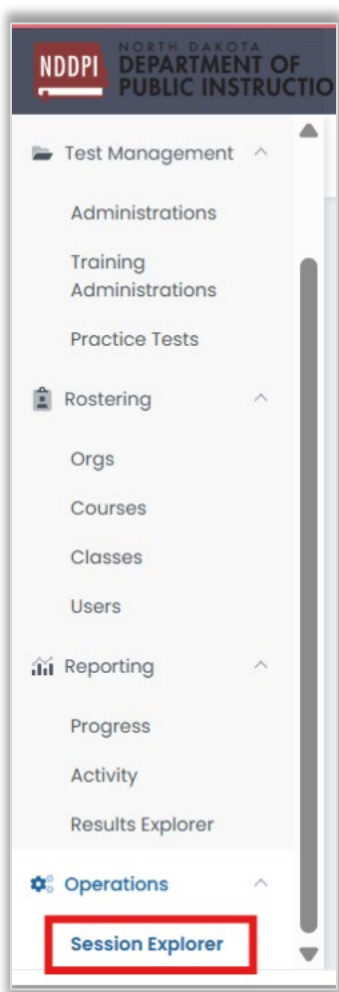
QUIT NEXT

6. After the teacher confirms the correct student information and clicks **Next**, they can start inputting the answers. The paper form and the TestNav form should be an exact match. Please note that the person entering the student responses will not be able to go back to previous questions. If the teacher has any issue confirming the student information or inputting their answers into TestNav, they should contact their School Coordinator.
7. After inputting all answers, the teacher should select **Submit Final Answers** to submit the test for scoring.

Appendix R: Using Session Explorer in ADAM

ADAM includes a feature that allows District Administrators to access aggregated accommodations information across grades and schools for students in sessions without the need to generate multiple files for each school. The **Session Explorer** tool enables exports based on groups of students across schools, grades, and tests. It can also be used to verify and update accommodations information for upload back into ADAM.

1. Log in to ADAM (<https://ltr.adamexam.com/#/>). From the left-hand menu, navigate to **Operations > Session Explorer** (**Note:** Only District Administrators will see this option – it is not available for roles below the district level).



- Next to the left-hand menu, a menu of filterable fields will appear. Filters are grouped into four categories: Student Search, Test Information, Report Filters, and Advanced Filters. The type of student information that can be searched ranges from student ID to demographic information.

You must select a Student or Program or Test or TestCode or Organization to search

Clear Search

Student Search ▾

Student Name or ID ▾

Session Search ▾

Session ID

— Test Information —

Test Program ▾

Filter by Program... ▾

Test Name ▾

Filter by Test... ▾

Test Code ▾

Type to search...

