



# ND A+ Interim Assessment Test Administration Manual

2026-2027

## 2026 Interim Change Log (2026-2027 SY)

This change log is intended to provide a clear, high-level record of substantive updates made to this document for the 2026-2027 SY. These changes will hopefully improve or enhance the process for setting up the testing administration

| Year | Version / Revision | Section(s) Updated                                                              | Summary of Change                                                                                                                                                                                                                                         | Date      |
|------|--------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 2026 | v1.0               | 1.1 What is New for the ND A+ Interim Assessments for the 2026-2027 School Year | <ul style="list-style-type: none"> <li>Proctor Certification for 2026-2027</li> <li>Student Assignments access within ADAM for Teachers</li> <li>State average scale score on Interim ISRs</li> <li>Expanded summative performance predictions</li> </ul> | 7/17/2026 |
| 2026 | V1.1               | 2.4 Calculator Policy                                                           | <ul style="list-style-type: none"> <li>Updated policy for mathematics</li> </ul>                                                                                                                                                                          |           |
| 2026 | V1.2               | Speech to Text & Proctor Alert                                                  | <ul style="list-style-type: none"> <li>Information added for Speech to Text for Reading</li> <li>Information added for new student test speeding alert and associated proctor alert</li> </ul>                                                            |           |
|      |                    |                                                                                 |                                                                                                                                                                                                                                                           |           |
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## 1.0 Overview/General Information

The North Dakota Department of Public Instruction (NDDPI), in partnership with Pearson, has created the assessments collectively known 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, 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 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 school 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 to 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 available in Algebra 1 and/or Geometry 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 2026-2027 School Year?

The following are key functionality points that are new for the 2026-2027 school year.

1. Proctor Certification for 2026-2027 (Text to be added in 2<sup>nd</sup> round)
2. As part of the summer 2026 ADAM 2.0 enhancements, North Dakota teachers will see a new option within ADAM called Student Assignments. Student Assignments replaces MyClasses and allows teachers to complete the same functions as they did during the 2025–2026 school year.
3. Beginning in Fall 2026, ND A+ Interim ISRs will display the North Dakota state average scale score for each interim administration. The state average is calculated separately by grade and subject and is based on all students in North Dakota who tested during the corresponding interim testing window. The state average scale score will appear on ISRs following the conclusion of each interim testing window, beginning with Interim 1.
4. Beginning this fall, Interim 1 ISRs will include predicted summative performance information similar to the predictive reporting currently available on 2025-2026 Interim 2 ISRs. The predicted performance level represents the summative performance level a student is most likely to

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achieve based on the student's Interim 1 results. For the 2026-2027 school year, Interim 1 predictions are expected to be available on the ISRs beginning October 1, 2026.

- **Note:** Due to differences in calculator functionality between the Fall 2025 grades 6, 7, and 8 Mathematics Interim 1 and Spring 2026 Mathematics Summative assessments, predictions for grade 6, 7, and 8 Mathematics on Interim 1 will not be available during the 2026-2027 school year. Predictions for grades 6–8 Mathematics are expected to become available on Interim 2 ISRs during the 2026-2027 school year and are expected to be introduced for Interim 1 ISRs beginning with the Fall 2027 Interim 1 administration.

### 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 District Administrator, Site Admin/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.

**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 Site Admin/School Coordinator can be a principal, vice principal, technology coordinator,

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counselor, or other staff member. If possible, a Site Admin/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. Site Admin/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 Site Admin/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 and Accountability at [dpiassess@nd.gov](mailto: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 Site Admin/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 Site Admin/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

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the trash but should be securely destroyed upon completion of each test session and at the conclusion of the assessment.

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

#### Overview

Please remember that students may not have access to ANY electronic device, including, but not limited to, cell phones, smartwatches, and smartphones, during testing. They may not, therefore, use any personal electronic device to access a calculator. Use of an electronic device, other than an APPROVED personal or handheld calculator, will result in test invalidation.

Students are prohibited from accessing any electronic device – including cell phones, smartwatches, and smartphones – during testing. Personal electronic devices may not be used to access a calculator. Only approved personal or handheld calculators are permitted; usage of any other electronic device will invalidate the test. Students, in the permitted grades, are responsible for bringing a personal or handheld calculator and ensuring it adheres to the policy. Should a calculator malfunction during testing, students may use the embedded calculator for designated assessments. Personal or handheld calculators may not be shared, and communication between calculators is strictly forbidden during testing.

#### Purpose and Security Expectations

The ND A+ calculator policy establishes consistent expectations for calculator use during assessments to support test security, prevent testing irregularities, and ensure a fair testing environment for all students. Calculators are permitted only when identified for a specific assessment, item, grade level, or as an approved accommodation.

Students using calculators that violate this policy may have the calculator confiscated, lose the privilege to use a specific calculator for the assessment, be dismissed from testing, and/or have their assessment invalidated. Local school and district leaders are responsible for making the decision on the use of personal or handheld calculators at the local level. Districts and schools are responsible for

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implementing procedures that ensure calculator usage follows this policy and all ND A+ assessment requirements.

Personal or handheld calculators are not needed for any ND A+ assessment but may be allowed if following this policy.

### Responsibilities

#### *District and School Responsibilities*

If districts allow the use of personal or handheld calculators, District Administrators, Site Admin/School Coordinators, and individuals proctoring the assessment are responsible for monitoring and ensuring that calculators being used during test sessions are permitted and being used appropriately. If these conditions are not met, the proctor is responsible for removing the calculator and stopping the student's testing session. The proctor must also report the incident to the Site Admin/School Coordinators, District Administrators, and to NDDPI's Office of Assessment and Accountability following the Testing Violations procedures outlined in section 3.4 Testing Incidents in the ND A+ Interim Test Administration Manual.

#### *Student Responsibilities*

Students are responsible for:

- Bringing and using only an approved calculator when personal or handheld calculators are allowed.
- Knowing whether their calculator meets the requirements of this policy.
- Ensuring their calculator is functioning properly before testing.
- Bringing appropriate backup supplies, such as extra batteries.
- Using only their own calculator; calculators may not be shared during testing.
- Ensuring the calculator is not connected to another device or used to communicate with another calculator or electronic device.

If a calculator fails during testing, students may use the embedded calculator when available for that assessment.

### Grade and Assessment Specific Calculator Requirements

#### *Reading*

Calculators – personal, handheld, or embedded – are not needed or permitted on any reading interim assessment.

#### *Mathematics*

##### **Grades 3–5**

Calculators are not included or permitted for the mathematics assessment in grades 3-5 as the use of calculators changes the construct of the items and what they are intended to measure.

**ND A+ 2026-2027 Interim Assessment Test Administration Manual****Grades 6–8**

Students in grades 6, 7, and 8 taking an online test will use a calculator embedded in the online testing platform, TestNav. Handheld calculators are not permitted. If a student requires a calculator with specific accessibility functions that the embedded calculator is unable to fulfill, they may be permitted to use a non-embedded calculator only if the need is documented in their IEP or 504 Plan. This is the only circumstance in which a nonembedded calculator may be used during the online test. Any handheld calculator used for this purpose must adhere to the handheld calculator specifications listed below.

Grade 6 students may 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.

In grade 7, the implementation of scientific calculators is being phased in. Students may use the Desmos Four Function calculator and the Five-function calculator on some items. Students may use the Desmos Scientific Function calculator and the TI-30 scientific calculator on other items.

Grade 8 students may use the Desmos Scientific Function calculator, the TI-108 Basic and the TI-30 Scientific calculator. These comprehensive calculators perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically.

**High School (Grades 9-12)**

High School students taking an online test will have access to a calculator embedded in the online testing platform, TestNav. High School students may use the Desmos Graphing calculator and the TI Graphing calculator, as well as the TI-108 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.

High school students may use an approved personal or handheld scientific/graphing calculator if allowed by district leadership and consistent with this policy.

**Paper/Pencil**

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 to prevent security breaches.

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### Device Specifications

#### *Approved Calculator Types*

When personal or handheld calculators are permitted, students may use approved four-function, scientific, or graphing calculators that meet the requirements of this policy. Calculators with additional features must be modified as described below before testing.

#### *Permitted Calculators with Required Modifications*

- 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
  - Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape. These calculators include the Hewlett-Packard HP 38G series, HP 39G series, and HP 48G.
- Calculators with power cords
  - Remove all power/electrical cords

#### *Prohibited Calculators*

- Any calculator with built-in or downloaded computer algebra system functionality
  - Examples include, but are not limited to::
    - Texas Instruments—all model numbers that begin with TI-89 or TI-92 (Note: The TI-Nspire [non-CAS] is permitted.)
    - Hewlett-Packard—HP Prime, HP 48GII, all model numbers that begin with HP 40G, HP 49G, or HP 50G
    - Casio—fx-CP400 (ClassPad 400), ClassPad 300 or ClassPad 330, Algebra fx 2.0, all model numbers that begin with CFX-9970G
- 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

### Calculator Familiarity and Practice

Students using a calculator during any ND A+ mathematics assessment should be familiar with the operation of the specific calculator they plan to use. This includes both embedded calculators and approved personal or handheld calculators. Students should have opportunities to practice using the appropriate embedded calculator before testing to ensure familiarity with the calculator tools available for their assessment.

For additional guidance regarding calculator accommodations, accessibility features, and assessment administration procedures, refer to the [NDDPI Accessibility Manual](#) and ND A+ Interim/Summative Test Administration Manual.

### 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 14 – October 30, 2026      |
| Winter Administration  | December 7, 2026 – February 19, 2027 |
| Spring Administration* | March 15 - May 14, 2027              |

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 tables outline average testing times on the 2026-2027 interim assessments.

| Minutes needed to complete Fall 2026-2027 Interims |                  |         |                 |                      |         |                 |
|----------------------------------------------------|------------------|---------|-----------------|----------------------|---------|-----------------|
| Grade/Subject                                      | Reading Interims |         |                 | Mathematics Interims |         |                 |
|                                                    | 25th Percentile  | Average | 75th Percentile | 25th Percentile      | Average | 75th Percentile |
| Kindergarten                                       | 10               | 16      | 20              | 7                    | 11      | 12              |
| Grade 1                                            | 8                | 12      | 14              | 7                    | 9       | 11              |
| Grade 2                                            | 7                | 13      | 16              | 8                    | 13      | 16              |
| Grade 3                                            | 21               | 36      | 45              | 20                   | 31      | 37              |
| Grade 4                                            | 25               | 41      | 49              | 23                   | 34      | 41              |
| Grade 5                                            | 27               | 40      | 49              | 25                   | 37      | 45              |
| Grade 6                                            | 27               | 39      | 46              | 24                   | 36      | 43              |
| Grade 7                                            | 25               | 35      | 42              | 25                   | 37      | 44              |
| Grade 8                                            | 23               | 32      | 38              | 21                   | 31      | 38              |
| Grade 9                                            | 17               | 25      | 29              |                      |         |                 |
| Grade 10                                           | 16               | 23      | 27              | 18                   | 26      | 32              |
| Algebra I                                          |                  |         |                 | 16                   | 24      | 30              |
| Algebra II                                         |                  |         |                 | 17                   | 25      | 31              |
| Geometry                                           |                  |         |                 | 16                   | 22      | 26              |

| Minutes needed to complete Winter 2026-2027 Interims |                  |         |                 |                      |         |                 |
|------------------------------------------------------|------------------|---------|-----------------|----------------------|---------|-----------------|
| Grade/Subject                                        | Reading Interims |         |                 | Mathematics Interims |         |                 |
|                                                      | 25th Percentile  | Average | 75th Percentile | 25th Percentile      | Average | 75th Percentile |
| Kindergarten                                         | 11               | 16      | 20              | 9                    | 12      | 14              |
| Grade 1                                              | 12               | 18      | 21              | 10                   | 15      | 18              |
| Grade 2                                              | 13               | 23      | 28              | 11                   | 17      | 20              |
| Grade 3                                              | 28               | 44      | 54              | 24                   | 37      | 45              |
| Grade 4                                              | 31               | 46      | 56              | 27                   | 40      | 49              |
| Grade 5                                              | 33               | 48      | 58              | 30                   | 46      | 54              |
| Grade 6                                              | 32               | 47      | 57              | 31                   | 46      | 55              |
| Grade 7                                              | 28               | 40      | 47              | 30                   | 44      | 53              |
| Grade 8                                              | 26               | 38      | 45              | 27                   | 39      | 46              |
| Grade 9                                              | 21               | 30      | 36              |                      |         |                 |
| Grade 10                                             | 20               | 28      | 34              | 23                   | 33      | 41              |
| Algebra I                                            |                  |         |                 | 21                   | 32      | 38              |
| Algebra II                                           |                  |         |                 | 20                   | 30      | 37              |
| Geometry                                             |                  |         |                 | 30                   | 40      | 48              |

| Minutes needed to complete Spring 2026-2027 Interims |                  |         |                 |                      |         |                 |
|------------------------------------------------------|------------------|---------|-----------------|----------------------|---------|-----------------|
| Grade/Subject                                        | Reading Interims |         |                 | Mathematics Interims |         |                 |
|                                                      | 25th Percentile  | Average | 75th Percentile | 25th Percentile      | Average | 75th Percentile |
| Kindergarten                                         | 8                | 13      | 16              | 7                    | 9       | 11              |
| Grade 1                                              | 7                | 11      | 13              | 7                    | 10      | 11              |
| Grade 2                                              | 15               | 26      | 31              | 10                   | 15      | 18              |
| Grade 9                                              | 17               | 26      | 31              |                      |         |                 |
| Algebra I                                            |                  |         |                 | 16                   | 26      | 33              |
| Algebra II                                           |                  |         |                 | 18                   | 29      | 35              |
| Geometry                                             |                  |         |                 | 24                   | 34      | 41              |

### 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 using 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 Site Admin/School Coordinator or District Administrator.

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.

An individual erasable whiteboard and dry erase marker may be used as scratch paper during testing. Proctors must ensure that all whiteboards are completely erased at the end of each test session. Additionally, proctors are expected to actively monitor the room throughout testing to confirm that whiteboards are used in accordance with established testing policies and procedures and are not used in any manner that compromises test security or integrity.

### 3.4 Testing Incidents

There are two types of testing incidents that require action by district or school personnel before, during, or 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 Site Admin/School Coordinator immediately. The Site Admin/School Coordinator should then notify the District Administrator. All potential test improprieties or irregularities must be reported to the Site Admin/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 and Accountability.
- 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.

## ND A+ 2026-2027 Interim Assessment Test Administration Manual

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 training 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 and Accountability. 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 and Accountability.

### 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 K: 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 K: 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 state student ID (SSID) 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. Site Admin/School Coordinators and District Administrators 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 an accommodation was not provided the appropriate 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 | Site Admin/<br>School Coordinator | Proctor | Technology Coordinator |
|----------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------|---------|------------------------|
| 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, including installing TestNav                        | ✍                      | ✍                                 | ✍       | ✍                      |
| Ensure testing devices meet all requirements for online testing                                                      |                        |                                   |         | ✍                      |
| Prepare administrator and student testing devices                                                                    |                        |                                   |         | ✍                      |
| 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)                              | ✍                      | ✍                                 | ✍       |                        |
| 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 the district, ensuring district technical readiness and providing oversight and support to Site Admin/School Coordinators. They are also responsible for ensuring that school personnel are aware of and properly trained on applicable testing policies and procedures.

### Site Admin/School Coordinator Responsibilities

Site Admin/School Coordinators Site Admin/School Coordinators oversee testing activities at their schools, including test session management, accommodation assignments, issue resolution, compliance with testing policies and procedures, and required post-test activities.

### Technology Coordinator Responsibilities

Technology Coordinators are responsible for ensuring that testing devices meet requirements for online testing and are properly prepared for testing. They also provide technical support and troubleshoot issues during the test administration window.

### Proctor Responsibilities

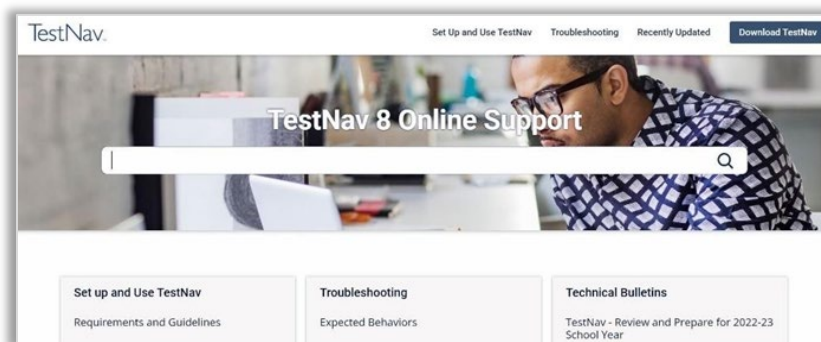
Proctors are responsible for administering and monitoring tests in accordance with testing policies and procedures, assisting students with the testing platform as permitted, managing testing materials and tickets, and completing required post-test activities.

## 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 will be used for testing. Information about requirements can be found at the following location: [Technology Setup | ND A+ Portal](#)

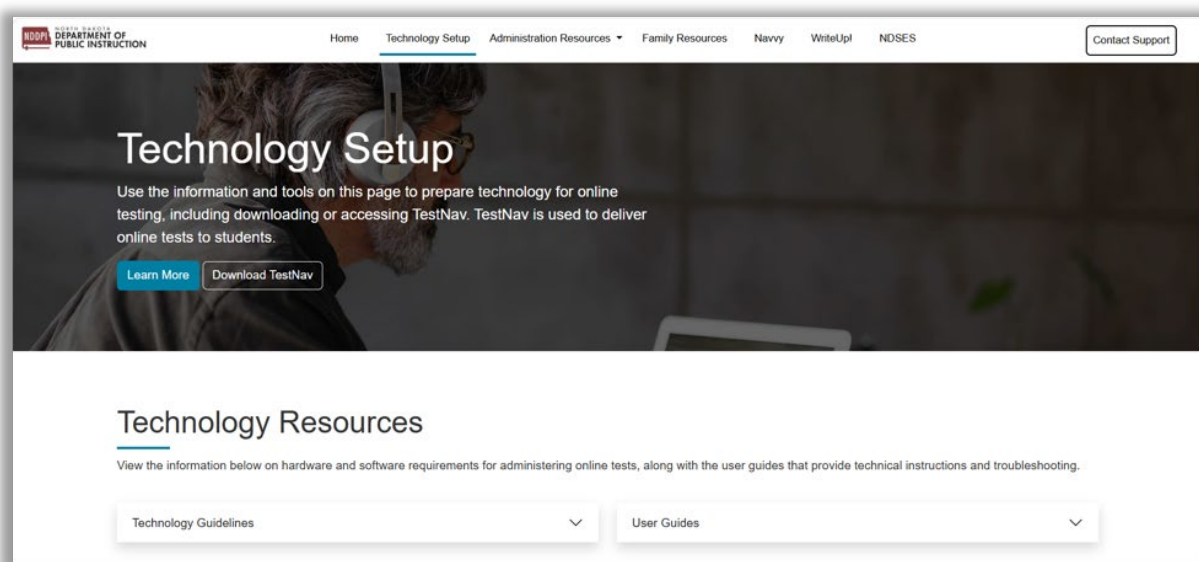
It is highly recommended that students or school technical support complete the App Check prior to the beginning of testing to minimize technical issues during testing. The steps to run the App Check can be found in Appendix B: Running an App Check on Devices.

### 5.3 Devices Checks

Before testing begins, schools should verify that each device students will use is ready to support ND A+ Interim Assessment testing. Complete the following checks:

- Verify the local network configuration, including adequate bandwidth.
- Ensure the most current version of the TestNav app is installed on each student testing device. The TestNav app is available on the [TestNav Downloads](#) site.
- Verify that each device meets the applicable TestNav system requirements.
  - Information is available on the [TestNav System Requirements](#) site.
- Verify that keyboards and headphones are functioning properly.
- Address any technical issues identified during the device checks before testing begins.

- For technical questions or assistance, contact the Pearson Help Desk at 888-293-0318 or use the online support form.
- For additional information about site readiness, visit 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; 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

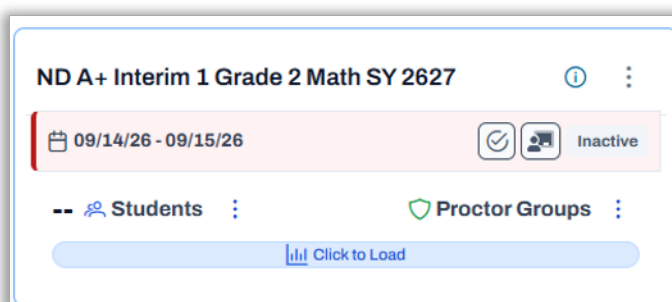
Prior to the online test administration, schools must complete the following procedures:

1. Confirm district and school staff user accounts (District Administrators, Site Admin/School Coordinators)
  - Ensure that **current** staff members have appropriate, role-based user accounts in ADAM. User accounts come from the single sign-on authentication system, LaunchPad. Each user should have a unique username and password in LaunchPad.
    - If a staff member does not have a user account, please refer to Appendix C: ND A+ Data User Help Guide.
  - **Reminder:** 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 in ADAM in the appropriate grade and have any necessary accommodations assigned.
  - For student transfers, update the student's record in Infinite Campus and STARS. Updates to student records in LaunchPad and ADAM occur through APIs that update the student's registration information. Ensure that the student's correct school enrollment is listed in Infinite Campus and STARS. Changes to the student's enrollment information will be reflected in LaunchPad and ADAM within 48 - 72 hours, depending on when the revisions are made.
  - If a new student enrolls 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 have access to the student's testing history and will be able to finish administering any remaining tests, 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 Site Admin/School Coordinators can view the test administrations in ADAM.

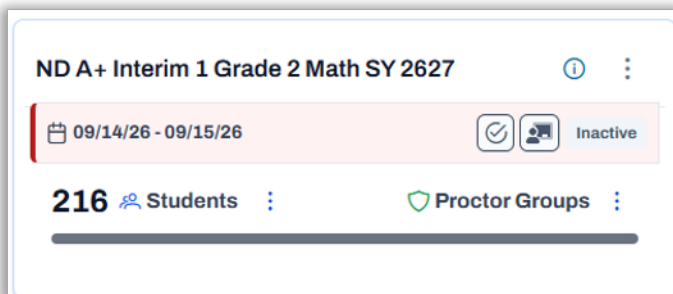
Select **Click to Load**.



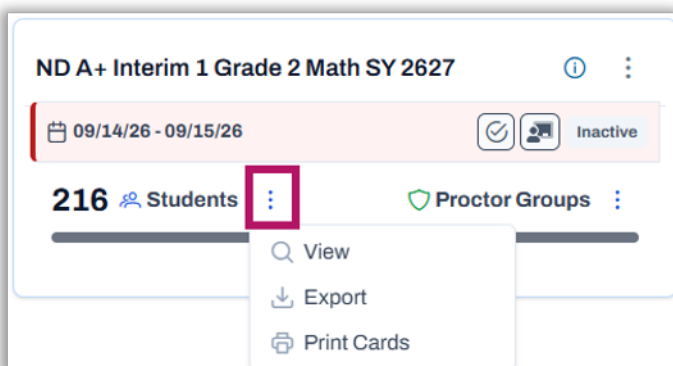
## ND A+ 2026-2027 Interim Assessment Test Administration Manual

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 displayed on the administration card represents the number of students eligible for that particular test within your organization. This number will change when students are added to ADAM or when students' grade levels are updated.

#### Student View

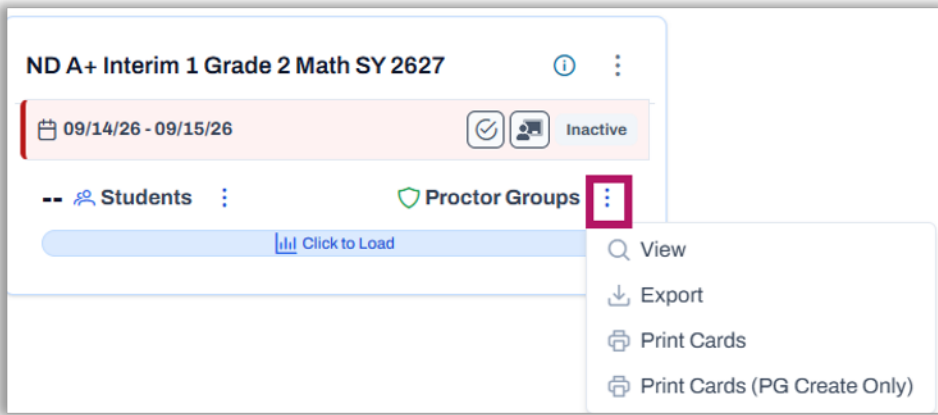
View displays a list of students who are eligible to test within your organization. This number will change when students are added to ADAM or when students' grade levels are updated.

| 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 downloads a list of students eligible to test. The downloaded spreadsheet contains the test code that students use to log in to their assessments in TestNav when they have been pre-assigned to a proctor group. Schools may distribute the spreadsheet to proctors, as appropriate. See Appendix N : Testing Status Extract for additional information.

6.3 Proctor Counts and Groups

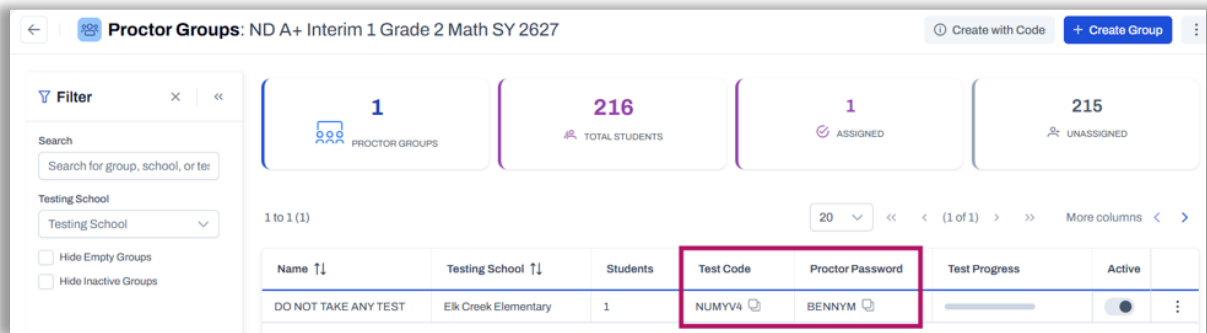


Proctor View

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

Proctor groups contain the test code and proctor password that must be provided to the assigned proctor before testing. Proctors use these credentials to log in to the Proctor Dashboard.

The primary purpose for each proctor group is to allow the proctor to monitor students’ testing progress and provide support as needed during testing.



### Proctor Group Export

The proctor group export allows users to download a file containing information for all proctor groups created within an organization. The export includes the administration name, school, proctor first and last name, proctor test code, and proctor password require for testing.

**Note:** The export will not contain information until students begin testing.

| 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: Site Admin/School Coordinators create the proctor groups and add students to the groups.**

Site Admin/School Coordinators can create proctor groups in advance of testing. Once the proctor group for a given test has been created, the Site Admin/School Coordinator can provide the test code and proctor password to the proctor of the group.

In addition to creating the proctor group, the Site Admin/School Coordinator can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups being created. If students are pre-assigned to the proctor group, the test code and the student's ID will be on the student test ticket when printed.

