



North Dakota A+ Summative Assessment Test Administration Manual

Spring 2025

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1.0 Overview/General Information

The North Dakota Department of Public Instruction (NDDPI) adopted the assessments known collectively as the North Dakota Academic Progression of Learning and Understanding of Students or ND A+ system of assessments. The ND A+ assessment system includes state-provided formative assessments (called Navy), interim assessments, and a statewide summative assessment. The North Dakota Content Standards serve as the foundation for the entire ND A+ assessment system, with all three of the assessments strongly aligned to the ND educational content 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+ Summative Assessment:

NDDPI supervises the development, implementation, and evaluation of the ND A+ Summative Assessment, the statewide summative assessment that measures student performance against the state's challenging content and achievement standards in select academic subjects and grades. The ND A+ Summative consists of general, criterion-referenced assessments for all students in grades 3-8 and 10 in English language arts/literacy and mathematics, and in grades 4, 8, and 10 in science. NDDPI administers all aspects of the ND A+ Summative Assessment, ensuring that each assessment meets rigorous program requirements for validity and reliability, inclusion, technical quality, and reporting.

1.1 About this Manual

This manual provides guidance and instructions applicable for the ND A+ Summative Assessment with sections delineated for before, during, and after test administration, as well as the testing policies and protocols that school and district personnel must follow related to test security and test administration. Policy and protocol information 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+ Summative 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. When administering the assessment to students, the proctor should utilize and follow the script (i.e., student directions that are read aloud during testing) for the test he or she is administering. All administration instructions are contained within each script.

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+ Summative Assessment, please contact your School Coordinator or NDDPI.

1.2 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.

School Admin/School Coordinator is the individual at the school level responsible for the overall coordination of test administration, monitoring the testing process, and resolving testing issues at a school. A School Coordinator can be a principal, vice principal, technology coordinator, counselor, or other staff member. If possible, a School Coordinator should be a person with non-instructional or limited instructional duties so that they can coordinate and monitor testing activity in the school. This individual is also responsible for all post-testing procedures. School Coordinators are accountable for ensuring that testing in their school is conducted in accordance with the test security and other policies and procedures described in the TAM.

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

Technology Coordinator is an individual at the school or district level who is responsible for setting up testing devices for computer-based testing. The School Coordinator must designate an individual who will be on-site to serve in this role during the administration.

1.3 Key Terms

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

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

ADAM – the assessment management platform

2.0 Testing Policies and Procedures

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

2.1 Security Policy

The administration of the ND A+ Summative Assessment is a secure testing event. All test items on the ND A+ Summative 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+ Summative 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 questions or reading passages during any breaks.
- Allow for talking or other disruptions that distracts students and compromises test security.
- Cause school achievement to be inaccurately measured or reported.

If a proctor or other school personnel believe that a security violation has occurred, that individual should alert the School Coordinator or District Administrator. All test security requirements of ND A+ Summative 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. Maintaining the security of test materials before, during, and after the test administration 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) are required to be returned immediately to the School Coordinator and placed in locked storage or destroyed. Secure materials are never to be left unsecured and are not permitted to remain in classrooms or be removed from the school's campus overnight. Materials should not be discarded in the trash but should be securely destroyed upon completion of the test session.

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

2.3 Test Security for Adult Viewing of ND A+ Summative Assessment

As stipulated in North Dakota Century Code 15.1-21-14. *Test - Availability for Viewing*, a school district must allow, upon request, any individual over the age of 20 to view any ND A+ Summative Assessment as soon as the test is in the possession of the school district.

To accommodate the state law for an individual over the age of 20 to view the ND A+ Summative Assessment, guidelines have been established to maintain the security and integrity of the assessment.

Note that the viewer must wait until at least the first day of the testing window before an operational assessment can be viewed, because this will be the first time the school district is in “possession” of the assessment. NDDPI encourages school districts to direct interested viewers to the Practice Tests that are available to the public prior to the testing window opening and do not require any special viewing guidelines. Although these Practice Tests contain only sample test items that do not actually appear on the operational state assessment, the Practice Tests may be satisfactory as a preview of the ND A+ Summative Assessment to potential viewers.

Since the ND A+ Summative Assessment is only available online, a school district that receives an appointment request to view the ND A+ Summative Assessment must set up an environment for online viewing within the district within five business days. Pearson will provide a demo student ID and record that can be used to access the online assessment for viewing. The following stipulations must be adhered to during the viewing appointment:

- A qualified member of the public must schedule an appointment with a school administrator to view the ND A+ Summative Assessment at a location specified by the school district.
- The school administrator must contact NDDPI for assistance in setting up the viewing.
- The school district must provide a secure, supervised location for the viewer to see the assessment.
- Only one person at a time may view the ND A+ Summative Assessment at the scheduled location.
- A school official must accompany and oversee the assessment viewing. The school official must be present the entire time of the viewing.
- The viewing must be completed in one sitting. If the viewer leaves the room of the viewing, they must schedule another appointment if they wish to view the assessment any further.
- No computer, writing device, phone, paper, notepad, camera, or recording device may be brought into the location of the assessment viewing.
 - No discussion is permissible during the viewing.
 - The viewer may not take pictures, notes, or record any of the assessment.
- Any violation of the viewing guidelines must result in immediate termination of the viewing and should be reported to NDDPI.

2.4 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.

2.5 Proctor Test Administration Training

Every staff member involved in the administration of the ND A+ Summative Assessment is required to be trained on test security and administration procedures. Training should be provided annually at the local level by the school and/or district to ensure a standardized test administration and the best testing experience for students. It is imperative that all individuals participating in the administration of the ND A+ Summative Assessment preserve the integrity of test content and student data through strict adherence to the instructions and procedures contained in this manual.

District Administrators must complete an assurance each year prior to the beginning of the testing window certifying that all staff members involved in the ND A+ Summative Assessment administration have been thoroughly trained and meet the proctor certification guidelines below. The assurance form is located here: <https://tinyurl.com/NDTrainingConfirmation>. Proctors must complete the following:

- Reviewed and read the entire Test Administration Manual and will follow the policies and procedures set forth.
- Completed training on using the Assessment Delivery and Management platform (ADAM) and administering tests, including but not limited to:
 - Accessing the ND A+ Portal at [Home | ND A+ Portal](#)
 - Reviewing the Proctor Certification PowerPoint on the ND A+ Portal under Administration Resources > Summative Resources > Training > Proctor Certification PowerPoint. [ND A+ Spring 2025 Summative Proctor Certification Power Point](#)
 - Completing the [Proctor Training](#) course.
 - Exploring the student preparedness resources on the ND A+ Portal under the Practice Tests tab.
 - Student Readiness Tool
 - Practice Tests
- Familiar with the online support information about the online test management system, ADAM, and the online testing platform, TestNav. Refer to the following resources as you continue to prepare for administering the assessment:
 - [ND ADAM Online Support](#), and
 - [TestNav 8 Online Support](#)

Note: In the event of an audit or monitoring, District Administrators and School Coordinators must have documentation prepared showing all proctors completed training. This policy is approved by the NDDPI and updated as needed.

2.6 Participation

Any student enrolled in a summative-assessed grade level in a North Dakota public school, including virtual schools, is required by federal and state law to participate in the ND A+ Summative Assessment. Students are required to take academic achievement assessments in specific grades and subjects. Schools and districts are required to provide a testing opportunity for all students enrolled in a summative-assessed grade level at a school in their district at any point in time during the test window and to account for each student who is eligible to take an assessment.

Below is a list of possible situations that would exempt/remove students from the ND A+ Summative Assessment administration:

1. The student has an IEP that designates the North Dakota Alternate Assessment (NDAA) be taken in lieu of the ND A+ Summative Assessment. The student would then be required to take the NDAA.
2. An exemption is given to a student who has been in the United States for less than one year and is an English Learner unable to adequately comprehend the English Language. This would exempt the student from the ELA (Reading and Writing) assessments.
3. A significant medical condition or emergency that was the cause for the student not being able to participate.
4. Foreign Exchange students are exempt from the participation requirements. Foreign Exchange students may, but are not required, to participate in the ND A+ Summative Assessment.
5. The [Parental Directive](#) opt out is utilized. While students in these situations are exempted from state law for testing, it does not exempt the student from counting in the district/school participation rate. Parental directives or opt-outs are not a federally allowed exemption and are included in the number of non-participants that NDDPI must report to the US Department of Education for federal accountability.

Please note: For homeschool students requesting to participate in testing, please reach out to NDDPI at least three days before the student is expected to test so the student's information can be added to LaunchPad and ADAM.

2.7 Calculator Policy

Mathematics

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

Students in grades 6, 7, 8, and 10 taking an online test will use a calculator embedded in the online testing platform, TestNav. Students are provided with two calculator options in each grade. In grades 6 and 7, students can use the Desmos Four Function calculator and the Five-Function calculator, which includes addition, subtraction, multiplication, division, and square root. Calculations are performed automatically as the student keys in the operation. Grade 8 students can use the Desmos Scientific Function calculator and the Scientific calculator. These comprehensive calculators perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically. Grade 10 students can use the Desmos Graphing calculator and the TI

Graphing calculator. 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.

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 in grades 6 and 7 will use a basic calculator, students in grade 8 will use a scientific calculator, and students in grades 10 will use a graphing calculator (all described in the paragraphs above). Since external handheld graphing calculators are programmable, there is potential for a security breach. Therefore, all programmable calculators must be set to TEST mode during testing sessions.

The following are types of calculators that are prohibited:

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

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

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

Science

Students in grades 4, 8, and 10 taking an online science test will use a calculator embedded in the online testing platform, TestNav. Students are provided with two calculator options in each grade. In grade 4, students can use the Desmos Four Function calculator and the Four-Function calculator. In grade 8, students can use the Desmos Four Function calculator and the Five-Function calculator. In grade 10, students can use the Desmos Scientific calculator and the Scientific calculator. For the paper/pencil test, students may use a calculator when needed and have it available throughout the test. Students in grades 4 and 8 will use a basic calculator and students in grade 10 will use a scientific calculator.

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+ Summative Assessment testing window is March 17, 2025, to May 9, 2025. Testing may be scheduled and occur at any time within the test administration window.

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 ELA tests (reading and writing) and mathematics tests prior to science.

The ND A+ Summative Assessment is an untimed test. As a newly developed statewide test that has not been administered yet, specific testing time guidance for the spring 2025 administration of the ND A+ Summative Assessment is unable to be provided. Given the assessment design, however, it is anticipated that the testing times will be similar to the NDSA. As an approximation for now, schools and districts may use the NDSA past estimations and same times as last year for logistical planning purposes. In future years, more specific guidance about the ND A+ Summative Assessment testing times will be provided.

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 establish procedures to maintain a quiet, distraction-free testing environment throughout testing. A *TESTING—Please Do Not Disturb* sign may be placed outside the testing room. If possible, please do not broadcast announcements and class bells or signals during the testing session.

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, must 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. The verbatim student directions are provided in section 11.0 Scripted Directions for Test Administration.

3.3 Scratch Paper

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

3.4 Testing Incidents

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

Testing Violations

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

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

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

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

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

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

Test Irregularities

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

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

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

Interrupted Tests

If a student is interrupted and has completed only part of a test when the testing window concludes, the student may not receive a score if they did not achieve attemptedness rules noted in section 15.0 Attemptedness and Scoring

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 K: Incorrect Accommodations if a student started testing and is missing a required accommodation and Appendix J: Reseating Students on how to reseat the student in the proctor dashboard so the student can test with the correct accommodation(s).

Loss of Connectivity

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

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

Device Failure

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

Resume a Test

If a student has something occur that interrupts their test taking such as computer issues, session timeout, unexpected errors, exiting of TestNav, etc., the student will need to be reseated. Reseating will allow the student to re-enter their test code and student ID number to resume their assessment session. Refer to Appendix J: 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: Submitting a Session Request for Reset. NDDPI makes the final decision on whether to approve the requested test invalidation. School Coordinators can track the status and final decisions of requested test invalidations in ADAM.

Reset a Test

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

Invalidate a Test

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

4.0 Test Staff Roles and Responsibilities

4.1 Proctor Eligibility

Who May Act as a Proctor

Current educators, school administrative or clerical employees, student teachers, paraprofessionals, substitute teachers, etc. may be selected as proctors if they receive proper training related to the ND A+ Summative Assessment. The district must ensure that testing staff have been trained in test administration of ND A+ Summative Assessment, test security, and meet the proctor certification guidelines as outlined in section 2.5 Proctor Test Administration Training.

Who May Not Act as a Proctor

Volunteers and students may not act as testing staff.

4.2 Relatives

If a relative (spouse, sibling, child, stepchild, niece, nephew) or person under your guardianship is testing at your site, you must abide by the following guidelines.

- All supervisory responsibilities must be delegated to qualified personnel on the day on which the student is testing.
- You may not access secure test materials prior to the test day, and you may not access the student's test materials prior to, during, or after testing.
- You may not serve as a teacher or proctor in the test room in which the student is testing.



4.3 Staff Tasks and Responsibilities

Task	District Administrator	School Coordinator	Proctor
Create user accounts in ADAM			
Create district level users in ADAM			
Ensure technical readiness for District	/		
Work with Technology Coordinator to prepare all testing devices	/	/	/
Install necessary software, including TestNav	/	/	
Troubleshoot technical issues during the test administration window	/	/	
Coordinate accommodation assignments	/	/	
Oversee test session management (e.g., including preparing and starting sessions, and printing student test tickets)	/	/	/
Coordinate issue resolution	/	/	
Ensure testing personnel abide by the testing policies and procedures	/	/	
Complete post-test activities in ADAM	/	/	/
Apply accountability (participation) codes to student tests	/	/	
Assist with proctor group creation if needed, as directed by District Administrator	/	/	/
Download and print any necessary accommodated assessments (standard paper, large print, Braille, human reader companion books)	/	/	/
Print and distribute student testing tickets	/	/	/
Help students log in to TestNav, as necessary	/	/	/
Monitor testing progress and student testing behavior	/	/	/
Ensure students correctly log out of TestNav	/	/	/

District Administrator/District Test Coordinator Responsibilities

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

School Admin/School Coordinator Responsibilities

School Coordinators are responsible for the following tasks:

- Work with Technology Coordinator to prepare all testing devices.
- Oversee and coordinate accommodation assignments.
- Oversee test session management.
- Coordinate issue resolution.
- Ensure testing personnel abide by the testing policies and procedures.
- Complete post-test activities in ADAM.
- Access on-demand reports.

Technology Coordinator Responsibilities

Technology coordinators are responsible for the following tasks:

- Ensure testing devices meet all requirements for online testing.
- Install necessary software, including TestNav.
- Prepare administrator and student testing devices.
- Troubleshoot technical issues during the test administration window.
- Communicate with testing administrator about the status of any technical issues.

Proctor Responsibilities

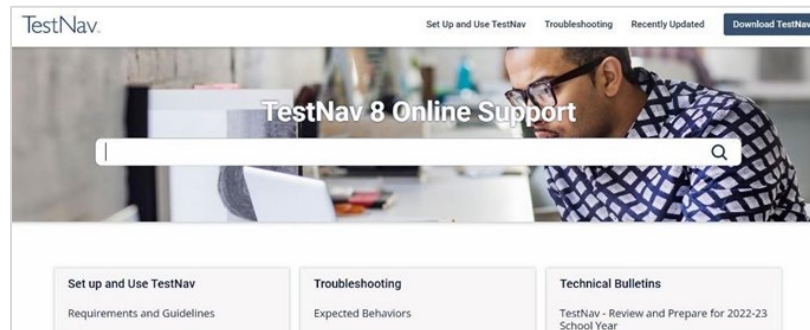
Proctors are responsible for the following tasks:

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

5.0 Preparing for Testing – Technology

5.1 ADAM and TestNav

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



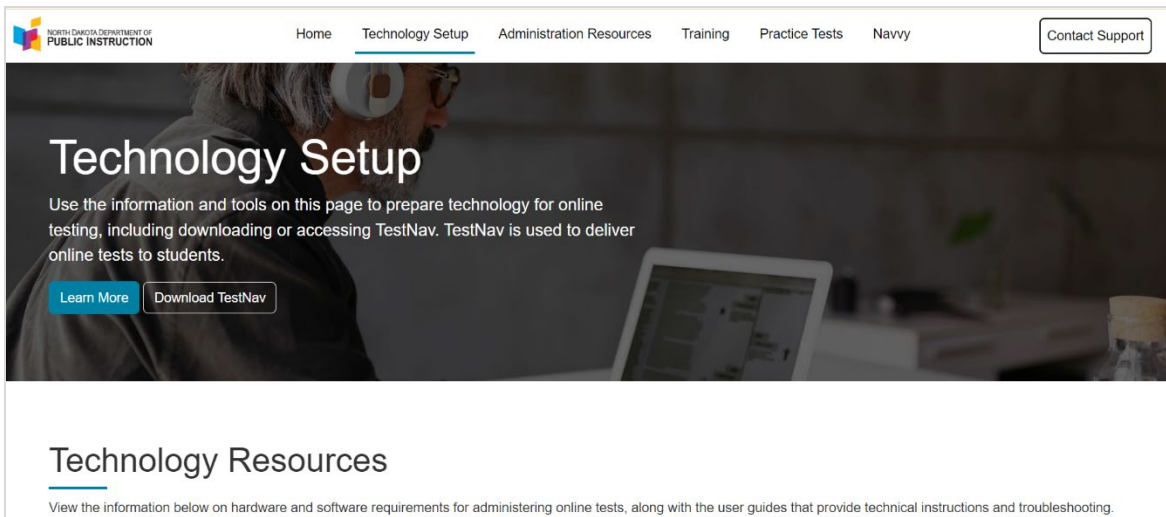
5.2 Technical Requirements

- Schools must ensure that the technical requirements for ADAM and TestNav are met for the computers that you will use for testing. Information about requirements can be found at the following location: [Technology Setup | ND A+ Portal](#)
- It is highly recommended that students or school technical support complete the App Check prior to the beginning of testing to minimize technical issues during testing. The steps to run the App Check can be found in Appendix B: Running an App Check on Devices.

5.3 Devices Checks

- Ensure that each device students will use is able to support ND A+ Summative Assessment testing.
 - Check local configuration, including bandwidth.
 - Ensure that the up-to-date TestNav app is downloaded onto your students' computers. The app can be found on the [TestNav Downloads](#) site.
 - You can find information about system requirements on the [TestNav System Requirements](#) site.
 - Ensure that keyboards and headphones are in working order.
- Contact the Pearson Help Desk at 888-293-0318 or use the online support form with any technical questions.

- Find more information about site readiness on the ND A+ Technology Setup page.



Home Technology Setup Administration Resources Training Practice Tests Navy Contact Support

Technology Setup

Use the information and tools on this page to prepare technology for online testing, including downloading or accessing TestNav. TestNav is used to deliver online tests to students.

[Learn More](#) [Download TestNav](#)

Technology Resources

View the information below on hardware and software requirements for administering online tests, along with the user guides that provide technical instructions and troubleshooting.

5.4 Test Device Management

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

- Turn off or disable any management software that would allow secure test content on the student's testing device to be viewed by any other device (i.e., LanSchool, NetopVision, Hapara).
- Close all software applications such as internet browsers; cameras; screen capture programs; email; instant messaging; media players (such as iTunes); and printing capability.
- Turn off Automatic Application Launching.
- TestNav must be the only application running on a student's device during the test. If a student attempts to use another application or if the computer automatically launches an application, TestNav will exit the student's testing session.
- Disable common automatic launching software including anti-virus software; screen savers; email notifications; calendar notifications and software update notifications.