Remote Session ▾

☐ Show Remote Session Only

— Report Filters —

Organization ▾

Filter by Organization... ▾

Test Status ▾

Filter by Session status... ▾

Accommodations ▾

Filter by Accommodation... ▾

Accountability Codes ▾

Filter by Accountability Codes ▾

Score Status ▾

Filter by Score Status... ▾

Advanced Filters ▾

Demographics

☐ Show Deleted Students

☐ Reviewed

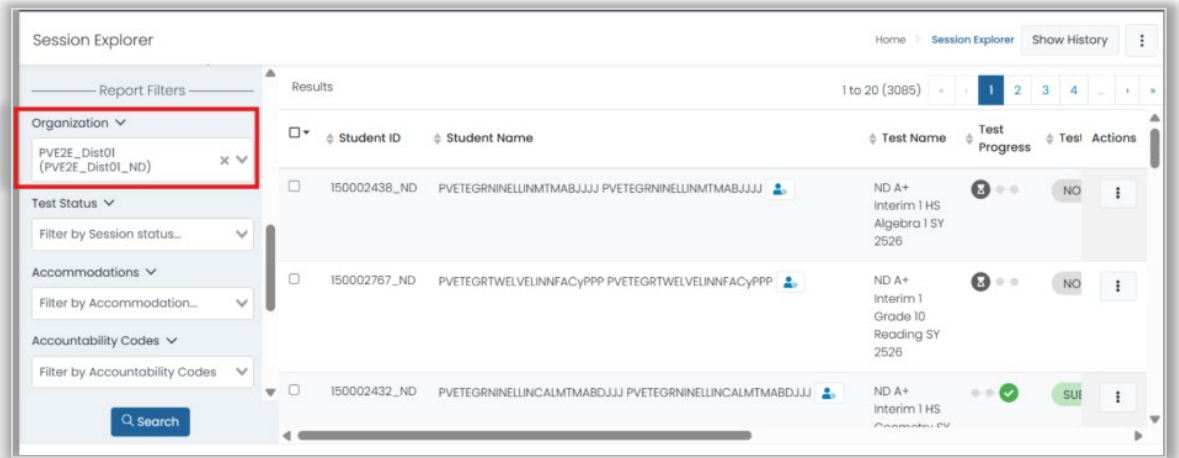
☐ Has Notes

☐ Multiple Reporting Orgs

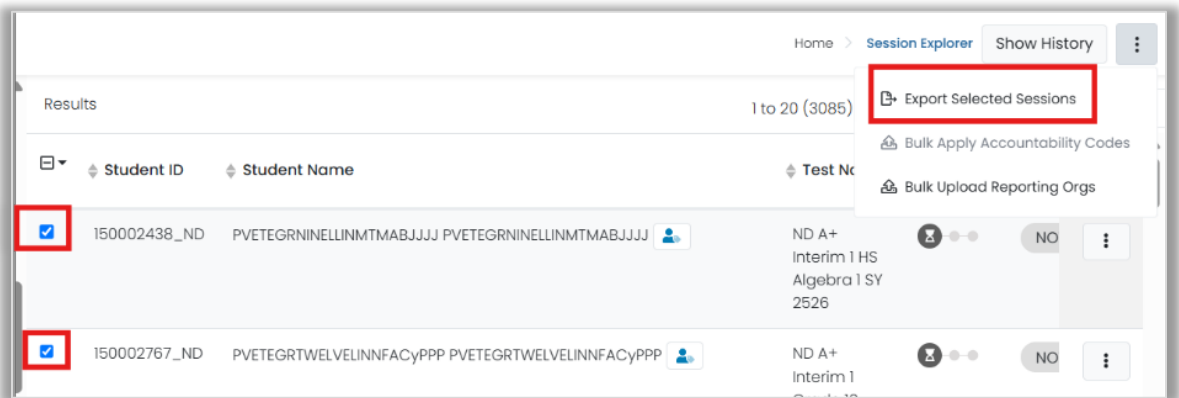
☐ Enrolled Orgs/Reporting Orgs Mismatch

Search

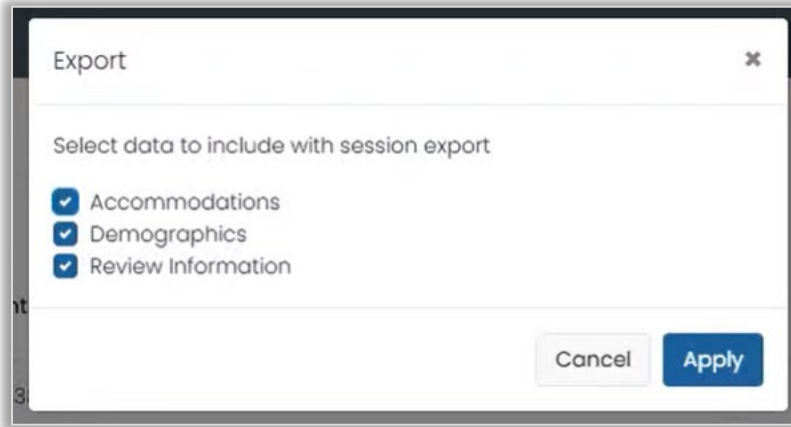
- Make a selection of fields/filters to search for and click the **Search** button at the bottom. In this example, the organization was chosen as the search criteria. The results will appear in the center of the screen.



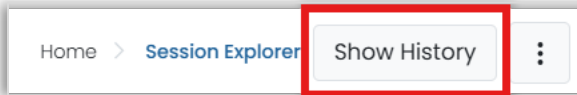
- Use the checkboxes to select individual students for export or use the checkbox above the list to select the entire page of students or all students. Click the three dots in the upper right to open a menu of options. Select **Export Selected Sessions**. This will generate a report that will list all students selected by the session they appear in.



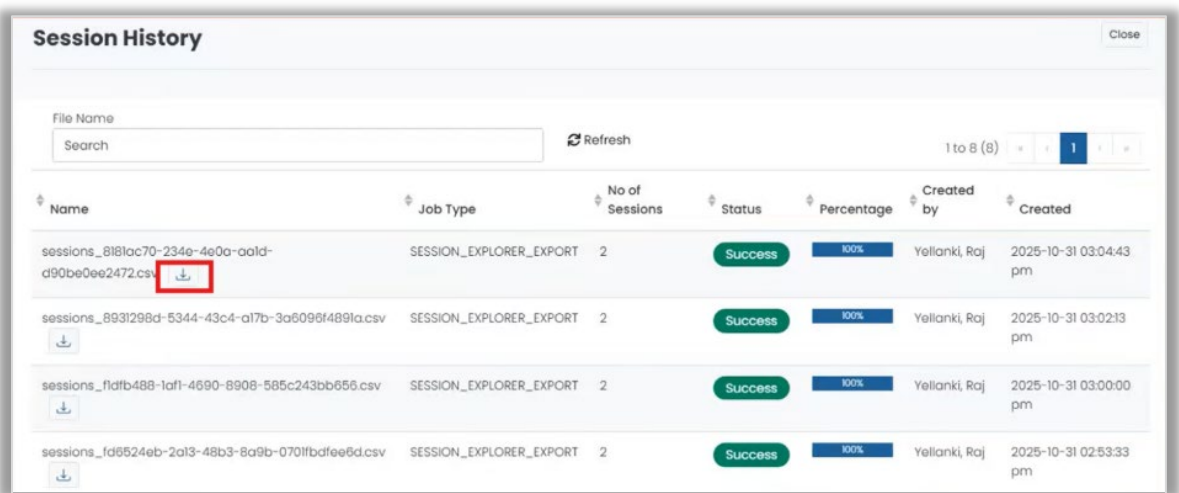
- In the Export menu, use the checkboxes next to each topic to select how much student data will be included in the exported file. In this example, all the information was selected. Click **Apply** to generate the export.



- Click **Show History** in the upper right corner to navigate to the Session History page where the exported file will be located.



- Within the Session History screen, once the export status shows **Success**, click the **Download** icon to download the exported file.



8. Download the file in Excel format. The exported spreadsheet will include session and student-level data across the selected filters. The sample file below shows the first few columns that will appear.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	
1	SessionID	ClientID	ClientID	SchoolID	Proctored	Location	MachineID	SessionID	Grade	GradeLevel	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored	Proctored
2	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	
3	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	
4	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	

9. Use the file as needed to verify accommodations information. If any updates or changes are required, navigate to **Rostering > Users** and follow the Student Accommodation Upload process outlined in Appendix F: Updating Student Accommodations.