If students are not pre-added 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**

Site Admin/School Coordinators can choose to let the proctors create their own proctor groups. To enable this, each proctor must be given the proctor group creation test code and password. When proctors arrive in the testing rooms, they will log into the proctor dashboard using the provided test code and proctor password. The log in process will prompt 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**

Teachers assigned classes in ADAM can create proctor groups for those classes independently. In this option, a teacher would not need a Site Admin/School Coordinator or District Administrator to create a proctor group. **Note:** The students are not automatically added in the proctor group. 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 ID) and, depending on the proctor group configuration, the test code the student will use to log in to each assessment. In ADAM, student test tickets are referred to as cards. Test tickets contain secure testing information and must be handled and stored securely before use. After testing, all test tickets must be

returned to the Site Admin/School Coordinator. 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

Print

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 and features they will have available in TestNav during the ND A+ Interim Assessment. It is not an actual test.

The SRT for each grade is available on the ND 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 test pages and questions; review and bookmark test questions, when available; submit answers; and exit the test. Students will also learn how to use the support tools that may be available on the test and be able to practice using these tools. The SRT also provides students with 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 TestNav navigation and the tools they may encounter during the ND A+ Interim Assessment before testing.

It is also 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 features (digitally provided with test platform) or non-embedded features (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 to ensure that the appropriate features are available when testing begins. 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.<br><br><i>Note: For <b>all</b> grades in Math, voice must be <a href="#">installed</a> to enable Dynamic Text to Speech (DTTS) for Spanish-language tests. When using DTTS for Spanish-language tests, select the Spanish (Mexico) language pack. For grades K-1, DTTS is not available because these grades use Human Read Aloud.</i> |
| Answer eliminator             | Math, Reading                  | Students use this feature to cross out and visually eliminate answer choices they believe are incorrect.                                                                                                                                                                                                                                                                                  |

| Feature               | Subject/Content Area Available | Information                                                                                                                                                                                                                |
|-----------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Answer masking        | Math, Reading                  | Students see a mask covering multiple-choice distractors and can click to reveal each option individually. Students can turn the tool on and off for individual distractors or for the entire question.                    |
| Color contrast        | Math, Reading                  | Students can adjust the text color and screen background color based on their needs.                                                                                                                                       |
| Magnifier             | Math, Reading                  | Students can increase the size of the text displayed in TestNav.                                                                                                                                                           |
| Highlighter           | Reading                        | Students can use this feature to highlight items, text, or response options.                                                                                                                                               |
| Line reader masking   | Math, Reading                  | This feature helps students focus on specific parts of an item. Students can select and drag both handles to adjust the size of the viewing area and show or hide as much of the item as needed, such as a word or phrase. |
| Math reference sheets | Math                           | Formulas are provided for grades 4-8 and 10 through an Exhibits tab on the right side of the screen. Students can select the folder to open the reference sheet.                                                           |
| 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 that require one. Rulers are available in grades 2-3.                                                                                                                        |
| Protractors           | Math                           | Students can access a digital protractor for items that require one. Protractors are available only for grade 4.                                                                                                           |
| Notepad               | Reading                        | Students can use this feature as digital scratch paper to make notes while testing.                                                                                                                                        |

### Non-embedded Universal Features

| Feature       | Subject/Content Area Available | Information                                                                                                                    |
|---------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Breaks        | Math, Reading                  | Students 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

Designated features are available for students who require additional support, as determined at the school or district level, in alignment with the student's instructional experience. If the designated feature needed is embedded in the TestNav delivery system, educators must enable the feature for the student in ADAM before testing begins.

### Embedded Designated Features

| Feature                      | Subject/Content Area Available | Information                                                                                                                                                                      |
|------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spanish language translation | Math                           | Spanish-language assessments are available for students who require this feature.                                                                                                |
| Zoom                         | Math, Reading                  | Students who require this feature 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, a bilingual or dual-language, word-to-word dictionary may be appropriate.                                                                                                                                                                                                          |
| Color overlay                       | Math, Reading                  | Transparent sheets or plastic devices may be placed over a piece of paper or computer screen to adjust the color or contrast.                                                                                                                                                                                                                                                              |
| Human reader/American Sign Language | Math                           | Students can have the same test content read aloud or signed by a qualified human reader or signer when the content is supported through audio in the computer-based assessment. If a human reader is selected, that person must have appropriate experience providing read-aloud or ASL support and must adhere to state policies and procedures for test security and ethical practices. |
| Separate setting                    | Math, Reading                  | Students may test in alternate setting.                                                                                                                                                                                                                                                                                                                                                    |
| Noise buffer                        | Math, Reading                  | Students may use noise buffers to minimize distraction or filter external noises during testing.                                                                                                                                                                                                                                                                                           |
| Native language translation         | Math                           | A test administrator who is fluent in the student's native language may translate test content for the student.                                                                                                                                                                                                                                                                            |
|                                     | Reading (test directions only) |                                                                                                                                                                                                                                                                                                                                                                                            |

### 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.
  - In addition to filling out the survey, braille must also be denoted in the student profile (like other supports) in ADAM. 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 to ensure that the appropriate accommodations and form are available when testing begins. 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 identified as an accommodation, District Administrators and Site Admin/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 students testing with a paper test book, a teacher or proctor must enter the student's responses into a data entry form in TestNav after the student completes the test. The student's testing ticket should be printed 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 the responses will not be able to return to previous items, just as students taking the computer-based assessment cannot return to previous items.

For more information about the forms and testing systems used for 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 <a href="#">Appendix N: How to Select Dynamic Text to Speech (DTTS)</a> outlining the process for selecting this accommodation for a reading assessment. |
| Speech to Text (STT)                     | Reading                        | The directions for how the student interacts with TestNav and Speech to Text is outlined in <a href="#">Appendix O: Speech to Text Student Interface</a> . Refer to <a href="#">Appendix F: Updating Student Accommodations</a> which outlines the process for selecting this accommodation.                                                                                                |
| 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. One of two options should be selected within the student's accommodation profile in ADAM:

1. Select DTTS as an accommodation for reading assessment directions, questions, and response options
2. DTTS for reading assessment directions, questions, response options **and** the passages.

Refer to Appendix F: Updating Student Accommodations for the process.

**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 connected to each student's device before beginning the test administration. Audio will play during the Hardware and Audio Check portions of the sign-in process to verify that the device's audio is functioning properly.

## Non-embedded Accommodations

| Feature                             | Subject/Content Area Available | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Braille                             | Math, Reading                  | Students who are blind or have low vision may read text through 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 or signed by a qualified human reader or signer when the content is supported through audio in the computer-based assessment. If a human reader is selected, that person must have appropriate experience providing read-aloud or ASL support and must adhere to state policies and procedures for test security and ethical practices.                                                                                                                                                               |
| Paper                               | Math, Reading                  | Students take a paper-and-pencil version of the test.<br><br>If this accommodation is selected, District Administrators and Site Admin/School Coordinators with a student who has 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 assessment, and then enter the student's responses into TestNav. <b>Note:</b> 8 ½ x 11 paper size can be used for printing, and the font size can be selected from 12 to 18. |
| 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                           | A hand-operated, calculating tool.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Multiplication table                | Math                           | A paper-based, single-digit (1-9) multiplication table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 10.0 During Testing

### 10.1 Testing Setup and Initiation

Please follow these best practices when preparing for testing. These procedures provide flexibility to administer the assessment over multiple days while maintaining a secure and consistent testing environment.

- 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 and other instructional materials in the testing room.
- Verify that the test tickets are for the correct test (math or reading) before distributing 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 should log into the proctor dashboard. (Appendix G: Logging In As a Proctor)
- Direct students to launch the TestNav application on the testing computers and log in. (Appendix I: Starting the Administration)
- Approve students to test within the proctor dashboard. (Appendix I: Starting the Administration)

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.

### 10.2 Test Day - Proctors and Proctor Dashboard

To administer the ND A+ Interim Assessment, proctors must access the ADAM Proctor Dashboard. Proctors do not need to have an account in ADAM to proctor a test. If a proctor has been provided with a test code and a proctor password, the proctor can access the proctor dashboard without logging in to 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 and links to perform necessary testing tasks. Proctors can view information about the test, review test configuration, and select available actions. See Appendix H: Understanding the Proctor Dashboard for additional information.

### 10.3 Test Day – Proctor Dashboard

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

## Session Management Area

The Session Management area of the Proctor Dashboard allows proctors to view, filter, and search for students in their proctor group and manage student testing sessions. Students who have access to the test are listed in the Tester column.

| Student ID | First Name | Last Name | Auth Fields (quick_id, PIN) | Organizations        | Start Time  | Test Progress | Test Status | Section Progress | Item Progress | Test Duration | Actions |
|------------|------------|-----------|-----------------------------|----------------------|-------------|---------------|-------------|------------------|---------------|---------------|---------|
| 100000516  | Wilbur     | Gomez     | RUST9155, 3077              | Elk Creek Elementary | Not Started | Not Started   | Not Started | None             | None          |               |         |

Below are a list and description of the information displayed in the **Session Management Area**.

- **Student ID**
  - The Student ID is the SSID used by the student to log in to the test.
- **First Name**
  - First name of the student.
- **Last Name**
  - Last name of the student.
- **Auth Fields (quick\_id, Pin)**
  - ONLY APPLIES to K-2. If students do not want to use the QR code to log in to TestNav, they can use the Quick\_id and Pin.
- **Organizations**
  - Where the student is enrolled.
- **Started Time**
  - When the test was started.
- **Test Progress**
  - The progress of the students' assessments is displayed as Not Started, In Progress, or Submitted. **Note:** The proctor does not "start" the test from the Proctor Dashboard. When instructed by the proctor, students start their tests by opening the TestNav application on their devices and entering their SSIDs and the test code.
- **Test Status**
  - **Needs Attention** – The student has begun the test login process and is waiting for the proctor to approve the session.
  - **Not Started** – The student has not logged in to the assessment.
  - **In Progress** – The student has logged in to the assessment. No action is needed by the proctor.
  - **Submitted** – The student has completed the test and submitted the assessment.
  - **Reseated** – The proctor has reseated the student, but 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 must reseate the student before the student can log back in to the assessment.
- **Section Progress**
  - All assessments have only one section and will say "Section 1".

- **Item Progress**
  - Percentage of items answered by the student.
- **Test Duration**
  - Time spent by the student within the test.

**Note:** To see accommodation and code column, you must scroll to the right.

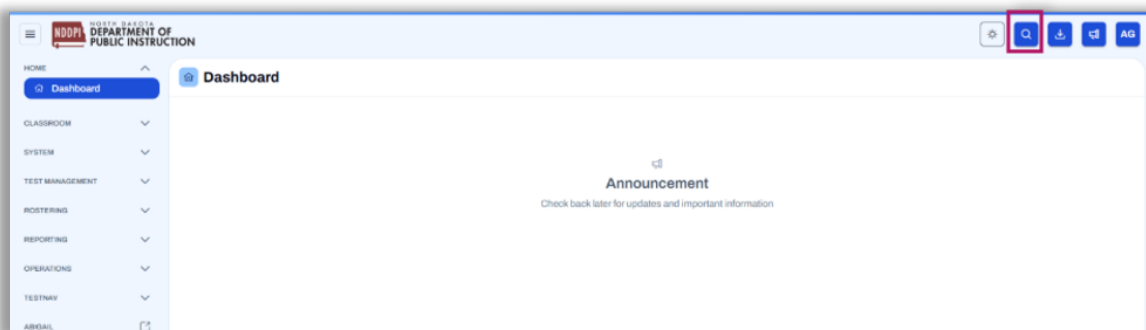
- **Accommodation**
  - The number of accommodations assigned to a student appears in this column. Hover over the number to view the assigned accommodations. Only accommodations relevant to the computer-based assessment session will be displayed.
- **Code**
  - Participation codes are not required for 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. To enter a code, select the appropriate option under Actions on the Proctor Dashboard.
- **Actions**
  - After the test 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 the test session. For detailed instructions on reseating, please refer to Appendix K: Reseating Students.

## 10.4 Test Day - Student Breaks During Testing

If a student requires a restroom break during testing, the proctor should instruct the student to remain signed in to the test. While the student is away for a restroom break, the proctor must monitor the student’s testing device to maintain security. If the device is portable, the student may leave the device with the proctor. If the student is using 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. The student’s status will then change to Exited. If the student needs to continue testing, the proctor can reseat the student from the Proctor Dashboard.

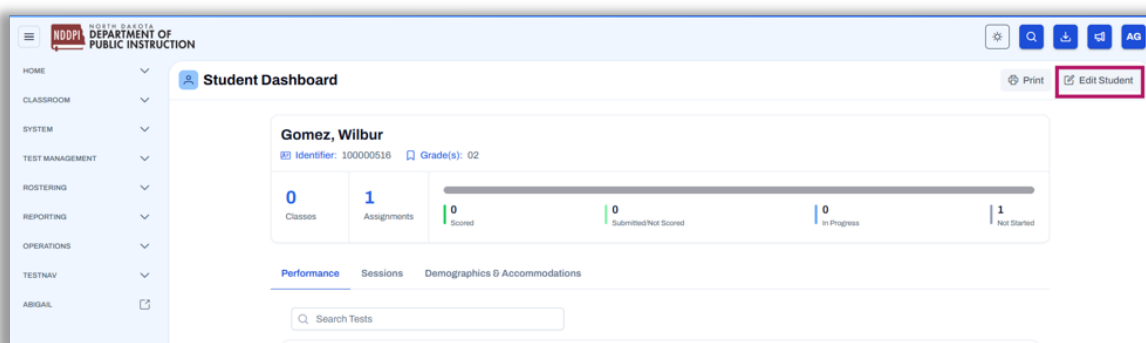
## 10.5 Test Day - Student Dashboard

The Student Dashboard in ADAM provides quick access to information about a student’s test results, proctor sessions, and demographic information. District Administrators and Site Admin/School Coordinators can access the Student Dashboard through an icon on the home screen and search by the student’s name or SSID.

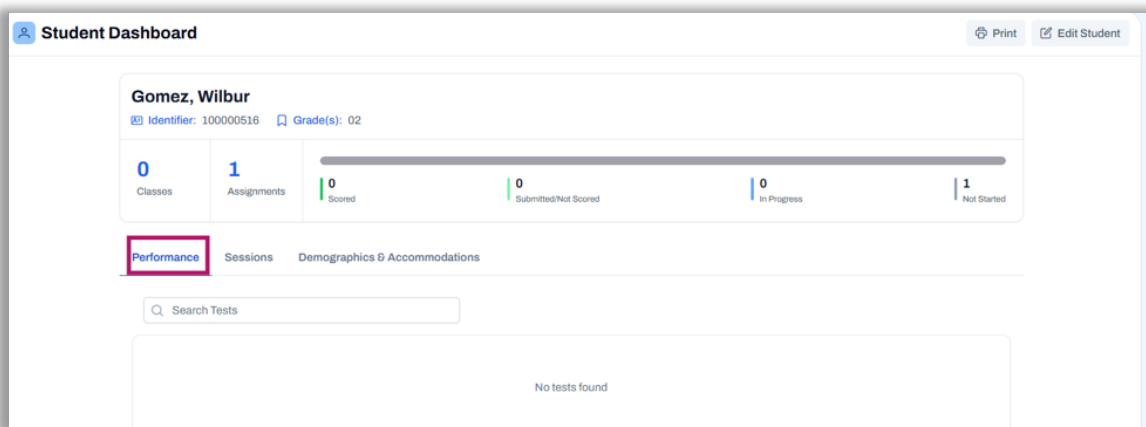


The Student Dashboard includes the following student information, which can be viewed and updated by selecting the Edit button:

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



The Student Dashboard also includes three tabs that provide access to the student's scale scores, testing sessions, and accommodations (which can be edited using the Edit Student button noted above).



**Student Dashboard** Edit Student

CCoE\_G6\_Project\_Daily\_Update\_Template.docx  
pearsoneducationinc-my.sharepoint.com

**Gomez, Wilbur**  
Identifier: 100000516 Grade(s): 02

0 Classes 1 Assignments 0 Scored 0 Submitted/Not Scored 0 In Progress 1 Not Started

Performance **Sessions** Demographics & Accommodations

1 to 1 (1) 10 << < (1 of 1) > >> More columns < >

| Administrations                      | Test                         | Form Type | Form                                | Status |
|--------------------------------------|------------------------------|-----------|-------------------------------------|--------|
| ND A+ Interim 1 Grade 2 Math SY 2627 | ND A+ Interim 1 Grade 2 Math | Regular   | Grade 2 Math - 26MA021INDONEN010101 | 📌 ⚙️ ⋮ |

**Student Dashboard** Edit Student

**Gomez, Wilbur**  
Identifier: 100000516 Grade(s): 02

0 Classes 1 Assignments 0 Scored 0 Submitted/Not Scored 0 In Progress 1 Not Started

Performance Sessions **Demographics & Accommodations**

**Demographics**

**General**

Gender  
female

**Race/Ethnicity**

American Indian or Alaska Native **Yes** Asian **Undefined** Black or African American **Undefined**

Native Hawaiian or Other Pacific Islander **Yes** White **Yes** Two or More Races **Yes**

Hispanic or Latino Ethnicity **Yes** Race Ethnicity Category  
**Hispanics of any race**

**Accommodations**

No Accommodations

## 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 each question to use the forward arrow at the top to move to the next question. If there are multiple parts to a question, students need to answer one part before they are allowed to move forward.

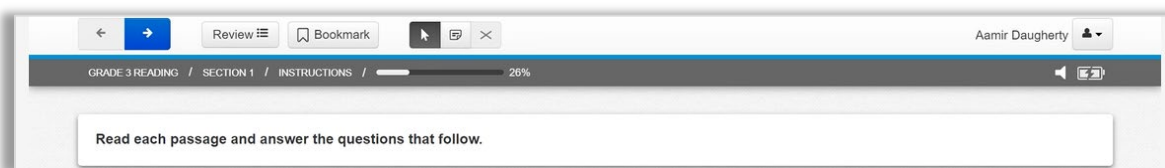
When students finish their test, they should select the Submit Final Answers button. Once selected, they will NOT be able to return to the test.

TestNav automatically logs a student out after 20 minutes of both user and student inactivity. The student's status will then change to Exited. If the student needs to continue testing, the proctor can reseal the student from the Proctor Dashboard.

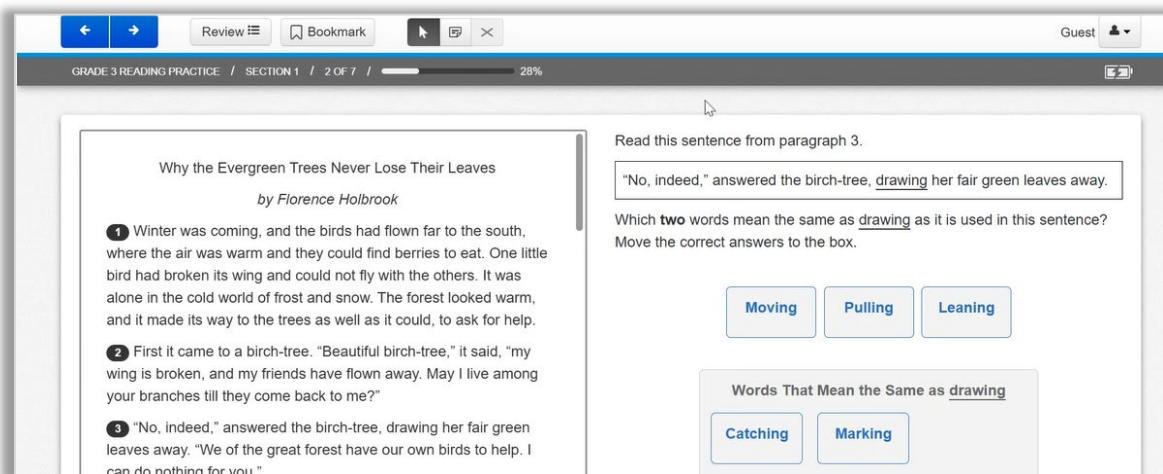
### 11.1 Format Considerations Specific to Grades 3-12

For the reading interim assessments in grades 3-10 and mathematics interim assessments in grades 3-8 and grade 10, as well as the Algebra I interim assessment, students must answer each question before proceeding to the next question and cannot return to or review previously answered items.

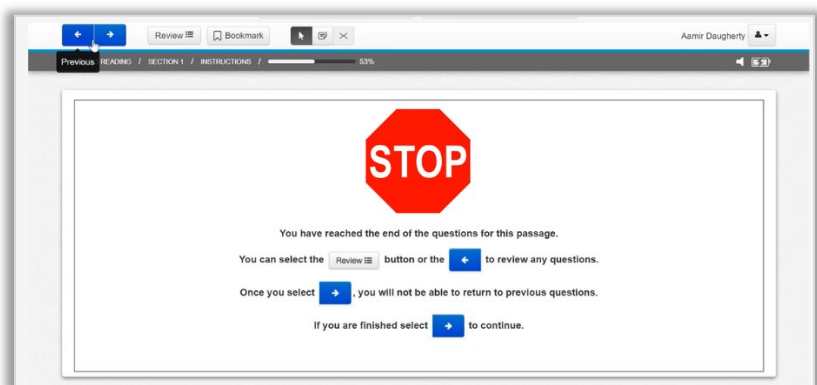
However, **for reading only**, when students reach a screen that states, “Read each passage and answer the questions that follows”, they are entering a passage and item set.



Within a passage and item set, students can review previously answered questions within that passage and item set only by selecting 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 6-8 taking a computer-based mathematics test will use a calculator embedded in the online testing platform, TestNav.

In grades 6, 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 7 students can use the Desmos Four Function calculator, the Five-Function calculator, the Desmos Scientific Function calculator, the TI-108 Basic and the TI-30 Scientific calculator. Calculations are performed automatically as the student keys in the operation.

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Grade 8 students can use the Desmos Scientific Function calculator, the TI-108 Basic and the TI-30 Scientific calculator. These comprehensive calculators perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically.

Students in grades 9-12 taking a computer-based mathematics test may use a calculator embedded in the online testing platform, TestNav.

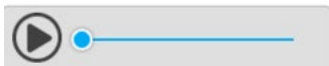
High School students can use the Desmos Graphing calculator and the TI Graphing calculator, as well as the TI-108 Basic. High school students may use an approved personal or handheld scientific/graphing calculator if allowed by district leadership and consistent with the policy in section 2.4 Calculator Policy.

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 before they can select the forward arrow at the top of the screen to move to the next question. Students in all grades must answer each question before proceeding to the next question. However, only students in grades K-2 can return to previously answered questions to review or change their responses.

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



Students must select the audio arrow for each question they want to hear read aloud. In grade 2, The audio arrow is available for some reading questions. When the audio arrow is available, students have the option to listen to reading passages and questions.

### 11.3 Format Considerations Specific to the Geometry and Algebra II Interim Assessments

Students must answer all parts of a question before they can select the forward arrow at the top of the screen to move to the next question. Students in all grades must answer each question before proceeding to the next question. However, students taking the Geometry or Algebra II interim assessments can return to previously answered questions to review or change their responses.

## 12.0 Braille Testing Procedures

Braille tests will be administered using a paper braille test booklet, with student responses transcribed into the computer-based assessment. Students requiring braille testing must be identified in advance, and paper braille test booklets are shipped to schools that have requested them through NDDPI. Requests for braille booklets can be made prior to September 1<sup>st</sup>. If a school has received a new student who requires braille, please contact NDDPI's Office of Assessment and Accountability.

During testing, the proctor will open the test session on one device and access the secure TestNav app on a second device for the student. The proctor will enter student responses directly into TestNav as the student completes the braille assessment.

## 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 immediately after each test session and returned to the Site Admin/School Coordinator. Secure materials must be placed in locked storage or securely destroyed, as appropriate. Secure materials must never be left unsecured, remain in classrooms, or be removed from the school's campus overnight.

Site Admin/School Coordinators should ensure that all test materials are collected from the teachers and proctors after each test session.

- Math reference sheets may be retained by teachers and proctors for classroom use.
- Used scratch paper must be collected by the Site Admin/School Coordinator and securely destroyed after each test session. Scratch paper must not be discarded in the trash.
- Student test tickets must be collected after each test session and securely stored or destroyed according to test security procedures.
- Braille test booklets must be collected by the Site Admin/School Coordinator and treated as secure documents. Braille test booklets must be kept in secure storage until they are ready to be returned to Pearson. Braille test booklets must be returned to Pearson using the return shipping label provided by Pearson, and notification of the return must be provided to NDDPI.

If students are testing in different subjects over multiple days, secure materials that are not destroyed after a session must be stored in a locked, secure location until they can be appropriately returned or destroyed. Secure materials must not remain in classrooms or be accessible to unauthorized individuals.

#### 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 and Attemptedness

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.

Attemptedness rules used for scoring the ND A+ Interim Assessments are described below.

- For Interim 1, the fall interim, students have to complete 100% of the subject/content area assessment to receive a score.
- For Interim 2 and 3, the winter and spring interims, students have to complete 90% of the subject/content area assessment to receive a score.

If students do not meet these attemptedness rules during their test attempts, they will not receive an ISR for those assessments.

## 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?

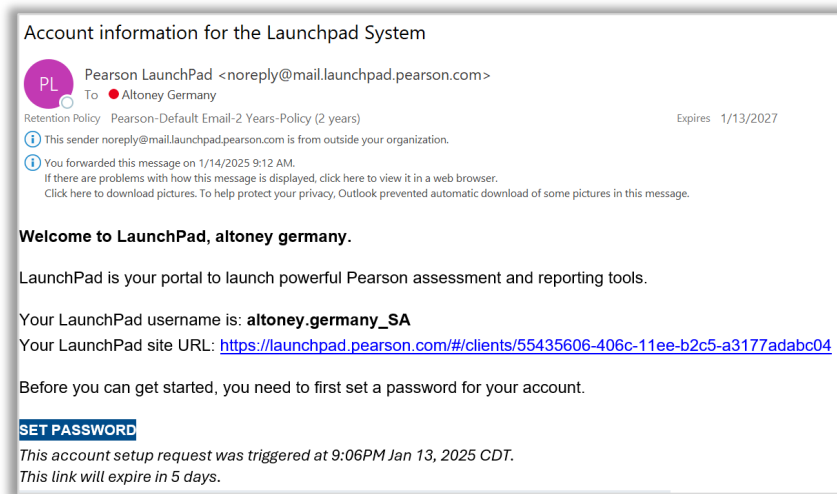
## Appendices

## Appendix A: Logging into LaunchPad and ADAM

There are two options for setting a password and logging in to ADAM through LaunchPad.

### Option 1:

- A District Administrator or Site Admin/School Coordinator can send a welcome email from LaunchPad.
  - An automated email will be sent from LaunchPad (Pearson LaunchPad [noreply@mail.launchpad.pearson.com](mailto:noreply@mail.launchpad.pearson.com)). The email will include a Set Password link to begin the account setup process. The email will look similar to the example below:



***Please note that the Set Password link expires after 5 days.***

- Select Set Password. The user will be directed to a screen where a password can be created and then return to the main LaunchPad login page.

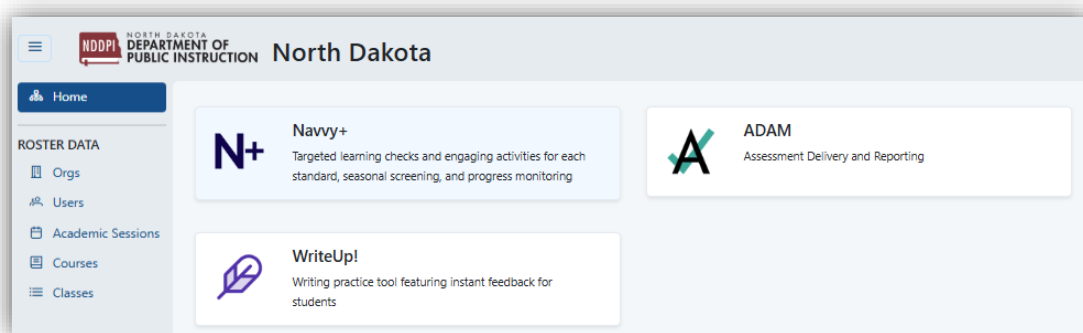
The screenshot shows the 'Set Password' screen for the North Dakota Department of Public Instruction. At the top is the NDDPI logo and the text 'NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION'. Below this is the heading 'North Dakota'. The main heading is 'Enter your new password'. There are two password input fields: 'Password' and 'Confirm Password', each with a toggle icon for visibility. Below the fields is a 'Password Requirements' section 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 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 'Password Setup' confirmation screen 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 main heading is 'Password Setup'. A green message box contains a checkmark icon and the text 'Your password has been updated'. At the bottom is a blue link labeled '← Go to Sign In'.