6.0 Preparing for Testing - ADAM

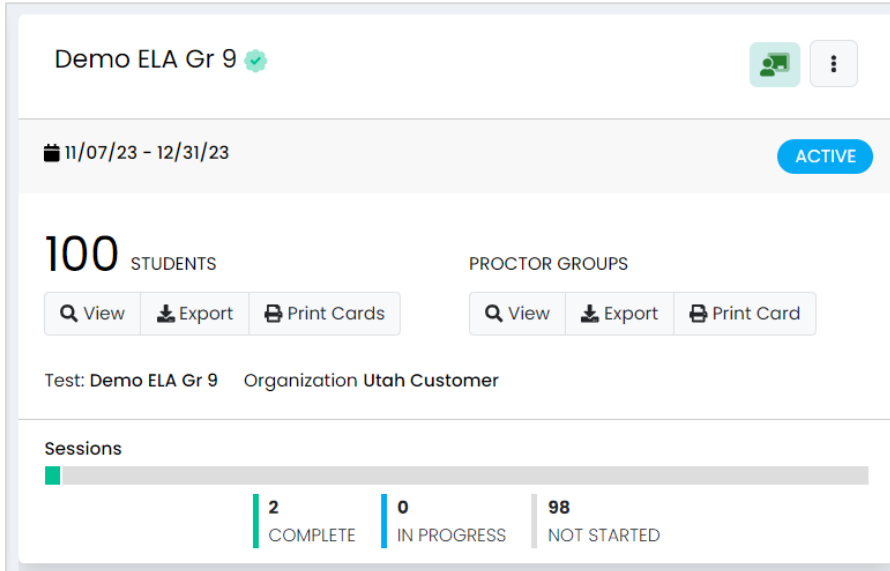
Prior to the online test administration, schools must complete the following procedures:

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

6.1 Test Administrations

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

The test administration cards include the following information:



Demo ELA Gr 9 ✓

11/07/23 - 12/31/23 ACTIVE

100 STUDENTS PROCTOR GROUPS

View Export Print Cards View Export Print Card

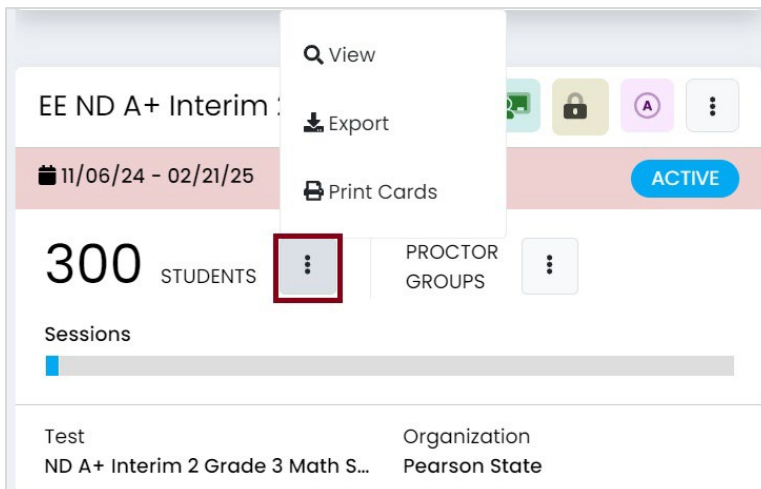
Test: Demo ELA Gr 9 Organization Utah Customer

Sessions

2	0	98
COMPLETE	IN PROGRESS	NOT STARTED

- 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



EE ND A+ Interim

11/06/24 - 02/21/25 ACTIVE

300 STUDENTS PROCTOR GROUPS

View Export Print Cards

Sessions

Test ND A+ Interim 2 Grade 3 Math S... Organization Pearson State

Student Count

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

Student View

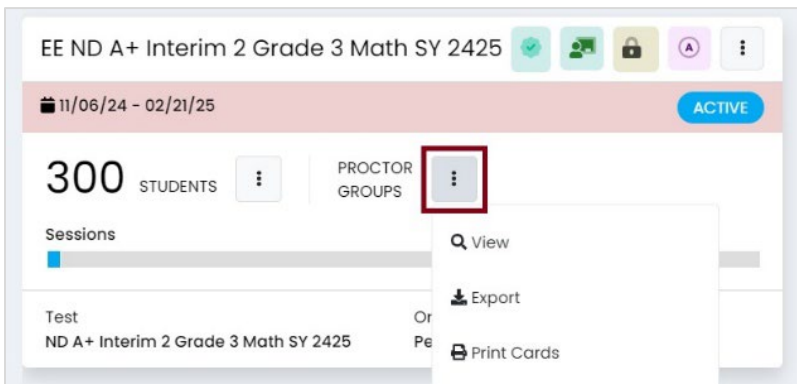
View is a list of students who are eligible in your organization. This number will change if students are added to ADAM or if students move to different grades or tests.

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

Student Export

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

6.3 Proctor Counts and Groups



EE ND A+ Interim 2 Grade 3 Math SY 2425

11/06/24 - 02/21/25 ACTIVE

300 STUDENTS

PROCTOR GROUPS

Sessions

Test ND A+ Interim 2 Grade 3 Math SY 2425

Or Pe

View

Export

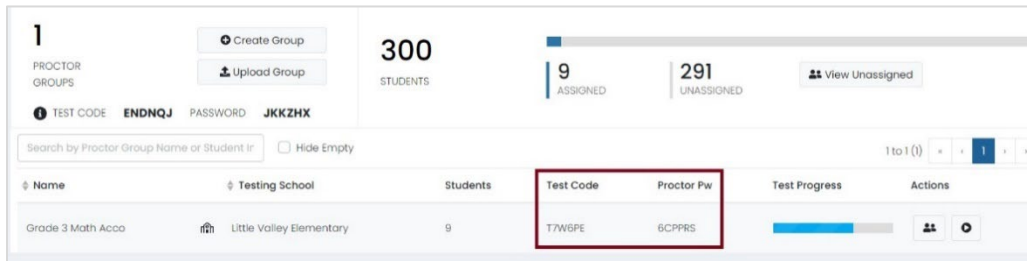
Print Cards

Proctor View

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

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

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



1 PROCTOR GROUPS



Create Group Upload Group

300 STUDENTS

9 ASSIGNED 291 UNASSIGNED View Unassigned

TEST CODE ENDNQJ PASSWORD JKKZHX

Search by Proctor Group Name or Student ID Hide Empty 1 to 1 (1)

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Grade 3 Math Acco	Little Valley Elementary	9	T7W6PE	6CPPRS	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>	 

Proctor Export

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

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

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

To access the Proctor 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 is needed. Schools have three options for creating proctor groups. Directions to create proctor groups are in Appendix D: Creating Proctor Groups.

Option 1: School Coordinators create the proctor groups and add students to the groups.

As the School Coordinator, you can create the proctor groups in advance of testing. Once the proctor group for a given test has been created, you can provide the test code and proctor password to the proctor of this group.

In addition to creating the proctor group, you can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups you are creating. If you pre-assign students to the proctor group, when you print the student test tickets the test code and the student's ID will be on the card.

If you do not pre-add students to the proctor group, then the student test ticket will contain the student's ID and name, and the test code will be provided by the proctor.

Option 2: Proctors create proctor groups

As the School Coordinator, you can choose to let the proctors create their proctor groups. Provide the "create proctor group test code" and proctor password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. The log in process will ask the proctor to create their own proctor group which will generate a new test code. The proctor will give the new test code to the students for them to log into the test.

Option 3: Teachers create proctor groups from their classes

As a teacher, if you are assigned classes in ADAM, you can create proctor groups for those classes. You wouldn't need a School Coordinator or District Administrator to create a proctor group. NOTE: The students are not added in the proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code, they will be pulled into the teacher proctor group.

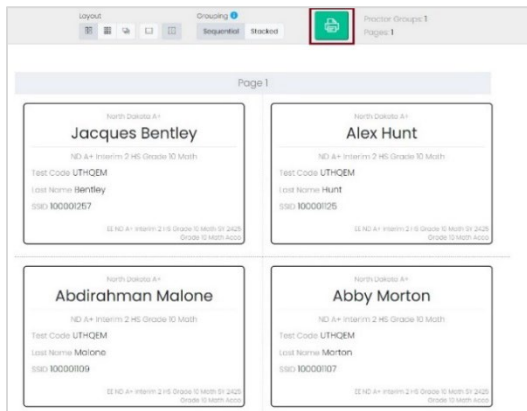
7.2 Student Testing tickets

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

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

<p>North Dakota A+</p> <p>Robert Acevedo</p> <hr/> <p>ND A+ Interim 2 Grade 3 Math</p> <p>Last Name Acevedo</p> <p>SSID 100000965</p> <p>EE ND A+ Interim 2 Grade 3 Math SY 2425 Grade 03</p>

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



The screenshot shows a software interface with a toolbar at the top containing icons for layout, printing, and navigation. Below the toolbar, there are four student test cards arranged in a 2x2 grid. Each card contains the following information:

- North Dakota A+**
- Student Name**
- ND A+ Interim 2 HS Grade 10 Math
- Test Code UTHQEM
- Last Name [Student Name]
- SSID [Student SSID]
- EE ND A+ Interim 2 HS Grade 10 Math SY 2425
Grade 10 Math A+25

Note: For students using a scribe to enter responses, even though the testing tickets are primarily utilized by students for online testing, they should still be printed for the use of the scribe to input answers in TestNav for students testing on paper.

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

8.0 Preparing for Testing – Student Preparation

8.1 Student Tutorial and Practice Tests

The Student Readiness Tool (SRT) is available for students to use to become familiar with the online tools they will have available in TestNav during the North Dakota A+ Summative Assessment. It is not an actual test.

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

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

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

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

It is recommended that students also take the Practice Tests specific to their grade and assigned subjects to become familiar with the types of questions they will see on the ND A+ Summative 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+ Summative Assessment offers accessibility support through universal features, designated features, and accommodations to ensure that all students can access, participate, and interact with the assessment. Supports can be offered as embedded (digitally-provided with test platform) and non-embedded (non-digitally or locally provided). Further information and guidance can be found in the [ND 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.

Embedded features should be assigned to students at least twenty-four hours prior to testing so the correct feature is ready when testing starts. To manually update a student’s embedded features 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, Writing, and Science	Students use this feature to hear generated audio. <i>Note: For all grades in Math, Writing and Science, voice must be installed to enable Dynamic Text to Speech (DTTS) for Spanish tests.</i>
Answer eliminator	Math, Reading, Writing, and Science	Students use this feature to cross out and visually eliminate answer choices that the student feels are incorrect.
Answer masking	Math, Reading, Writing, and Science	Students see a mask covering multiple-choice distractors, with the option to click to expose each individually. They can turn the tool on and off over each distractor or turn it on or off on the entire question.
Color contrast	Math, Reading, Writing, and Science	The student is able to adjust the text color and screen background color based on the student’s need.

Feature	Subject/Content Area Available	Information
Magnifier	Math, Reading, Writing, and Science	Students can enlarge the size of the text within TestNav.
Highlighter	Reading, Writing	A student can use this to highlight items, text, or response options.
Line reader masking	Math, Science	Helps the student to focus on specific parts of the item. The student can select and drag both handles to whatever size they need to show and hide as much of the item as they want to focus on, like a word or phrase.
Math reference sheets	Math	Formulas are provided in a resource page in grades 4-8 and 10.
Calculators	Math, Science	For calculator-enabled items, students can access two embedded digital calculators.
Rulers	Math, Science	Students can access a digital ruler for items requiring one.
Protractors	Math	Students can access a digital protractor for items requiring one.
Notepad	Reading, Writing	Students can use this feature as digital scratch paper to make notes.
Periodic Table	Science	Provided within the testing platform for any items that require its use.

Non-embedded Universal Features

Feature	Subject/Content Area Available	Information
Breaks	Math, Reading, Writing, and Science	A student can take breaks as needed to reduce cognitive fatigue.
Extended time	Math, Reading, Writing, and Science	There are no time limits on the ND A+ Summative Assessment.
Scratch paper	Math, Reading, Writing, and Science	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, decided upon at the school/district level, that aligns with their instructional experience. If the designated feature needed is embedded in the TestNav delivery system, educators are required to enable these by student, in the ADAM platform, prior to testing.

Embedded Designated Features

Feature	Subject/Content Area Available	Information
Spanish language translation	Math, Science	Spanish language assessments are available for students requiring this feature.
Zoom	Math, Reading, Writing, and Science	For students requiring this feature, they can zoom in and out on a test page by selecting the user dropdown and selecting the “+” and “-” buttons for 100%, 110%, 120%, 150%, 175%, 200%

Non-embedded Designated Features

Feature	Subject/Content Area Available	Information
Bilingual dictionary	Math, Writing, and Science	For students whose primary language is not English and who use dual-language supports in the classroom, use of a bilingual/dual-language, word-to-word dictionary may be appropriate.
Color overlay	Math, Reading, Writing, and Science	Transparent sheets or plastic devices placed over a piece of paper or computer screen to adjust color.
Human reader/American Sign Language	Math, Writing, and Science	Students can have the same test content read aloud/signed that is supported through audio in a computer-based version. If a human reader is selected, that person must have appropriate experience providing read-aloud or ASL support and must adhere to state policy or practice to ensure test security and ethical practices.
Separate setting	Math, Reading, Writing, and Science	Student tested in alternate setting.
Noise buffer	Math, Reading, Writing, and Science	A student can use noise buffers to minimize distraction or filter external noises during testing.
Native language translation	Math, Writing, and Science	A test administrator who is fluent in the student’s native language can translate test content.
	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.
 - On top of filling out the survey, Braille must also be denoted in the student profile (like other supports). The administration of a Braille assessment requires two devices: one used for proctoring and administering the assessment, and one used to login as the student in TestNav and enter student responses.
 - Braille booklets are considered secure documents. Pearson provides a mailing label to return the booklet once the student and proctor have finished and submitted the assessment.

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

Paper and large print paper test books are available to download from the proctor dashboard. If they have been selected in the accommodation profile for a student, they will be available to download in the following location:

Testing Information	Config Information	Actions
Test: ND A+ Interim 2 Grade 3 Reading Administration: EE ND A+ Interim 2 Grade 3 Reading SY 2425 Proctor Group: Grade 3 Reading Acco Testing School: Little Valley Elementary	Test Window: 11/06/24 – 02/21/25 Proctor Name: <input checked="" type="checkbox"/> a germany Kiosk Only: Yes	Test Code: 6ZEK72 Proctor Password: MUH7P <input type="button" value="Print Cards"/> <input checked="" type="button" value="Print ND A+ Interim 2 Grade 3 Reading Paper Form"/>

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 directions and items. Refer to Appendix N: How to Select Dynamic (DTTS) for a Reading Assessment outlining the process for selecting this accommodation.
Dynamic Text to Speech (DTTS) - Passages	Reading	Students use this feature to hear generated audio of passages. Refer to Appendix F: Updating Student Accommodations which outlines the process for selecting this accommodation.

Non-embedded Accommodations

Feature	Subject/Content Area Available	Information
Braille	Math, Reading, Writing, and Science	Students who are blind or have low vision may read text via braille. Tactile overlays and graphics also may be used to assist the student in accessing content through touch.
Human reader/American Sign Language	Reading	Students can have the same test content read aloud/signed that is supported through audio in a computer-based version. If a human reader is selected, that person must have appropriate experience providing read-aloud or ASL support and must adhere to state policy or practice to ensure test security and ethical practices.
Large Print	Math, Reading, Writing, and Science	<p>Students with visual impairments may not be able to use zoom or magnifying devices to access the test and may need a large-print version of their particular test form.</p> <p>If checked, the large print test book PDF will be available in the proctor dashboard for students requiring large print. A staff member will need to print the test book, provide it to the student to complete the test, and then enter the student responses into TestNav.</p>
Paper	Math, Reading, Writing, and Science	<p>The student takes a paper-and-pencil version of the test.</p> <p>If checked, the paper test book PDF will be available in the proctor dashboard for students requiring a paper test. A staff member will need to print the test book, provide it to the student to complete the test, and then enter the student responses into TestNav.</p>
Scribe	Math, Reading, Writing, and Science	Proctors may enter student responses into the TestNav app for a student who is unable to do so.



Speech to Text (STT)	Reading, Science and Writing	<p>The student uses an assistive technology device to dictate responses or give commands during the test.</p> <p>All assessment content should be deleted from the device after the test for security purposes. The directions for how the student interacts with TestNav and Speech to Text is outlined in Appendix O: Speech to Text Student Interface. Refer to Appendix F: Updating Student Accommodations which outlines the process for selecting this accommodation.</p>
100s number table	Math	A paper-based chart listing numbers 1-100.
Abacus	Math	Hand-operated, calculating tool.
Multiplication table	Math	A paper-based, single-digit (1-9) table.

10.0 During Testing

10.1 Test Day Set Up

- 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 Testing Tickets)
- Remove or cover visual aids in the room.
- Place a Testing—Do Not Disturb sign on the testing room door.
- Proctors should verify that the test tickets are for the correct test (math, reading, writing or science) and then pass out test tickets.
- Students should verify that they do not have any electronic devices (including smart watches) and that their test tickets are correct before logging in.
- Distribute other testing materials (scratch paper, braille book).
- Proctors log into the proctor dashboard. (Appendix G: Logging In As a Proctor)
- Direct students to launch the TestNav application on the testing computers and login. (Appendix I: Starting the Administration)
- Approve students to test within the proctor dashboard. (Appendix I: Starting the Administration)
- Read scripts.

10.2 Test Day Process Overview

Stage	Who	Does What
All day	Technology Staff	<ul style="list-style-type: none"> ○ Assist with technical issues
Before testing starts	District Administrator or School Coordinator	<ul style="list-style-type: none"> ○ Conduct staff briefing session to discuss test day procedures and responsibilities ○ Distribute test materials to teachers and proctors ○ Verify that test rooms and computers are prepared ○ Make cell phone and electronic device policy announcements to students ○ Print student testing tickets or direct appropriate teacher/proctor to print testing tickets
	Teacher/Proctor	<ul style="list-style-type: none"> ○ Print testing tickets if directed to do so by District Administrator or School Coordinator ○ Prepare the room for testing ○ Prepare the room's computers for testing

		<ul style="list-style-type: none"> ○ Create proctor groups in ADAM if not created ahead of time
Ensure students are in the appropriate testing room	Teacher/Proctor	<ul style="list-style-type: none"> ○ Direct students to assigned seats (proctors may assist) ○ Make sure students turn off and put away all non-approved electronic devices including cell phones, smart watches, and other communication devices
During testing	Teacher/Proctor	<ul style="list-style-type: none"> ○ Distribute student testing tickets to students ○ Distribute scratch paper ○ Provide proctor approval as students start their tests ○ Read test administration direction scripts ○ Monitor the test session ○ Monitor students and room during breaks ○ Advise School Coordinator of any testing irregularities
	Teachers/Proctors as assigned	<ul style="list-style-type: none"> ○ Monitor halls ○ Assist the teacher ○ Assist the District Administrator or School Coordinator as needed
After testing	Teacher/Proctor	<ul style="list-style-type: none"> ○ Collect and account for all student testing tickets and scratch paper ○ Dismiss students ○ Close TestNav and ADAM ○ Return all materials to the School Coordinator
	District Administrator or School Coordinator	<ul style="list-style-type: none"> ○ Account for all test materials and secure them ○ Review reports of any irregularities and follow through as necessary ○ Return materials to Pearson after all testing is completed ○ When testing is complete for all students in the session who will test, complete post-test activities outlined below

10.3 Test Day - Proctors and Proctor Dashboard

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

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

10.4 Test Day – Proctor Dashboard

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

Session Management Area

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

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Abubakar Hobbs	100001203	Liberty Middle School	Nov 26th, 7:10:14 am		SUBMITTED	Section 1	100% Answered	00:00:49			
altonay germany	12345678901	Elk Creek Elementary	Nov 13th, 12:26:21 pm		RESEAT	Section 1	58% Answered	00:00:51			
Abdul Baker	100001195	Liberty Middle School	Nov 26th, 7:03:51 am		RESEAT	Section 1	66% Answered	00:01:28			
Adelaide Wells	100001060	Garden Grove Middle School	Not Started		NOT STARTED	None	None				
Aaminah Waters	100001690	Sunshine Middle School	Nov 14th, 5:55:18 pm		EXITED	Section 1	70% Answered	00:01:15			

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

- **Tester**
 - The name of the student.
- **Identifier**
 - The Identifier is the SSID used by the student to log into the test and
- **Orgs**
 - Where the student is testing.
- **Started Time**
 - When the test was started

- **Test Progress**
 - The progress of the students’ assessments will display as either not started, in progress or submitted. Note: The proctor does not “start” the test from the Proctor Dashboard. Students (when instructed to do so by the proctor) will start their tests by starting the TestNav application on their devices and entering their SSIDs and the test code.
- **Test Status**
 - **Needs Attention** – the student has started logging into the test and is waiting to be let into the test by the proctor approved session.
 - **Not Started** – The student has not logged into the assessment.
 - **In Progress** – The student has logged into the assessment. No action is needed by the proctor.
 - **Submitted** – The student has completed the test and submitted the results.
 - **Reseated** – The proctor has reseated the student(s). The student has not yet logged back into the session. No action is needed by the proctor.
 - **Exited** – The student has exited the TestNav app. The proctor needs to reseat the student before they can log back into the assessment.
- **Section Progress**
 - Most assessments have only one section and will say “Section 1”. The writing assessment has two sections and will say “Section 2” when each student moves to the second section.
- **Item Progress**
 - This shows the percentage of items answered by the student.
- **Test Duration**
 - Shows the time spent on the test.
- **Accommodation**
 - The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations relevant to the online assessment session administration will be displayed.
- **Code**
 - Notes any accountability (non-participation) codes that have been assigned to the student.
- **Actions**
 - After the assessment session has started, a button appears in the **Actions** column for each student. Use this button if a student has an “interrupted” session (computer issue, session timeout, unexpected error). Reseating allows the student to re-enter their test code and SSID to resume their assessment session. For detailed instructions on reseating, please refer to Appendix J: Reseating Students.

Student Breaks During Testing

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

Proctors will help students log in to their assessments by reading the directions for an administration. All directions are indicated by the word "SAY" and are in **bold** type. Teacher/proctor directions are in *italics*. **Read these directions exactly as they are written.** Follow the test-specific instructions for administering each test.

Ensure the following steps have been taken before reading the test administration directions.

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

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

11.0 Scripted Directions for Test Administration

11.1 Scripted Directions for the Grades 3–8, High School Writing Test

Note: The Text to Speech tool is turned ON for all students as a default setting for test directions, passages, and prompts. Headphones should be made available to all students to utilize Text to Speech. Please ensure headphones are plugged in to the students' devices before beginning test administration; sound will play on the Hardware and Audio Check portions of the sign-in process to ensure the device audio is working.

SAY

Today you will take the Writing test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket) and then select Next.

If not on the student's testing ticket, provide the test code for the writing test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next.

If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue. On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

You will now be on the direction screen that says, "Today you will read two passages and write two essays. In the first section, you will read a passage. As you review the passage, you will gather information so that you may write an essay."

You will read the first passage and write an essay response, then you will read the second passage and write an essay response. After reading the first passage and writing the first essay response, you will be able to review your first response. When you select Next, a reminder screen will tell you that you can review your essay. Before you can move on to the second passage, you will be prompted to submit your first essay. You will also receive a Section Exit Warning reminding you that you will not be able to return to the first section once you submit your response.

You will now see a screen telling you that you will be reading the second passage. You will then read the second passage and write your second essay response. You may review your second response before submitting your test. When you select Next, a reminder screen will tell you that you can review your essay. After you have reviewed your second response, click the “Submit Final Answers” button. Once you click the “Submit Final Answers” button, you will NOT be able to return to your test.

Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.

SAY

*Now you may use the blue arrow to move to the first passage.
Begin Testing Now.*

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by writing your second essay, and are ready to submit your test, select the blue arrow. Use the next screen to select “Submit Final Answers” and you will receive a Test Submit Warning asking if you are sure you want to submit your final answers. Select “Yes, Submit Final Answers” and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and test tickets.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.2 Scripted Directions for the Grades 3–8 and 10 Reading Test

Note: For reading, Dynamic Text to Speech is an accommodation and one of two options should be selected within the student’s accommodation profile in ADAM. Select DTTS as an accommodation for 1) the reading assessment directions, questions, and response options or 2) the reading assessment directions, questions, response options **and** the passages. Headphones should be made available to all students to utilize Text to Speech. Please ensure headphones are plugged in to the students’ devices before beginning test administration; sound will play on the Hardware and Audio Check portions of the sign-in process to ensure the device audio is working.

SAY

Today you will take the reading test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket) and select Next.

If not on the student’s testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next.

If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue. On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click “Quit.” Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

In your reading test you must answer each question to go to the next question and you cannot review previous items. However, when you reach a screen that says, “Read each passage and answer the questions that follow,” you are in a passage and item set, and you can review previously answered questions but only within the passage and item set.

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

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

When you finish your reading test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.

SAY

You should be on the screen that says, “Read and answer the following questions.” You may use the blue arrow to move to the first question. Begin Testing Now.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, you will see a stop sign telling you to review any items in the passage set, if you choose. If you are ready to submit your test, select the blue arrow. Use the next screen to select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.3 Scripted Directions for the Grades 3–5 Mathematics Test

Note: The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available to all students to use during the mathematics test. Please ensure headphones are plugged in to the students' devices before beginning test administration.

SAY

Today you will be taking the mathematics test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket), then select Next.

If not on the student's testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

SAY

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.

On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session to begin testing help any students experiencing audio issues.

SAY

In your mathematics test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your mathematics test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.

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

SAY

Once you are on the screen that says, “You are about to begin the Grade [insert grade] Mathematics test,” you may use the blue arrow to move to the first question. Begin the test.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.4 Scripted Directions for the Grades 6-8 Mathematics Test

Note: The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available to all students to use during the mathematics test. Please ensure headphones are plugged in to the students' devices before beginning test administration.

SAY

Today you will be taking the mathematics test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket). Select Next.

If not on the student's testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.

On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

In your mathematics test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your mathematics test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. Calculator buttons will also appear on any items where their use is allowed.

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

SAY

Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.5 Scripted Directions for the Grade 10 Mathematics Test

Note: The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available to all students to use during the mathematics test. Please ensure headphones are plugged in to the students' devices before beginning test administration.

SAY

Today you will be taking the mathematics test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket) and select Next.

If not on the student's testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.

On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

In your mathematics test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your mathematics test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.

For all questions, there are also 2 types of graphic calculators available at the top of each screen to help with answering questions.

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

SAY

Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.6 Scripted Directions for the Grade 4 Science Test

Note: The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available to all students to use during the Science assessments. Please ensure headphones are plugged in to the students' devices before beginning test administration.

SAY

Today you will be taking the science test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket) and select Next.

If not on the student's testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.

On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

When you finish your science test, select the Submit Final Answers button. A Test Submit Warning will appear asking for confirmation that you wish to submit your test. Once you click the Yes, Submit Final Answers button, you will be automatically signed out and you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.

Within the test, you may return to previously answered or unanswered items before submitting the test. At the end of the test, a review screen will appear and indicate any questions that have not been answered so you have an opportunity to answer the items before you submit the test.

SAY

Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.7 Scripted Directions for the Grade 8 Science Test

Note: The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available to all students to use during the Science assessments. Please ensure headphones are plugged in to the students' devices before beginning test administration.

SAY

Today you will be taking the science test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket) and then select Next.

If not on the student's testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.

On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

In your science test you must answer each question to go to the next question. You will not be able to go back and review questions. When you finish your science test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen.

For some questions, there may be calculators available at the top of each screen, to help with answering questions.

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

SAY

Once you are on the screen that says, "Read and answer the following questions," you may use the blue arrow to move to the first question. Begin testing now.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

11.8 Scripted Directions for the Grade 10 Science Test

Note: The Text to Speech tool is turned ON for all students as a default setting. Headphones should be made available to all students to use during the Science assessments. Please ensure headphones are plugged in to the students' devices before beginning test administration.

SAY

Today you will be taking the science test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]

On the login screen, enter the test code that I will give you (or appears on your testing ticket) select Next.

If not on the student's testing ticket, provide the test code for the reading test displayed on the proctor dashboard in ADAM.

On the next screen, please enter your last name and your State Student ID in the appropriate areas. Select Next. If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY

Once you have signed in, your full name and the name of your test will be displayed on the Confirmation screen. If any information is incorrect, please raise your hand, and I will help you. If all the information on the screen is correct, select Next to continue.

On the next two screens select Start.

If any student information is incorrect, the student must not proceed with testing. The student should click "Quit." Student information must be updated in ADAM or your student information system, depending on which setting is incorrect, before testing. Verify that all students are signed in.

Once all approved students are signed in to the test session, help any students experiencing audio issues.

SAY

When you finish your science test, select the Submit Final Answers button. Once selected, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY

During the test, you may use tools that you will see listed in a drop-down on the upper right of each screen. There is also an Exhibits tab on the right that you can click to bring up a Reference Sheet for answering specific questions.

For some items, there may be calculators available at the top of each screen, to help with answering questions.

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

SAY

Once you are on the screen that says, “Read and answer the following questions,” you may use the blue arrow to move to the first question. Begin testing now.

While students are taking the test, move around the room to make sure students are progressing through the test. Proctors may answer student questions about test directions. Proctors may not answer student questions about test content.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY

The test session is now over. If you have already finished testing by answering the last question, select Next and then select Submit Final Answers and you will be automatically signed out of Test Nav.

If you have not finished testing, you will be allowed to continue working at a later time.

This concludes the test session. I will now collect your scratch paper and testing ticket.

At the end of the test session, identify those students who require additional time to complete the test. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Coordinator for students who need additional testing time.

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

12.0 Braille Testing Procedures

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

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

13.0 Post-Test Activities

13.1 Collecting, Packing, and Returning Test Materials

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

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

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

Pack the Test Materials

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

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

Materials Pickup

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

You will:

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

14.0 Non-Participation Codes

North Dakota schools and districts are expected to adhere to the participation requirements as outlined in section 2.6 Participation. Schools and districts are required to provide a testing opportunity for all students enrolled in a summative-assessed grade level at a school in their district at any point in time during the test window and to account for each student who is eligible to take an assessment. If a student has not already completed the assessment in another ND school and starts enrollment in a school during the test window, the student must complete the assessment in the school enrolled. If a student has begun an assessment in one ND school and transfers to another ND school during the test window, the student must complete the assessment in the receiving school of enrollment.

School and district participation rates are calculated after the close of a test window. School and district participation rates that are calculated for accountability include all students enrolled in a school or district during the test window, unless those students had already completed testing in another school or district.

If a student is a non-participant in an assessment subject (ELA – Reading and Writing, Math, Science), a valid non-participation code must be assigned to the student for the corresponding subject. If a non-participation code is not assigned to a student who is considered a non-participant in a subject, then a default code of “Non-Participant: Other” will be assigned. If the student did not participate in any of the required assessments, please review the non-participation codes and descriptions below and follow the steps in Appendix L.

Alternate Assessment

The student completed the Alternate Assessment in lieu of the standard assessment for the subject module. This non-participation code may only be used for students with IEPs that designate the administration of an alternate assessment.

Absent: Significant medical condition or emergency

The student did not participate in the subject test due to an excusable medical condition, such as a medical emergency.

New Non-English Proficient (ELA only)

Pertains only to the English Language Arts assessment modules and exempts first-year English Learner students who have attended schools in the U.S. for less than 12 months and are unable to adequately comprehend the English language.

Parental Directive

A parent or legal guardian completed a Parental Directive Form requesting that the student not take the assessment in a subject area, and the parental directive is on file with the school. See North Dakota Century Code 15.1-21-08.1.

Non-Participant: Other

Students who did not participate in the subject module for any excusable reason or for a reason that does not fit any of the other non-participation codes. This includes non-participation for



any enrolled students who were not present during test administration and not present for make-up sessions.

Please note that Foreign Exchange and Homeschool students are automatically cross-checked by a different process.

15.0 Attemptedness and Scoring

This section describes attemptedness rules used for scoring the ND A+ Summative Assessment tests.

Mathematics and Reading

The rules that define the attemptedness status for the mathematics and reading components of the assessment are as follows:

- **Not Attempted:** Eligible students who never logged in to the Test Delivery System to take the test during the testing window are considered to have not attempted the assessment.
- **Attempted:** If a student logged in to the Test Delivery System and responded to five or more items, the test is considered to have been attempted, and a score will be received.

Writing

The rules that define the attemptedness status for the writing component of the ELA assessment are as follows:

- **Not Attempted:** If the student did not log in to the Test Delivery System, the student is considered to have not attempted the Writing test.
- **Attempted:** If a student logged in to the testing system, the student is considered to have attempted the Writing test. Although the student did not enter any response into the system, he or she is considered to have attempted the assessment. However, zero points will be earned if no response is entered.

Science

The rules that define the attemptedness status for the Science component of the assessment are as follows:

- **Not Attempted:** Eligible students who never logged in to the Test Delivery System to take the test during the testing window are considered to have not attempted the assessment.
- **Attempted:** If a student logged in to the Test Delivery System and responded to one or more items, the test is considered to have been attempted.

Reporting

The ND A+ Summative Assessment provides student individual score reports (ISRs) for ELA (combined score for writing and reading), Mathematics, and Science. ISRs will also include reporting category information. They are available to schools and districts. For the first summative administration in spring 2025, student results will be available in ADAM after completion of standard setting in late summer/early fall 2025. Standard setting is a process whereby a committee of ND educators set scale scores specifically for North Dakota students. In following years, the student results will be available in near-real time pending any scoring of writing responses.

Note About Writing Condition Code Copy of Prompt

While we expect students to cite text from the passages associated with a writing prompt, student responses should primarily consist of original writing. When students copy too much of the passage text in their writing response, they may receive the Copy of Prompt condition code and not receive a score.

16.0 Pearson Help Desk

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

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

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

ADAM

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

TestNav

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

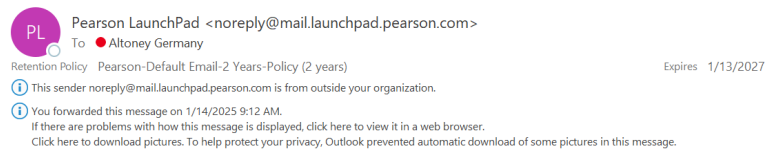
Appendices

Appendix A: Logging into LaunchPad and ADAM

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


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


Account information for the Launchpad System



PL Pearson LaunchPad <noreply@mail.launchpad.pearson.com>
To ● Altoney Germany

Retention Policy Pearson-Default Email-2 Years-Policy (2 years) Expires 1/13/2027

 This sender noreply@mail.launchpad.pearson.com is from outside your organization.

 You forwarded this message on 1/14/2025 9:12 AM.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Welcome to LaunchPad, altoney germany.

LaunchPad is your portal to launch powerful Pearson assessment and reporting tools.

Your LaunchPad username is: **altoney.germany_SA**

Your LaunchPad site URL: <https://launchpad.pearson.com/#/clients/55435606-406c-11ee-b2c5-a3177adabc04>

Before you can get started, you need to first set a password for your account.

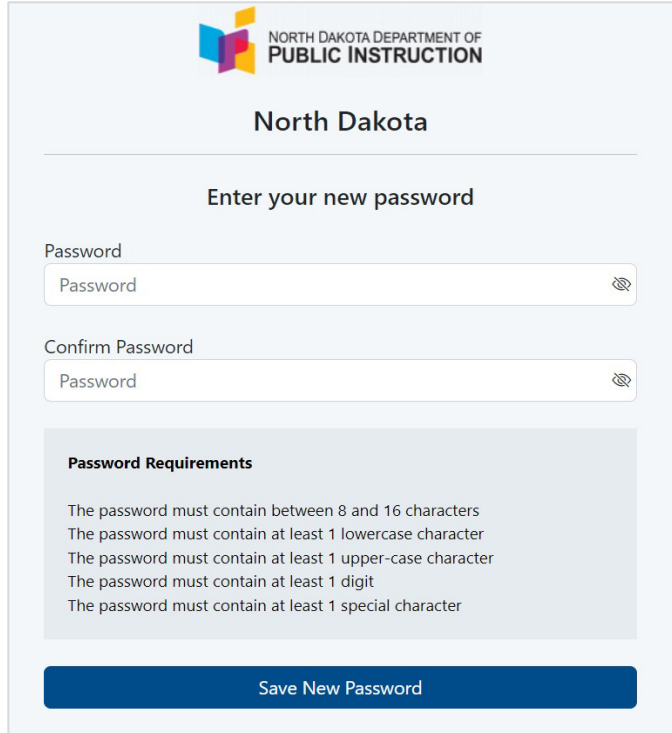
[SET PASSWORD](#)

This account setup request was triggered at 9:06PM Jan 13, 2025 CDT.

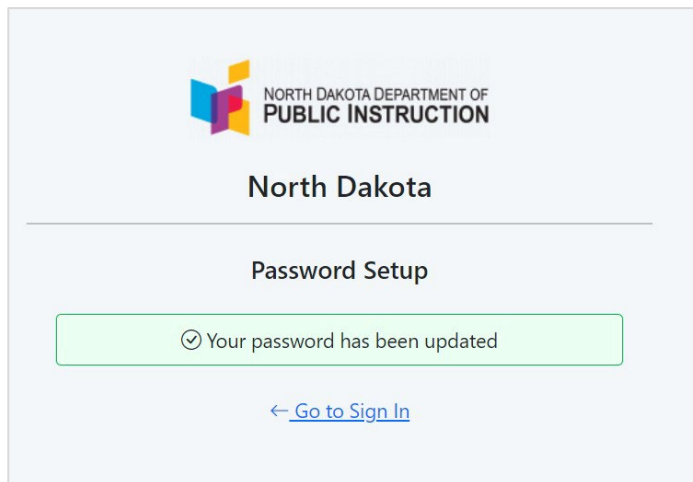
This link will expire in 5 days.

Please note that the link will expire in 5 days.

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

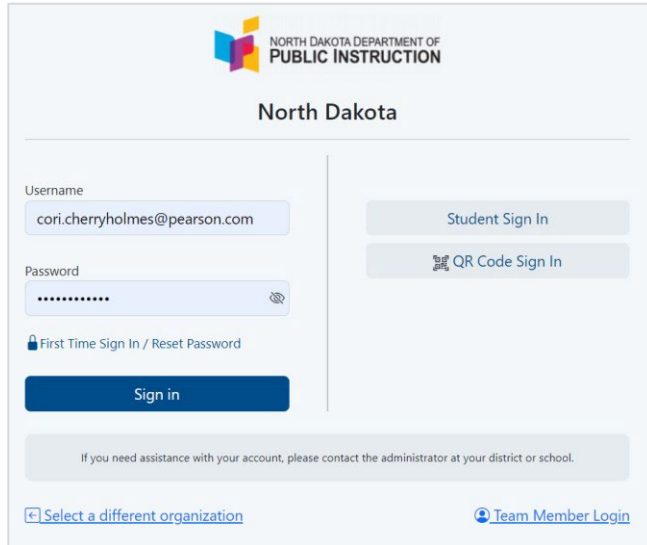


The screenshot shows the 'Enter your new password' screen. At the top is the North Dakota Department of Public Instruction logo and the text 'North Dakota'. Below this is the heading 'Enter your new password'. There are two password input fields: 'Password' and 'Confirm Password', each with a toggle 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'.



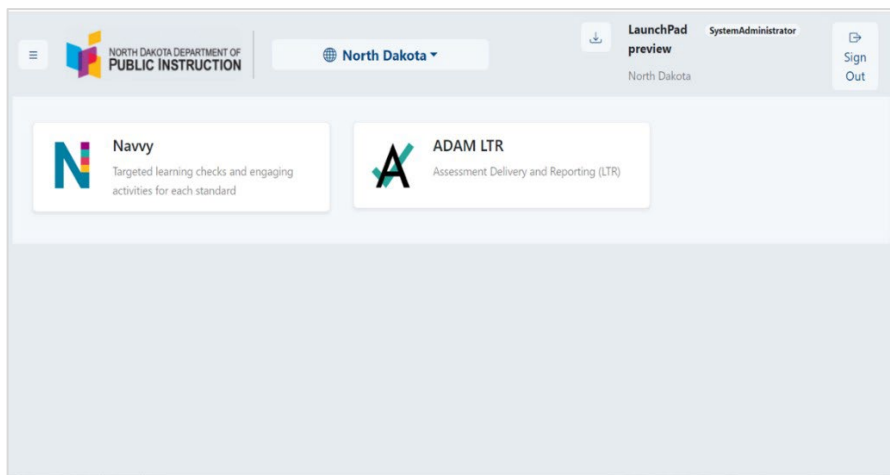
The screenshot shows the 'Password Setup' confirmation screen. At the top is the North Dakota Department of Public Instruction logo and the text 'North Dakota'. Below this is the heading 'Password Setup'. A green message box contains the text '✔ Your password has been updated'. At the bottom is a blue link labeled '← [Go to Sign In](#)'.

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



The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top, the logo and name are displayed. Below, the text "North Dakota" is centered. The login form includes a "Username" field with the text "cori.cherryholmes@pearson.com", a "Password" field with masked characters and a visibility icon, and a "First Time Sign In / Reset Password" link. To the right of the form are two buttons: "Student Sign In" and "QR Code Sign In". A large blue "Sign in" button is positioned below the password field. At the bottom of the form, there is a link to "Select a different organization" and a "Team Member Login" link. A footer note states: "If you need assistance with your account, please contact the administrator at your district or school."

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

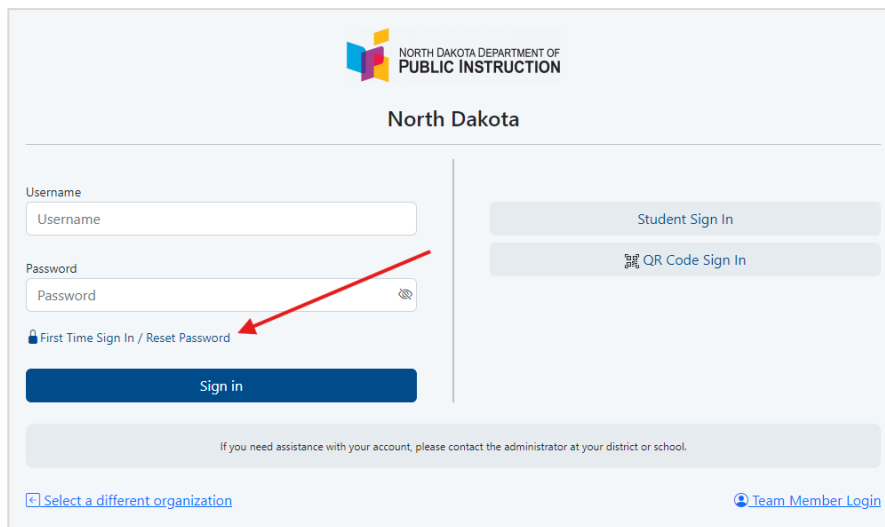


The screenshot shows the dashboard after logging in. The top navigation bar includes the logo, a "North Dakota" dropdown menu, a "LaunchPad preview" button, the user role "SystemAdministrator", and a "Sign Out" button. The main content area features two large cards: "Navy" with the description "Targeted learning checks and engaging activities for each standard" and "ADAM LTR" with the description "Assessment Delivery and Reporting (LTR)".

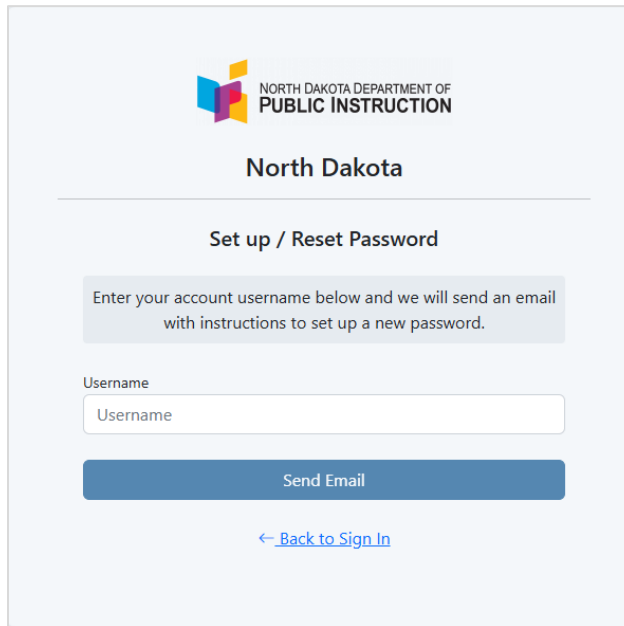
- Select ADAM LTR and the ADAM welcome page will appear.