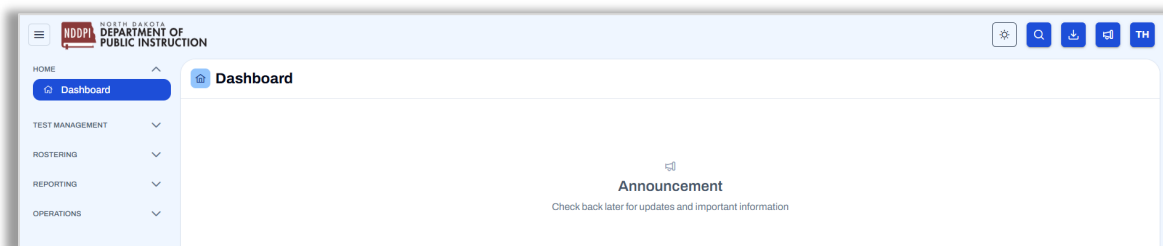
## ND A+ 2026-2027 Interim Assessment Test Administration Manual

- After creating a password, return to the [Launchpad](#) login page and enter the assigned username provided and the newly created password.

- After logging in, the LaunchPad home page will display the available applications. **Note:** The Navy and WriteUp! tiles will only appear if the district has chosen to participate in the ND A+ formative assessments.

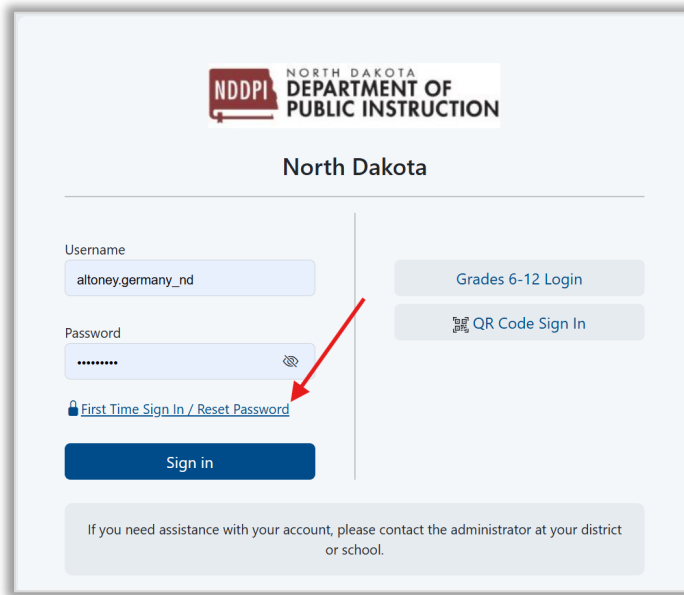


- Select ADAM LTR. The ADAM welcome page will appear.



### Option 2:

- Users can set a password and access LaunchPad without receiving the welcome email from a District Administrator or Site Admin/School Coordinator.
  - On the [LaunchPad](#) login page, select the *First Time Sign In/Reset Password* link.



NORTH DAKOTA  
DEPARTMENT OF  
PUBLIC INSTRUCTION

North Dakota

Username  
alloney.germany\_nd

Password  
\*\*\*\*\*

[First Time Sign In / Reset Password](#)

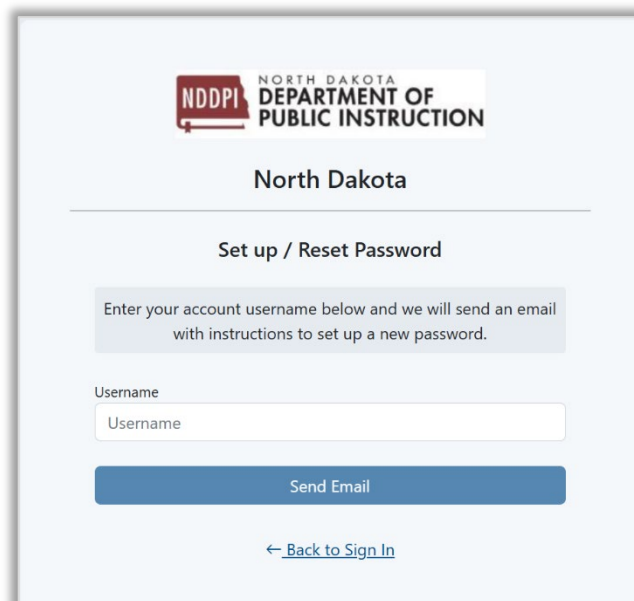
Grades 6-12 Login

QR Code Sign In

Sign in

If you need assistance with your account, please contact the administrator at your district or school.

- Enter the North Dakota work email address associated with the account and select **Send Email**.



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

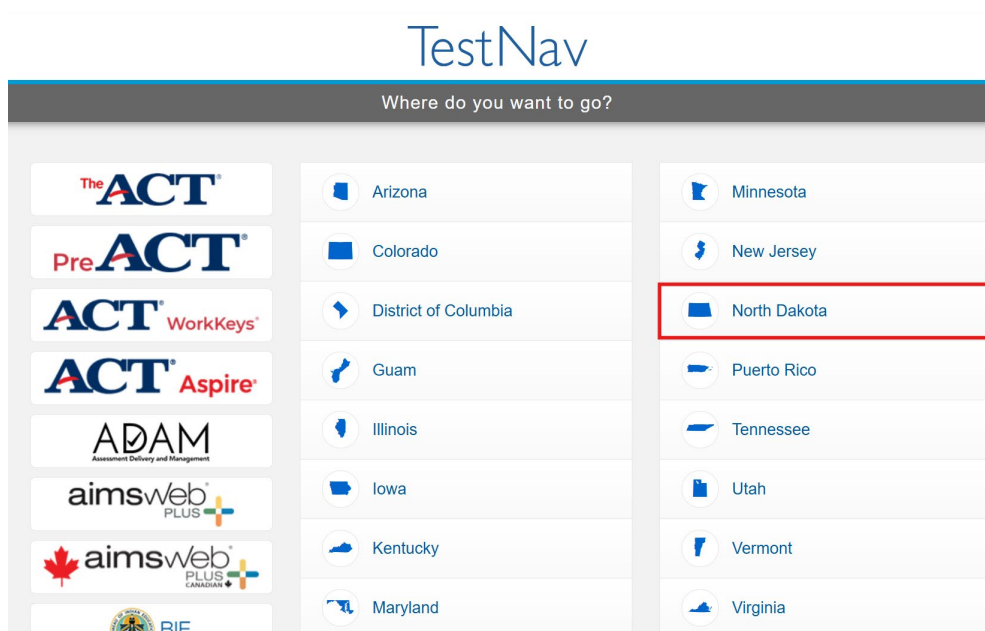
[← Back to Sign In](#)

- A welcome email will be sent to the user. Follow the instructions in the email to set an password and log in to LaunchPad.

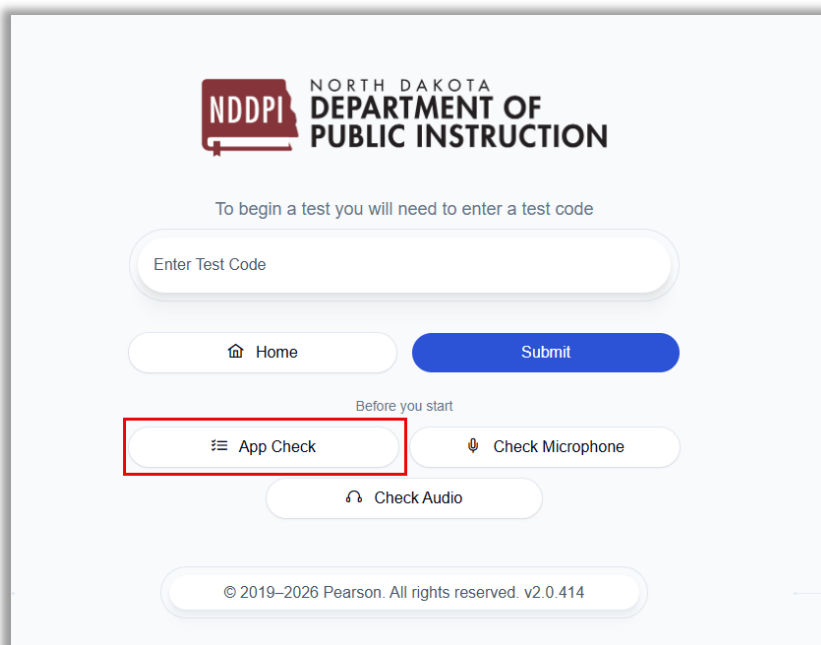
## Appendix B: Running an App Check on Devices

This process can be completed in advance by school staff or the first time a student logs in to TestNav.

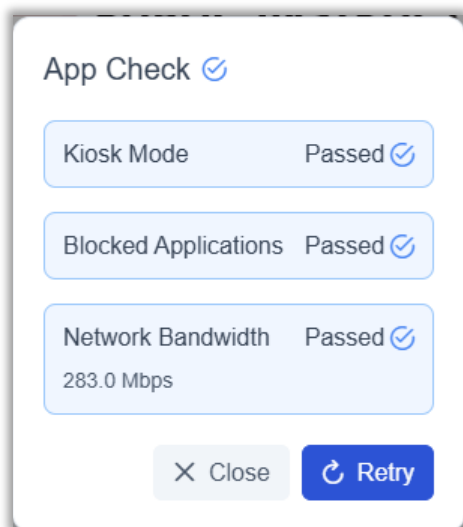
1. Open TestNav.
2. If this is the first time the student has used TestNav, select **North Dakota** from the list of states.



3. Once the student reaches the login screen, select **App Check** from the screen.



4. The check will start running and will momentarily lock the screen as it cycles through. Results will be displayed quickly.



## Appendix C: LaunchPad User Help Guide

This guide provides essential information for all users accessing tools and platforms through LaunchPad, including District Admins, Site Admins/School Coordinators, teachers, and students.

### 1. User Roles

Users: Any person logging into LaunchPad, including:

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

### 2. Accessing LaunchPad

- **Single Sign-On:** LaunchPad is the single sign-on platform and user authentication tool for the ND A+ assessment system and the NDSSES. It provides access to ADAM, Navvy, WriteUp!, and the NDSSES.
- **Login:** All users with needing access to the above mentioned tools and platforms should log in via [LaunchPad](https://launchpad.pearson.com) (<https://launchpad.pearson.com>).
- **Navigation:** After logging in, users will see tiles for the platforms being used by your school/district:
  - ADAM – for the ND A+ Interims and Summative
  - Navvy – ND A+ formative assessment
  - WriteUp! – ND A+ formative writing tool
  - NDSSES – North Dakota Student Engagement Survey

Select 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.

## ND A+ 2026-2027 Interim Assessment Test Administration Manual

- **First-Time Access:** If a user was recently added or 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 on the [LaunchPad](#) login page (<https://launchpad.pearson.com>) to access their account.

### 3. User Management

- **Adding District and Site Admin Users:** District Admins and Site Admin/School Coordinators can be manually added to LaunchPad by NDDPI’s Office of Assessment and Accountability. To request additional District Admin and Site Admin/School Coordinators, please email [Kara Welk](#) or [Stan Schauer](#) with the following information:
  - School/District
  - Role (District or Site Admin)
  - First and Last Name
  - Email Address
- **Note:** No users should or can be created by district or school staff.

### 4. Automated Data Process

- **Student and Teacher Information:** Students, teachers, organizations, courses, and classes cannot be added manually.
- **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 the ND A+ assessment system and the NDSSES. This change aims to streamline processes and save time for educators managing administration tasks.

## ND A+ 2026-2027 Interim Assessment Test Administration Manual

- Please refrain from manually adding teachers, students, courses, classes, etc. Any manual entries will be cleared out by the nightly data file process.

### 5. 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.
- **For ND A+ Interims and ND A+ Summative Assessment:** 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. Teachers from other subject areas (such as special education or gifted and talented teachers) can be designated as Site Admin/School Coordinators. For more information, refer to section 3. User Management above regarding this process. Personnel can proctor the ND A+ Interims or the ND A+ Summative without a LaunchPad or ADAM account or access. Also, data and results can be exported by a District Admin or Site Admin/School Coordinator or viewed after the assessment window in the SLDS Ed Portal.

### 6. STARS and Infinite Campus Requirement

- Students must be added to STARS for schools and districts to be able to use the tools and platforms available within LaunchPad.
- **For Navy:** If your school or district does not use Infinite Campus, contact NDDPI's Office of Assessment and Accountability to complete a manual process for providing the required data for Navy. This includes teachers, classes, courses, teacher-student relationships, and academic sessions.

### 7. Resolving Data Issues

**If data are not currently flowing or not flowing correctly into LaunchPad, 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 (Infinite Campus and/or STARS).**

- Courses in Infinite Campus must be mapped to a state course number from the alternate course number (*see list below in **Figure A***).
- Courses in Infinite Campus 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 Infinite Campus.
- Students must have a state student ID (SSID) in Infinite Campus.

## ND A+ 2026-2027 Interim Assessment Test Administration Manual

- Students must have enrollment dates within the Infinite Campus school calendar.
- 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 [kiwald@nd.gov](mailto:kiwald@nd.gov).

### Major Assignment

#### Position Title:

70 - Teacher

Last Year: 70 - Teacher

- Teachers must have a license number in Infinite Campus. 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 Infinite Campus in the correct field.

## 8. Proctoring ND A+ Interims, ND A+ Summative Assessment, and the NDESES

- Proctoring Access: It is imperative to understand that teachers or individuals assisting with proctoring the ND A+ Interims, the ND A+ Summative Assessment, or the NDESES do NOT need to be logged in to LaunchPad.
- **For ND A+ Interims and ND A+ Summative Assessment:** Refer to Appendix D: Creating Proctor Groups in the *ND A+ Interim Assessment Test Administration Manual* and the *ND A+ Summative Assessment Test Administration Manual* on the [ND A+ Portal](#) for detailed instructions.
  - Proctors can access the proctor dashboard in ADAM by selecting the “[Proctor a Test](#)” button. You will be prompted to enter the test code and proctor password.

ADAM  
Assessment Delivery and Management

Enter username

Enter password

Clicking the login button acknowledges you have read and agree to the [Terms of Use](#) and [Privacy Policy](#).

[Forgot Password?](#)

→ Login

or

Take a Test

Proctor a Test

Switch to Classic

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 GED Equivalent          |
| 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               | STEM 4                              |
| 11004               | Mathematics 7                       |
| 11005               | Mathematics 8                       |
| 11006               | Remedial Math 7-8                   |

# ND A+ 2026-2027 Interim Assessment Test Administration Manual

| 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               | STEM Seminar 7 (Math)                            |
| 11017               | STEM Seminar 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               | STEM Seminar (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               | STEM Seminar Science            |
| 13017               | STEM Seminar Science            |
| 13020               | Biology                         |
| 13021               | Human Anatomy                   |
| 13022               | Human Physiology                |
| 13023               | Health                          |
| 13024               | Botany/Horticultural Science I  |
| 13025               | Botany/Horticultural Science II |
| 13026               | Ornithology                     |

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| 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/LA I                     |
| 19821               | App Topic Eng/LA II                    |
| 19822               | App Topic Eng/LA III                   |
| 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/LA IV                           |
| 19846               | App Topic Eng/LA V                            |
| 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/LA I                         |
| 19911               | Alt Assessed Eng/LA II                        |
| 19912               | Alt Assessed Eng/LA III                       |
| 19913               | Alt Assessed Eng/LA IV                        |
| 19914               | Alt Assessed Eng/LA V                         |
| 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. **Site Admin/School Coordinators create the proctor groups**

Site Admin/School Coordinator can create the proctor groups in advance of testing. Once the proctor group for a given test has been created, the Site Admin/School Coordinator 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.

- In addition to creating the proctor group, the Site Admin/School Coordinator can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups being created. If students are pre-assigned to the proctor group, the test code and the student’s ID will be on the student test ticket when printed.
- If students are not pre-added 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.

2. **Proctors create proctor groups**

Site Admin/School Coordinators can choose to let the proctors create their own proctor groups. To enable this, each proctor must be given the proctor group creation test code and password. When proctors arrive in the testing rooms, they will log into the proctor dashboard using the provided test code and proctor password. The log in process will prompt 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**

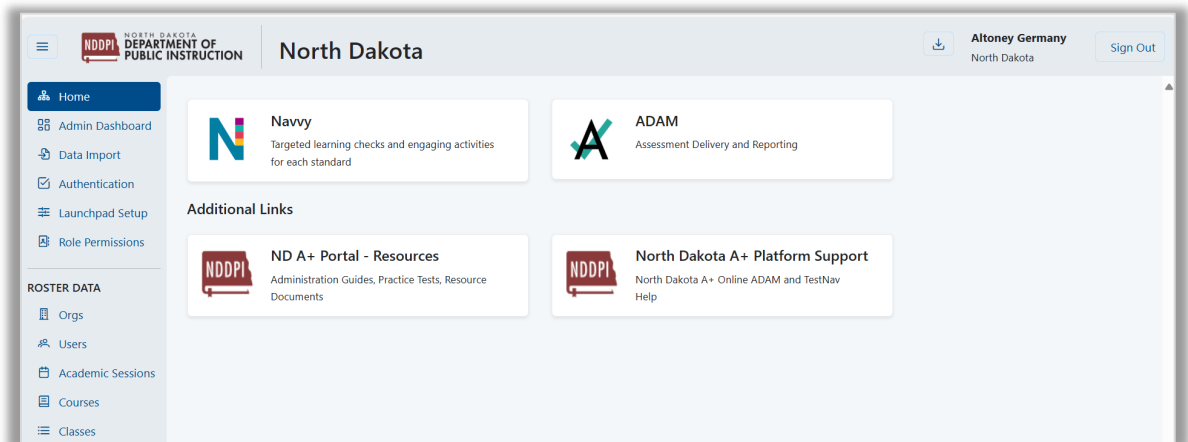
Teachers assigned classes in ADAM can create proctor groups for those classes independently. In this option, a teacher would not need a Site Admin/School Coordinator or District Administrator to create a proctor group. **Note:** The students are not automatically added in the proctor group. The teacher 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.

## Tasks for Site Admin/School Coordinators to create proctor groups in ADAM

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

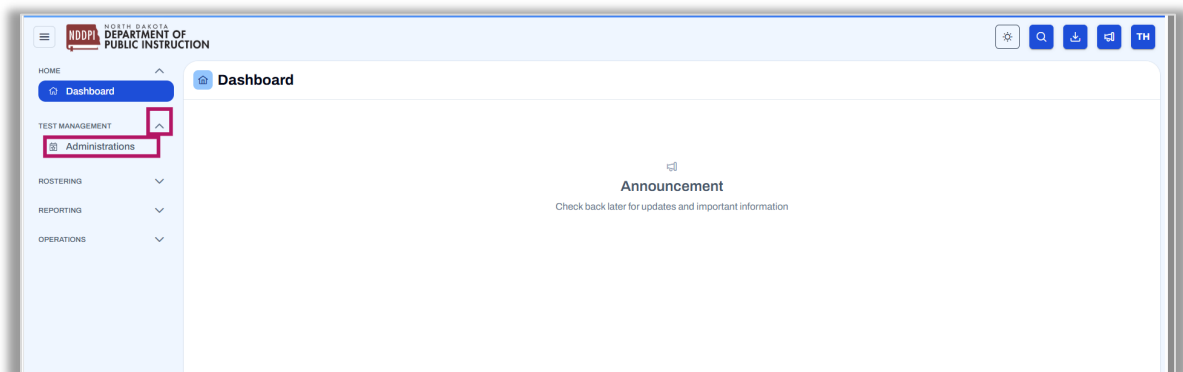
The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top is the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below this is the heading "North Dakota". The login form consists of two main sections. The left section has a "Username" field with the text "altoney.germany\_nd" and a "Password" field with masked characters ".....". Below the password field is 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 very bottom, a message states: "If you need assistance with your account, please contact the administrator at your district or school."

3. After logging into LaunchPad, select **ADAM LTR**.

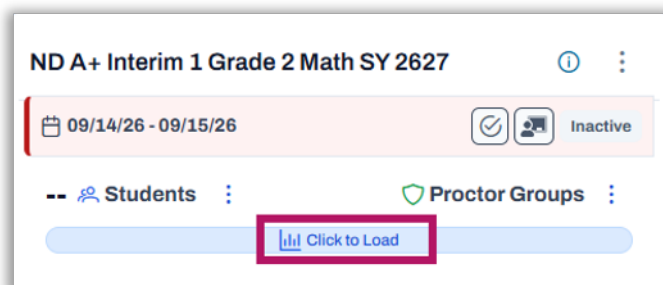


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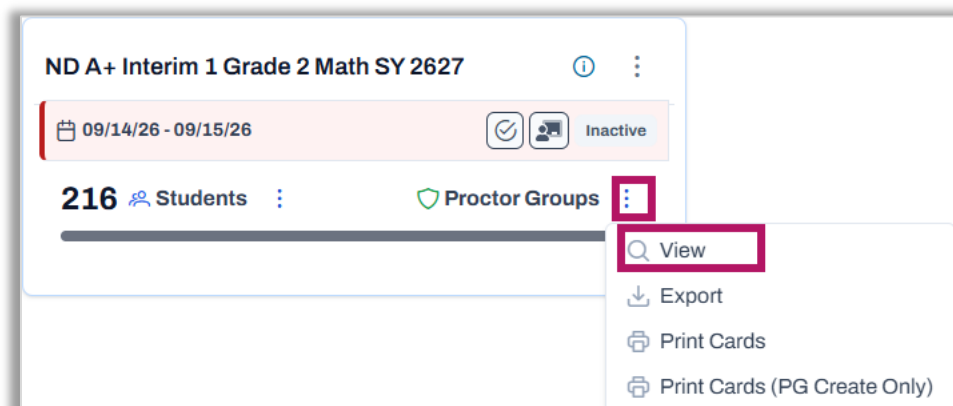
- When the ADAM home page appears, select the dropdown arrow next to **Test Management** on the left side of the screen, then select **Administrations**.



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

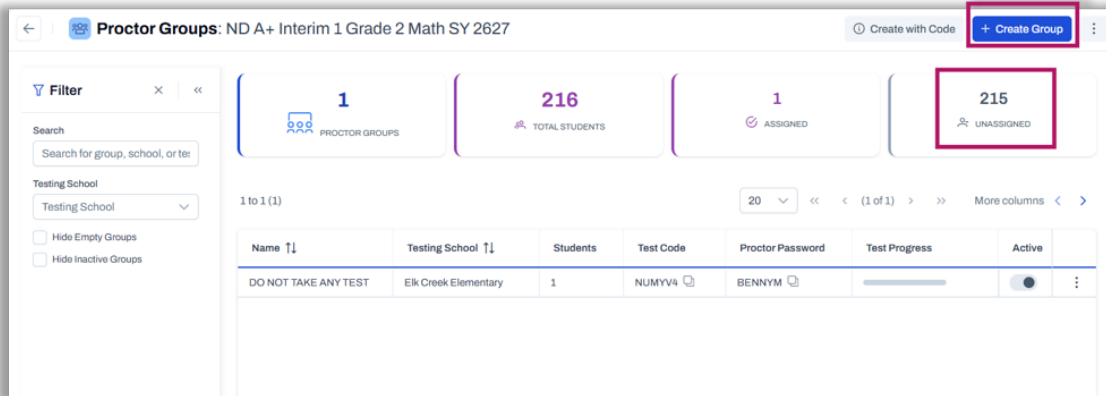


- Test administrations are set up by Pearson. Proctor groups can be created in advance, with one group created for each proctor. To create proctor groups, select the vertical ellipsis and then select **View** under Proctor Groups within the applicable administration card.

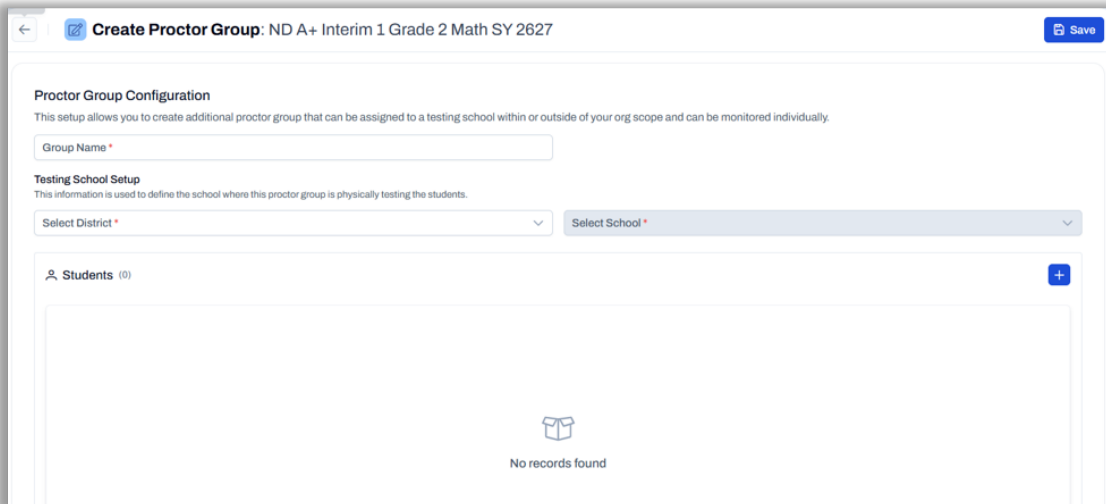


## ND A+ 2026-2027 Interim Assessment Test Administration Manual

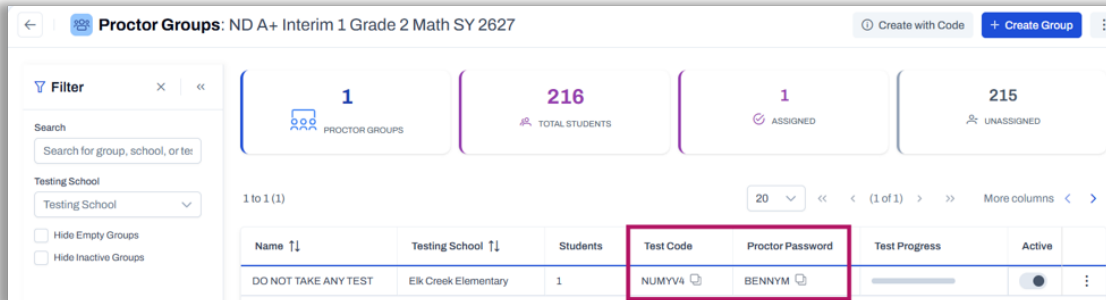
- The first time View Proctor Groups is opened, all students will appear in the **Unassigned** proctor group. Select **Create Group**. Complete Proctor Group Configuration fields.



- Optional: To pre-assign students to the proctor group, select the + button and assign the appropriate students. Select **Save** button to save the proctor group.