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



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



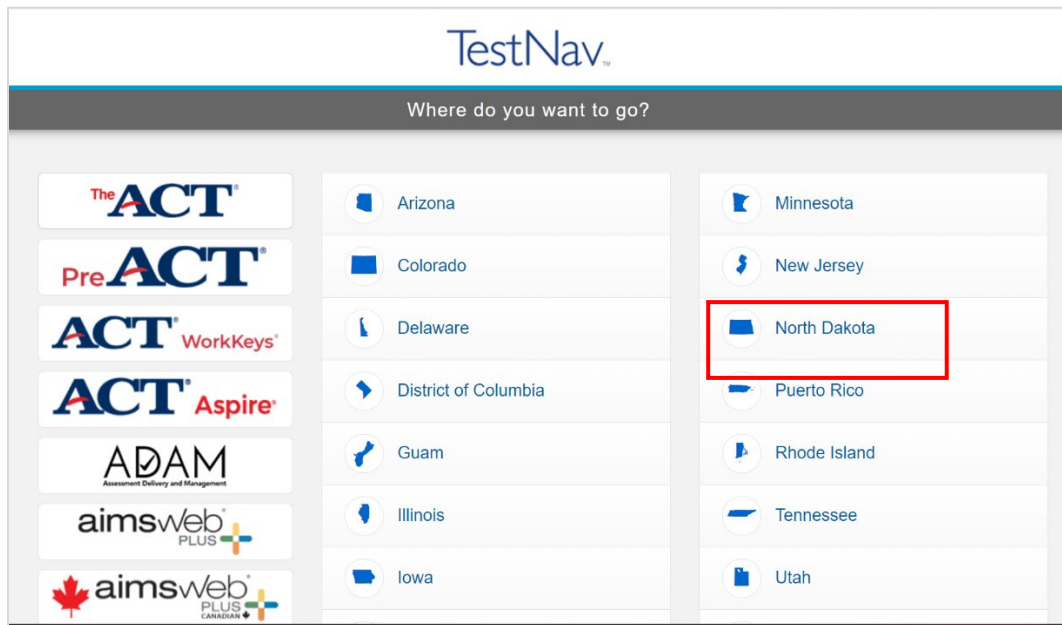
The screenshot shows a web page for the North Dakota Department of Public Instruction. At the top left is the department's logo, which consists of four overlapping squares in blue, yellow, purple, and red. To the right of the logo, the text reads "NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION". Below the logo and text, the word "North Dakota" is centered. A horizontal line separates this header from the main content area. The main content area is titled "Set up / Reset Password". Below this title, there is a light gray box containing the text: "Enter your account username below and we will send an email with instructions to set up a new password." Underneath this box is a text input field labeled "Username" with the placeholder text "Username". Below the input field is a blue button with the text "Send Email". At the bottom of the page, there is a blue link that says "<- Back to Sign In".

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

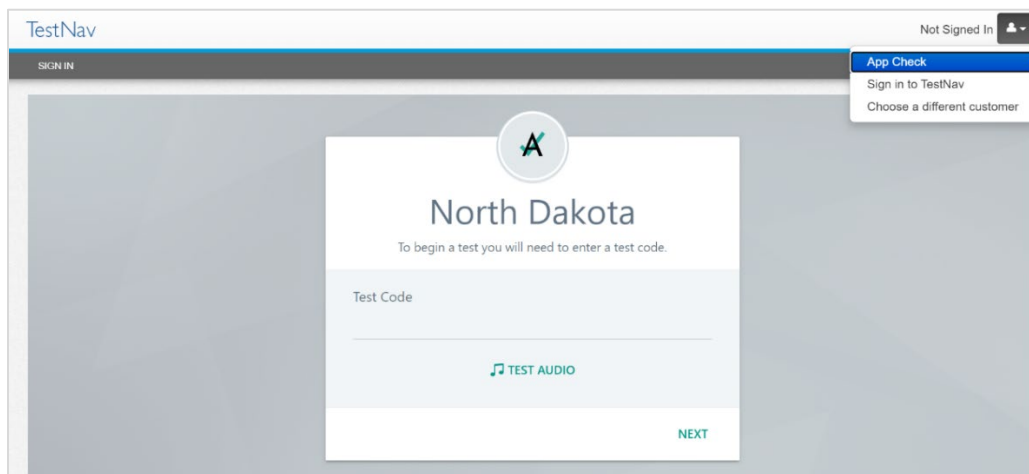
Appendix B: Running an App Check on Devices

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

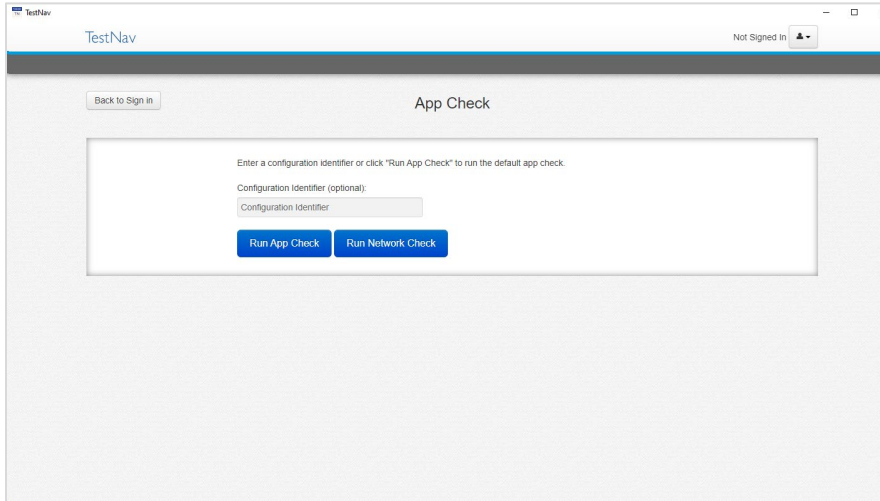
1. Open TestNav.
2. If this is the first time a student has used TestNav, select **North Dakota** from the list of states.



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



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



Appendix C: ND A+ Data User Help Guide

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

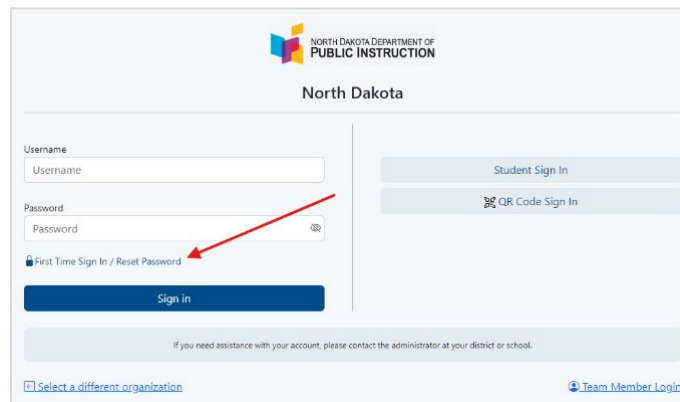
1. User Roles

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

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

2. Accessing ND A+

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



North Dakota

Username
Username

Password
Password

First Time Sign In / Reset Password

Sign in

Student Sign In

QR Code Sign In

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

Select a different organization

Team Member Login

4. User Management

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

5. Automated Data Process

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

6. Teacher Inclusion in Data Process

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

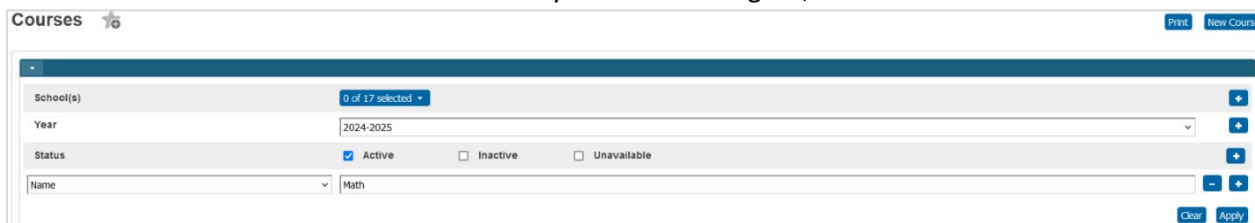
7. STARS and PowerSchool Requirement

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

8. Resolving Data Issues

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

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

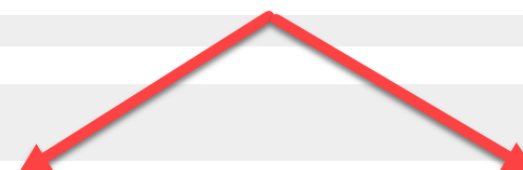


- Select the Course.
- In the Alternate Course Number field, enter the State Course Number.

Math 2 (2MAT) - General

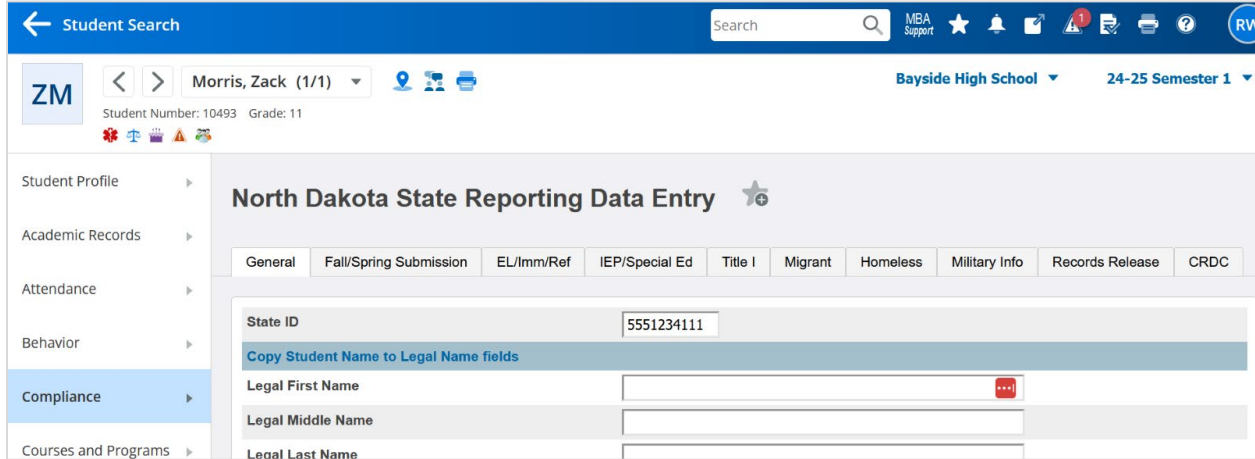
District - General | District - Standards | Easy Standards | Fees | Prerequisites | Availability | Equivalencies

Label	Value
Display Name	Math 2
Course Number	2MAT
Course Name	Math 2
Course Description	
Alternate Course Number	11302 *



- Courses in PowerSchool must have students enrolled in them.
- Only math, reading/writing/language arts, and science course enrollments will be pulled.

- The summer school term is not being pulled in from PowerSchool.
- Students must have a state student ID (SSID) in PowerSchool (see screenshot below).



Student Search

Search

MBA Support

ZM Morris, Zack (1/1)

Student Number: 10493 Grade: 11

Bayside High School 24-25 Semester 1

North Dakota State Reporting Data Entry

General Fall/Spring Submission EL/Imm/Ref IEP/Special Ed Title I Migrant Homeless Military Info Records Release CRDC

State ID: 5551234111

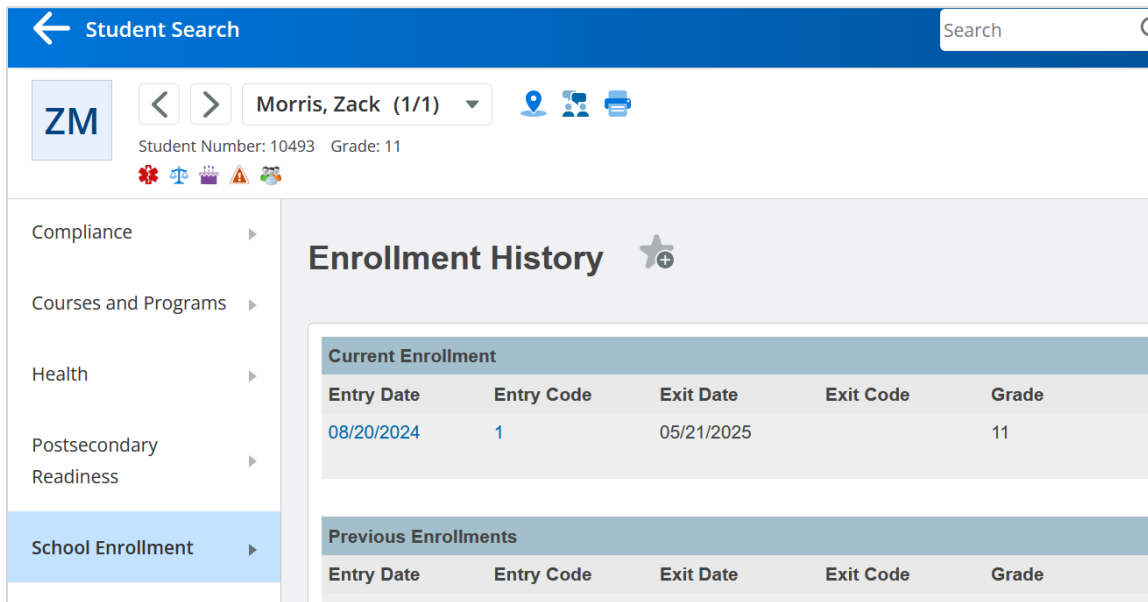
Copy Student Name to Legal Name fields

Legal First Name

Legal Middle Name

Legal Last Name

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



Student Search

Search

ZM Morris, Zack (1/1)

Student Number: 10493 Grade: 11

Enrollment History

Current Enrollment				
Entry Date	Entry Code	Exit Date	Exit Code	Grade
08/20/2024	1	05/21/2025		11

Previous Enrollments				
Entry Date	Entry Code	Exit Date	Exit Code	Grade

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

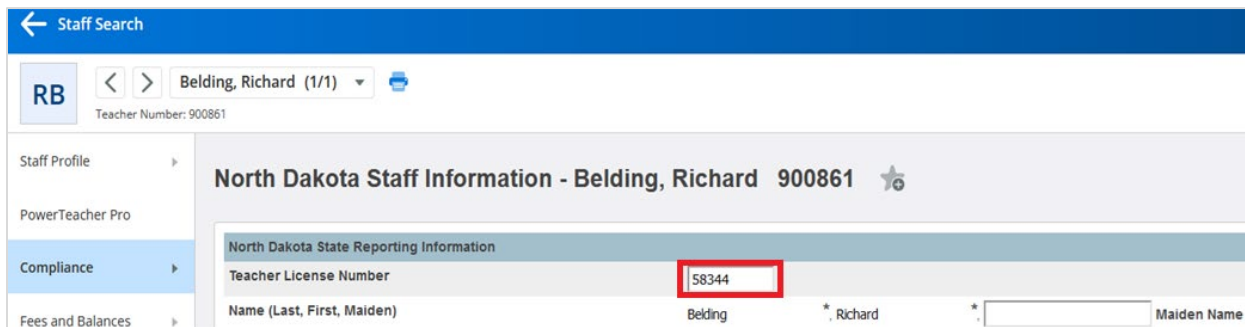
Major Assignment

Position Title:


70 - Teacher

Last Year: 70 - Teacher


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



Staff Search

RB < > Belding, Richard (1/1) 

Teacher Number: 900861

Staff Profile > North Dakota Staff Information - Belding, Richard 900861 

PowerTeacher Pro

Compliance > North Dakota State Reporting Information

Teacher License Number	58344
Name (Last, First, Maiden)	Belding, Richard * Maiden Name

Fees and Balances >

9. Proctoring ND A+ Interims

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



ADAM
Assessment Delivery and Management

Login

Username
Username

Password
Password

Login

Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy.

[Forgot Password?](#)

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Take a Test

Proctor a Test

Download Lockdown Browser

Login to Proctor a Test

Enter Test Code

TEST CODE

Enter Proctor Password

PROCTOR PASSWORD

Submit

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 Proctor Group**” test code. Schools have three options for creating proctor groups:

1. **School coordinators create the proctor groups**

As the school coordinator, you can create the proctor groups in advance of testing. Once the proctor group for a given test has been created, you can provide the test code and proctor password to the proctor of this group. They will use that code to log into the proctor dashboard. The proctor will give the test code to the students to use to log into the test.

- a. In addition to creating the proctor group, you can optionally assign students to each proctor group. This moves students from the unassigned proctor group into the proctor groups you are creating. If you pre-assign students to the proctor group, when you print the student test tickets the test code and the student’s ID will be on the card.
- b. If you don’t pre-add students to the proctor group, then the student test ticket will contain the student’s ID and name, the test code will be provided by the proctor

2. **Proctors create proctor groups**

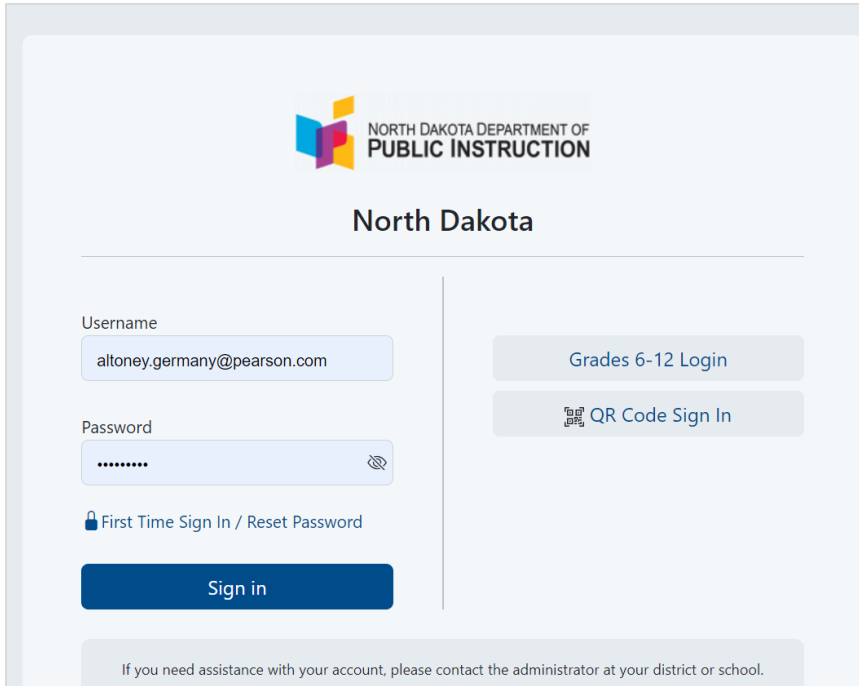
As the school coordinator, you can choose to let the proctors create their proctor groups. Provide the create proctor group test code and proctor password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. The log in process will ask the proctor to create their own proctor group which will generate a new test code. The proctor will give the new test code to the students for them to log into the test.

3. **Teachers create proctor groups**

As a teacher you can now proctor by class. You wouldn’t need a School Coordinator or District Administrator to create a proctor group. NOTE: The students are not added in the Proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code they will be pulled into the teacher’s proctor group.

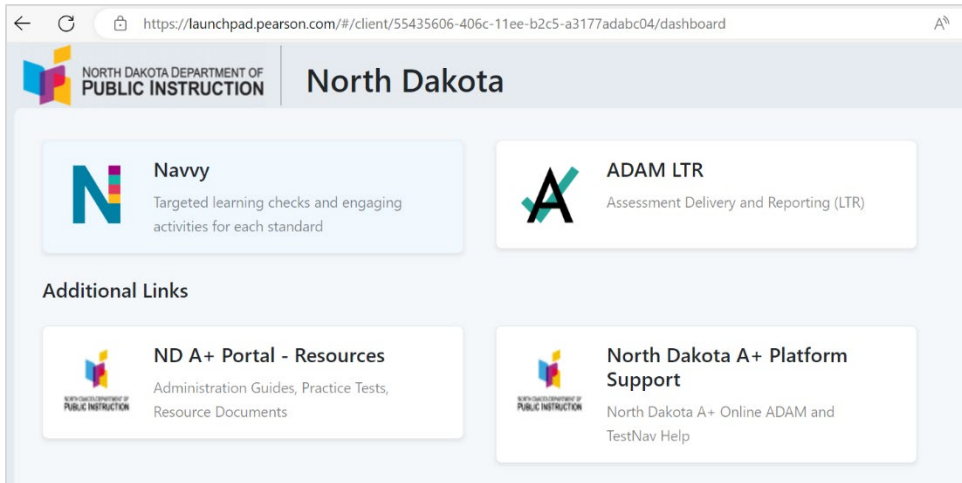
Tasks for School Coordinators to create proctor groups in ADAM

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



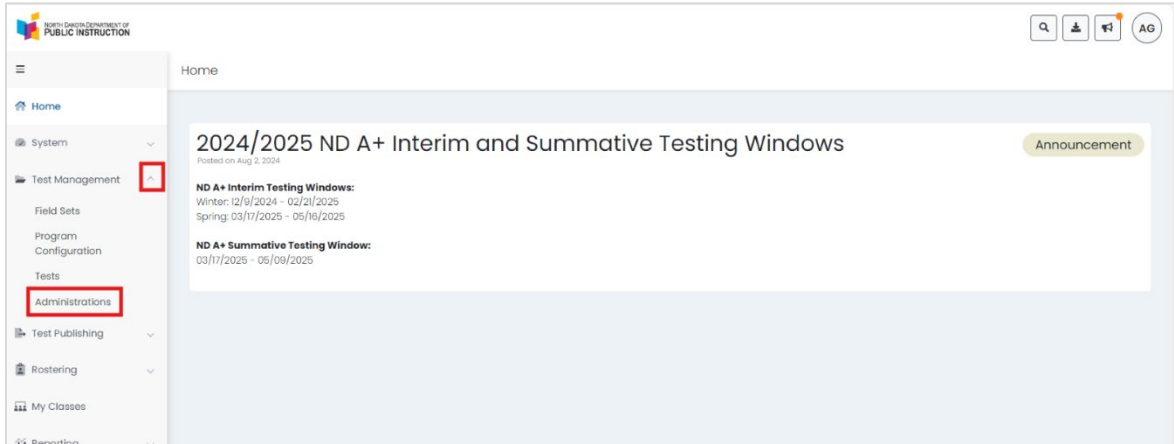
The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top, the logo and name are displayed. Below this, the text "North Dakota" is centered. The login form consists of two main sections. On the left, there is a "Username" field containing "altoney.germany@pearson.com" and a "Password" field with masked characters and a toggle for visibility. Below the password field is a link for "First Time Sign In / Reset Password". A large blue "Sign in" button is positioned below these fields. On the right side of the form, there are two buttons: "Grades 6-12 Login" and "QR Code Sign In". At the bottom of the page, a small text box states: "If you need assistance with your account, please contact the administrator at your district or school."

3. Once logged into launchpad, click ADAM LTR.

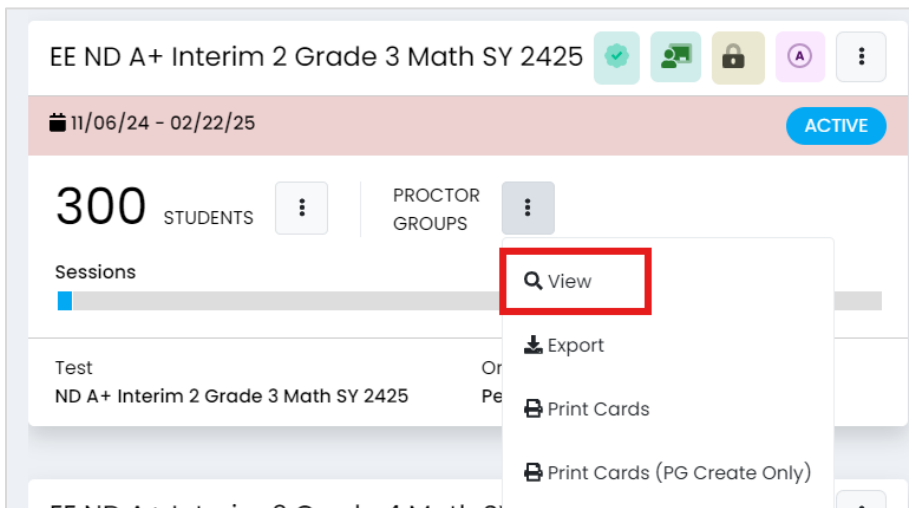


The screenshot shows the dashboard of the North Dakota Department of Public Instruction. The browser address bar indicates the URL: "https://launchpad.pearson.com/#/client/55435606-406c-11ee-b2c5-a3177adabc04/dashboard". The dashboard header includes the logo and the text "North Dakota". Below the header, there are two main tiles. The left tile is titled "Navy" and describes "Targeted learning checks and engaging activities for each standard". The right tile is titled "ADAM LTR" and describes "Assessment Delivery and Reporting (LTR)". Below these tiles, there is a section titled "Additional Links" with two more tiles. The first tile is titled "ND A+ Portal - Resources" and lists "Administration Guides, Practice Tests, Resource Documents". The second tile is titled "North Dakota A+ Platform Support" and lists "North Dakota A+ Online ADAM and TestNav Help".

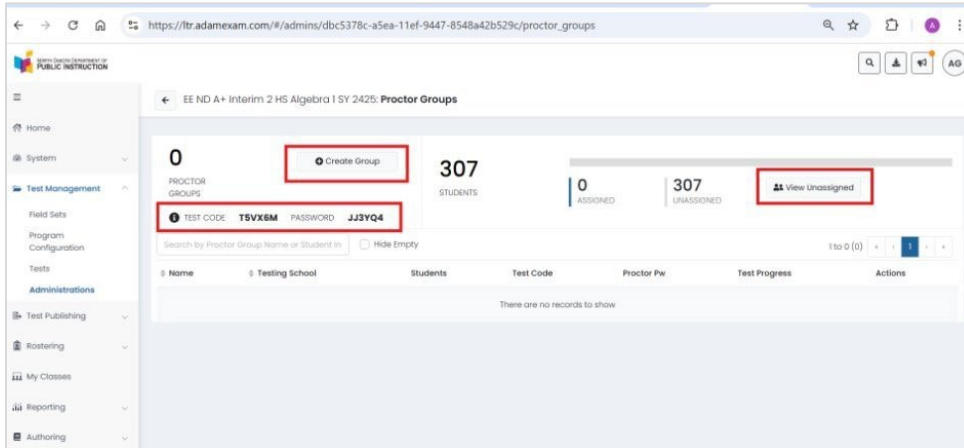
- Once the home page appears, go to the left-hand side and select the drop down next to Test Management and then click Administration.



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



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



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

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

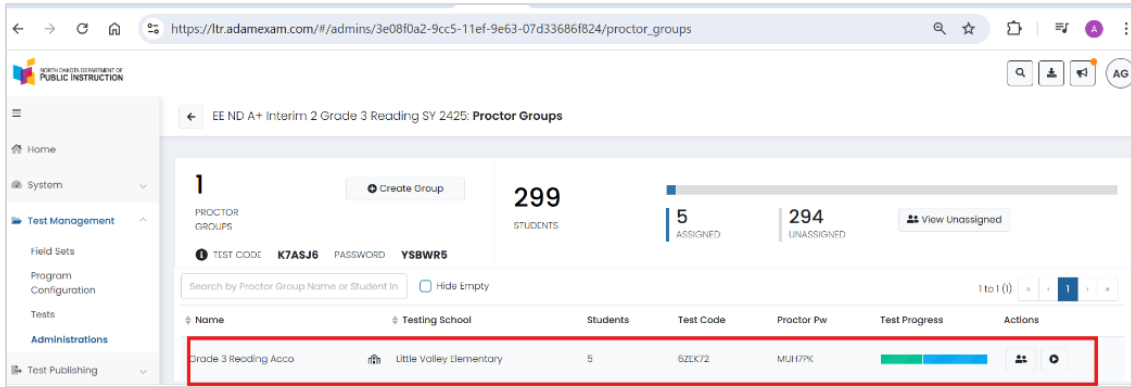
Select Your District

Select Your School

Students (0) +

None

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



EE ND A+ Interim 2 Grade 3 Reading SY 2425: Proctor Groups

1 PROCTOR GROUPS Create Group 299 STUDENTS

5 ASSIGNED 294 UNASSIGNED View Unassigned

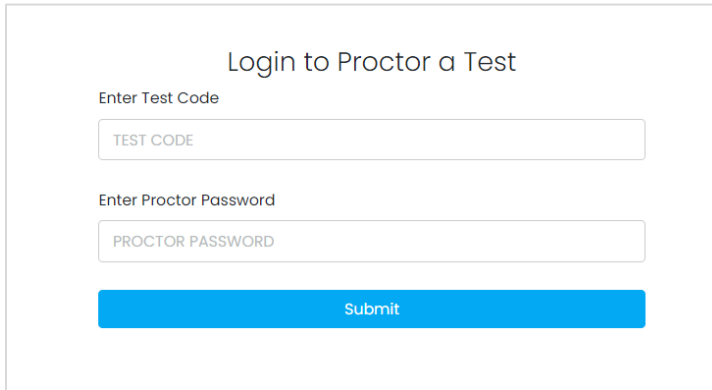
TEST CODE: **K7ASJ6** PASSWORD: **YSBWR5**

Search by Proctor Group Name or Student ID Hide Empty 1 to 1 (1)

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Grade 3 Reading Acco	Little Valley Elementary	5	6ZK72	MJH7PK	<div style="width: 100%; height: 10px; background-color: green;"></div>	⋮ ⊙

Tasks for proctors to create proctor groups

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



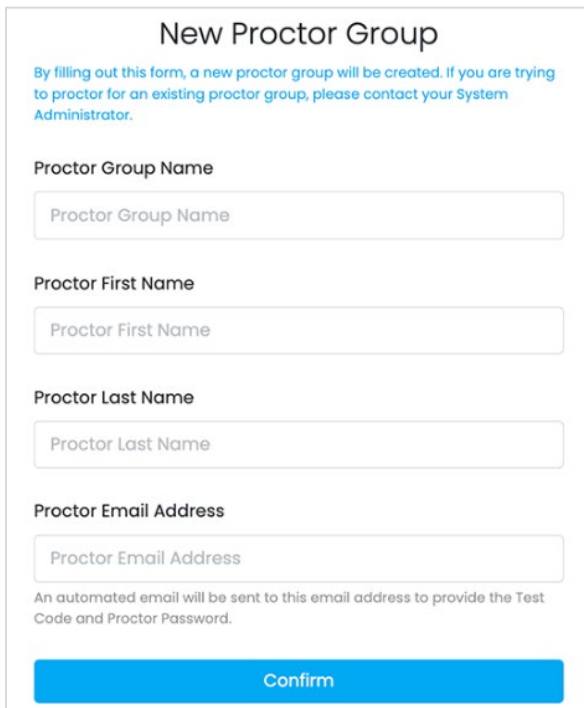
Login to Proctor a Test

Enter Test Code

Enter Proctor Password

Submit

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



New Proctor Group

By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator.

Proctor Group Name

Proctor First Name

Proctor Last Name

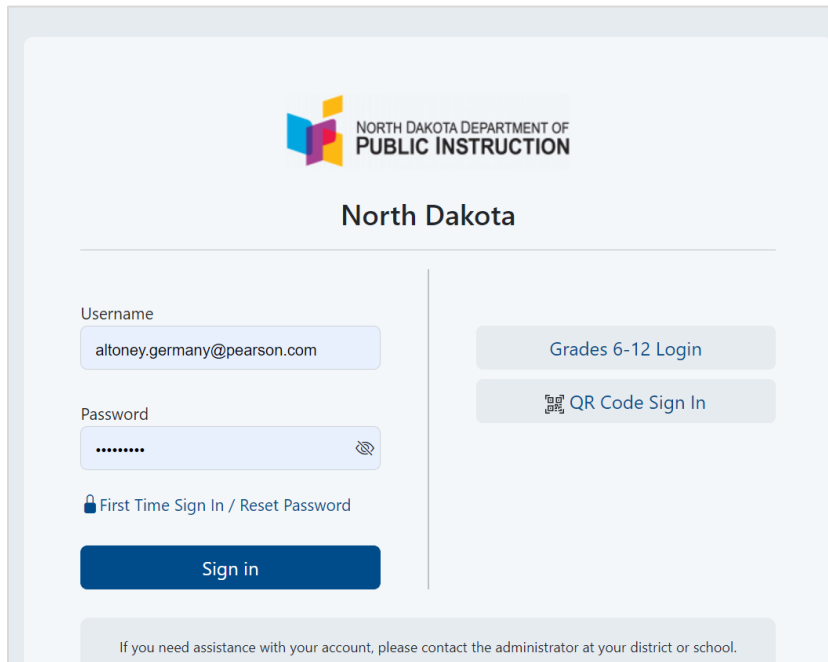
Proctor Email Address

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

Confirm

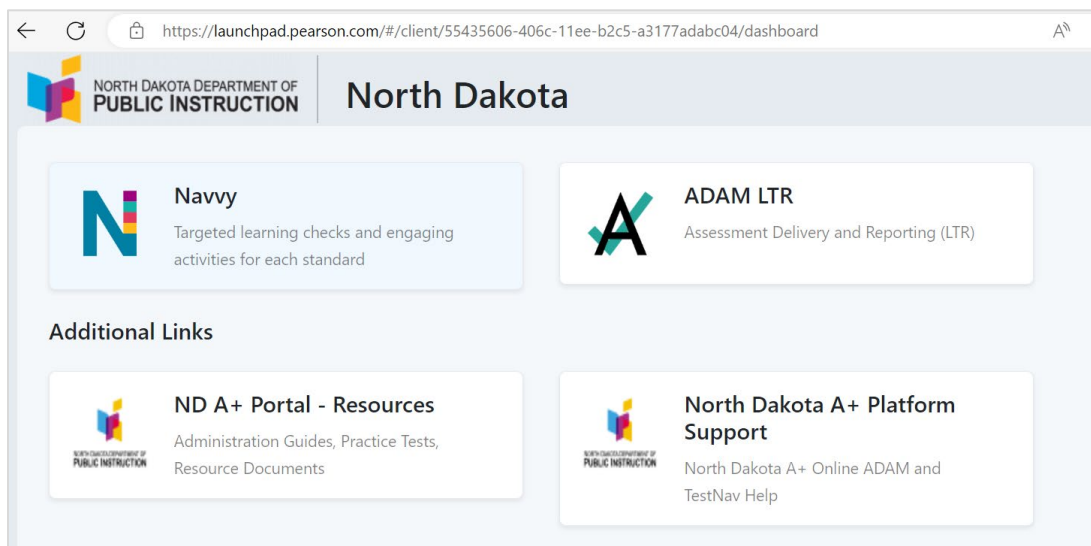
Tasks for teachers to create proctor groups by class

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



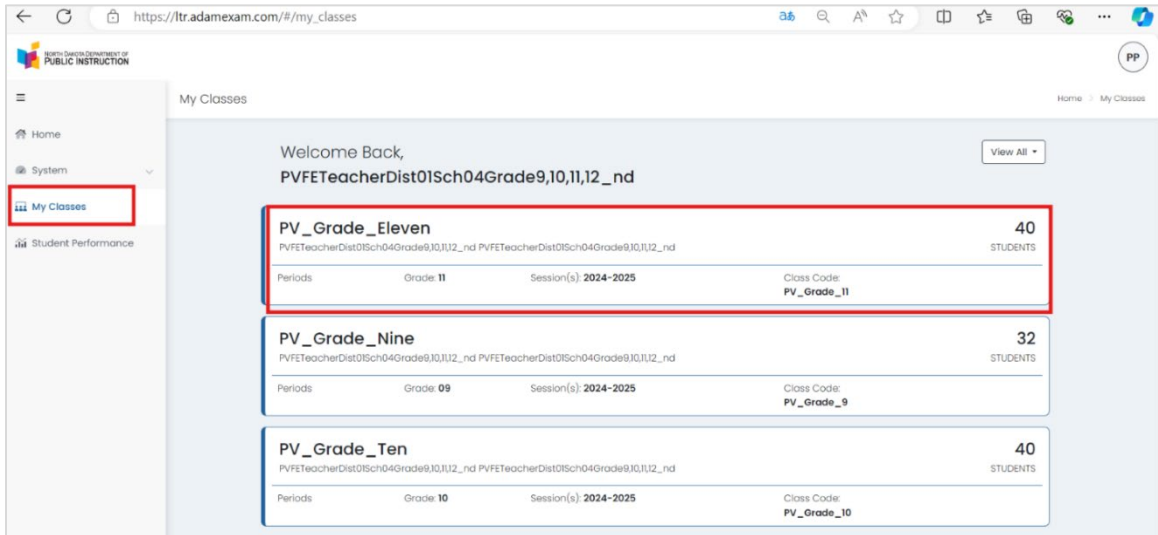
The screenshot shows the login interface for the North Dakota Department of Public Instruction. At the top, the logo and name are displayed. Below is the heading "North Dakota". The login form includes a "Username" field with the text "altoney.germany@pearson.com", a "Password" field with masked characters and a visibility toggle, and a "Sign in" button. To the right of the password field are two buttons: "Grades 6-12 Login" and "QR Code Sign In". A link for "First Time Sign In / Reset Password" is located below the password field. At the bottom, a note states: "If you need assistance with your account, please contact the administrator at your district or school."

3. Once logged into LaunchPad, click ADAM LTR.



The screenshot shows the dashboard of the North Dakota Department of Public Instruction Launchpad. The browser address bar shows the URL: <https://launchpad.pearson.com/#/client/55435606-406c-11ee-b2c5-a3177adabc04/dashboard>. The dashboard features the North Dakota logo and name. Below the header, there are four main sections: "Navy" (Targeted learning checks and engaging activities for each standard), "ADAM LTR" (Assessment Delivery and Reporting (LTR)), "Additional Links" (ND A+ Portal - Resources: Administration Guides, Practice Tests, Resource Documents; North Dakota A+ Platform Support: North Dakota A+ Online ADAM and TestNav Help).

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



My Classes

Welcome Back,
PVFETeacherDist01Sch04Grade9,10,11,12_nd

PV_Grade_Eleven 40 STUDENTS

PVFETeacherDist01Sch04Grade9,10,11,12_nd PVFETeacherDist01Sch04Grade9,10,11,12_nd

Periods	Grade 11	Session(s) 2024-2025	Class Code: PV_Grade_11
---------	----------	----------------------	-------------------------

PV_Grade_Nine 32 STUDENTS

PVFETeacherDist01Sch04Grade9,10,11,12_nd PVFETeacherDist01Sch04Grade9,10,11,12_nd

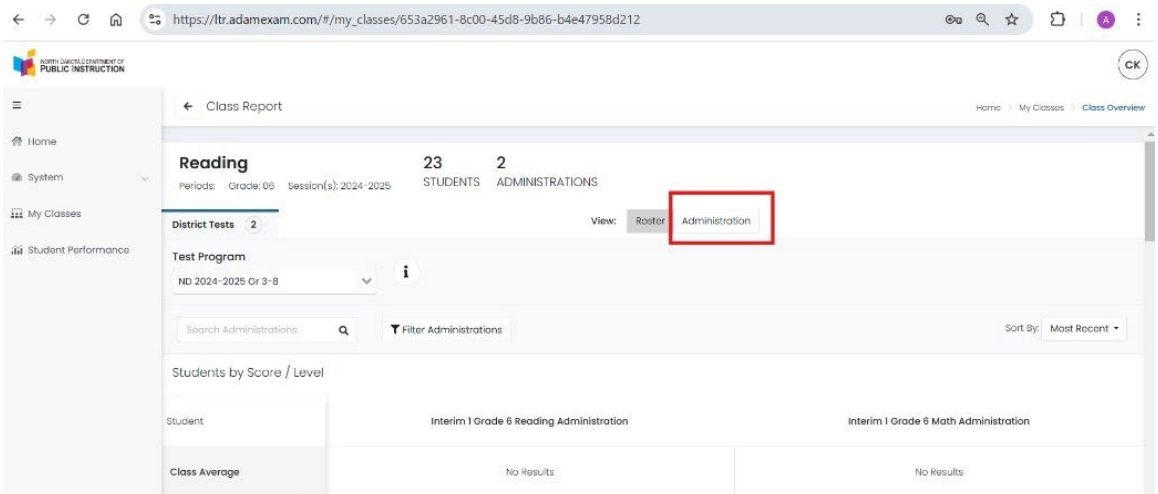
Periods	Grade 09	Session(s) 2024-2025	Class Code: PV_Grade_9
---------	----------	----------------------	------------------------

PV_Grade_Ten 40 STUDENTS

PVFETeacherDist01Sch04Grade9,10,11,12_nd PVFETeacherDist01Sch04Grade9,10,11,12_nd

Periods	Grade 10	Session(s) 2024-2025	Class Code: PV_Grade_10
---------	----------	----------------------	-------------------------

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



Class Report

Reading 23 STUDENTS 2 ADMINISTRATIONS

Periods: Grade: 06 Session(s): 2024-2025

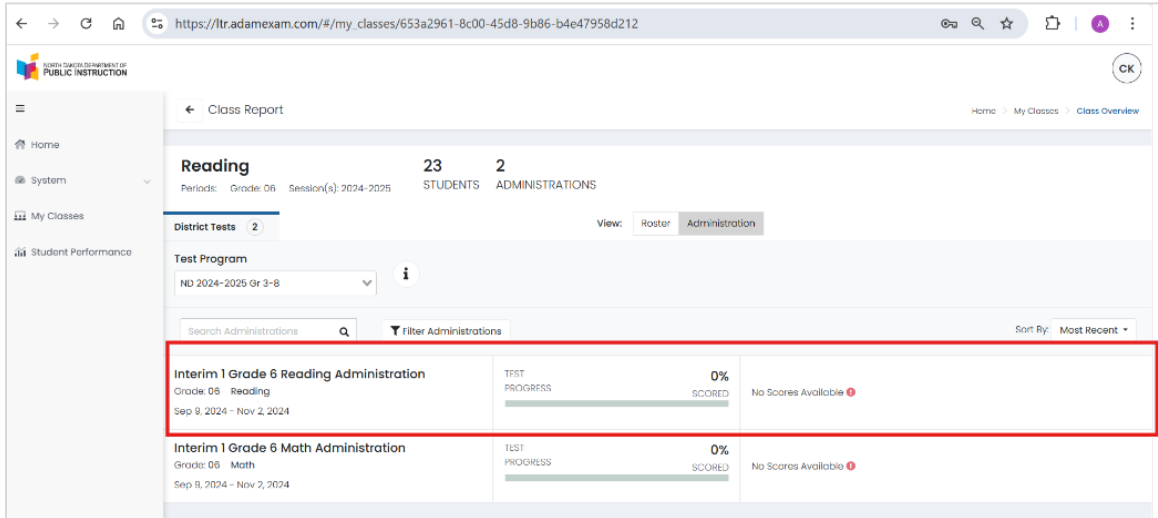
District Tests: 2 View: Roster Administration