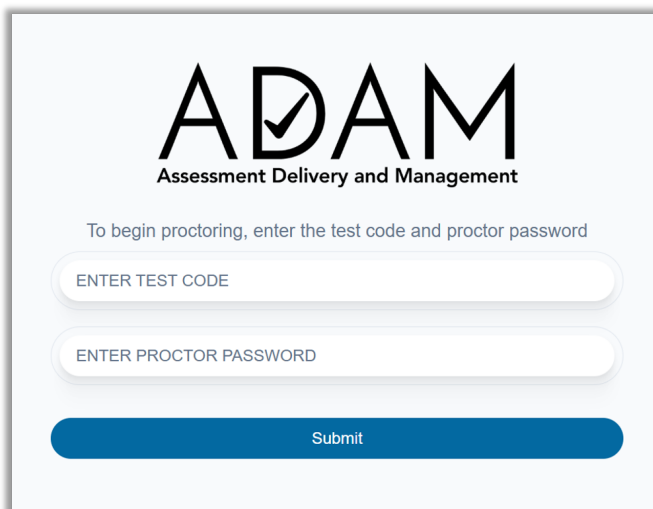


- After proctor groups have been created and students assigned, the Site Admin/School Coordinator can provide each proctor with the unique test code and proctor password need to access the Proctor Dashboard.



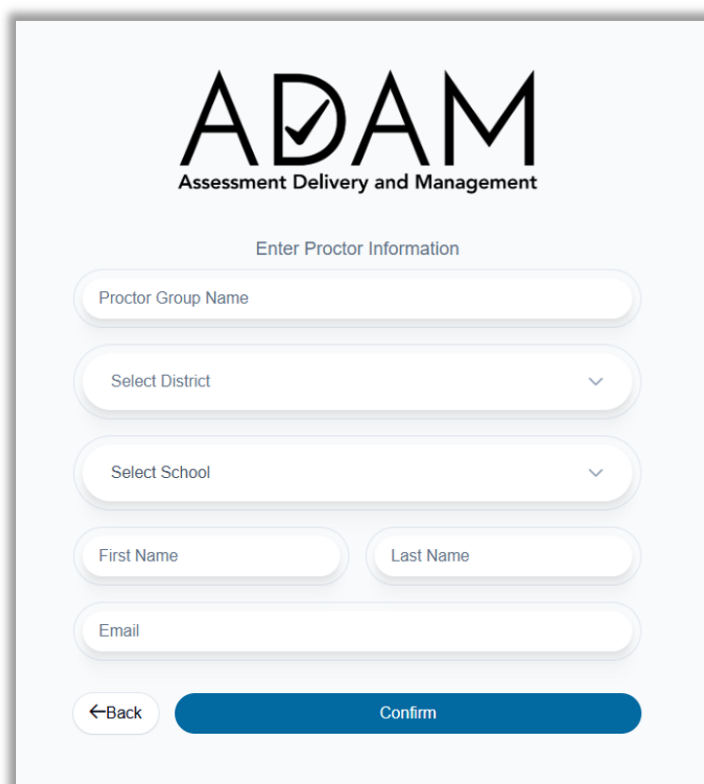
## Tasks for proctors to create proctor groups

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



The screenshot shows the ADAM (Assessment Delivery and Management) login interface. At the top is the ADAM logo with the tagline "Assessment Delivery and Management". Below the logo, a message reads: "To begin proctoring, enter the test code and proctor password". There are two input fields: "ENTER TEST CODE" and "ENTER PROCTOR PASSWORD". At the bottom is a blue "Submit" button.

2. Complete the “New Proctor Group” form, then select **Confirm**. The proctor will be redirected to the Proctor Dashboard, and students can log in to TestNav using the test code assigned to the new proctor group. **Note:** The test code and proctor password will be provided to the proctor by email.



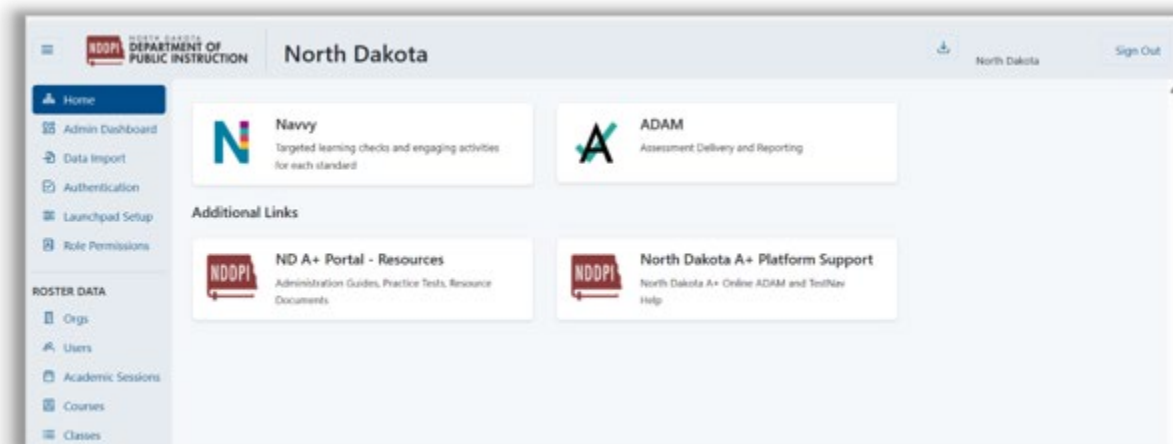
The screenshot shows the "Enter Proctor Information" form in the ADAM system. The form includes the ADAM logo and the following fields: "Proctor Group Name", "Select District" (a dropdown menu), "Select School" (a dropdown menu), "First Name", "Last Name", and "Email". At the bottom, there is a "←Back" button and a blue "Confirm" button.

### Tasks for teachers to create proctor groups by class

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

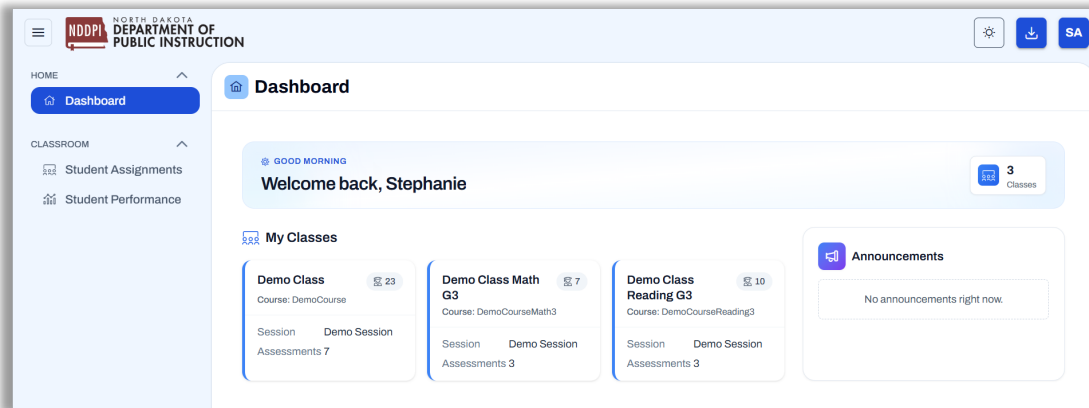
The screenshot shows the NDDPI Launchpad Sign In page. At the top is the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below this is the heading "North Dakota". The sign-in form includes a "Username" field with the text "ND.Demo\_Teacher", a "Password" field with masked characters 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: "First Time Sign In / Reset Password". At the bottom of the form is a disclaimer: "Clicking the Sign In button acknowledges you have read and agree to the Pearson Terms of Use and Privacy Policy" and "If you need assistance with your account, please contact the administrator at your district or school." At the very bottom are two links: "Select a different organization" and "Team Member Login". The footer contains the copyright notice: "© 2019-2026 Pearson. All rights reserved."

3. After logging in to LaunchPad, select **ADAM LTR**.

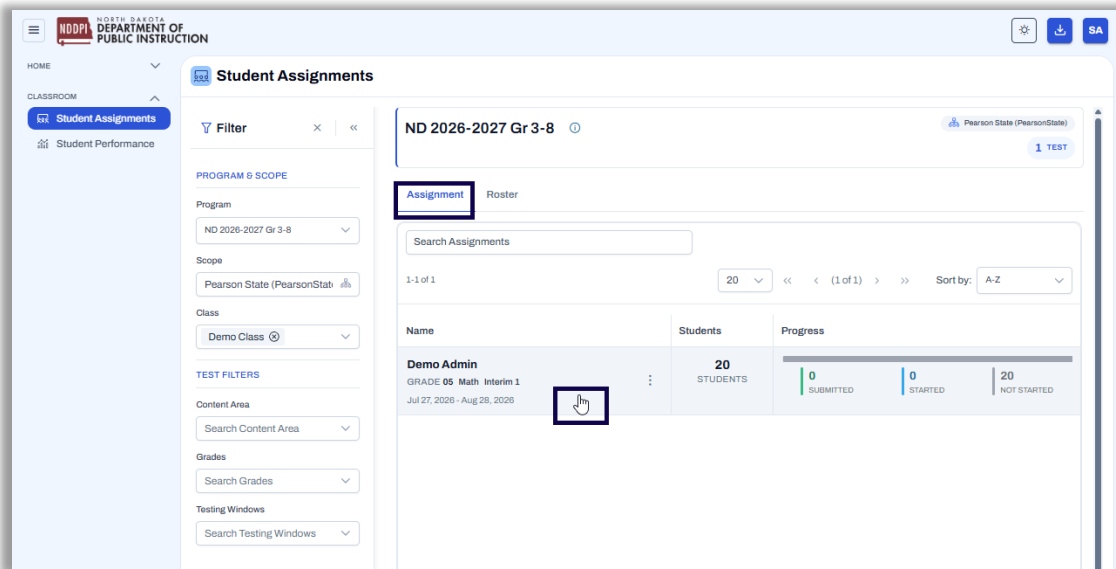


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- When the ADAM home page opens, the teacher **Dashboard** displays **My Classes**. Select the class to be proctored.

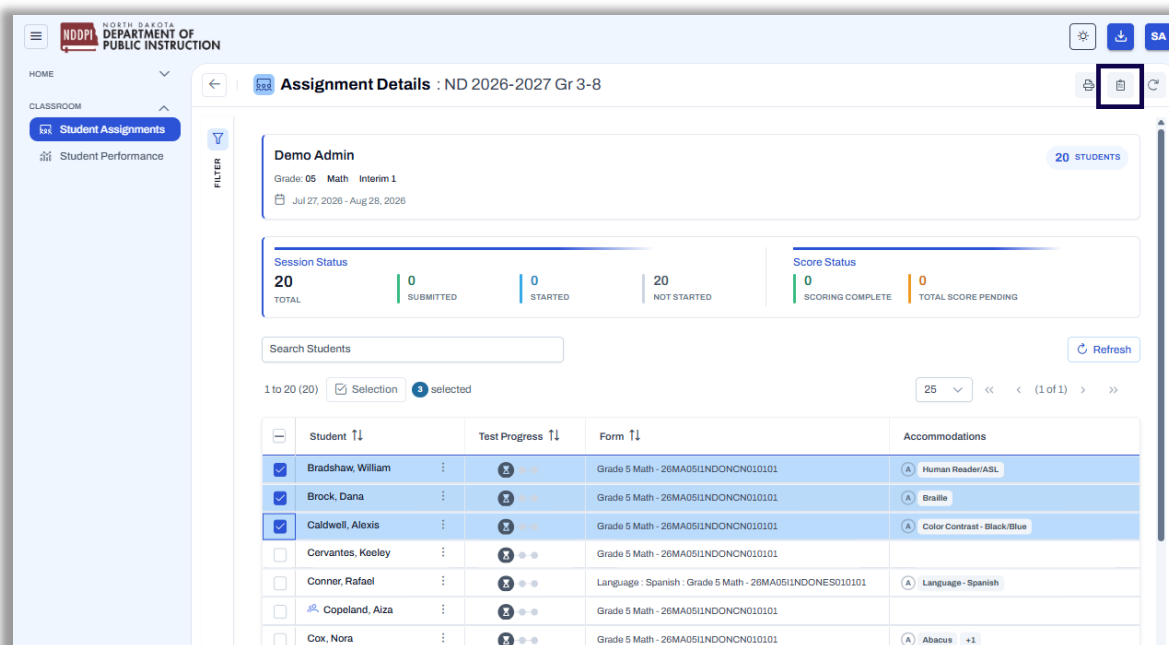


- By default, the page opens to the **Roster** tab for the selected class. Select the **Assignments** tab, then locate the test administration for which a proctor group will be created. Click the test administration row to open the associated class page.



- Select the students to add to the proctor group, either individually or by using the checkbox in the upper-left corner of the table to select all students. Then select the **Proctor** clipboard icon in the upper-right corner of the page to create the proctor group.

**Note:** ADAM provides multiple methods for creating proctor groups. **Instant Proctoring is the recommended method for teachers and is the method demonstrated in this guide.**



- Follow the prompts to enter a name for the **Proctor Group**, as well as the Proctor's first and last name.

### Proctor Students

Choose how you'd like to proceed with the 3 selected students.

**\* Required fields**

Proctor Group Name \*

Cancel View Proctor Groups Proctor Selected Students

### Enter Proctor Information

Please enter proctor name

**\* Required fields**

**\* First Name**

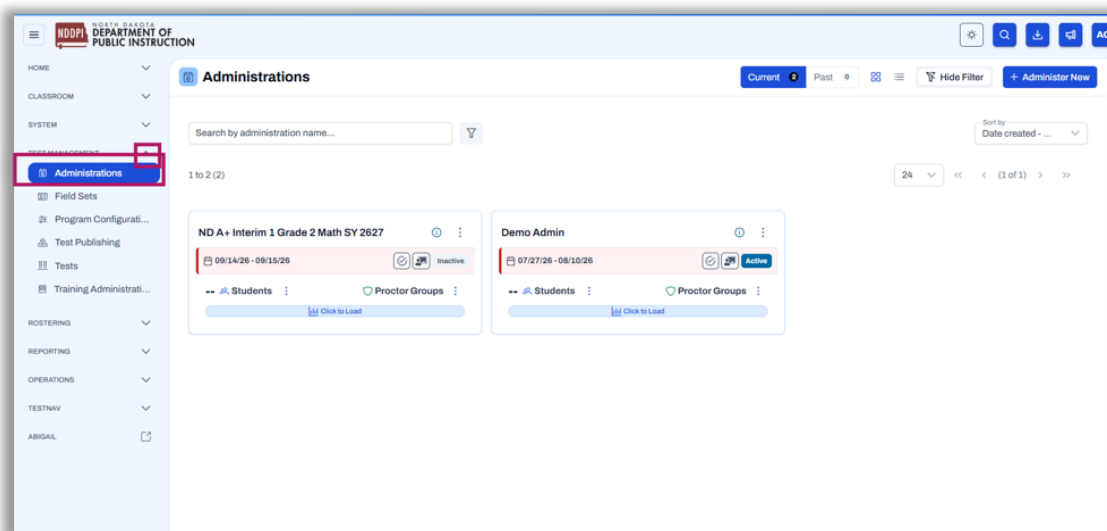
**\* Last Name**

Save

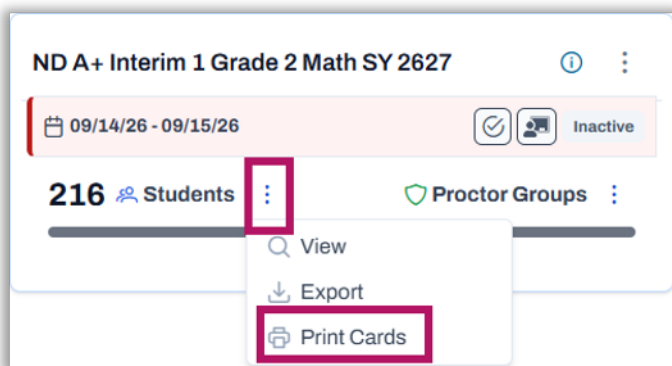
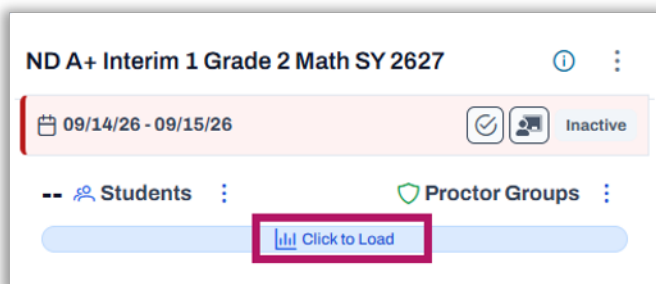
**Proctor** button – Allows the teacher to create their own proctor group and proctor by class.  
**Note:** If students were not added to the proctor group in advance, they may not appear on the Proctor Dashboard until they enter the group's Test Code. As students enter the test code to log in to TestNav, they will be added to the teacher's proctor group.

## Appendix E: Printing Student Test Tickets

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

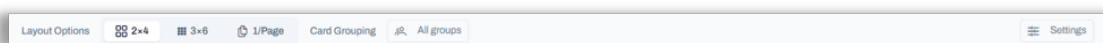


2. The administration card will appear on the Administrations screen. Select **Click to Load**. Select the vertical ellipsis next to Students, then select **Print Cards**.

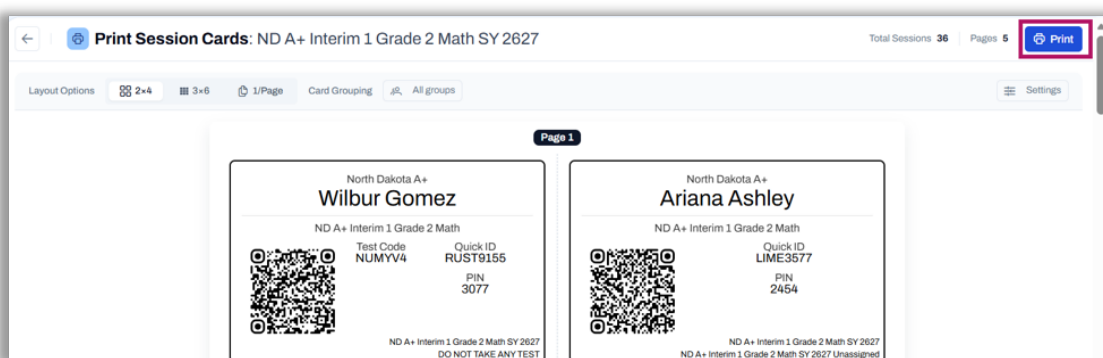


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### 3. Select the desired formatting options.



- a. Layout – Select 2 by 4, 3 by 6, or 1 per page.
  - b. All Groups –Select whether to display only students in the proctor group, only unassigned students, or both.
  - c. Setting Button – Select whether student print cards are displayed Sequential or Stacked.
4. Select **Print**.

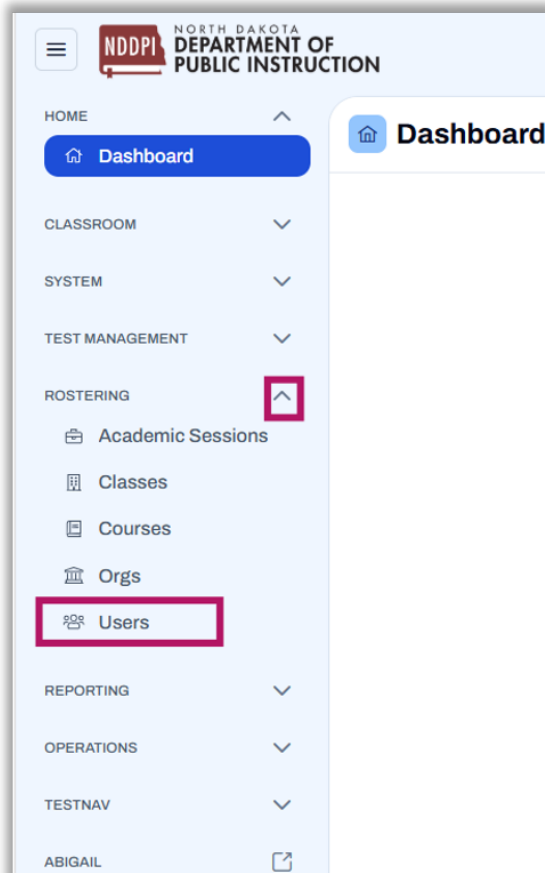


### View Student Rosters

Student rosters list all the students in your organization. Student rosters can be used to verify all students have been loaded into ADAM and to manage student accommodations and administrations.

Student rosters should be verified prior to the administration of the assessment to help teachers and proctors confirm the testing eligibility status of students, particularly students with whom they may be unfamiliar. Student rosters are available in ADAM under **Rostering**. To view the student roster.

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



2. In the User Config filter options, select the appropriate organization from the Organization dropdown menu.
3. Select Student from the Role dropdown menu.

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- To narrow the search, apply additional filters. **Note:** The filters may need to be expanded on the left side of the screen to display all available options.

The screenshot displays the 'Users' management interface. On the left, a 'Filter' sidebar is expanded, showing various search and filter options. The main area contains a table of users with columns for selection, last name, first name, identifier, role, classes, grades, and organizations. The table lists 15 users, including SoniaTest, Holmes, Connor, Davidson, Rowe, Estes, Mendez, Petty, Oconnell, Hernandez, Figueroa, Leon, Shaffer, and Hobbs. The filter sidebar includes sections for 'SEARCH', 'ORGANIZATION & CLASS', and 'USER FILTERS'.

**Filter Sidebar:**

- SEARCH**  
Search by name, identifier, or email
- ORGANIZATION & CLASS**  
Organization: Select Organization
- USER FILTERS**  
Role: Student  
Grades: Select Grades  
Course: Select Course  
User Status: Select Status  
Accommodation

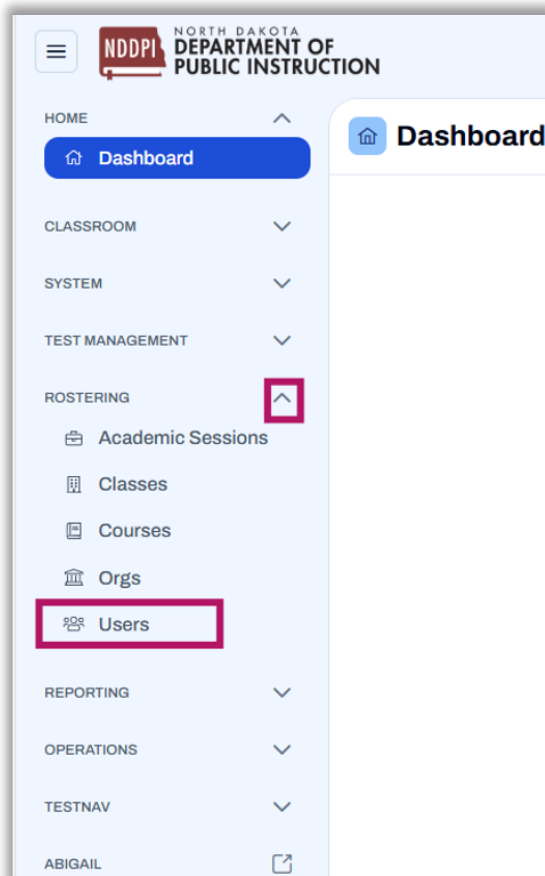
**Table:**

|                          | Last Name | First Name | Identifier | Role    | Classes              | Grades | Orgs                          |
|--------------------------|-----------|------------|------------|---------|----------------------|--------|-------------------------------|
| <input type="checkbox"/> | SoniaTest | SoniaTest  | 100001601  | Student |                      | 07     | Independence Secondary School |
| <input type="checkbox"/> | Holmes    | Lina       | 100001512  | Student |                      | 06     | Independence Secondary School |
| <input type="checkbox"/> | Connor    | Alessandro | 100000114  | Student |                      | 04     | Deer Valley Elementary        |
| <input type="checkbox"/> | Davidson  | Henri      | 100001055  | Student |                      | 06     | Garden Grove Middle School    |
| <input type="checkbox"/> | Rowe      | Lili       | 100000585  | Student | Training KG Class +1 | 03     | Elk Creek Elementary          |
| <input type="checkbox"/> | Estes     | Tyrone     | 100000421  | Student |                      | 03     | Westbridge Elementary         |
| <input type="checkbox"/> | Mendez    | Caitlin    | 100001004  | Student |                      | 08     | Garden Grove Middle School    |
| <input type="checkbox"/> | Petty     | Lila       | 100000501  | Student | DemoClass            | 01     | Elk Creek Elementary          |
| <input type="checkbox"/> | Oconnell  | Caitlyn    | 100001779  | Student |                      | 08     | Summerville Middle School     |
| <input type="checkbox"/> | Hernandez | Abraham    | 100000945  | Student |                      | 04     | Little Valley Elementary      |
| <input type="checkbox"/> | Figueroa  | Jayden     | 100000615  | Student | DemoClass            | 04     | Elk Creek Elementary          |
| <input type="checkbox"/> | Leon      | Skyla      | 100000833  | Student |                      | 01     | Little Valley Elementary      |
| <input type="checkbox"/> | Shaffer   | Cian       | 100001946  | Student |                      | 11     | Enterprise High               |
| <input type="checkbox"/> | Hobbs     | Lottie     | 100002299  | Student |                      | 10     | Mountain High                 |

## Appendix F: Updating Student Accommodations

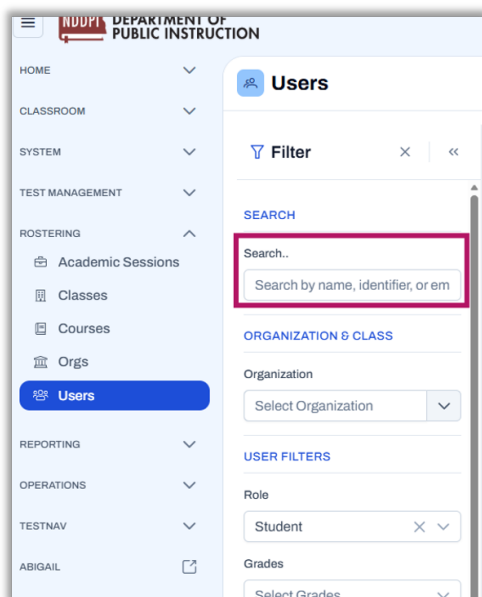
Accommodations are typically assigned through a data upload prior to the test administration. However, users with the appropriate permissions can modify student accommodations and language (English or Spanish) settings in the ADAM user interface when necessary. To modify accommodations for an individual student, follow these steps:

1. Select **Rostering > Users**.

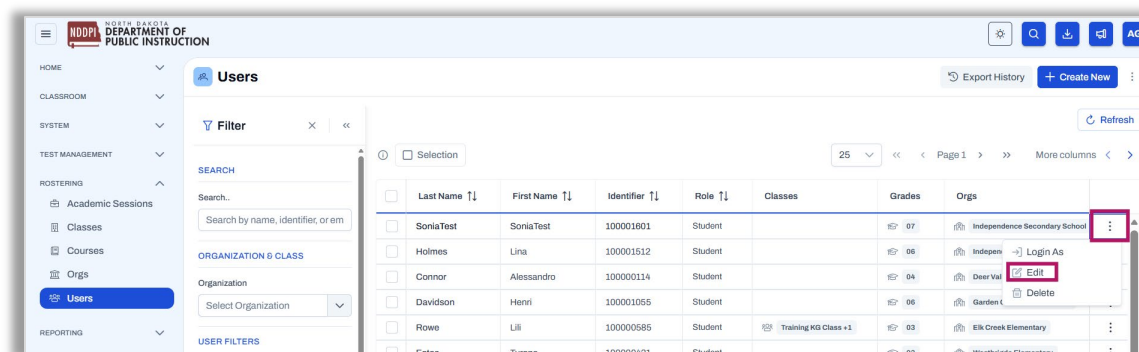


## ND A+ 2026-2027 Interim Assessment Test Administration Manual

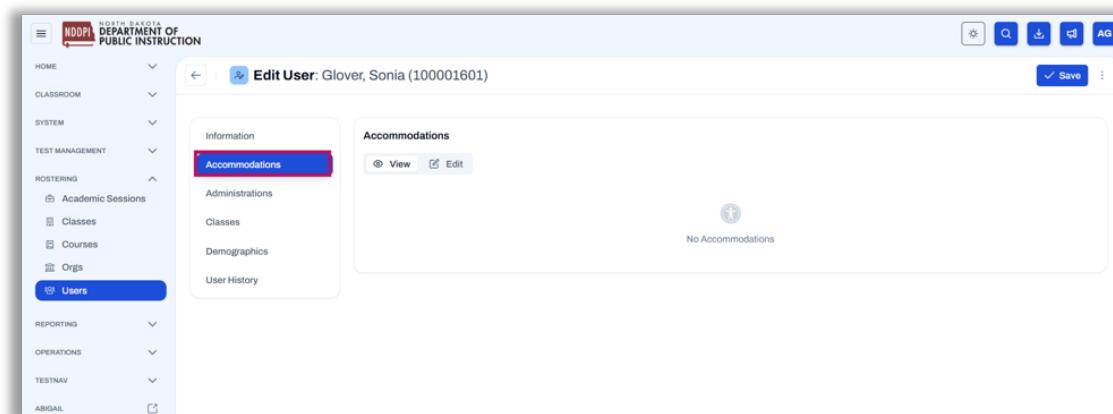
- From the **Role** dropdown, select **Student**. Scroll to locate the student's name or use the search function.