Test Program: ND 2024-2025 Gr 3-8

Search Administrations Filter Administrations Sort By: Most Recent

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

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



Class Report

Reading 23 2
STUDENTS ADMINISTRATIONS

Periods: Grade: 06 Session(s): 2024-2025

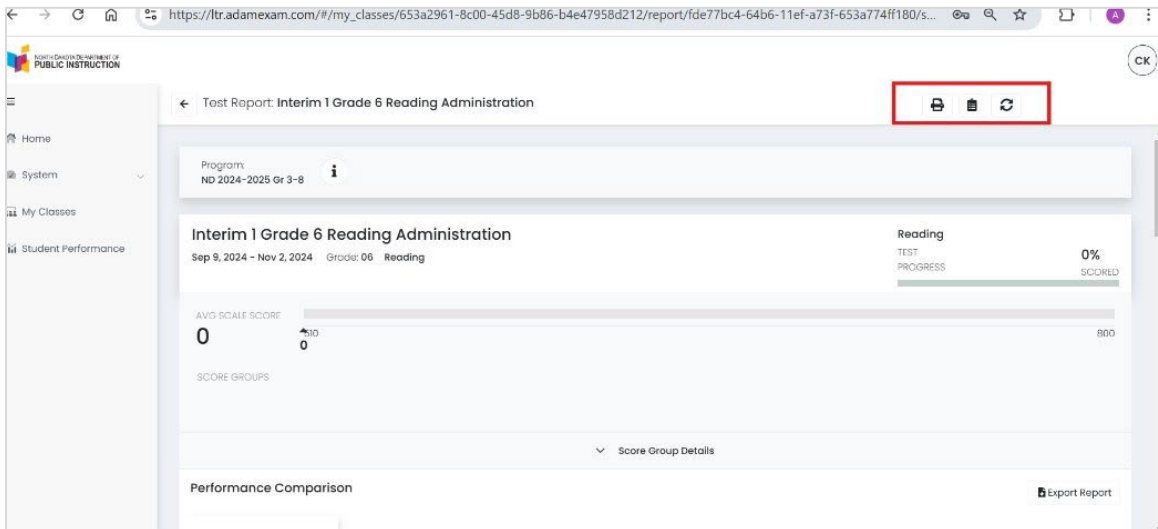
District Tests 2 View: Roster Administration

Test Program
ND 2024-2025 Gr 3-8

Search Administrations Filter Administrations Sort By: Most Recent

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

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



Test Report: Interim 1 Grade 6 Reading Administration

Program: ND 2024-2025 Gr 3-8

Interim 1 Grade 6 Reading Administration
Sep 9, 2024 - Nov 2, 2024 Grade: 06 Reading

Reading
TEST PROGRESS 0%
SCORED

AVG SCALE SCORE
0 0 800

SCORE GROUPS

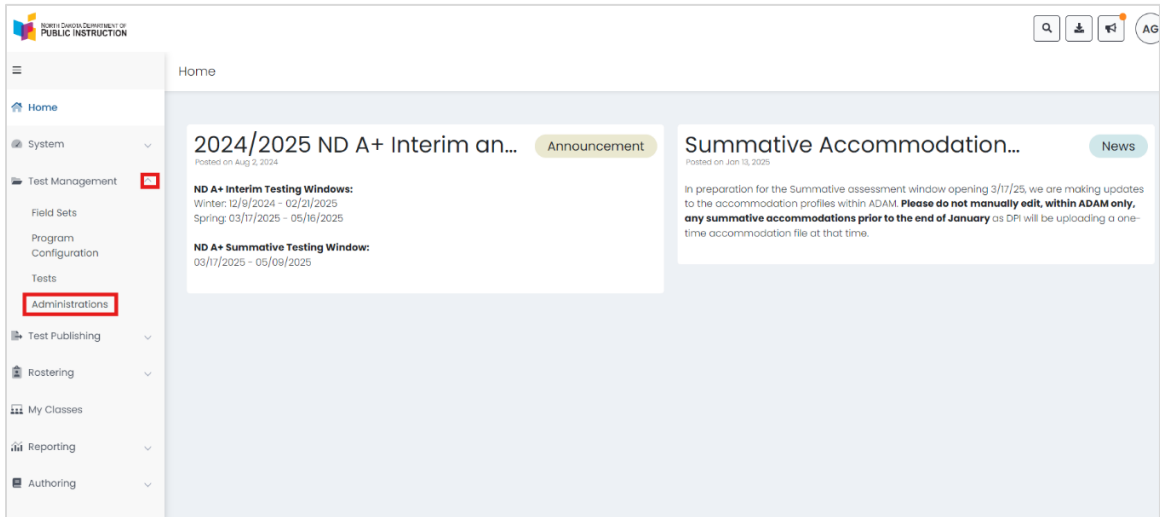
Performance Comparison

Export Report

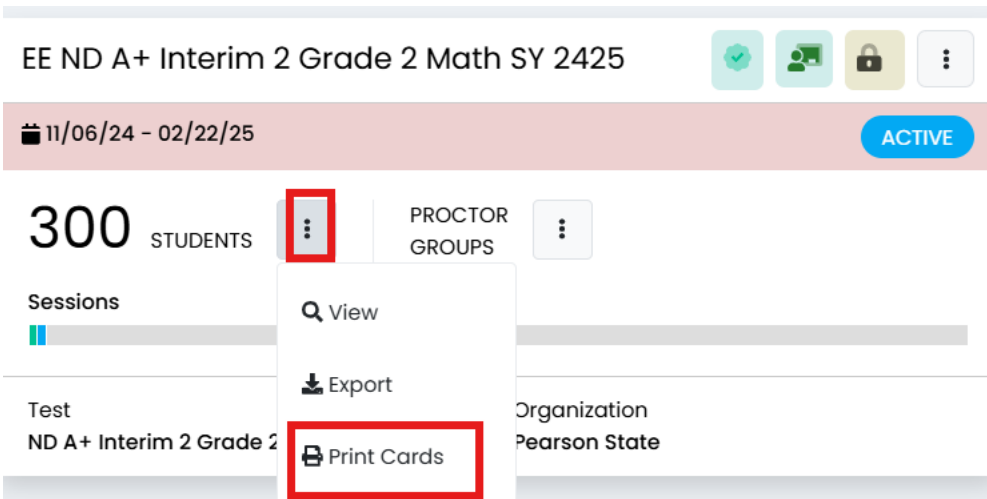
Proctor Button – It allows the teacher to create their own proctor group and proctor by class. NOTE: The students are not added to the proctor group automatically. The teacher will have to provide the test codes to the students and as the students use the test code they will be pulled into the teacher’s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

Appendix E: Printing Student Testing Tickets

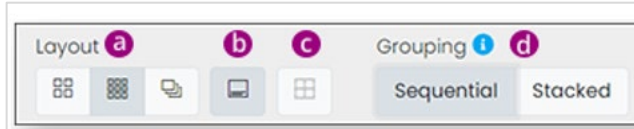
1. From the home page, use the menu to navigate to Test Management > Administrations.



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

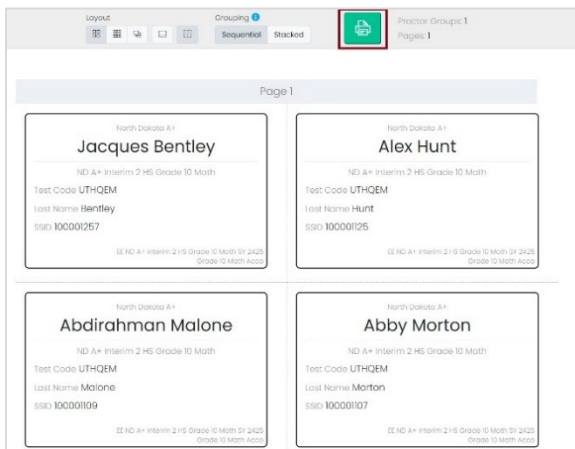


3. You can select various formatting options.



- a. Layout - Select 2 by 4, 3 by 6, or 1 per page.
- b. Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor. Note: It also shows if a student has any accommodations.
- c. Toggle borders - Select whether to include dashed borders (guides for cutting the testing tickets).
- d. Toggle borders - Select whether to include dashed borders (guides for cutting the testing tickets).

4. Select the Print button.

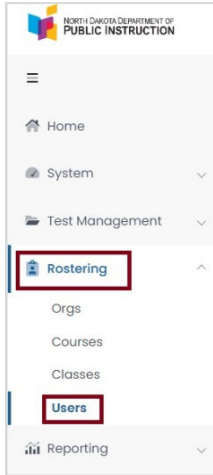


View Student Rosters

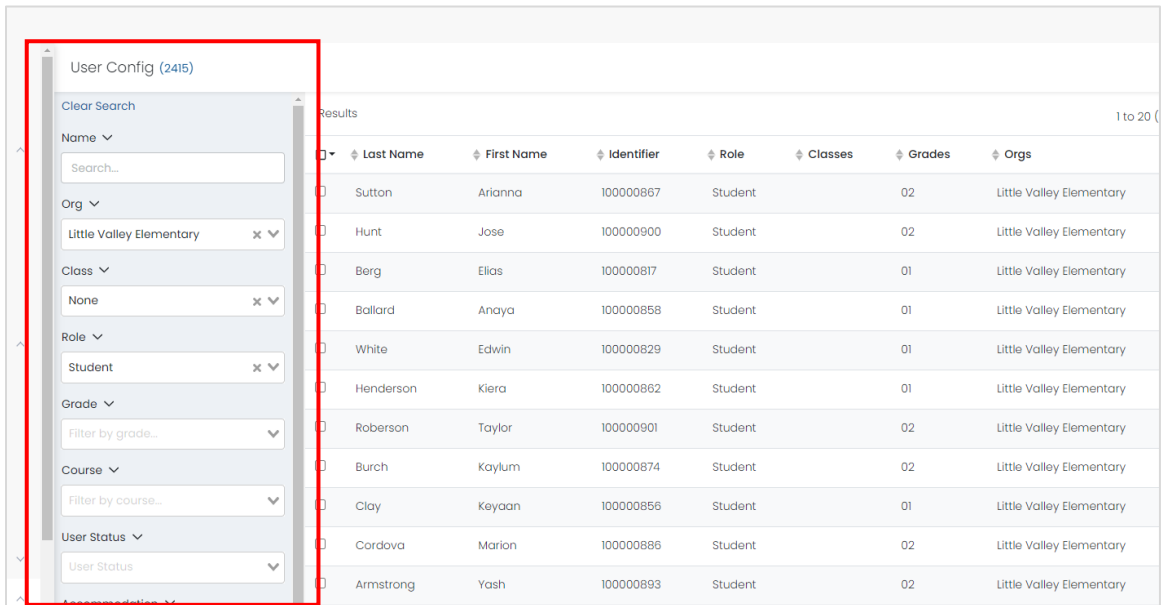
Student rosters list all the students in your organization. Student rosters should be used to confirm all your students have been loaded into ADAM. The student roster allows you to manage your student's accommodations, and administrations.

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

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



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



User Config (2415)

Clear Search

Name

Org

Class

Role

Grade

Course

User Status

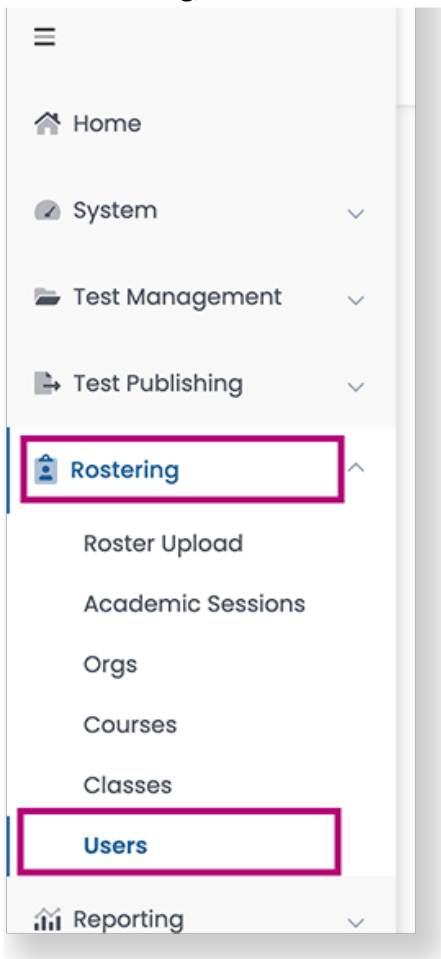
Results 1 to 20 (

	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs
<input type="checkbox"/>	Sutton	Arianna	100000867	Student		02	Little Valley Elementary
<input type="checkbox"/>	Hunt	Jose	100000900	Student		02	Little Valley Elementary
<input type="checkbox"/>	Berg	Elias	100000817	Student		01	Little Valley Elementary
<input type="checkbox"/>	Ballard	Anaya	100000858	Student		01	Little Valley Elementary
<input type="checkbox"/>	White	Edwin	100000829	Student		01	Little Valley Elementary
<input type="checkbox"/>	Henderson	Kiera	100000862	Student		01	Little Valley Elementary
<input type="checkbox"/>	Roberson	Taylor	100000901	Student		02	Little Valley Elementary
<input type="checkbox"/>	Burch	Kaylum	100000874	Student		02	Little Valley Elementary
<input type="checkbox"/>	Clay	Keyaan	100000856	Student		01	Little Valley Elementary
<input type="checkbox"/>	Cardova	Marion	100000886	Student		02	Little Valley Elementary
<input type="checkbox"/>	Armstrong	Yash	100000893	Student		02	Little Valley Elementary

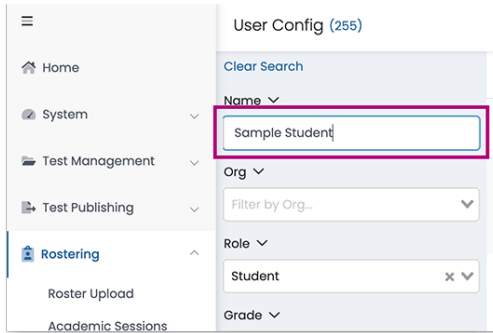
Appendix F: Updating Student Accommodations

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

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



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



User Config (255)

Clear Search

Name

Org

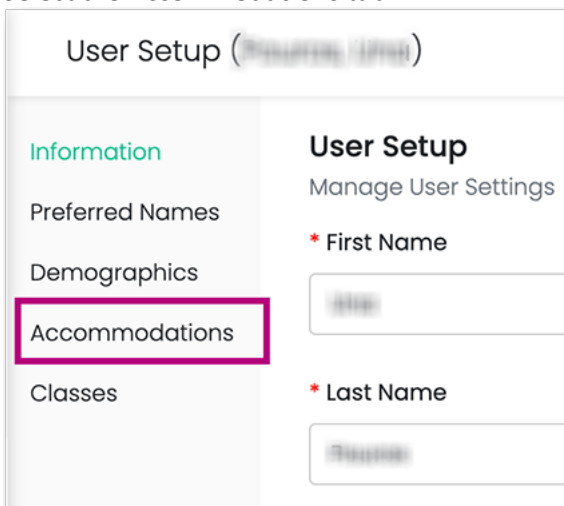
Role

Grade

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

er	Role	Classes	Grades	Orgs	Last Login	Actions
entl058	Student	1	06	Pearson Test School	Never	→ ✎ 🗑️
76_PRoPL	Student		04	PVE2E_Dist01Sch01_ND_PRoPL	Never	→ ✎ 🗑️ Edit
entl411	Student	1	06	Pearson Test School	Never	→ ✎ 🗑️
036_PRoPL	Student	2	08	PVE2E_Dist05Sch02_ND_PRoPL	Never	→ ✎ 🗑️

- Select the **Accommodations** tab.



User Setup (PERSONAL INFO)

Information

Preferred Names

Demographics

Accommodations

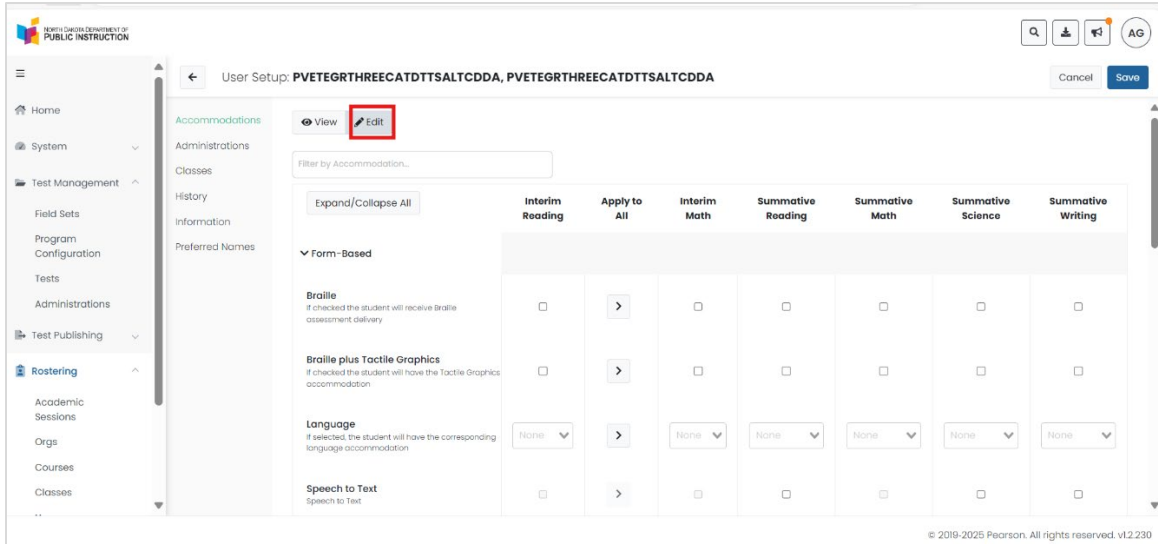
Classes

User Setup
Manage User Settings

* First Name

* Last Name

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



User Setup: PVETEGRTHREECATDTTSALTCDDA, PVETEGRTHREECATDTTSALTCDDA

Accommodations

View Edit

Filter by Accommodation...

Expand/Collapse All

	Interim Reading	Apply to All	Interim Math	Summative Reading	Summative Math	Summative Science	Summative Writing
Form-Based							
Braille If checked the student will receive Braille assessment delivery	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Braille plus Tactile Graphics If checked the student will have the Tactile Graphics accommodation	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language If selected, the student will have the corresponding language accommodation	None	>	None	None	None	None	None
Speech to Text Speech to Text	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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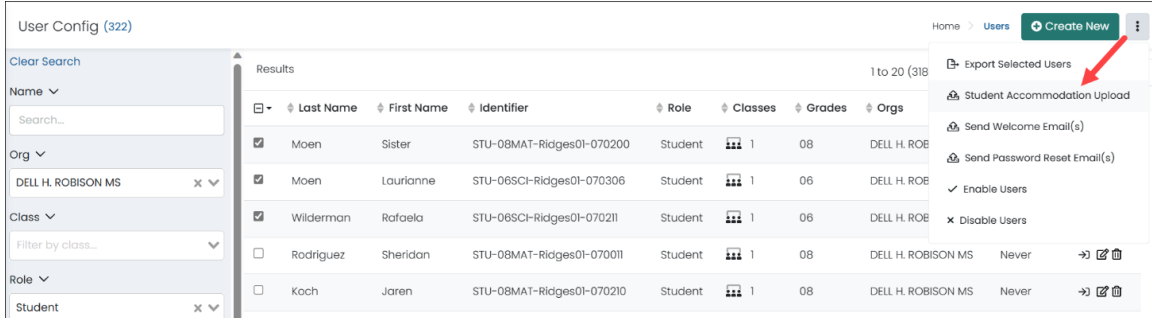
- When you have modified all approved accommodations, select **Save**.

Uploading Multiple Students

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

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

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



The screenshot shows the 'User Config (322)' interface. On the left, there are filters for Name, Org (DELL H. ROBISON MS), Class, and Role (Student). The main area displays a table of users with columns for Last Name, First Name, Identifier, Role, Classes, Grades, and Orgs. On the right, a 'kabob' menu is open, showing options like 'Export Selected Users', 'Student Accommodation Upload' (highlighted with a red arrow), 'Send Welcome Email(s)', 'Send Password Reset Email(s)', 'Enable Users', and 'Disable Users'.

5. Follow the on-screen instructions to:

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

Sample Roster File

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

sourcedId	orgName	identifier	familyName	givenName	middleName	grades	profileName
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Interim Reading
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Interim Math
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Reading
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Math
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Science
lpi:prd:6hl	Deer Valley	100000001	Jennings	Leo		1	Summative Writing

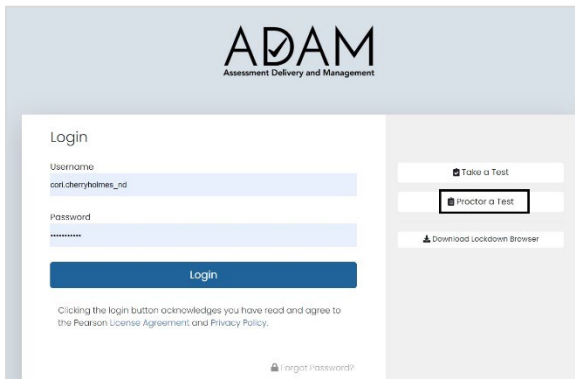
You should only edit the data in the accommodation columns:

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

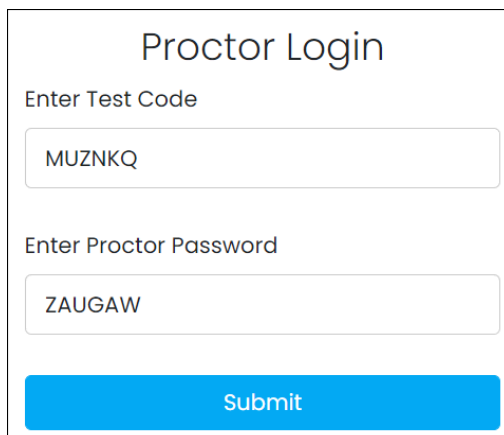
Appendix G: Logging In As a Proctor

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

1. Go to <https://ltr.adamexam.com/#/>.
2. Click the **Proctor a Test** button on the right.



3. Enter your test code and proctor password that is on your proctor card provided by your School Coordinator and select the **Submit** button.



4. Enter a first and last name if this information is not already filled in, and then click **Save**. You may also be asked to agree to a Proctor Acknowledgment. The proctoring page will open.

Login to Proctor a Test

Enter Test Code

Enter Proctor Password

Submit

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

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

New Proctor Group

By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator.

Proctor Group Name

Select Your District

Select Your School

Proctor First Name


Proctor Last Name

Proctor Email Address

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

Confirm

- Once you confirm all the information you entered for your new proctor group, the proctor dashboard will open.


Close ✕

Testing Information	Config Information	Actions
Test: ND A+ Interim 2 Grade 2 Math Administration: EE ND A+ Interim 2 Grade 2 Math SY 2425 Proctor Group: test Testing School: Little Valley Elementary	Test Window: 11/06/24 - 02/22/25 Proctor Name: A.germany Kiosk Only: Yes	Test Code: CXJQPB Proctor Password: YHA3N5 Print Cards

Group Actions: [Refresh](#) [Power](#)

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

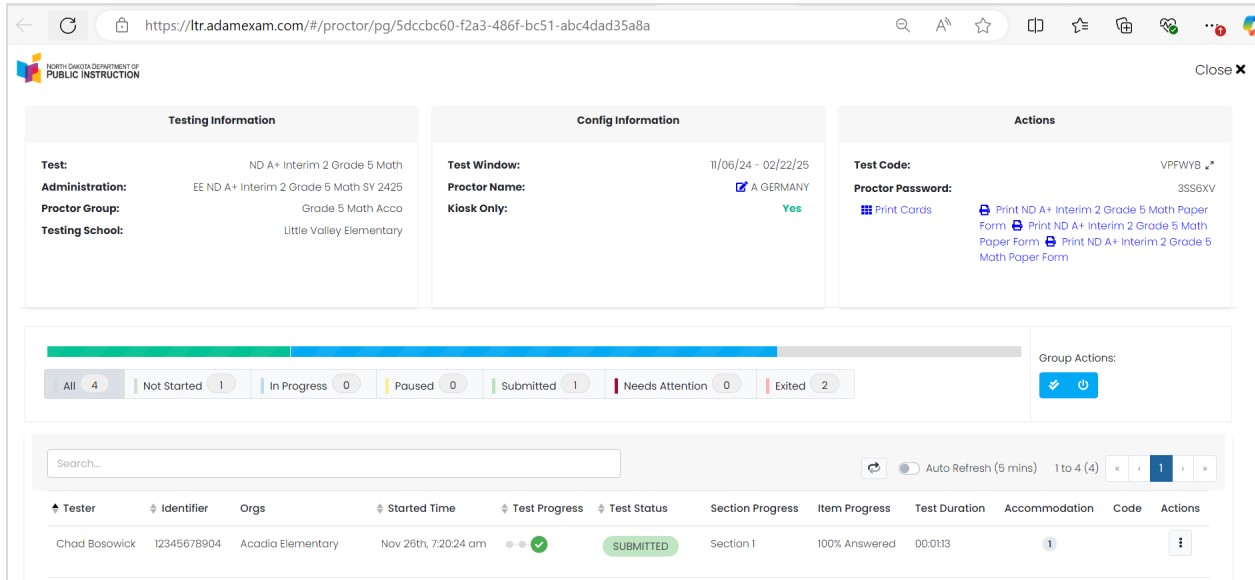
Search...

Auto Refresh (5 mins) | 1 to 3 (3) | « 1 »

Tester	Identifier	Auth Fields(quick_id, PIN)	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions

Appendix H: Understanding the Proctor Dashboard

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



The screenshot shows the Proctor Dashboard interface. It is divided into three main sections: Testing Information, Config Information, and Actions. Below these sections is a progress bar and a summary of test results. At the bottom, there is a table with columns for Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions.

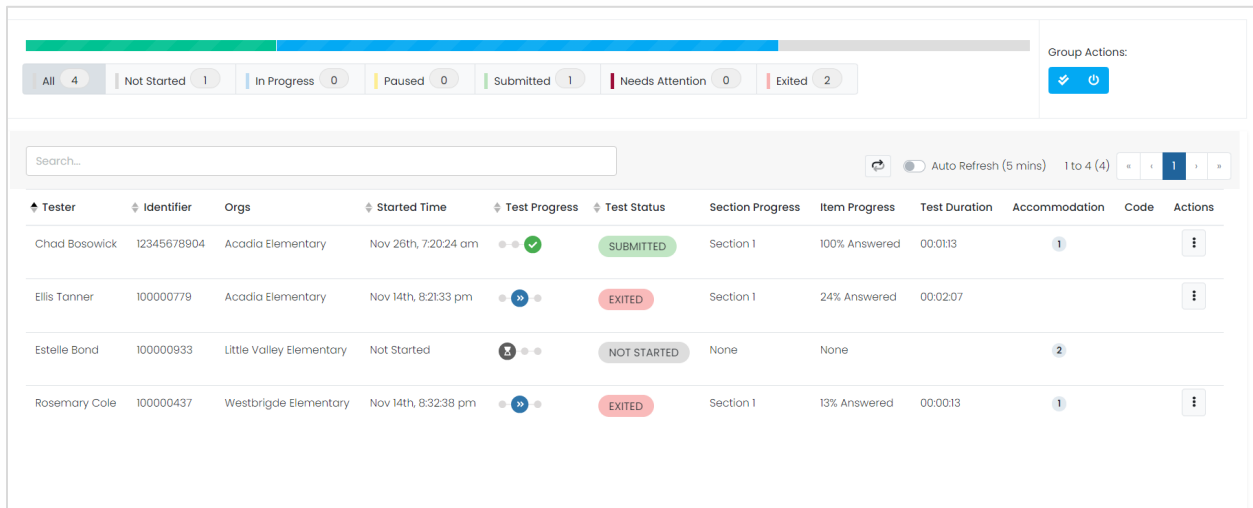
Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Chad Bosowick	12345678904	Acadia Elementary	Nov 26th, 7:20:24 am	100%	SUBMITTED	Section 1	100% Answered	00:01:13	1		

Testing Information	<p>This section includes:</p> <ul style="list-style-type: none"> • Test - name • Administration - name • Proctor Group - name • Kiosk only - <i>Does not apply.</i>
Config Information	<p>This section includes:</p> <ul style="list-style-type: none"> • Test Window - for the overall assessment • Proctor Name
Test Code (Actions)	<p>You provide this code to students so they can log in to the test. You can select the expand arrows next to the code to view in fullscreen. Select the minimize arrows (on the expanded test code window) to return to the normal view.</p>
Print Cards (Actions)	<p>Select Print Cards to:</p> <ul style="list-style-type: none"> • Print a roster and the test cards to distribute to students.

- Open (in a second window) to view the test cards for this proctor group.

Below the progress bar: Student session list

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



Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Chad Bosowick	12345678904	Acadia Elementary	Nov 26th, 7:20:24 am	100%	SUBMITTED	Section 1	100% Answered	00:01:13	1		
Ellis Tanner	100000779	Acadia Elementary	Nov 14th, 8:21:33 pm	24%	EXITED	Section 1	24% Answered	00:02:07			
Estelle Bond	100000933	Little Valley Elementary	Not Started	0%	NOT STARTED	None	None		2		
Rosemary Cole	100000437	Westbrigde Elementary	Nov 14th, 8:32:38 pm	13%	EXITED	Section 1	13% Answered	00:00:13	1		

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

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

- **In Progress** – The student has logged into the assessment. No action is needed by the proctor.
- **Submitted** – The student has completed the test and submitted the results.
- **Reseated** – The proctor has reseated the student(s). The student has not yet logged back into the session. No action is needed by the proctor.
- **Exited** – The student has exited the TestNav app. The Proctor needs to reseat the student before they can log back into the assessment.
- **Section Progress**
 - Most assessments have only one section and will say “Section 1”. The writing assessment has two sections and will say "Section 2" when each student moves to the second section.
- **Item Progress**
 - This shows the percentage of items answered by the student.
- **Test Duration**
 - Shows the time spent on the test.
- **Accommodation**
 - The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations relevant to the online assessment session administration will be displayed.
- **Code**
 - Notes any accountability (non-participation) codes that have been assigned to the student.
- **Action**
 - After the assessment session has started, a button appears in the **Actions** column for each student. Use this button if a student has an “interrupted” session (computer issue, session timeout, unexpected error). Reseating allows the student to re-enter their test code and SSID to resume their assessment session. For detailed instructions on reseating, please refer to Appendix J: Reseating Students.

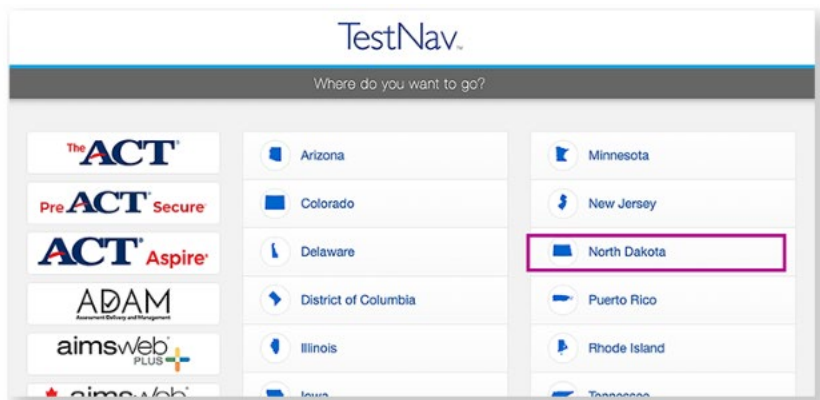
Appendix I: Starting the Administration

On the proctor dashboard, find the test code in the **Actions** section.



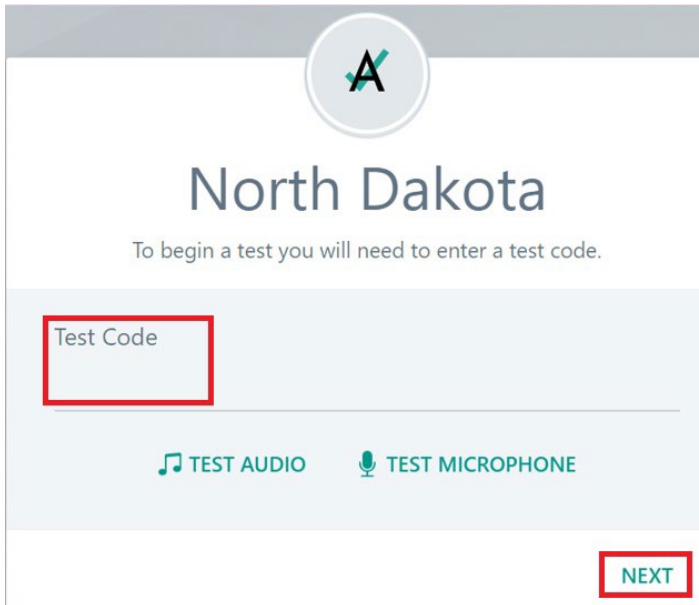
Give this test code to the students in your proctor group when it is time to begin testing if the proctor group was not pre-created. If students have already been assigned to proctor groups, the test code will appear on their student testing ticket.

1. Instruct students to go to the testing application, TestNav.
2. The student will open TestNav (Home - TestNav) and then navigate to North Dakota.



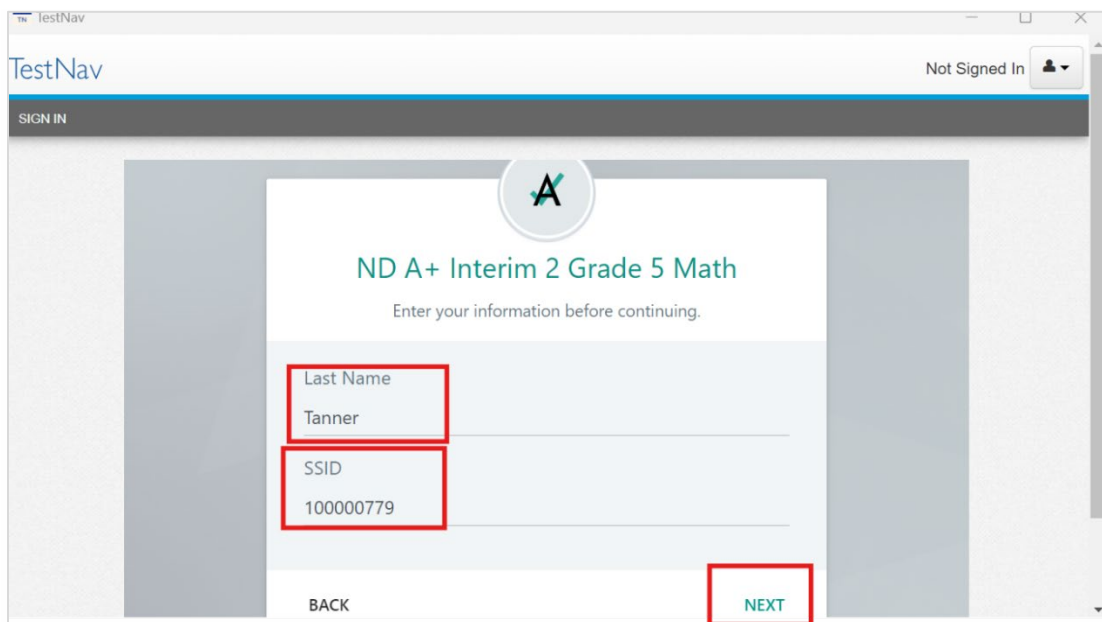
3. The student will enter the test code found either on their testing card or provided by the proctor. If the proctor is creating a proctor group on the fly, and then select **Next**.

4. Enter the test code, and then select **Next**.



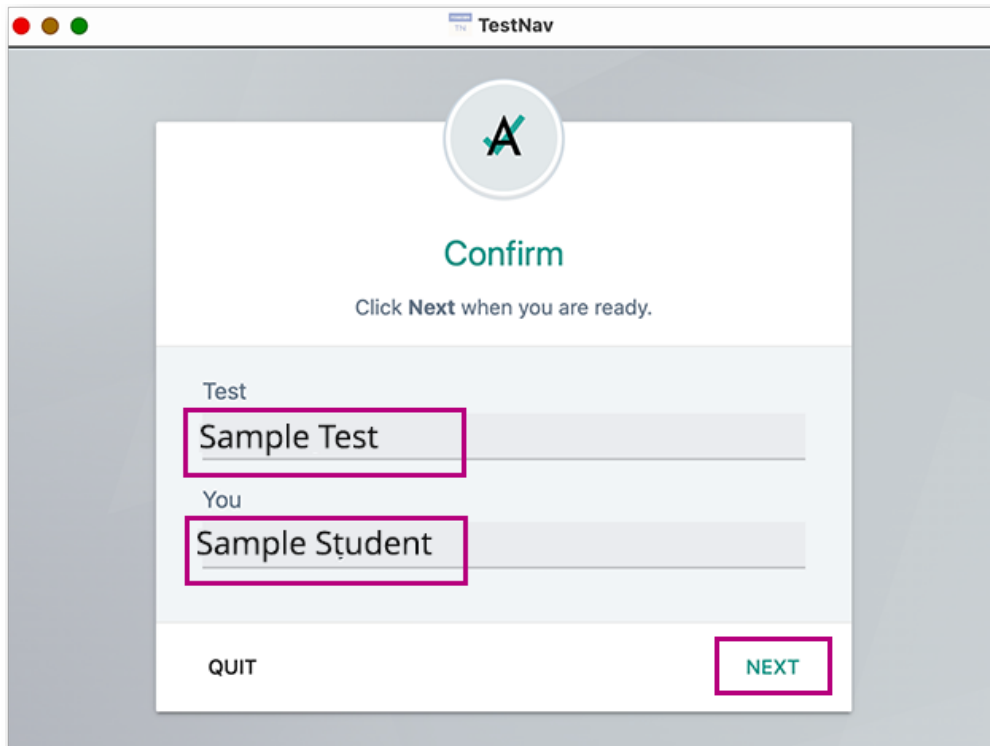
The screenshot shows the North Dakota test entry interface. At the top, there is a circular logo with a stylized 'A'. Below it, the text 'North Dakota' is displayed in a large font, followed by the instruction 'To begin a test you will need to enter a test code.' A text input field labeled 'Test Code' is highlighted with a red box. Below the input field are two buttons: 'TEST AUDIO' with a music note icon and 'TEST MICROPHONE' with a microphone icon. At the bottom right, a 'NEXT' button is highlighted with a red box.

5. Enter the student's last name and SSID in the correct field and select **Next**.

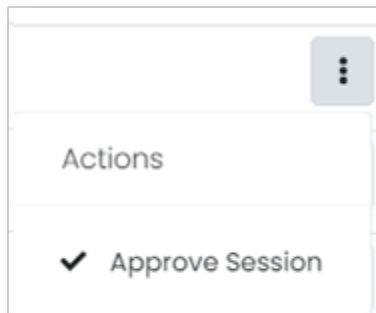


The screenshot shows the TestNav application window. The title bar reads 'TestNav' and the top right corner shows 'Not Signed In' with a user icon. Below the title bar is a 'SIGN IN' button. The main content area features the same 'A' logo and the text 'ND A+ Interim 2 Grade 5 Math' followed by 'Enter your information before continuing.' There are two text input fields: the first is labeled 'Last Name' and contains the text 'Tanner'; the second is labeled 'SSID' and contains the text '100000779'. Both input fields are highlighted with red boxes. At the bottom left, there is a 'BACK' button, and at the bottom right, there is a 'NEXT' button highlighted with a red box.

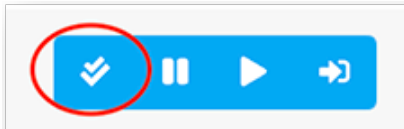
6. Confirm the Test and your name and select **Next**.



7. As students complete sign in, they appear in the proctor dashboard.
8. Select **Approve Session** in the kabob menu for each student to let students in one at a time as their Progress status changes to 'Needs Attention.'



Alternatively, wait to approve the entire group at once using the **Approve All Sessions** button.



9. Use the features on the proctor dashboard to control the sessions.

10. The **proctor dashboard** gives the proctor a new test code if the proctor group wasn't pre-created.

Testing Information	Config Information	Actions
<p>Test: ND A+ Interim 2 Grade 5 Math</p> <p>Administration: EE ND A+ Interim 2 Grade 5 Math SY 2425</p> <p>Proctor Group: Grade 5 Math Acco</p> <p>Testing School: Little Valley Elementary</p>	<p>Test Window: 11/06/24 - 02/22/25</p> <p>Proctor Name: A GERMANY</p> <p>Kiosk Only: Yes</p>	<p>Test Code: VPFWYB</p> <p>Proctor Password: 3SS6XV</p> <p>Print Cards</p> <p>Print ND A+ Interim 2 Grade 5 Math Paper Form</p> <p>Print ND A+ Interim 2 Grade 5 Math Paper Form</p> <p>Print ND A+ Interim 2 Grade 5 Math Paper Form</p>

<p>All 4</p> <p>Not Started 1</p> <p>In Progress 1</p> <p>Paused 0</p> <p>Submitted 1</p> <p>Needs Attention 0</p> <p>Exited 1</p>	<p>Group Actions:</p> <p>✓ ↻ ⏻</p>
--	------------------------------------

Appendix J: Reseating Students

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

Tasks for test proctors to reseat students in ADAM

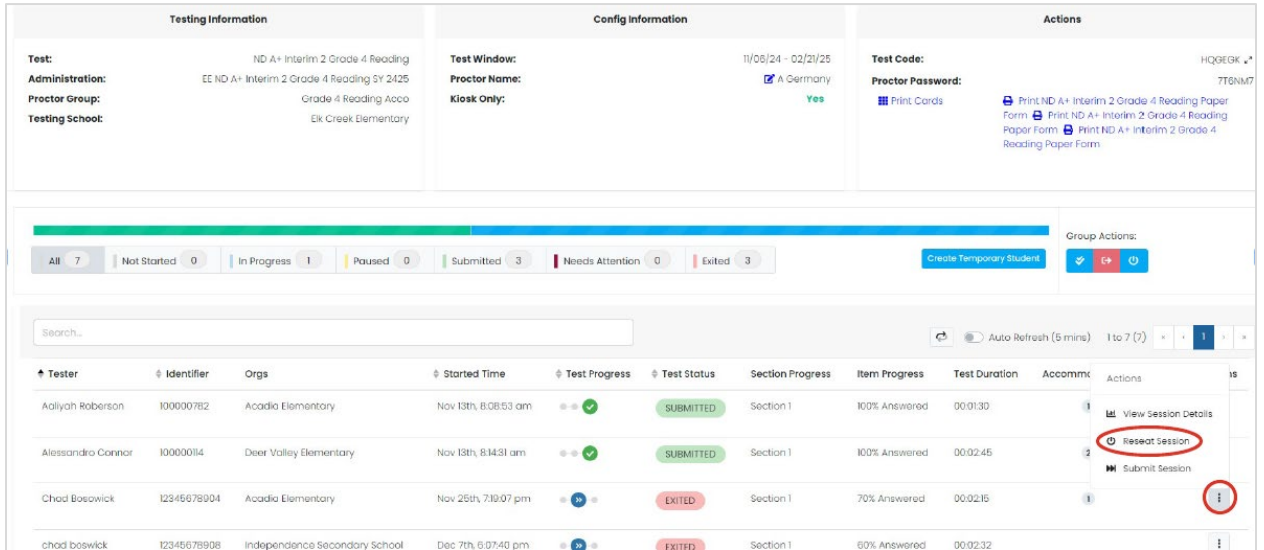
1. The proctor will navigate to [ADAM | Administration](#). Enter the test code and proctor password you were provided, then select 'Submit'.