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



- Select the **Accommodations** tab.



## ND A+ 2026-2027 Interim Assessment Test Administration Manual

5. Select the student's approved accommodations. Accommodations include those listed in section 9.3 Accommodations. Use the dropdowns and checkboxes to specify when each approved accommodation should be enabled, or select the right arrows to apply an accommodation to all listed tests.

The screenshot shows the 'Edit User' interface for Sonia Glover (100001601). The 'Accommodations' tab is selected in the left sidebar. The main area displays a table of accommodations for various tests. The 'Edit' button is highlighted with a red box. The table has columns for 'Interim Reading', 'Interim Math', 'Summative Reading', and 'Summative Math'. The 'Form-Based Accommodations' section is expanded, showing 'Braille', 'Language', 'Large Print', and 'Paper' options. Each option has a checkbox and a dropdown menu to select the accommodation for each test.

6. After all approved accommodations have been selected, select **Save**.

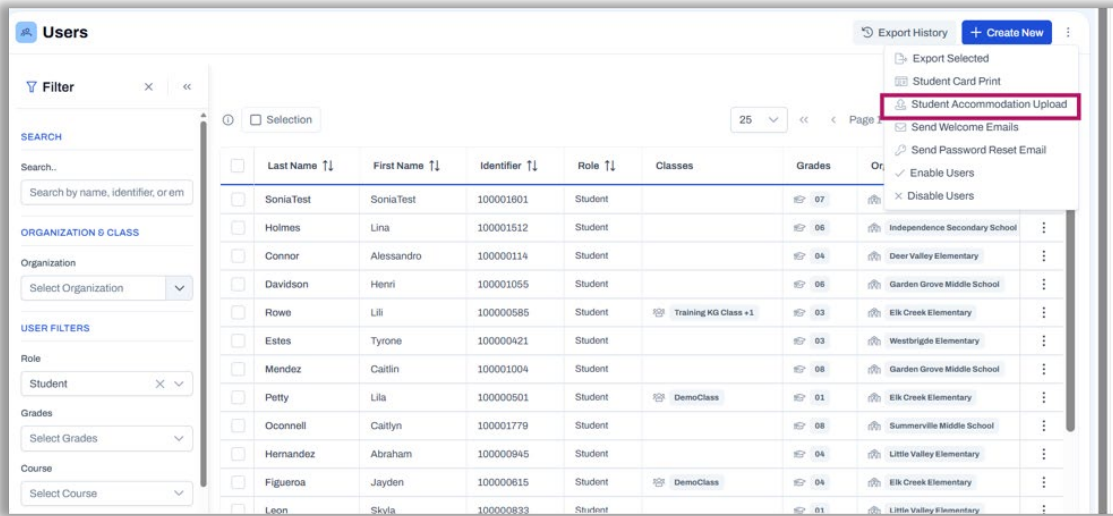
## Uploading Multiple Students

Users with the appropriate permissions can use the Student Accommodation Upload process to review, adjust, or add assigned accommodations for multiple students. The process allows users to download a student roster file, update accommodation assignments, and upload the file to ADAM.

To modify accommodations for a single student, use **Rostering > Users** as described in the **Assigning or Updating Student Accommodations** section above. For additional information, see [Assign Accommodations](#) on the ADAM support page.

1. Navigate to **Rostering > Users**.
2. Search for the students to be updated. Set the **Role** filter to "Students". Students can be searched by school, class, grade, or other available filters.
3. Select the checkbox next to each student to be updated. To select all students displayed or all students listed on the current page, select the checkbox at the top of the list. Students who do not need an accommodation may also be included; they will not be affected unless an accommodation is assigned in a later step.

- Select the vertical ellipsis in the upper-right corner, then select **Student Accommodation Upload**.



- Follow the on-screen instructions to:

- Download the Roster file (CSV).
- Open the Roster file and modify the accommodation values.
- Save the file as a CSV and upload the Roster file back into ADAM. If the file contains errors, a "Validation Error" message will appear with a link to Download CSV with Errors. The downloaded file will include an additional "Errors" column describing each error. Correct the errors and upload the file again.

## 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 Num | Abacus | Bilingual | D Braille | Braille plus | Color Cont | Color Cont | Color Cont | Color Cont | Color Cont |
| 2 | lpi:prd:tlkL_PVE2E_Dis15000002 | PVETEGRT | PVETEGRT   | MATT       |           |            | 3      | Interim Reading | NA       | NA     | NA        |           |              |            |            |            |            |            |
| 3 | lpi:prd:tlkL_PVE2E_Dis15000002 | PVETEGRT | PVETEGRT   | MATT       |           |            | 3      | Interim Math    | NA       | NA     | NA        |           |              |            |            |            |            |            |
| 4 | lpi:prd:tlkL_PVE2E_Dis15000245 | PVETEGRT | PVETEGRT   | MANUAL     |           |            | 10     | Interim Reading | NA       | NA     | NA        |           |              |            |            |            |            |            |
| 5 | lpi:prd:tlkL_PVE2E_Dis15000245 | PVETEGRT | PVETEGRT   | MANUAL     |           |            | 10     | Interim Math    | NA       | NA     | NA        |           |              |            |            |            |            |            |
| 6 | lpi:prd:tlkL_PVE2E_Dis15000264 | PVETEGRT | PVETEGRT   | MATT       |           |            | 10     | Interim Reading | NA       | NA     | NA        |           |              |            |            |            |            |            |
| 7 | lpi:prd:tlkL_PVE2E_Dis15000264 | PVETEGRT | PVETEGRT   | MATT       |           |            | 10     | Interim Math    | NA       | NA     | NA        |           |              |            |            |            |            |            |

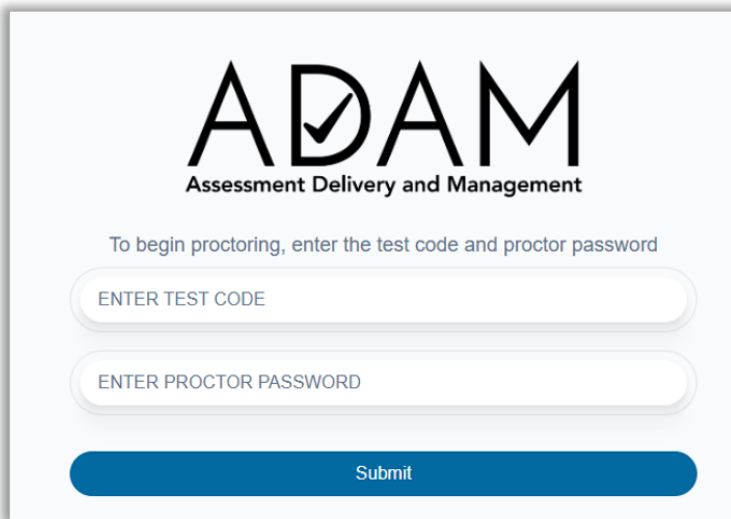
Only edit the data in the accommodation columns:

- 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 have an account in ADAM to proctor a test. If provided with a test code and a proctor password, proctors can access the Proctor Dashboard without logging in to ADAM.

1. Navigate to <https://ltr.adamexam.com/#/>.
2. Enter your test code and proctor password on the proctor card provided by the Site Admin/School Coordinator, then select the **Submit** button.

The image shows a login interface for ADAM (Assessment Delivery and Management). At the top, the word "ADAM" is displayed in a large, bold, sans-serif font, with a checkmark inside the letter 'D'. Below it, the text "Assessment Delivery and Management" is written in a smaller, bold, sans-serif font. Underneath, a line of text reads "To begin proctoring, enter the test code and proctor password". There are two input fields: the first is labeled "ENTER TEST CODE" and the second is labeled "ENTER PROCTOR PASSWORD". Both fields have a light blue border and a shadow. At the bottom, there is a blue button with the word "Submit" in white text.

**Note:** If the proctor group has already been created for the administration, use the proctor group specific test code and proctor password provided by email from either ADAM or your administrator. If these credentials cannot be located, contact the Site Admin/School Coordinator to retrieve the existing test code and proctor password.

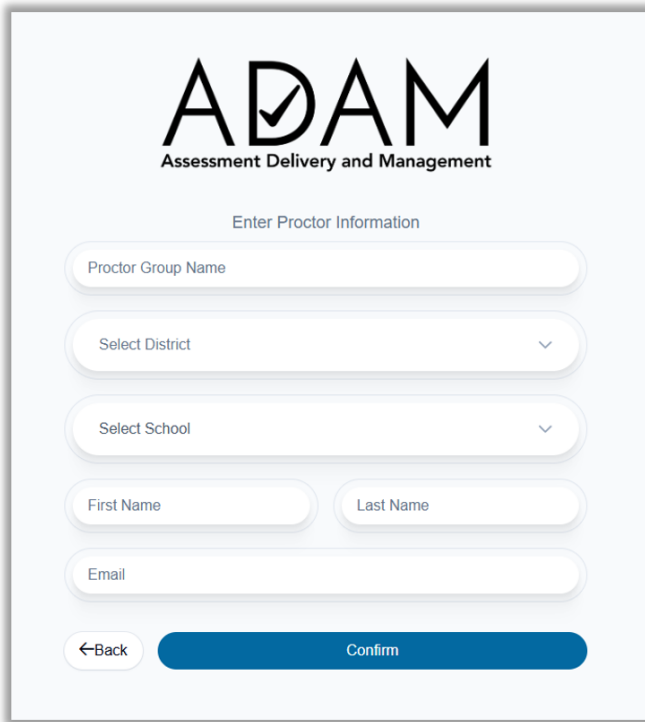
3. Review the proctor group name to confirm that the correct proctor group is being accessed.

The screenshot shows the ADAM (Assessment Delivery and Management) interface. At the top, the logo "ADAM" is displayed with a checkmark inside the letter 'A', and the text "Assessment Delivery and Management" below it. Below the logo, the instruction "Review and confirm your proctoring information" is shown. A white box contains the following details: "Proctor Group Name" with the value "AGAIN DO NOT TAKE ANY TEST", "Administration" with the value "ND A+ Interim 1 Grade 2 Math SY 2627", "Testing Window" with the value "Sep 14, 2026 - Sep 16, 2026", and "Test Code" with the value "375PKX". At the bottom of the interface, there are two buttons: a "←Back" button and a blue "Confirm" button.

4. If the proctor's first and last name are not already populated, enter the information and select **Save**.

The screenshot shows a form titled "Enter Proctor Information". Below the title, it says "Please enter proctor name". There are two required fields, each marked with an asterisk: "First Name" and "Last Name". Each field has a corresponding text input box. At the bottom right of the form, there is a blue "Save" button.

5. If the proctor group has not been pre-created, completed the required fields on the “New Proctor Group” screen to create a new proctor group and select **Confirm**. If the proctor group was created, proceed to step 6.

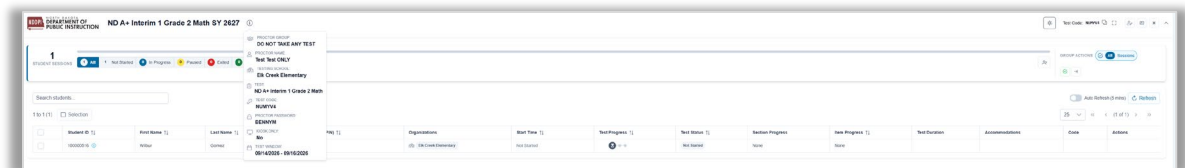


The screenshot shows the ADAM (Assessment Delivery and Management) interface for creating a new proctor group. The header features the ADAM logo and the text "Assessment Delivery and Management". Below the header, the instruction "Enter Proctor Information" is displayed. The form includes the following fields:

- Proctor Group Name (text input)
- Select District (dropdown menu)
- Select School (dropdown menu)
- First Name (text input)
- Last Name (text input)
- Email (text input)

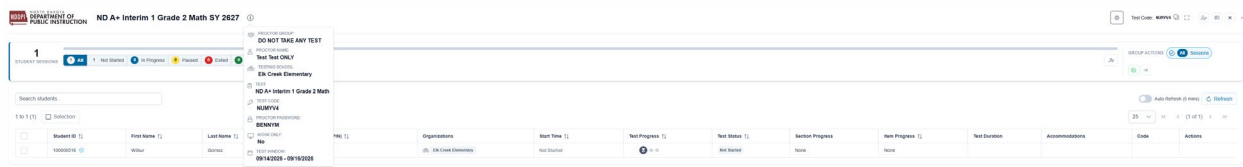
At the bottom of the form, there are two buttons: a "Back" button with a left arrow and a "Confirm" button in blue.

6. After confirming the information for the new proctor group, or after entering the provided test code and proctor password for an existing proctor group, the Proctor Dashboard will open.



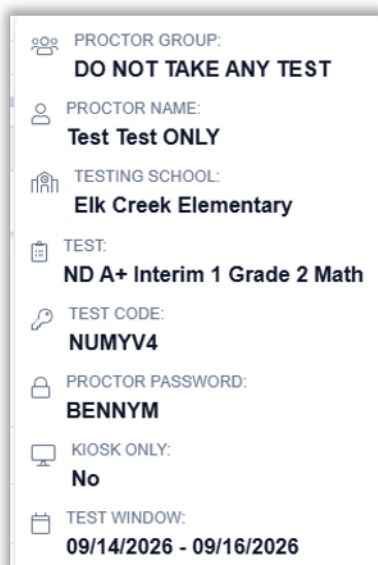
## Appendix H: Understanding the Proctor Dashboard

Information about the test and test configuration can be viewed and actions can be taken.



### 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:

- **Proctor Group** – name of proctor group created in ADAM
- **Proctor Name** – name of proctor
- **Testing School** – name of school
- **Test** – subject and grade of test
- **Test Code** – code provided to students to allow them to log in to the test
- **Proctor Password** – used to access the proctor dashboard from the ADAM home screen
- **Kiosk only** – *Applies to K-2 only.*
- **Test Window** – dates for the overall assessment window

|                                  |                                                                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Print Cards<br/>(Actions)</b> | Select <b>Print Cards</b> to: <ul style="list-style-type: none"> <li>• Print a roster and the test cards to distribute to students.</li> <li>• Open (in a second window) to view the test cards for this proctor group.</li> </ul> |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Below the progress bar: Student session list

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

Below are a list and description of the information in the **Session Management Area**.

- **Identifier**
  - The Identifier is the SSID used by the student to log in to the test.
- **First Name**
  - The first name of the student.
- **Last Name**
  - The last name of the student.
- **Auth Field (quick\_id, Pin)**

**Note:** ONLY APPLIES to K-2. If students do not want to use the QR code to log in to TestNav, they can use the Quick\_id and Pin.
- **Organizations**
  - Where the student is enrolled.
- **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 reseate the student before they can log back into the assessment.
- **Section Progress**
  - All assessments have only one section and will say "Section 1".

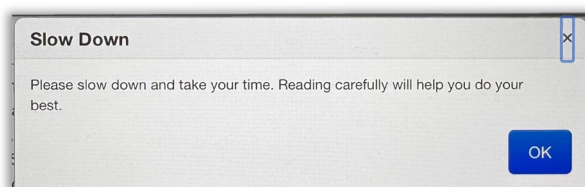
- **Item Progress**
  - This shows the percentage of items answered by the student.
- **Test Duration**
  - Shows the time spent on the test.
- **Accommodation**
  - The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations 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.

## Above the progress bar: Speeding Alert to Proctors

The screenshot shows the Proctor Dashboard interface. At the top, there is a search bar labeled "Search students...", an "Auto Refresh (5 mins)" toggle, and a "Refresh" button. Below the search bar, it shows "1 to 21 (21)" and a "Selection" checkbox. A yellow alert banner at the top of the table states: "Student STU-07MAT-Loop01-020127 has received notification that they may be moving through the test too quickly and should slow down in order to do their best." Below the alert is a table with the following columns: Student ID, First Name, Last Name, Organizations, Start Time, Test Progress, Test Status, and Actions. The table contains three rows of student data.

| Student ID              | First Name | Last Name | Organizations | Start Time       | Test Progress | Test Status | Actions |
|-------------------------|------------|-----------|---------------|------------------|---------------|-------------|---------|
| STU-07MAT-Loop01-020127 | Ellen      | Rice      | I moved here  | Feb 13, 02:46 PM | In Progress   | In Progress | ⋮       |
| STU-07MAT-Loop01-020106 | Garfield   | Pfeffer   | I moved here  | Not Started      | Not Started   | Not Started | ⋮       |
| STU-07MAT-Loop01-020130 | General    | Mertz     | I moved here  | Not Started      | Not Started   | Not Started | ⋮       |

- **Real-time rush alert** — when TestNav detects a student moving through items too quickly, it will warn the student, and a corresponding alert is displayed on the Proctor Dashboard in near real-time. Example student pop-up warning below.

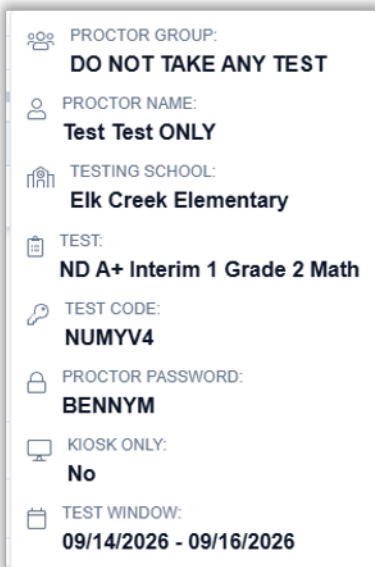
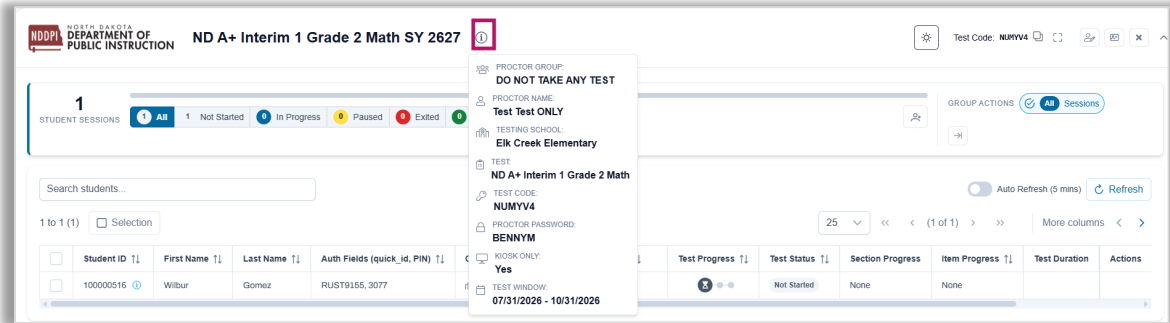


- **Inline warning banner** — proctor alerts appear as an inline warning message with a stopwatch icon; the student's name is clickable to scroll directly to their row in the roster.

- **Student row highlight** — the flagged student's row is highlighted with a warning badge and background color, making them visually distinct at a glance.
- **Multi-student support** — alerts stack when multiple students are flagged simultaneously; new alerts are added without overwriting prior ones.
- **Acknowledge and dismiss** — proctors click "OK" to acknowledge and dismiss the alert; dismissing removes the banner, row highlight, and badge icon for that student.
- **Repeated alerts** — if the same student triggers the rush condition again, a new alert is generated each time, ensuring the proctor is notified of every occurrence.
- **Alert persistence** — alerts remain visible on the dashboard until explicitly acknowledged by the proctor, surviving navigation and page refreshes.

## Appendix I: Starting the Administration

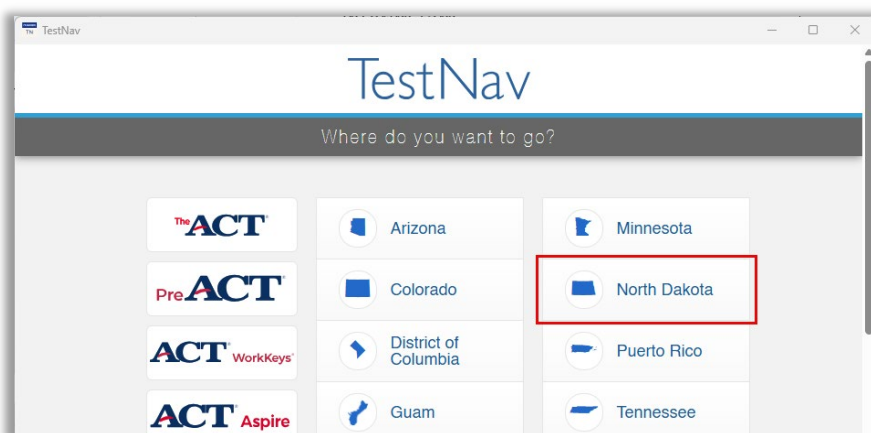
On the proctor dashboard, locate the test code in the “I” pop-up at the top of the screen.



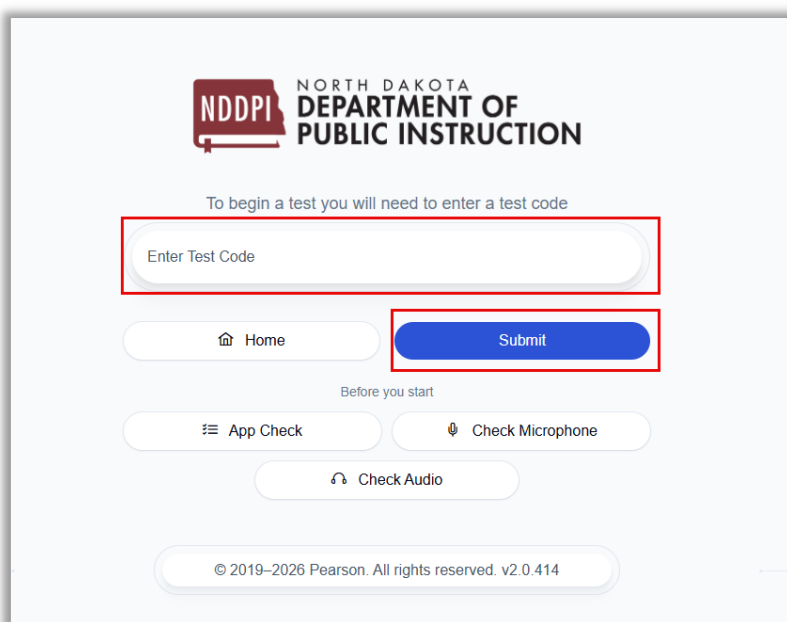
Give this test code to the students in the proctor group when it is time to begin testing if the proctor group was not pre-created. If students were pre-assigned to a proctor group, the test code will appear on the student test ticket.

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

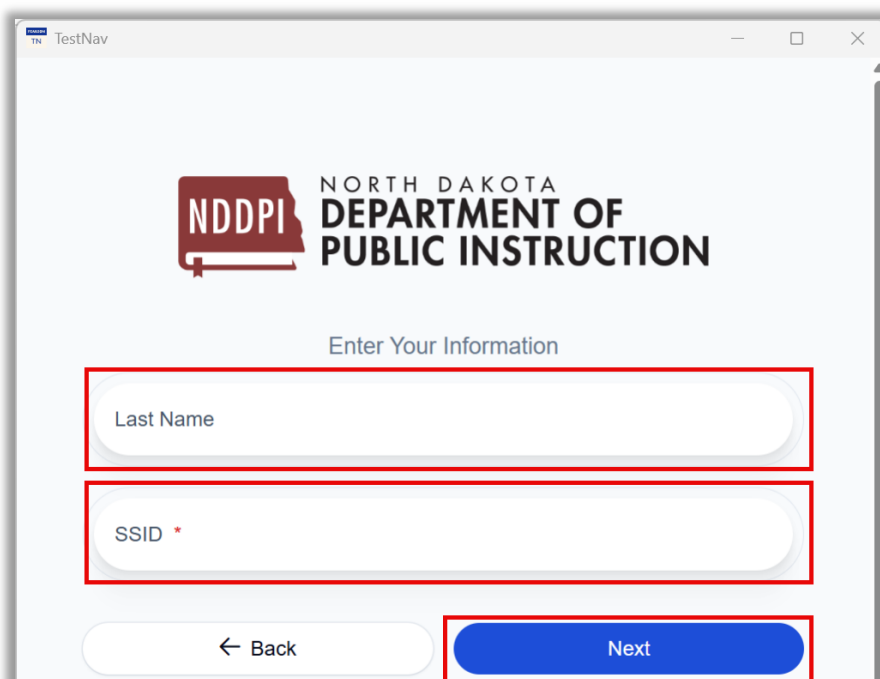
2. Navigate to North Dakota.



3. Enter the test code provided by the proctor or shown on the student test ticket, then select **Submit**.



5. Enter the student's last name and SSID in the appropriate fields, then select **Next**. (**Note:** The sign-in process for students in grades 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.)



TestNav

**NDDPI** NORTH DAKOTA  
DEPARTMENT OF  
PUBLIC INSTRUCTION

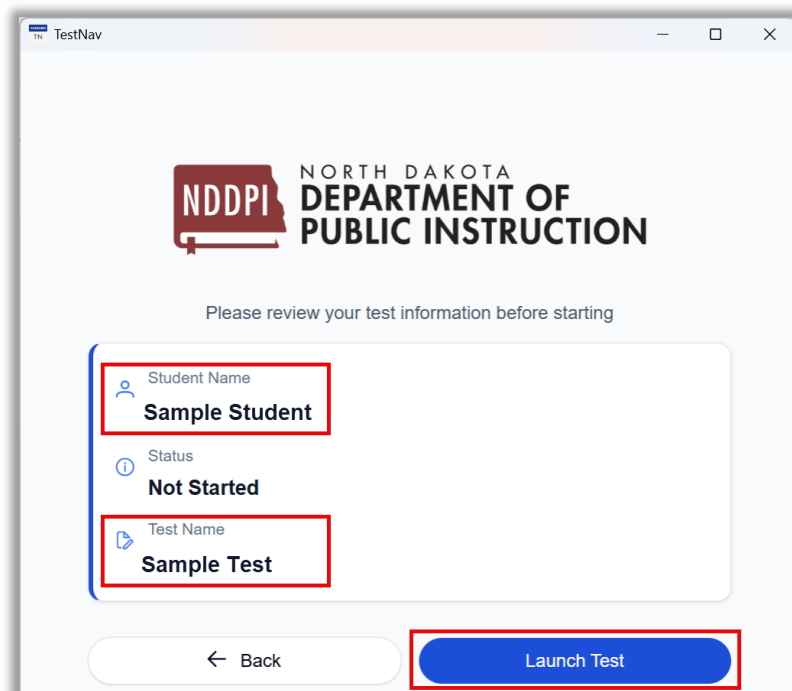
Enter Your Information

Last Name

SSID \*

← Back Next

6. Confirm the test and student name, then select **Launch Test**.



TestNav

**NDDPI** NORTH DAKOTA  
DEPARTMENT OF  
PUBLIC INSTRUCTION

Please review your test information before starting

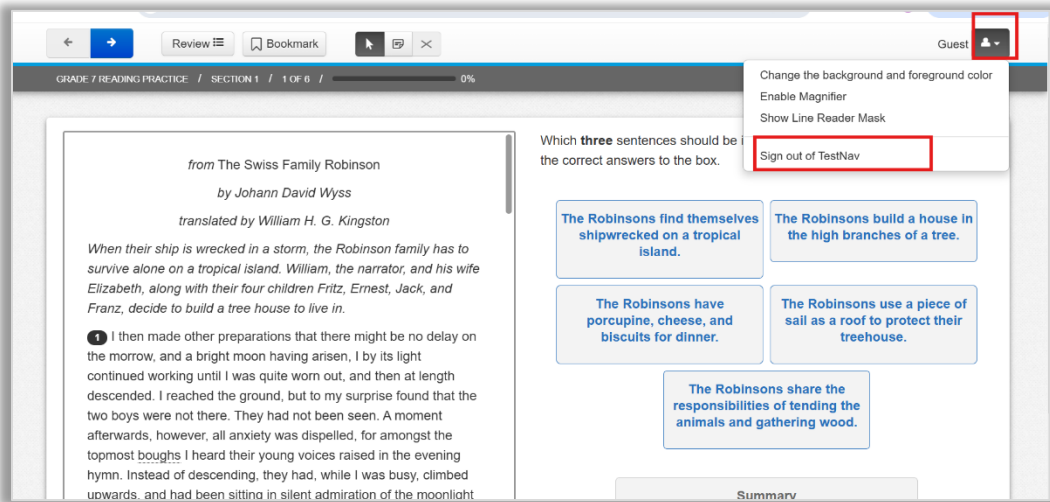
Student Name  
**Sample Student**

Status  
**Not Started**

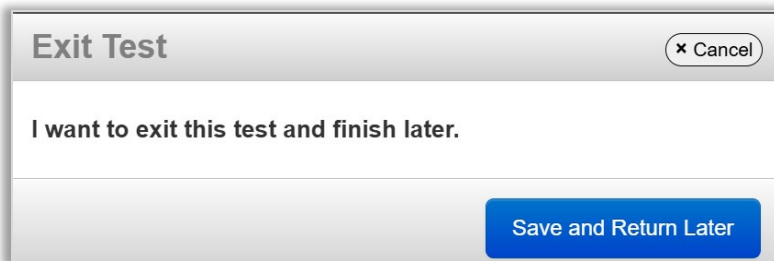
Test Name  
**Sample Test**

← Back Launch Test

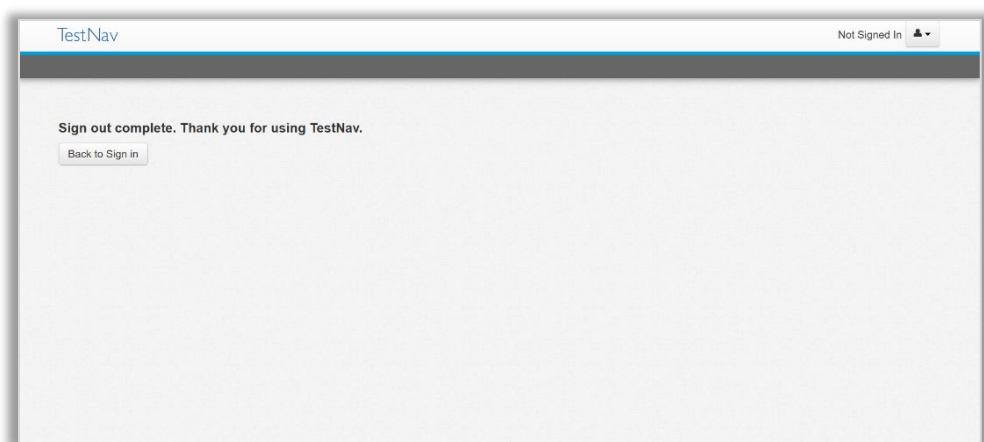
7. As students complete the sign-in process, they will appear on the Proctor Dashboard.
8. Use the features on the Proctor Dashboard to manage the testing session.
9. If a student needs to stop testing, select the dropdown arrow in the upper-right corner next to the student's name. Select **Sign out of TestNav**.



10. A confirmation window will appear. Select **Save and Return Later** to continue exiting TestNav.



11. The student will be signed out of TestNav.



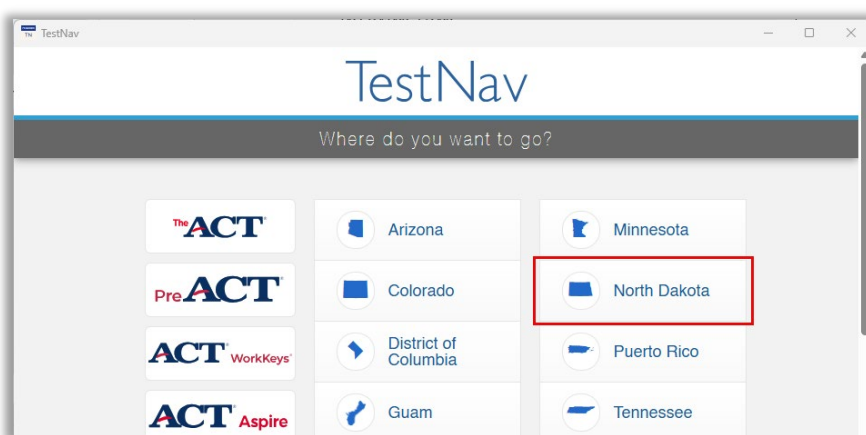
## Appendix J: How K-2 Students Can Log in to TestNav with a QR Code for the ND A+ Interim Assessments

The purpose of this appendix is to provide a step-by-step walkthrough for using the QR code on student test cards printed from ADAM to access the assessment in TestNav without entering a Quick ID or Pin.

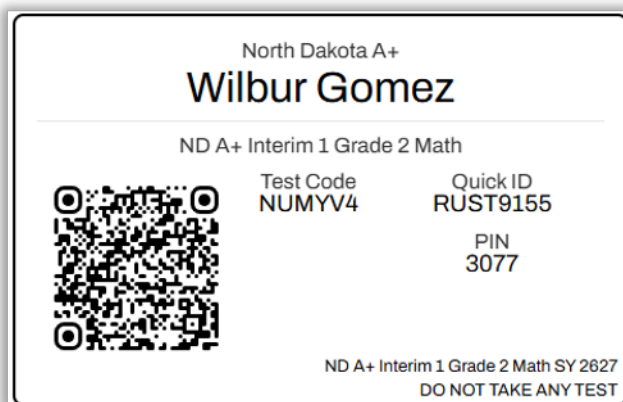
**Note:** This process applies only to the ND A+ Interim Assessments; a separate process is used for Navvy.

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

1. The student opens the TestNav app and selects North Dakota.



2. The student enters the test code found on the student testing card and selects **Submit**.

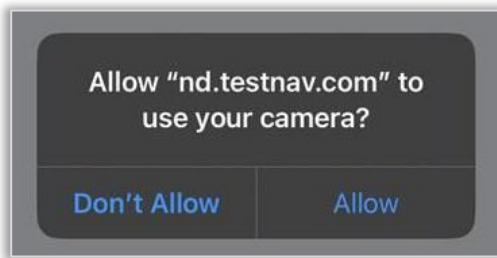


The screenshot shows the North Dakota Department of Public Instruction (NDDPI) login interface. At the top is the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below this, a message states: "To begin a test you will need to enter a test code". A text input field labeled "Enter Test Code" is highlighted with a red rectangle. Below the input field are two buttons: a white "Home" button with a house icon and a blue "Submit" button, both also highlighted with red rectangles. Underneath these buttons, the text "Before you start" is followed by three buttons: "App Check" (with a hamburger menu icon), "Check Microphone" (with a microphone icon), and "Check Audio" (with a speaker icon). At the bottom, a footer contains the copyright notice: "© 2019–2026 Pearson. All rights reserved. v2.0.414".

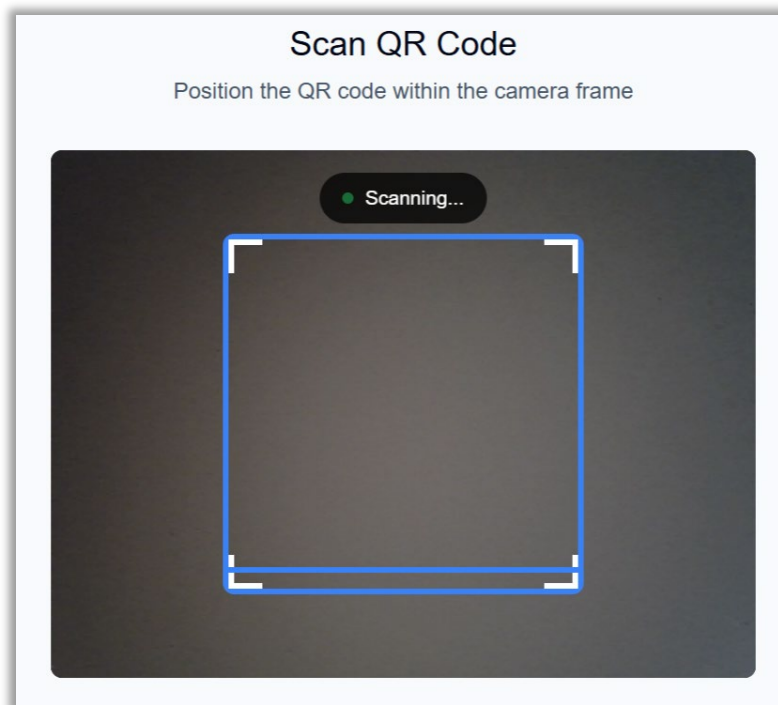
3. On the next screen, the student can log in by entering the **Quick ID** and **PIN** from their testing ticket. If their device has a camera, they can also select **Scan QR Code** to sign in using the QR code on their ticket.

The screenshot shows the next step in the NDDPI login process. At the top is the NDDPI logo and the text "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below this, a message states: "Enter your Quick ID to access your test, or scan a QR code". There are two input fields: "Enter your Quick ID \*" and "Enter your PIN \*". To the right of these fields is the word "OR" and a dashed box containing a QR code icon and the text "Scan QR Code". At the bottom, there are two buttons: a white "Back" button with a left arrow and a blue "Next" button.

4. If the **Scan QR Code** option is selected, select **Allow** when prompted to allow camera access.



5. Hold the QR code on the student test ticket close to the device's camera until the QR code is recognized.



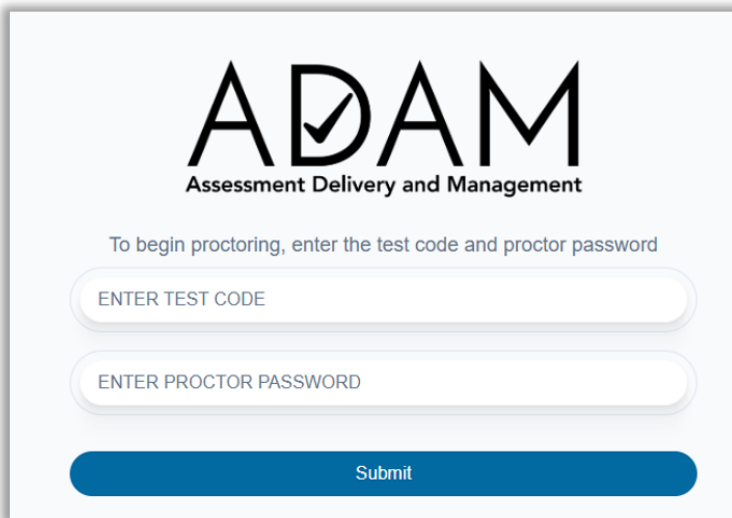
6. The student will proceed to the TestNav confirmation page.

## Appendix K: Reseating Students

Test proctors may need to reseat students when an interruption prevents a student from continuing the assessment. Examples include computer issues, session timeout, unexpected errors, exiting of TestNav, etc. Reseating allows the student to re-enter the test code and state student ID (SSID) number to resume the assessment session. The proctor has the option of reseating each student individually or reseating a group of students all at once.

### Reseating an Individual Student:

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



The screenshot shows the ADAM (Assessment Delivery and Management) login interface. At the top, the logo "ADAM" is displayed with a checkmark inside the letter "D", and the text "Assessment Delivery and Management" is below it. Below the logo, a message reads: "To begin proctoring, enter the test code and proctor password". There are two input fields: "ENTER TEST CODE" and "ENTER PROCTOR PASSWORD". At the bottom, there is a blue "Submit" button.

## ND A+ 2026-2027 Interim Assessment Test Administration Manual

2. Locate the student within the proctor group who needs to be reseat. In the Actions column, select the vertical ellipsis, then select **Reseat Session** for that student.

The screenshot shows the '4 SESSIONS' management interface. At the top, there are filters for session status: All (4), Not Started (1), In Progress (1), Poused (0), Submitted (1), Needs Attention (0), and Exited (1). Below the filters is a search bar and an 'Auto Refresh (5 mins)' toggle. 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 'Actions' column for the student 'Aaryan Price' (Identifier: 100000400) is highlighted, showing a dropdown menu with options: 'Reseat Session', '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    | Westbrigde Elementary  | Aug 20th, 12:47:55 pm | IN PROGRESS   | None        | 0% Answered      |               |               |               |      | ⋮       |
| 100000400  | Aaryan     | Price     | Westbrigde Elementary  | Aug 14th, 7:51:09 am  | EXITED        | Section 1   | 54% Answered     | 00:11:01      |               |               |      | ⋮       |
| 100000062  | Abbas      | Shah      | Deer Valley Elementary | Not Started           | NOT STARTED   | None        | None             |               |               |               |      | ⋮       |
| 100000552  | Abdulahi   | Shelton   | Elk Creek Elementary   | Aug 14th, 11:22:43 am | SUBMITTED     | None        | 100% Answered    | 00:06:03      |               |               |      | ⋮       |

3. A confirmation message will appear. Select **Reseat**.

The dialog box displays the student's name 'Abbey Sandoval' and asks for confirmation: '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?

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- The student test status will change to reseated.

NDPI NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION EE ND A+ Interim 1 Grade 4 Math SY 2526

Print Cards Test Code: 642P5D

3 SESSIONS

All 3 Not Started 1 In Progress 1 Paused 0 Submitted 1 Needs Attention 0 Exited 0

Search...

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

| Identifier | First Name | Last Name | Orgs                   | Started Time         | Test Progress | Test Status | Section Progress | Item Progress | Test Duration | Accommodation | Code | Actions |
|------------|------------|-----------|------------------------|----------------------|---------------|-------------|------------------|---------------|---------------|---------------|------|---------|
| 10000016   | Aaliyah    | Lynn      | Deer Valley Elementary | Aug 15th, 9:23:48 am | 100%          | SUBMITTED   | None             | 100% Answered | 00:05:04      | 1             |      |         |
| 10000046   | Abubakar   | Williams  | Westbrigde Elementary  | Not Started          | 0%            | NOT STARTED | None             | None          |               | 1             |      |         |
| 10000054   | Adriana    | Roberson  | Elk Creek Elementary   | Aug 15th, 9:31:53 am | 0%            | RESEAT      | Sección 1        | 0% Answered   |               | 1             |      |         |

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

### Reseating Multiple Students:

- Select the checkbox next to each student who needs to be reseated.

Print Cards Print Paper Form Test Code: 2TRVW2

4 SESSIONS

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

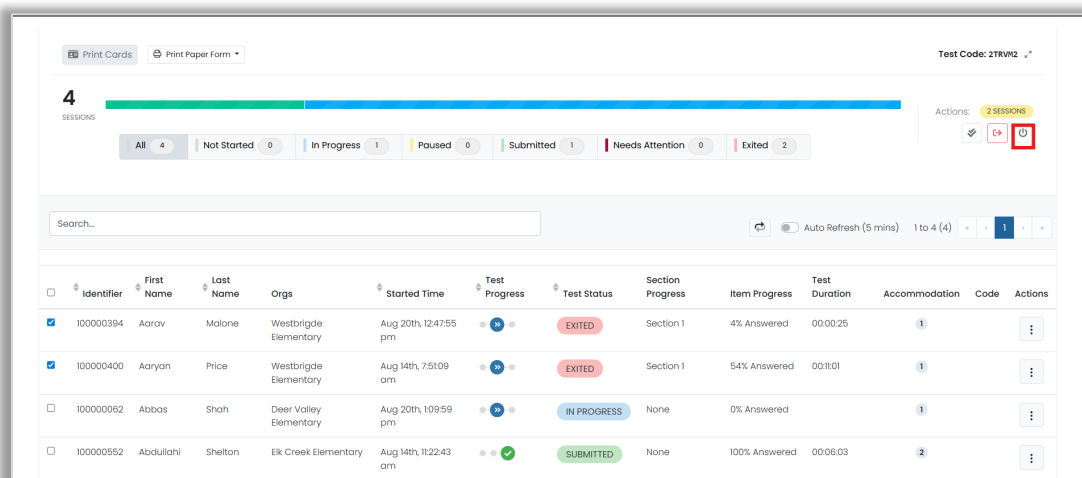
Search...

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

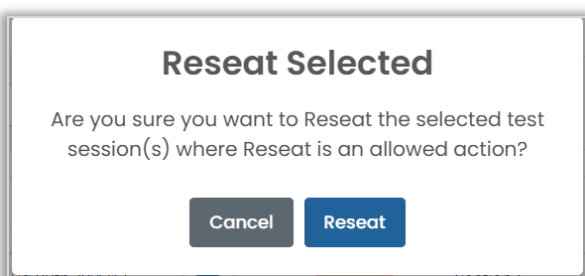
| Identifier                          | First Name | Last Name | Orgs    | Started Time           | Test Progress         | Test Status | Section Progress | Item Progress | Test Duration | Accommodation | Code | Actions |
|-------------------------------------|------------|-----------|---------|------------------------|-----------------------|-------------|-----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

## ND A+ 2026-2027 Interim Assessment Test Administration Manual

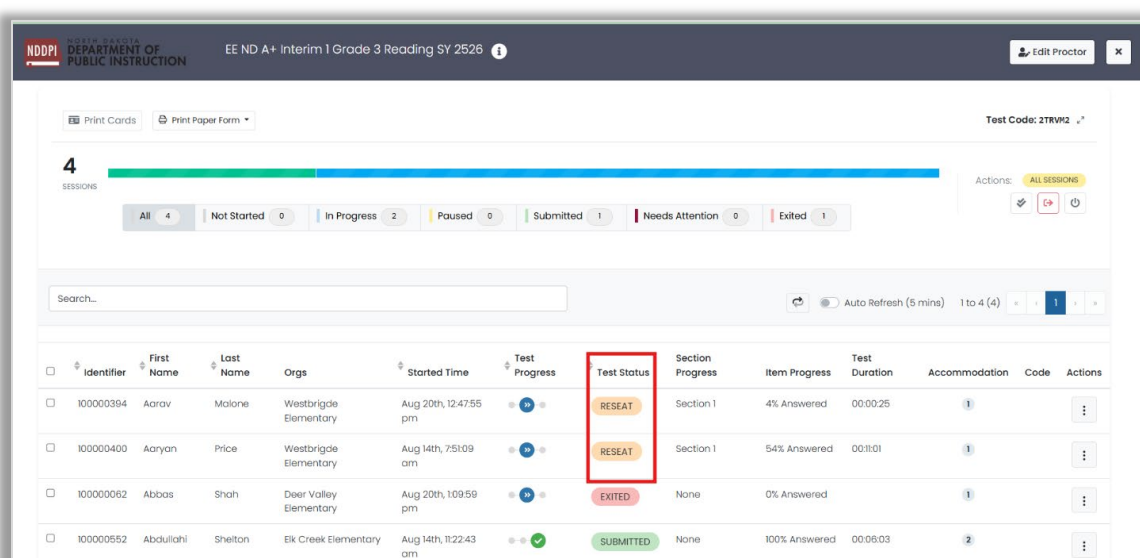
- After selecting all students who need to be reseat, select the **Reseat All** button under the Actions area in the upper-right corner.



- A confirmation message will appear. Select **Reseat**.



- The selected students' status will change to reseat, and the students can log back in to TestNav using the same test code and SSID to resume testing.



## Appendix L: Incorrect Accommodations

If a student either incorrectly received or needs to receive an embedded feature or accommodation listed in the chart below after testing has started, follow the steps provided to adjust and correct the accessibility support. These steps will allow the student to continue in the same test but with updated accommodation or feature.

**Note:** If school or district personnel believe the student has progressed far enough into the test that their experience may be negatively impacted or they are at a disadvantage, a reset can be requested. In such cases, refer to [Appendix M: How to Request a Session Unsubmit or Reset](#), which outlines the steps for submitting a reset request. If approved, the previous test will be voided, and the student will be able to begin a new test.

| Changing Accommodations Within the Same Test Form |                                          |                                |
|---------------------------------------------------|------------------------------------------|--------------------------------|
| Accommodation Type                                | Feature                                  | Subject/Content Area Available |
| Embedded Designated Feature                       | Zoom                                     | Math, Reading                  |
| Embedded Accommodation                            | Dynamic Text to Speech (DTTS) - Items    | Reading                        |
| Embedded Accommodation                            | Dynamic Text to Speech (DTTS) - Passages | Reading                        |
| Embedded Accommodation                            | Speech to Text                           | 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. (See Appendix K: Reseating Students)
4. Instruct the student log back in to TestNav. The student can continue the same test with the updated accommodation or feature.

If a student needs an embedded or non-embedded accommodation such as Spanish language translation, braille, or paper, or if the student incorrectly received one of these forms after testing has started, follow the steps below to adjust and correct the accessibility support. A test reset is required, and the student must begin a new test with the correct type of form.

| Changing Accommodations to a Different Test Form |                              |                                |
|--------------------------------------------------|------------------------------|--------------------------------|
| Accommodation Type                               | Feature                      | Subject/Content Area Available |
| Embedded Designated Feature                      | Spanish Language Translation | Math                           |
| 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 a 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. After the reset is approved and completed, instruct the student to log back in to TestNav. The student will begin a new test with the updated accommodation and correct test form.

## Appendix M: How to Request a Session Unsubmit or Reset

The purpose of this guide is to provide a step-by-step walkthrough for requesting that a student's test session be unsubmitted or reset.

### Linear Assessments Only:

- **Unsubmit:** If a student is taking a linear interim assessment and an unsubmit request is submitted and approved, the student can return to a previously submitted test, review previous items and alter responses, and complete any remaining items.
- **Reset:** If a reset request is submitted and approved, the previous test will be voided, and the student can start a new test from the beginning.

### Computer Adaptive (CAT) Assessments:

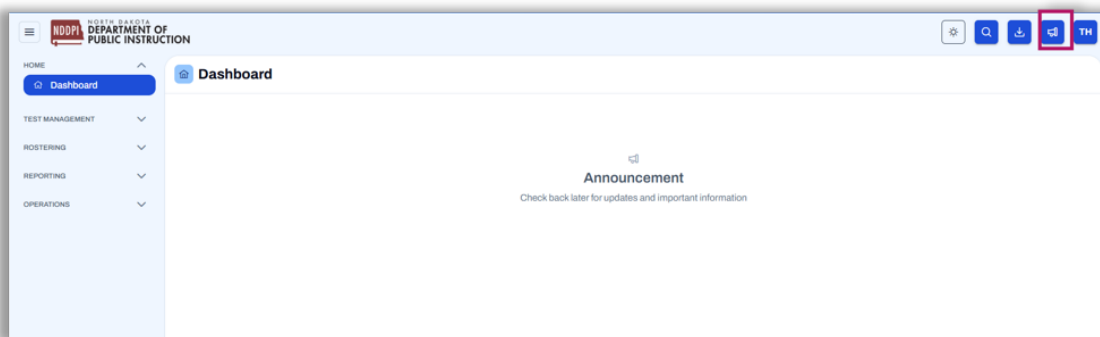
If a student is taking a computer adaptive (CAT) interim assessment and the assessment was submitted before the student was finished, a reset is the only available option. The previous test will be voided and all responses and other information entered by the student in the previous test will be removed. The student can start a new test from the beginning.

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            |              |                   |

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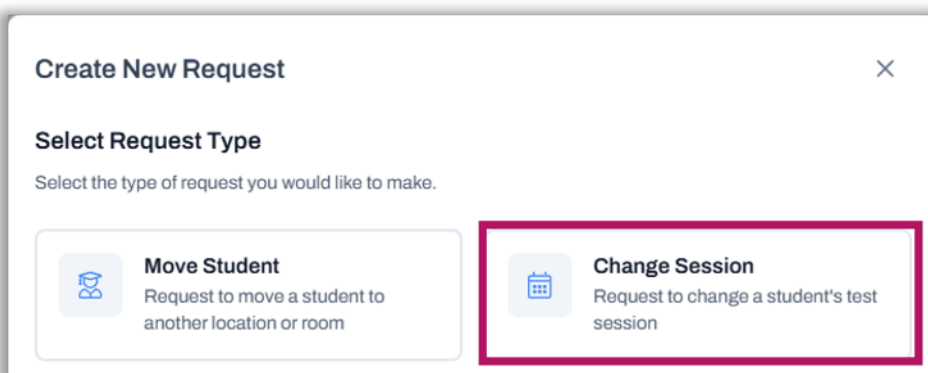
1. Select the **My Requests** icon in the ADAM header. A pop-up window will display pending, completed, and submitted requests.



2. Select **Create New Request** to start a new request.



3. Select **Change Session**. Do not select Move Student. North Dakota does not use this function to move students.



- Complete the request form with the required information, including the student's name, the student's SSID, the test name (including grade and subject), the specific action requested for the session, and the reason for the request.

The screenshot shows a web form titled "My Request: Change Session" with a "Save" button in the top right. The form is titled "Change Session" with a sub-header "Request to change a student's test session". It contains several input fields: "First Name" and "Last Name" (text boxes), "Identifier" (text box), "Test Session Name" (text box with placeholder "Enter the exact name of the test session"), "District" (dropdown menu showing "Williston Basin 7"), and "School" (dropdown menu showing "Select..."). There is also a "Session Instructions" text area with the placeholder "Provide specific instructions for the session change".

- Submit the session request.
- To check the status of a request, select the **My Requests** icon again.

The screenshot shows a list of requests under the heading "My Requests". There are three items: "My Request #2155: Transfer Request" (08/27/2024 04:28 pm, REJECTED), "My Request #2150: Transfer Request" (08/27/2024 02:22 pm, COMPLETED), and "My Request #2157: Session Request" (08/27/2024 05:35 pm, SUBMITTED). The third item is highlighted with a red border. At the bottom is a button labeled "Create New Request".

- Possible status definitions are below.

SUBMITTED – the request has been created

ASSIGNED – the request is being reviewed and processed

RETURNED – additional information is needed

UPDATED – the request has been updated

REJECTED – the request has been denied

COMPLETED – the request has been processed

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

Request: My Requests (1)

Request #9835

|                |                        |
|----------------|------------------------|
| Request ID     | Type                   |
| #9835          | Change Session         |
| Name           | Role                   |
| Helstad, Tessa | District Administrator |

Student Information

|                      |                   |                   |
|----------------------|-------------------|-------------------|
| Last Name            | First Name        | Student ID        |
| Germany              | Altoney           | 123456789         |
| Test Session Name    | School            | District          |
| Sample Request       | Hagan Elem School | Williston Basin 7 |
| Session Instructions |                   |                   |
| Test                 |                   |                   |

Current Status

**SUBMITTED**

07/14/2026 8:51 AM

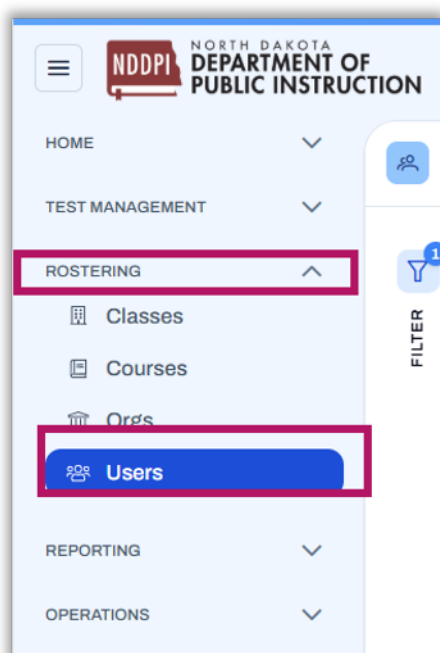
## Appendix N: How to Select Dynamic Text to Speech (DTTS) for a Reading Assessment

The purpose of this guide is to provide a step-by-step walkthrough for selecting DTTS as an accommodation for the reading interim assessment. DTTS can be assigned to provide audio for (1) reading assessment questions and response options or (2) reading assessment passages, questions, and response options.

**Note:** DTTS is automatically available to all students on mathematics assessments and does not need to be assigned as an accommodation.

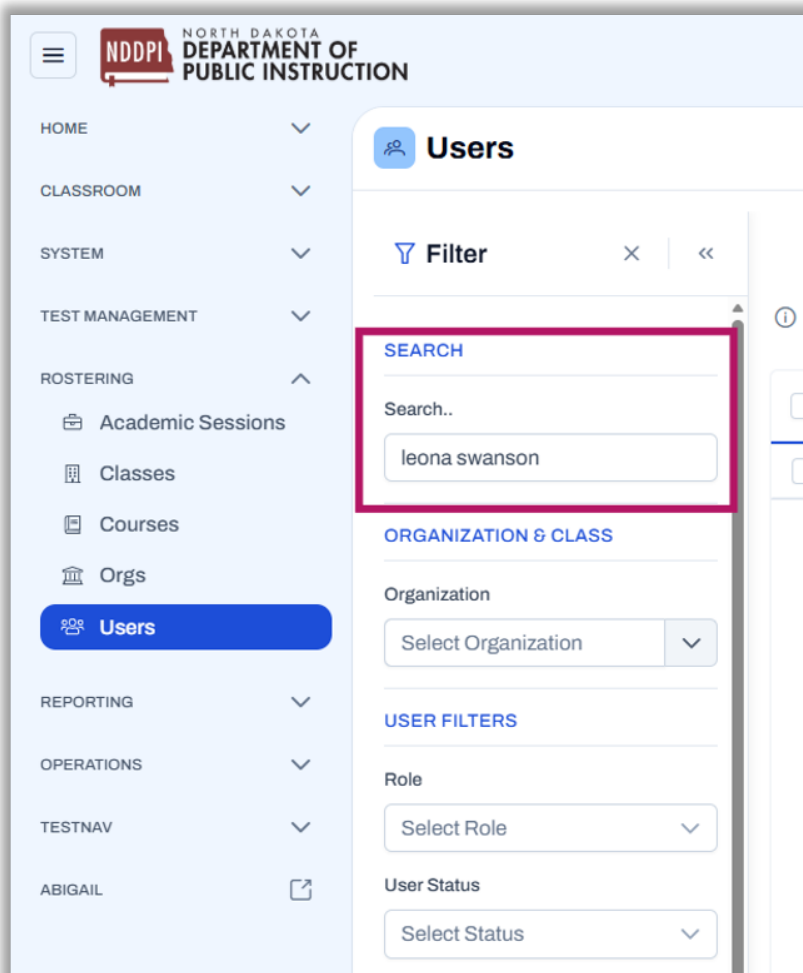
### Steps to Select DTTS as a Reading Accommodation

1. Select **Rostering** > **Users**.

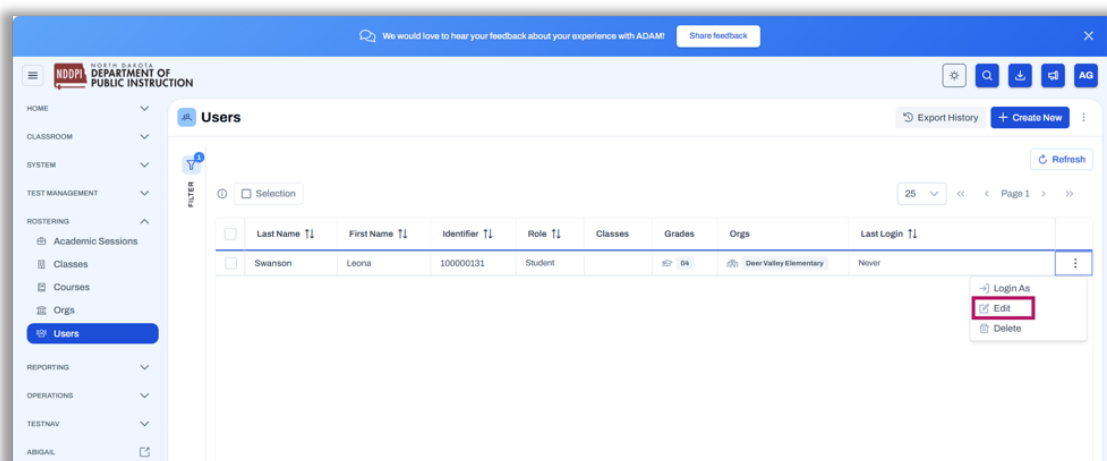


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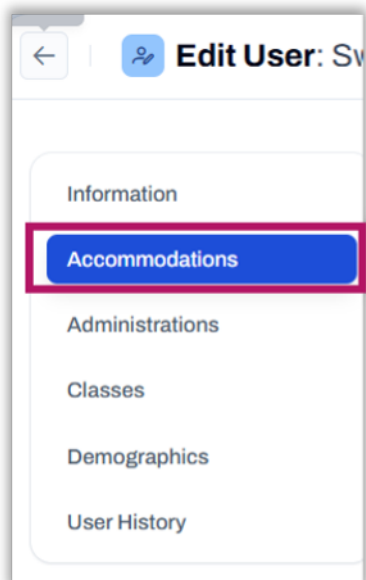
- From the **Role** dropdown, select **Student**. Scroll to locate the student's name or use the search function.



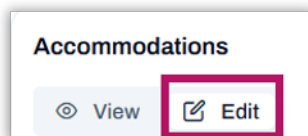
- Scroll to the right to select the **Edit** icon.



4. Select the **Accommodations** tab.

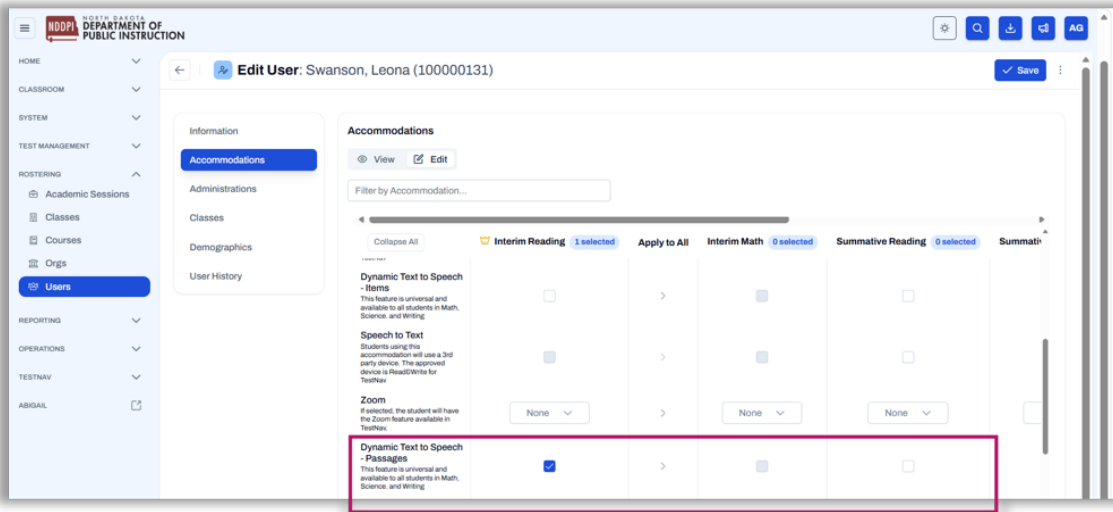


5. Select **Edit**.

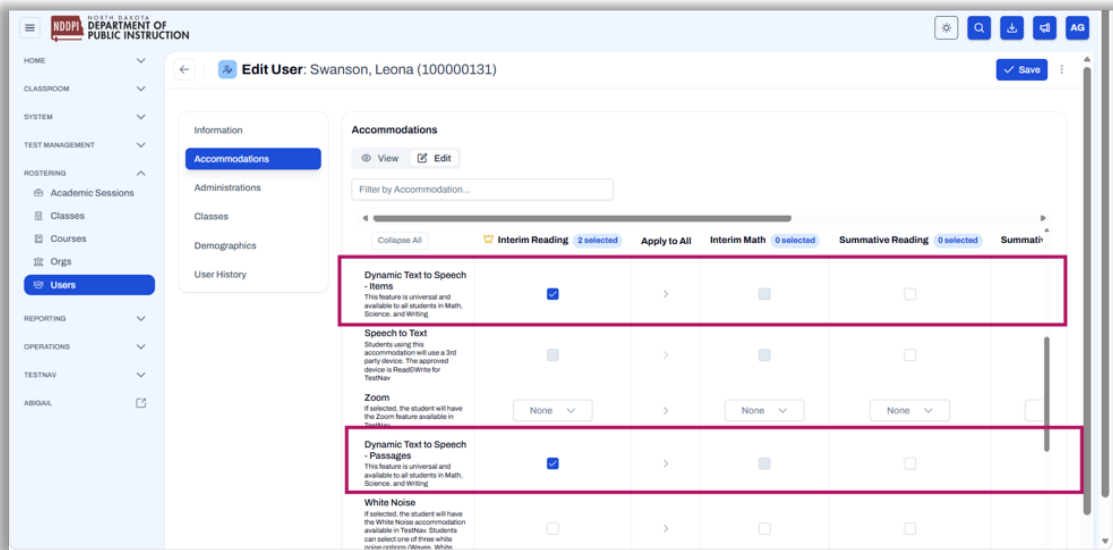


## ND A+ 2026-2027 Interim Assessment Test Administration Manual

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



7. Select the **Dynamic Text to Speech - Items** AND the **Dynamic Text to Speech - Passages** under reading for students that need both the passages and the items read. **Note:** Both DTTS options must be selected for passages to be read aloud. Selecting **Dynamic Text-to-Speech – Passages** alone will not provide DTTS for the passages.



8. Select **Save**.



## Appendix O: Speech to Text Student Interface

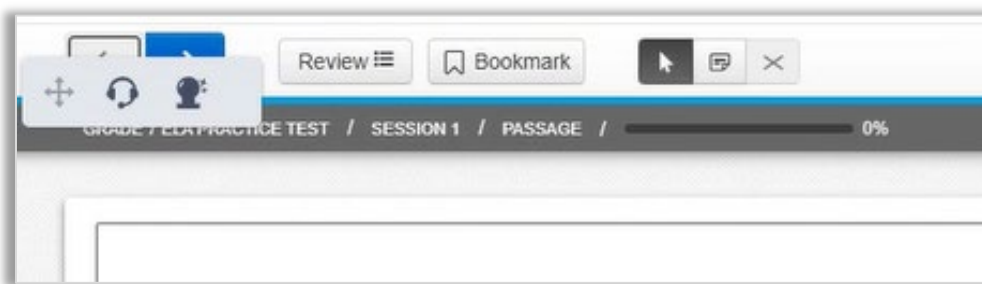
The functionality for students to use the Read&Write extension which enables Speech to Text is embedded within TestNav, the testing platform for students. Student who have been approved for the Speech to Text (STT) accommodation in their accommodations profile will have the option to select the extension before they begin testing.

**Please Note:** Speech to Text is not available as an embedded accommodation for Math as it is incompatible with certain item types such as equation editor.

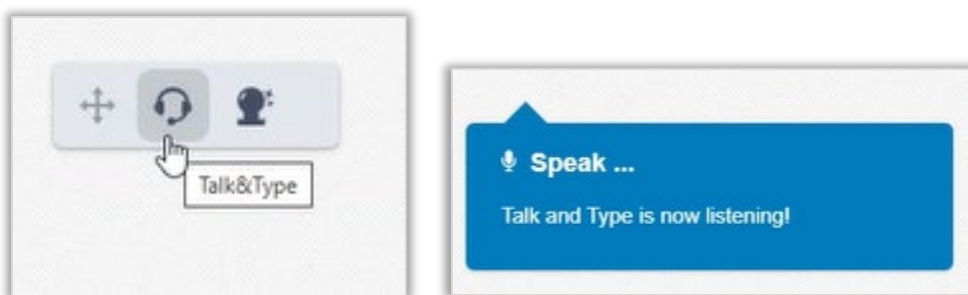
The student will log in to TestNav and provide their test code, name and SSID. See [Appendix I: Starting the Administration](#) for more information on logging in to TestNav.

### Using the Speech to Text Options in TestNav

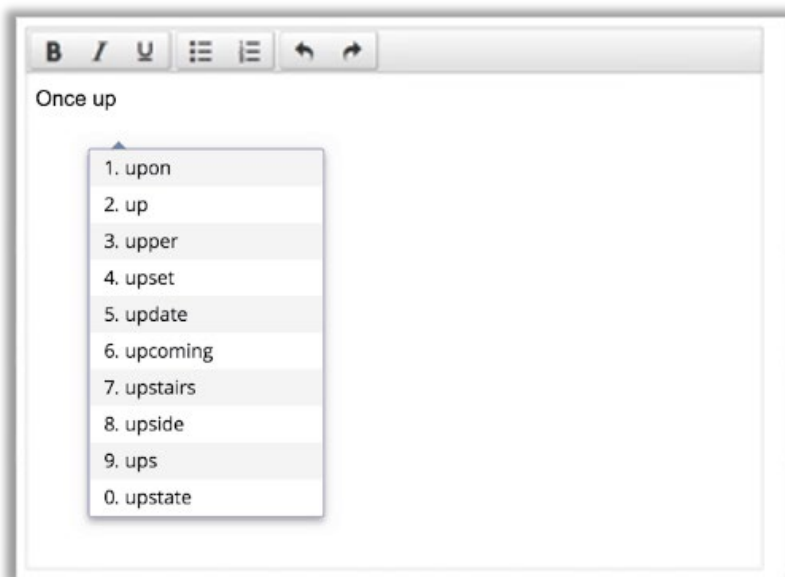
1. The Read & Write for TestNav tool will immediately appear for the student, in a mini-menu that can be dragged around the screen by using the “crosshairs” icon on the left.



2. The **Talk&Type** (Speech to Text) feature is identified by the headphone icon. To use the feature, students click the icon to turn it on and click it again to turn it off. Once enabled, a prompt appears allowing the student to speak their response.



3. **Word Prediction** is also available from the menu and is represented by the crystal ball icon. This feature can be used when students are working in a constructed-response or essay response field. As students begin typing, Word Prediction displays a list of suggested words that they can select from a drop-down menu. The suggested words are also read aloud to support the student's writing process.

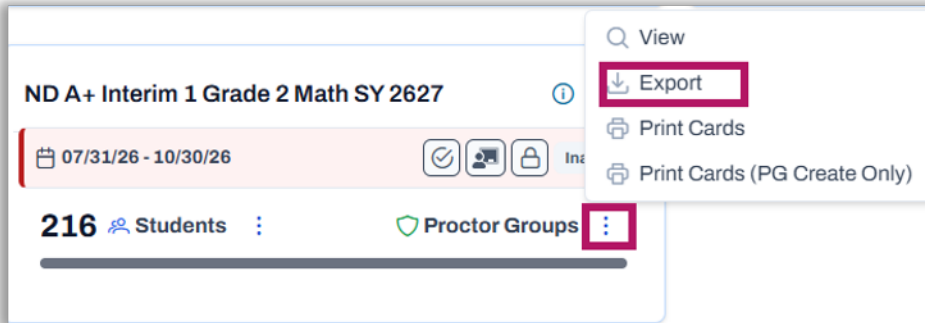


**Important Note:** In the Read&Write tool, the Talk&Type feature will stay on the screen throughout the test, in the form of captioned text at the bottom of the screen. It can be turned off by selecting the headphone icon to turn off the feature, or by switching to the Word Prediction feature.

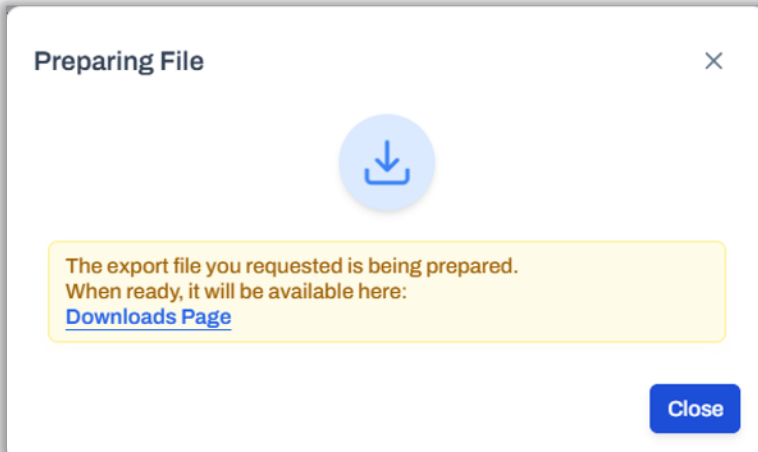
## Appendix P: Testing Status Extract

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

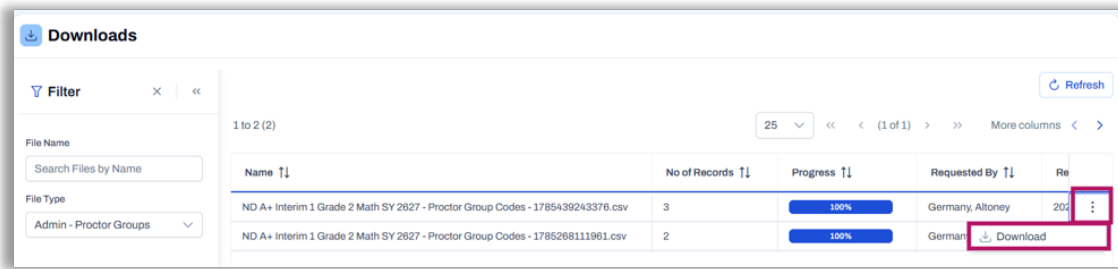
1. On the Administrations screen, locate the applicable administration card. Select the vertical ellipsis next to Students, then select **Export**.



2. In the pop-up window, select the **Downloads Page** hyperlink.



3. On the Downloads page, wait until the report status shows **Complete**. Select the vertical ellipsis, then select **download**.



4. The downloaded report will list all students associated with the administration, along with their grade, school, test status, accountability codes (non-participation codes), proctor group name/test code, and any assigned 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 Westbridge 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 Q: 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 Site Admin/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.

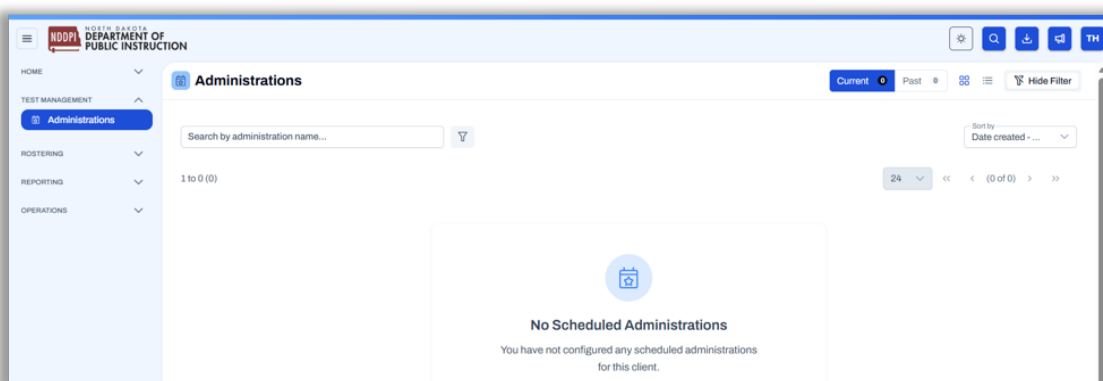
## Appendix R: How to Print a Paper Form and Transcribe the student responses into TestNav

The purpose of this appendix is to provide a step-by-step process for a District Admins, Site Admin/School Coordinators, and proctors or teachers to print a paper test form and transcribe student responses into TestNav. District Admins, Site Admin/School Coordinators, and teachers can print the paper form from the Proctor Dashboard in ADAM. After the student completes the paper form, the student's responses are entered into TestNav using the student's test information. **Note:** Please verify that the student has the "Paper" accommodation assigned before you proceed.

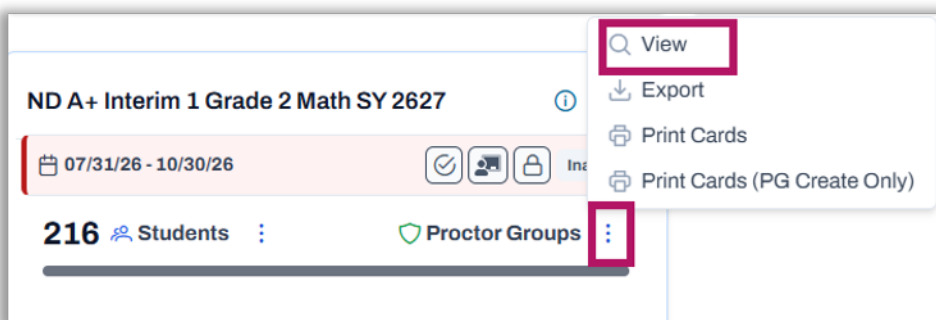
### Printing the Paper Form:

#### District Administrators and Site Admin/School Coordinators

1. Navigate to **Test Management > Administrations**.

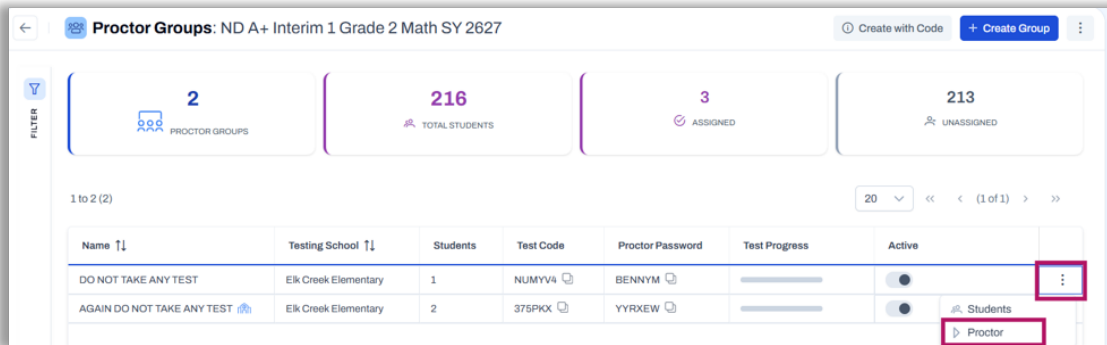


2. On the Administrations screen, locate the applicable test. Select the vertical ellipsis, then select **View**.

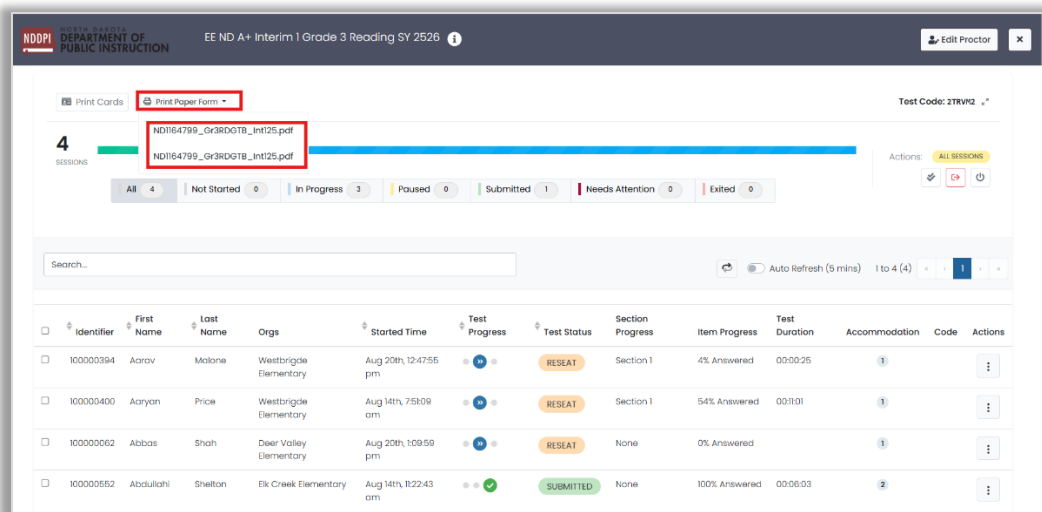


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3. Locate the appropriate proctor group and select the vertical ellipsis. Select **Proctor**.



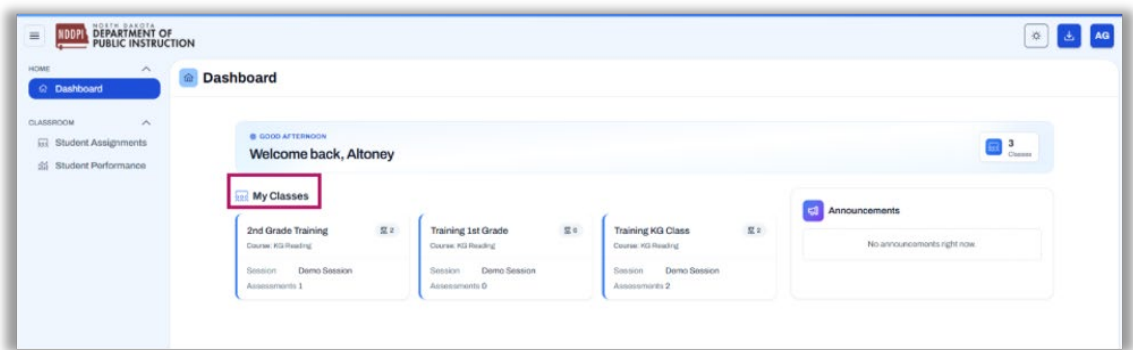
4. The Proctor Dashboard will open. Under the Actions area, locate the printable paper form. Select the form to download it, then print the form.



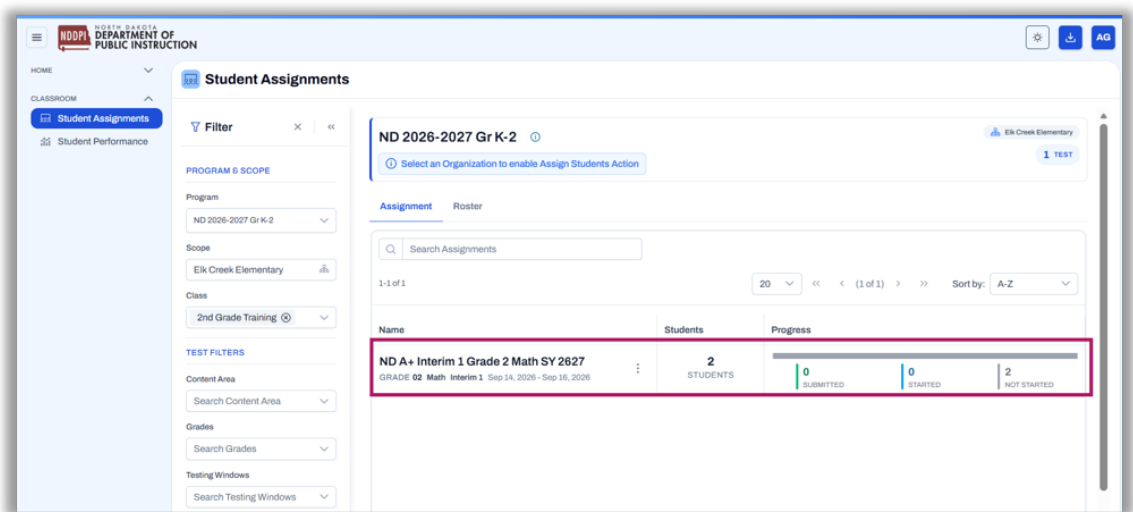
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Teachers

- 1. Navigate to **My Classes**, then select the applicable class.



- 2. Select **Administration** option, then select the applicable test.



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

Assignment Details: ND 2026-2027 Gr K-2

ND A+ Interim 1 Grade 2 Math SY 2627

Grade: 02 Math Interim 1  
Jul 31, 2026 - Oct 31, 2026

2 STUDENTS

Session Status

2 TOTAL 0 SUBMITTED 0 STARTED 2 NOT STARTED

Score Status

0 SCORING COMPLETE 0 TOTAL SCORE PENDING

Search Students

Refresh

1 to 2 (2)

| Student         | Test Progress | Form                                | Accommodations |
|-----------------|---------------|-------------------------------------|----------------|
| Lawson, Aled    | 3             | Grade 2 Math - 26MA2021NDONEN010101 |                |
| Tucker, Spencer | 3             | Grade 2 Math - 26MA2021NDONEN010101 |                |

4. The Proctor Dashboard will open. Under the Actions area, locate the printable paper form. Select the form to download it, then print the form.

EE ND A+ Interim 1 Grade 3 Reading SY 2526

Print Cards Print Paper Form

Test Code: 2TRVP2

4 SESSIONS

ND1164799\_Gr3RDGTB\_int125.pdf

ND1164799\_Gr3RDGTB\_int125.pdf

All 4 Not Started 0 In Progress 3 Paused 0 Submitted 1 Needs Attention 0 Exited 0

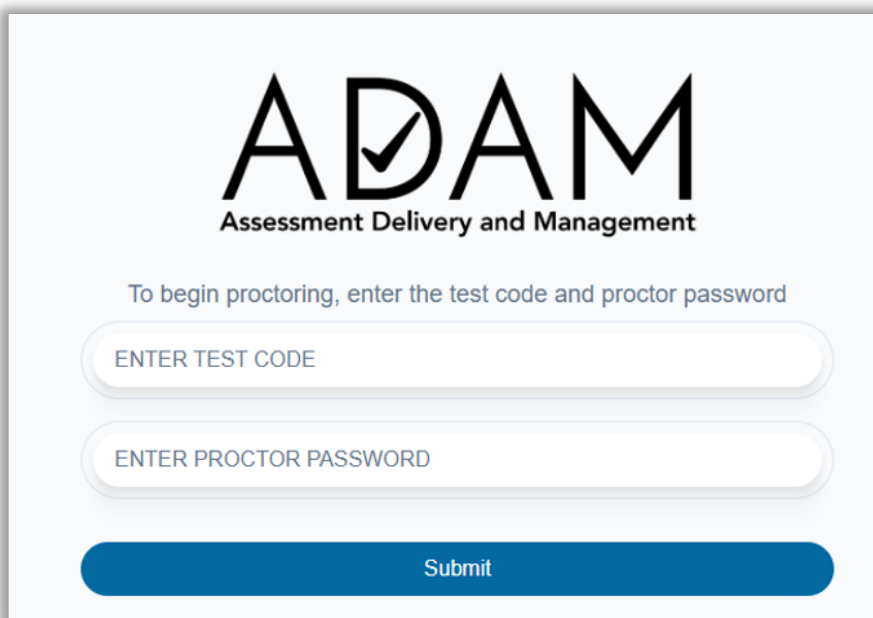
Search...

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    | Westbridge Elementary  | Aug 20th, 12:47:55 pm | 100%          | RESEAT      | Section 1        | 4% Answered   | 00:00:25      | 1             |      |         |
| 100000400  | Aaryan     | Price     | Westbridge Elementary  | Aug 14th, 7:51:09 am  | 100%          | RESEAT      | Section 1        | 54% Answered  | 00:11:01      | 1             |      |         |
| 100000062  | Abbas      | Shah      | Deer Valley Elementary | Aug 20th, 1:09:59 pm  | 100%          | RESEAT      | None             | 0% Answered   |               | 1             |      |         |
| 100000552  | Abdullahi  | Shelton   | Elk Creek Elementary   | Aug 14th, 11:22:43 am | 100%          | SUBMITTED   | None             | 100% Answered | 00:08:03      | 2             |      |         |

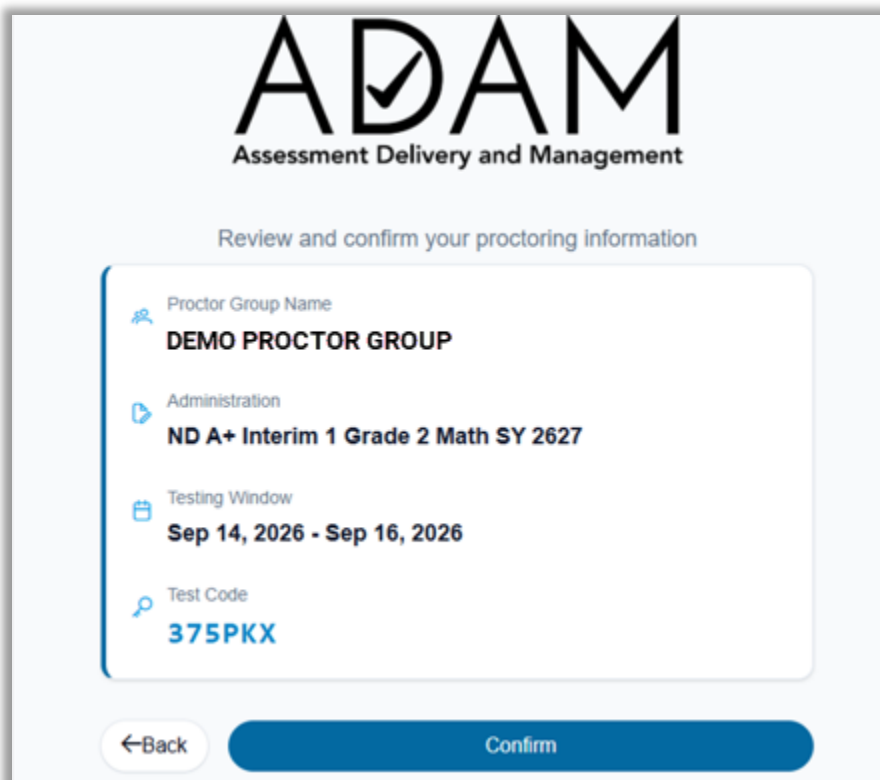
## Proctors

1. Navigate to [ADAM To Proctor A Test](#). Enter the test code and proctor password.



The image shows the ADAM (Assessment Delivery and Management) login interface. At the top, the logo 'ADAM' is displayed with a checkmark inside the 'D', and the text 'Assessment Delivery and Management' below it. Below the logo, a message reads: 'To begin proctoring, enter the test code and proctor password'. There are two input fields: 'ENTER TEST CODE' and 'ENTER PROCTOR PASSWORD'. At the bottom, there is a blue 'Submit' button.

2. Confirm the test to be administered, then select **Confirm**.



The image shows the ADAM (Assessment Delivery and Management) confirmation interface. At the top, the logo 'ADAM' is displayed with a checkmark inside the 'D', and the text 'Assessment Delivery and Management' below it. Below the logo, a message reads: 'Review and confirm your proctoring information'. There is a box containing the following information:

- Proctor Group Name: **DEMO PROCTOR GROUP**
- Administration: **ND A+ Interim 1 Grade 2 Math SY 2627**
- Testing Window: **Sep 14, 2026 - Sep 16, 2026**
- Test Code: **375PKX**

At the bottom, there are two buttons: a '←Back' button and a blue 'Confirm' button.

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- The Proctor Dashboard will open. Under the Actions area, locate the printable paper form. Select the form to download it, then print the form.

The screenshot shows the Proctor Dashboard interface. At the top, there's a header with the NDDPI logo and the text 'EE ND A+ Interim 1 Grade 3 Reading SY 2526'. Below the header, there are buttons for 'Print Cards' and 'Print Paper Form'. The 'Print Paper Form' button is highlighted with a red box. Below this, there's a section for '4 SESSIONS' with a progress bar and a list of sessions. The sessions are listed in 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 shows four sessions, with the last one being 'SUBMITTED'.

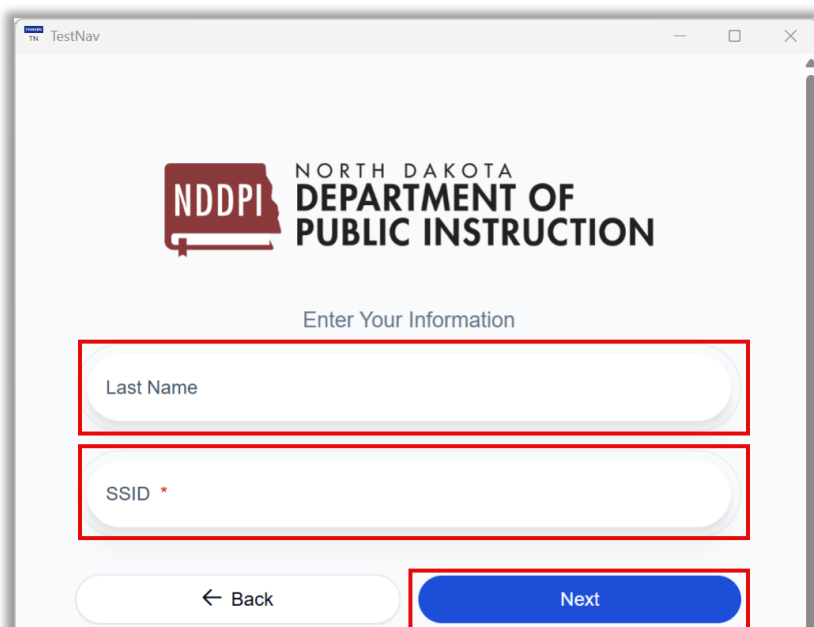
| Identifier | First Name | Last Name | Orgs                   | Started Time          | Test Progress | Test Status | Section Progress | Item Progress | Test Duration | Accommodation | Code | Actions |
|------------|------------|-----------|------------------------|-----------------------|---------------|-------------|------------------|---------------|---------------|---------------|------|---------|
| 100000394  | Aarav      | Malone    | Westbridge Elementary  | Aug 20th, 12:47:55 pm | 4%            | RESEAT      | Section 1        | 4% Answered   | 00:00:25      | 1             |      |         |
| 100000400  | Aaryan     | Price     | Westbridge 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, 1:09:59 pm  | 0%            | RESEAT      | None             | 0% Answered   |               | 1             |      |         |
| 100000552  | Abdulahi   | Shelton   | Elk Creek Elementary   | Aug 14th, 11:22:43 am | 100%          | SUBMITTED   | None             | 100% Answered | 00:05:03      | 2             |      |         |

### Transcribing Student Responses into TestNav:

- After the paper form has been printed and the student has completed the test, verify that the student has answered all questions. Open TestNav and use the test code displayed on the Proctor Dashboard.
- Enter the test code on the TestNav home screen, then select **Submit**.

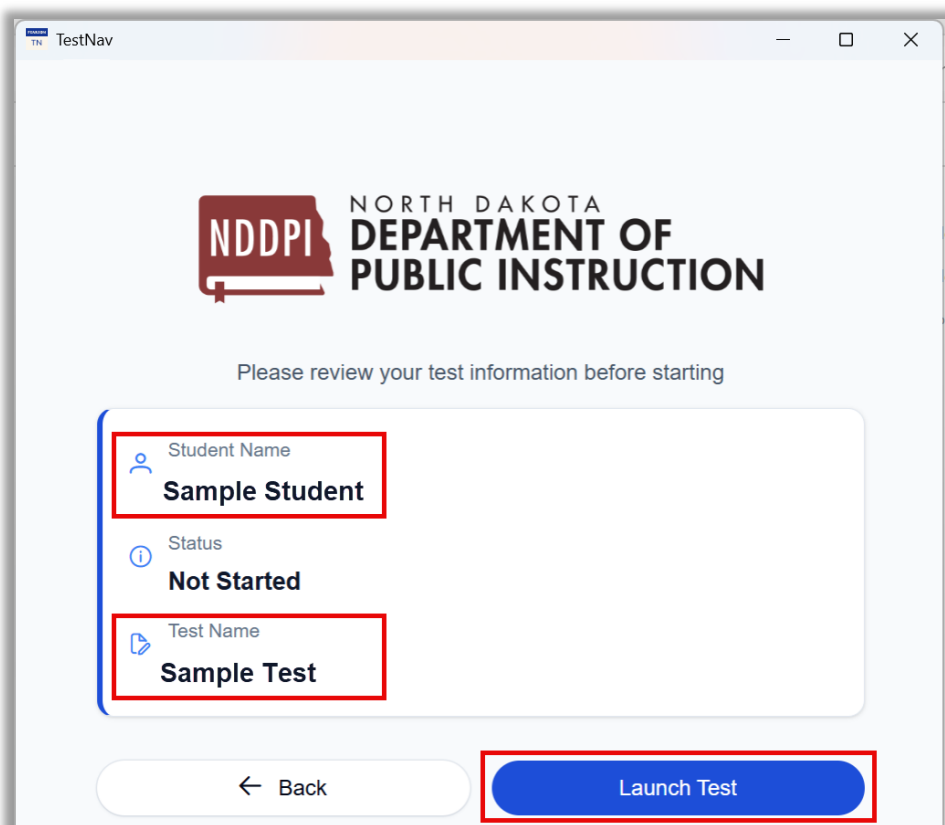
The screenshot shows the TestNav home screen. At the top, there's a header with the NDDPI logo and the text 'NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION'. Below the header, there's a message: 'To begin a test you will need to enter a test code'. Below this message, there's a text input field labeled 'Enter Test Code'. Below the input field, there are two buttons: 'Home' and 'Submit'. The 'Submit' button is highlighted with a red box. Below the buttons, there's a section titled 'Before you start' with three buttons: 'App Check', 'Check Microphone', and 'Check Audio'. At the bottom, there's a footer with the text '© 2019–2026 Pearson. All rights reserved. v2.0.414'.

3. Enter the student's last name and SSID, then select **Next**.



The screenshot shows the 'TestNav' application window. At the top is the NDDPI logo and the text 'NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION'. Below this is the heading 'Enter Your Information'. There are two input fields: 'Last Name' and 'SSID \*'. Both fields are highlighted with a red rectangular border. At the bottom, there are two buttons: a 'Back' button with a left arrow and a 'Next' button in blue. The 'Next' button is also highlighted with a red rectangular border.

4. Confirm that the test and student information are correct.



The screenshot shows the 'TestNav' application window. At the top is the NDDPI logo and the text 'NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION'. Below this is the heading 'Please review your test information before starting'. There is a list of information items, each with an icon and a label: 'Student Name' with a person icon, 'Status' with an information icon, and 'Test Name' with a document icon. The values for these items are 'Sample Student', 'Not Started', and 'Sample Test' respectively. Each item is enclosed in a red rectangular border. At the bottom, there are two buttons: a 'Back' button with a left arrow and a 'Launch Test' button in blue. The 'Launch Test' button is also highlighted with a red rectangular border.

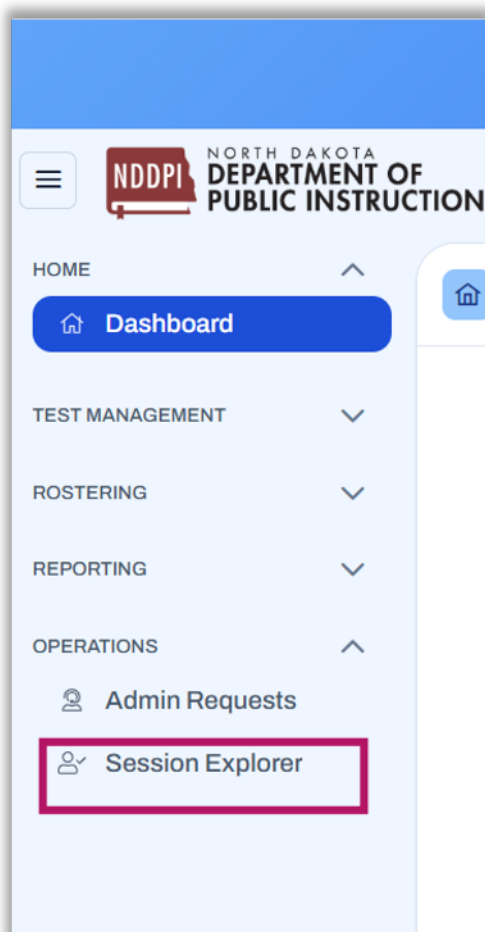
5. After confirming the information, select **Launch Test** to begin entering the student's responses. The paper form and the TestNav data entry form should be an exact match. Please note that the person entering the student responses cannot return to previously answered questions. Verify each response carefully before proceeding to the next question. If there is an issue confirming the student information or entering responses, contact the Site Admin/School Coordinator.
6. After all student responses have been entered, select **Submit Final Answers** to submit the test for scoring.

## Appendix S: 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.

**Note:** Session Explorer is available only to **District Administrators**. Users in roles below the district level will not have access to this feature.

1. Log in to ADAM (<https://ltr.adamexam.com/#/>). From the left-hand menu, navigate to **Operations > Session Explorer**.



2. 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 state student ID to demographic information.

 **Session Explorer**

 **Filter**





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

Student Search

Student Name or ID



Session Search

Session ID

TEST INFORMATION

Test Program

Program Name



Test Name

Test Name



Test Code

Type to search...

REPORT FILTERS

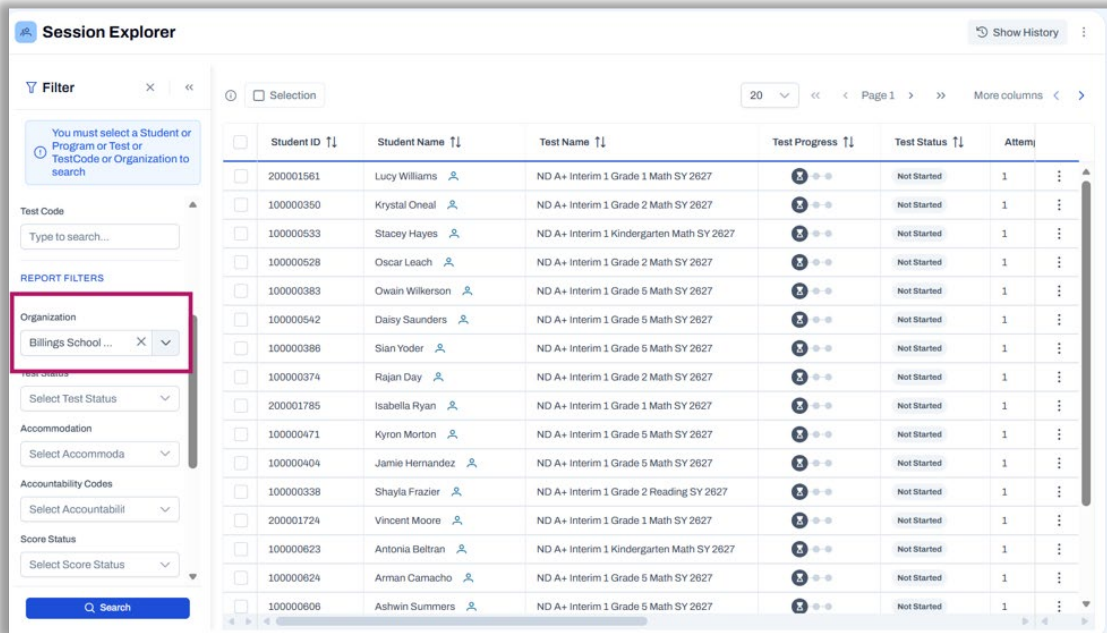
Organization



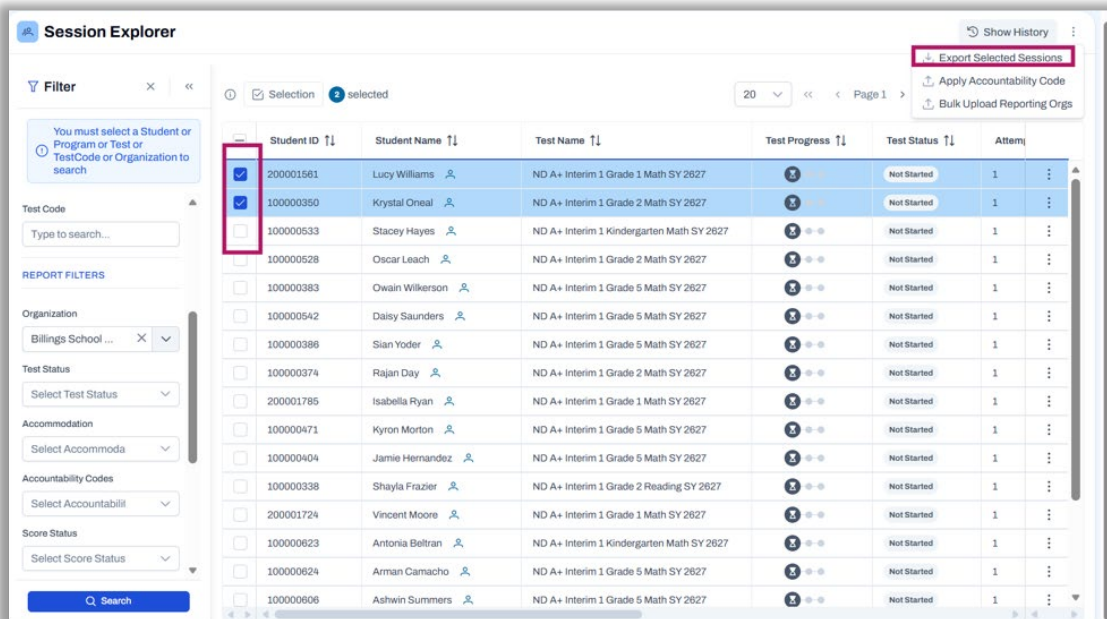
121

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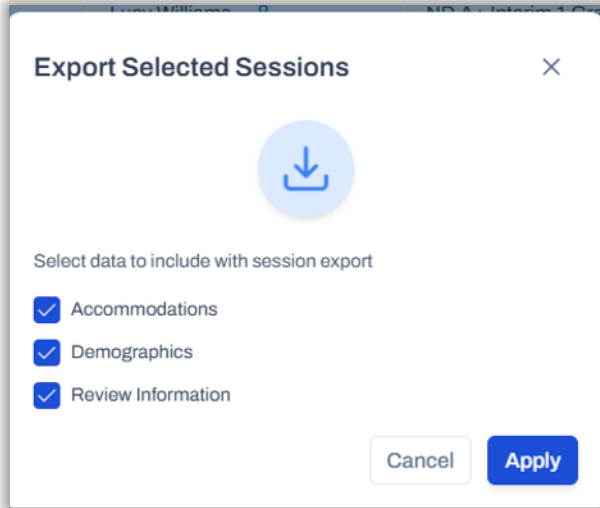
3. Make a selection of fields/filters to search for and select the **Search** button at the bottom. In this example, the organization was chosen as the search criteria. The results will appear in the center of the screen.



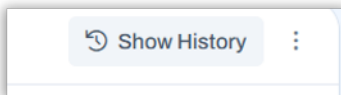
4. Use the checkboxes to select individual students for export or use the checkbox above the list to select the entire page of students or all students. Select the vertical ellipsis in the upper right to open a menu of options. Select **Export Selected Sessions**. This will generate a report that will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



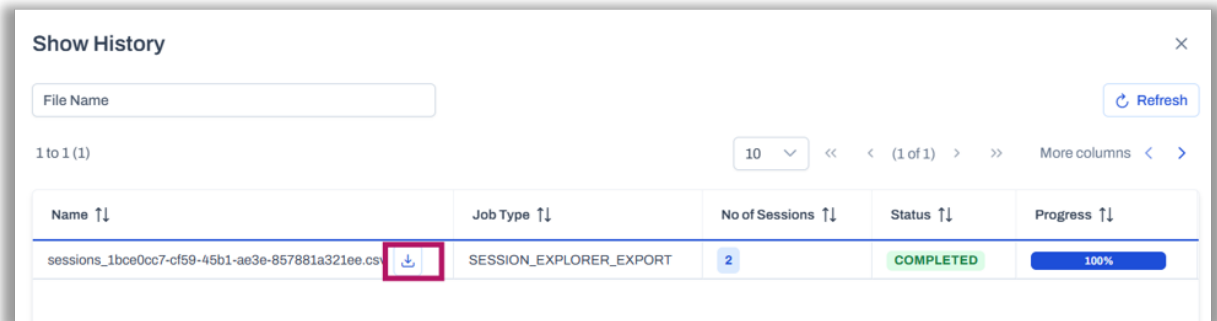
- In the Export menu, use the checkboxes next to each topic to select how much student data will be included in the exported file. In this example, all the information was selected. Select **Apply** to generate the export.



- Select **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**, select the **Download** icon to download the exported file.



## ND A+ 2026-2027 Interim Assessment Test Administration Manual

- 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_ShortID | SchoolID | Problem | Language | Modality | LevelID | Grade | Classroom | ProctorID | ProctorID_ShortID | EnrollmentID | EnrollmentID_ShortID | Reporting | TestName | ItemID | FormID | ItemID_Cat | ProgramID | TestCode | Section | TestID | SectionID | PlatformID | SectionID | PlatformID | SectionID | PlatformID | SectionID | PlatformID | SectionID | PlatformID | SectionID | PlatformID | SectionID | PlatformID |
| 2 | 00000000  | PIEZE    | CH               | PIEZE    | CH      | PIEZE    | CH       | PIEZE   | CH    | PIEZE     | CH        | PIEZE             | CH           | PIEZE                | CH        | PIEZE    | CH     | PIEZE  | CH         | PIEZE     | CH       | PIEZE   | CH     | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         |
| 3 | 00000000  | PIEZE    | CH               | PIEZE    | CH      | PIEZE    | CH       | PIEZE   | CH    | PIEZE     | CH        | PIEZE             | CH           | PIEZE                | CH        | PIEZE    | CH     | PIEZE  | CH         | PIEZE     | CH       | PIEZE   | CH     | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         | PIEZE     | CH         |

- 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.