Proctor Login

Enter Test Code

Enter Proctor Password

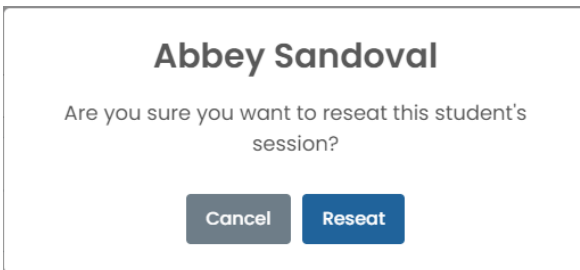
- Find the student within the proctor group needing reseated. Select the three little dots in the actions area and select the 'Reseat Session' button for that student.



The screenshot shows a testing interface with three main sections: Testing Information, Config Information, and Actions. Below these is a summary bar with status counts: All (7), Not Started (0), In Progress (1), Paused (0), Submitted (3), Needs Attention (0), and Exited (3). A search bar is present above a table of students. The table has columns for Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommm, and Actions. The 'Reseat Session' button in the Actions column for Chad Bosowick is circled in red. A three-dot menu icon in the Actions column for Chad Bosowick is also circled in red.

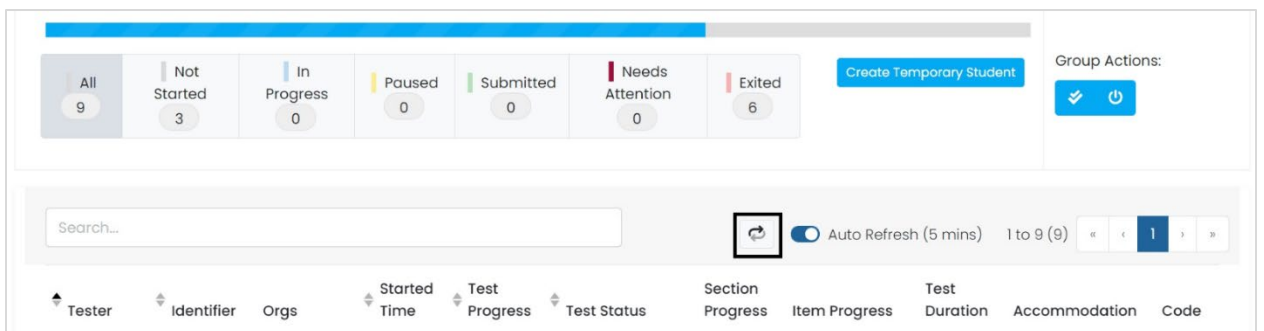
Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommm	Actions
Aaliyah Roberson	10000782	Acadia Elementary	Nov 13th, 8:08:53 am	100%	SUBMITTED	Section 1	100% Answered	00:01:30		View Session Details
Alessandro Connor	10000014	Deer Valley Elementary	Nov 13th, 8:14:31 am	100%	SUBMITTED	Section 1	100% Answered	00:02:45		Reseat Session
Chad Bosowick	12345678904	Acadia Elementary	Nov 26th, 7:19:07 pm	70%	EXITED	Section 1	70% Answered	00:02:16		Submit Session
chad boswick	12345678908	Independence Secondary School	Dec 7th, 6:07:40 pm	60%	EXITED	Section 1	60% Answered	00:02:32		

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



The dialog box displays the name 'Abbey Sandoval' and asks 'Are you sure you want to reseat this student's session?'. There are two buttons: 'Cancel' and 'Reseat'.

- After selecting 'Reseat', be sure to select the refresh button, which will resync ADAM and TestNav. This will ensure the student can log back into the test.



The screenshot shows the testing interface with a summary bar at the top showing status counts: All (9), Not Started (3), In Progress (0), Paused (0), Submitted (0), Needs Attention (0), and Exited (6). A search bar is present above a table of students. The refresh button (a circular arrow icon) is highlighted with a black box. The 'Auto Refresh (5 mins)' toggle is also visible.

5. The student test status will change to reseatd.

Group Actions:											
All 5 Not Started 1 In Progress 1 Paused 0 Submitted 2 Needs Attention 0 Exited 1											
<input type="text" value="Search..."/> Auto Refresh (5 mins) 1 to 5 (9)											
↑ Testee	↓ Identifier	Orgs	↓ Started Time	↓ Test Progress	↓ Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Chad Boswick	12345678904	Acadia Elementary	Nov 28th, 7:50:24 am	== ●	SUBMITTED	Section 1	100% Answered	00:01:13			<i>i</i>
chad boswick	12345678908	Independence Secondary School	Jan 14th, 12:38:24 pm	== ●	SUBMITTED	Section 1	100% Answered	00:03:30			<i>i</i>
Ellis Tanner	100000779	Acadia Elementary	Nov 14th, 8:21:33 pm	● =	RESEAT	Section 1	24% Answered	00:02:07			<i>i</i>

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

Appendix K: Incorrect Accommodations

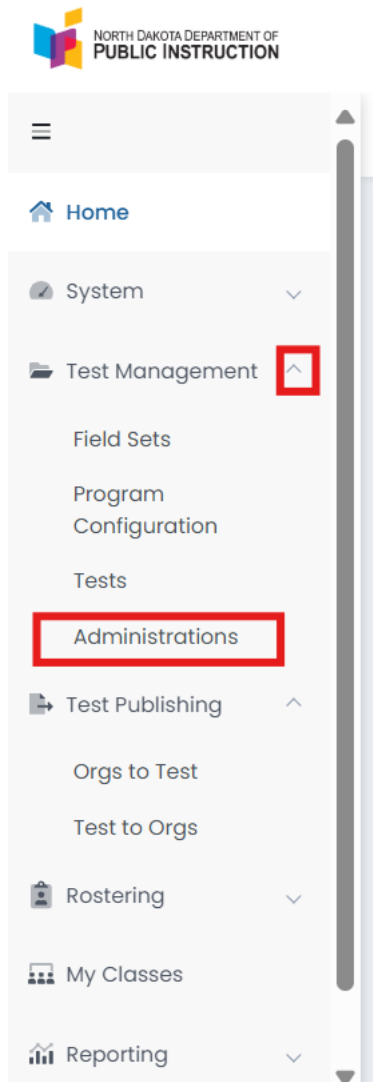
If a student needs embedded accommodations in TestNav and the accommodations are incorrect once testing has started, follow these steps to adjust and correct the accommodations.

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. Refresh the proctor dashboard.
4. Reseat the student in the proctor dashboard. (Appendix J: Reseating Students)
5. Have the student log back into the test in TestNav.

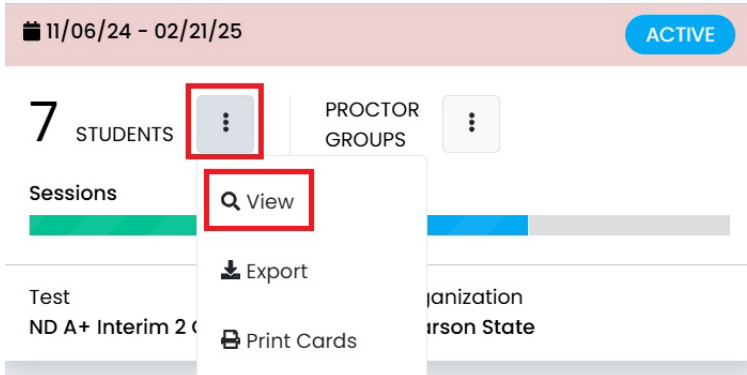
Appendix L: Non-Participation Codes

Apply Non-Participation Codes Through Administrations

1. Within ADAM, go to **Test Management** and select **Administrations**.



- On the Administration Card, select **View** under **Students**.



11/06/24 - 02/21/25 ACTIVE

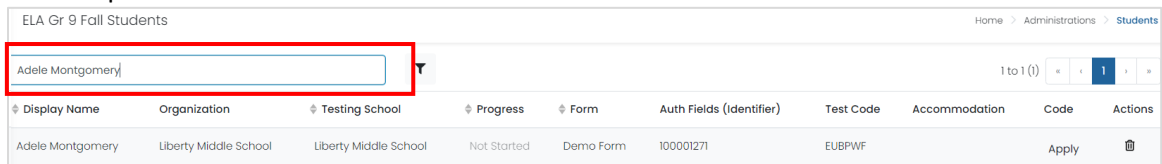
7 STUDENTS ⋮ PROCTOR GROUPS ⋮

Sessions 🔍 View

Test ND A+ Interim 2 📄 Export 🖨️ Print Cards

Organization 📄 Print Cards Person State

- In the list of students, locate the student you need to apply the code to by using the **Search** box at the top.

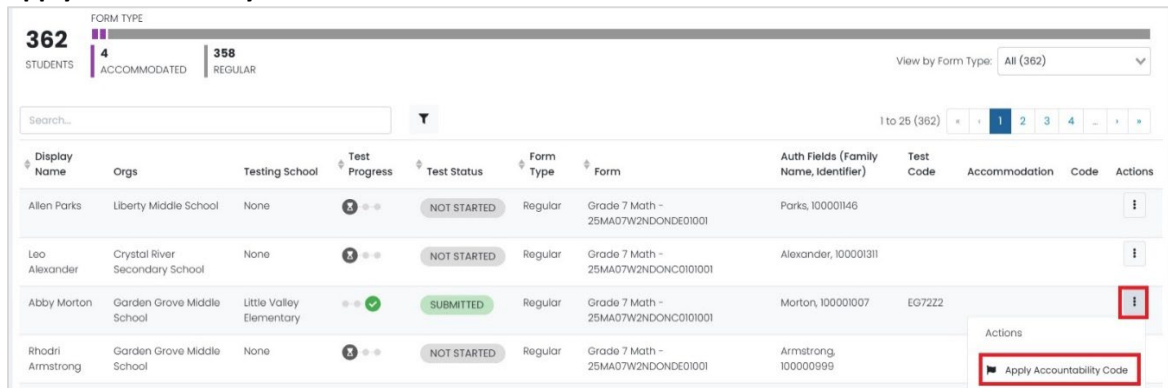


ELA Gr 9 Fall Students Home > Administrations > Students

1 to 1 (1)

Display Name	Organization	Testing School	Progress	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Adele Montgomery	Liberty Middle School	Liberty Middle School	Not Started	Demo Form	100001271	EUBPWF			Apply 🗑️

- Click the **ellipses** in the **Actions** column on the right-hand side of the screen and then click on **Apply Accountability Codes**.



FORM TYPE

362 STUDENTS 4 ACCOMMODATED 358 REGULAR View by Form Type: All (362)

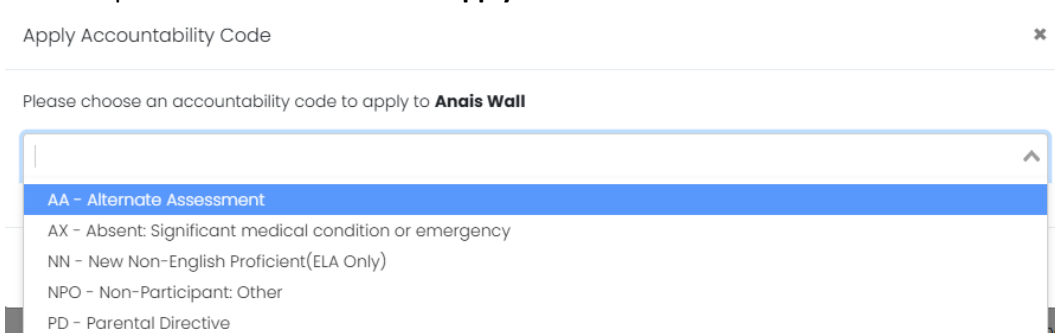
Search...

1 to 25 (362)

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Family Name, Identifier)	Test Code	Accommodation	Code	Actions
Allen Parks	Liberty Middle School	None	⊕	NOT STARTED	Regular	Grade 7 Math - 25MAA07W2NDONDE01001	Parks, 100001146				⋮
Leo Alexander	Crystal River Secondary School	None	⊕	NOT STARTED	Regular	Grade 7 Math - 25MAA07W2NDONC0101001	Alexander, 100001311				⋮
Abby Morton	Garden Grove Middle School	Little Valley Elementary	⊕	SUBMITTED	Regular	Grade 7 Math - 25MAA07W2NDONC0101001	Morton, 100001007	EG72Z2			⋮
Rhodri Armstrong	Garden Grove Middle School	None	⊕	NOT STARTED	Regular	Grade 7 Math - 25MAA07W2NDONDE01001	Armstrong, 100000999				⋮

Actions Apply Accountability Code

- Select the participation code that applies to your student's test from the **Modify Accountability Code** drop-down menu and click the **Apply** button.



Apply Accountability Code ✕

Please choose an accountability code to apply to **Anais Wall**

- AA - Alternate Assessment
- AX - Absent: Significant medical condition or emergency
- NN - New Non-English Proficient(ELA Only)
- NPO - Non-Participant: Other
- PD - Parental Directive

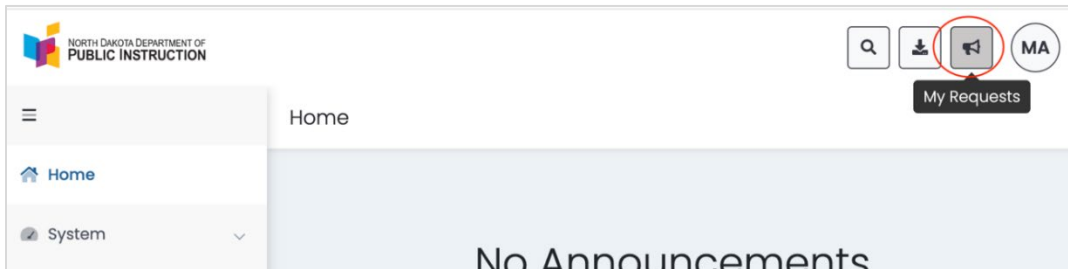
6. You will now see the code under the **Accountability Code** column on the right side of the student, in the student list.

NOTE: Make sure to apply the code to all of the students' administrations if your code applies to all tests.

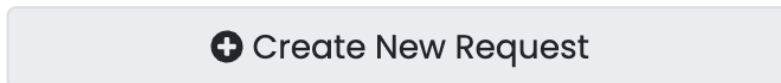
← EE ND A+ Interim 2 Grade 7 Math SY 2425: Students											
Name	Orgs	School	Progress	Test Status	Type	Form	Identifier)	Code	Accommodation	Code	Actions
Allen Parks	Liberty Middle School	None		NOT STARTED	Regular	Grade 7 Math - 25MA07W2NDONDE01001	Parks, 100001146				
Leo Alexander	Crystal River Secondary School	None		NOT STARTED	Regular	Grade 7 Math - 25MA07W2NDONC0101001	Alexander, 100001311				
Abby Morton	Garden Grove Middle School	Little Valley Elementary		SUBMITTED	Regular	Grade 7 Math - 25MA07W2NDONC0101001	Morton, 100001007	EG7222		HS	

Appendix M: Submitting a Session Request for Reset

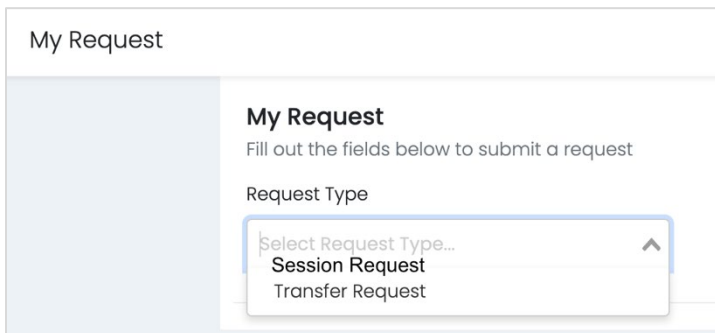
1. Select the My Requests icon in the ADAM header. (The popup window will show you pending, completed or submitted requests.)



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



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



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

My Request

Fill out the fields below to submit a request

Request Type

Session Request
x v

Student First Name *

Student Last Name *

Identifier *


Test/Session Name *

Session Instructions *

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

Cancel
Submit

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



My Request #2155: Transfer Request
08/27/2024 04:28 pm REJECTED

My Request #2150: Transfer Request
08/27/2024 02:22 pm COMPLETED

My Request #2157: Session Request
08/27/2024 05:35 pm SUBMITTED

+ Create New Request

6. Possible status definitions are below.

SUBMITTED – the request has been created

ASSIGNED – being worked

RETURNED – you need to add more information

UPDATED – being worked

REJECTED – the request has been denied

COMPLETED – the request work is done

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

My Request

My Request

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

Student Name: * Smith, Joan	Identifier: * 777777
---------------------------------------	--------------------------------

Test/Session Name: *
ELA Grade 5

Session Instructions *
Please unsubmit the session in Test+ ABC

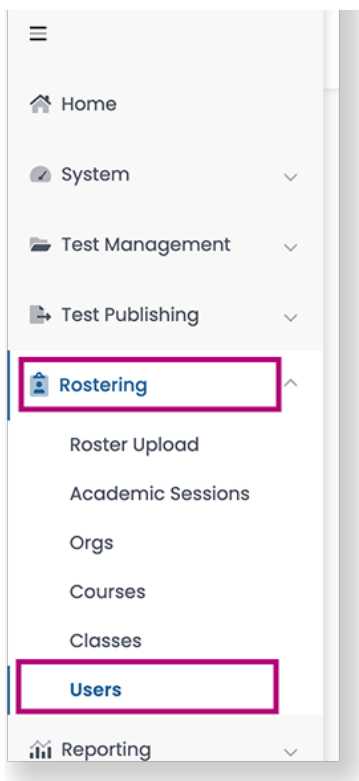
Admin Comments:
this is ready for the student to test again

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

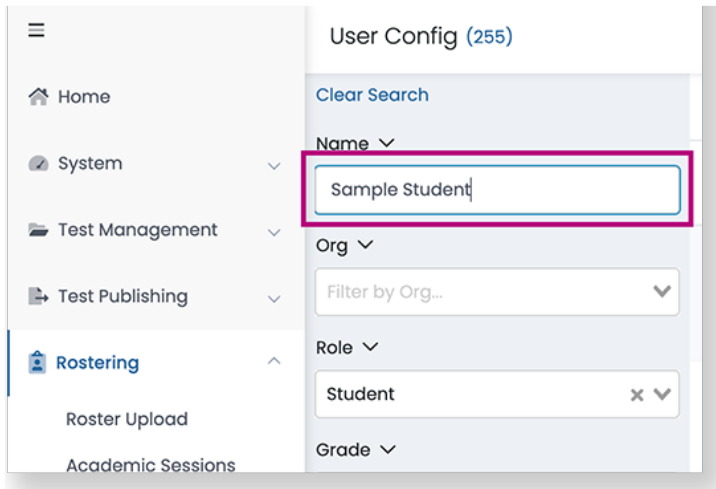
The purpose of this guide is to provide a step-by-step walkthrough on selecting DTTS as an accommodation for 1) the reading assessment questions and response options or 2) the reading assessment passages, questions and response options. (As a reminder, all math, science and writing tests will have DTTS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

Steps to select DTTS as a reading accommodation

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



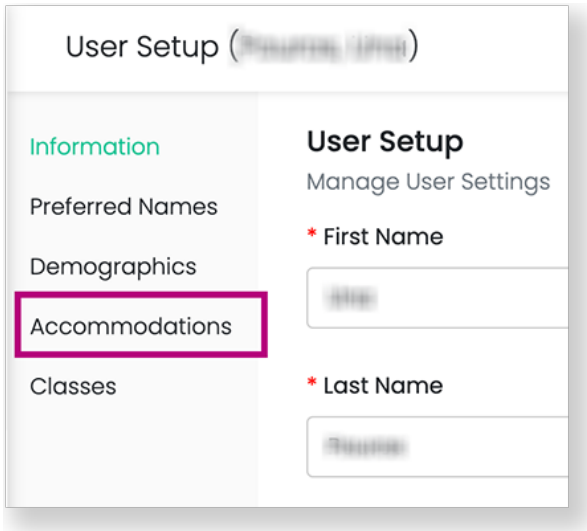
- From the **Role** dropdown, select **Student**. Scroll to find the student's name or search for it.



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

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

4. Select the **Accommodations** tab.



User Setup (Personnel, 1/1/18)

Information

Preferred Names

Demographics

Accommodations

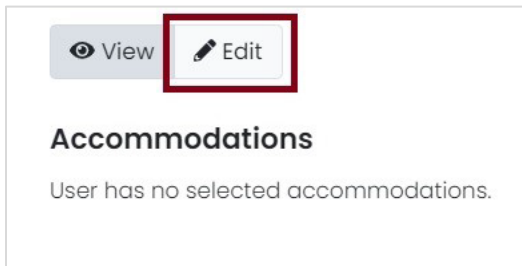
Classes

User Setup
Manage User Settings

* First Name

* Last Name

5. Select **Edit**.



Accommodations

User has no selected accommodations.

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

← User Setup: **Swanson, Leona**

Accommodations

Administrations

Classes

Demographics

History

Information

Preferred Names

Braille plus Tactile Graphics
If checked the student will have the Tactile Graphics accommodation

Language
If selected, the student will have the corresponding language accommodation

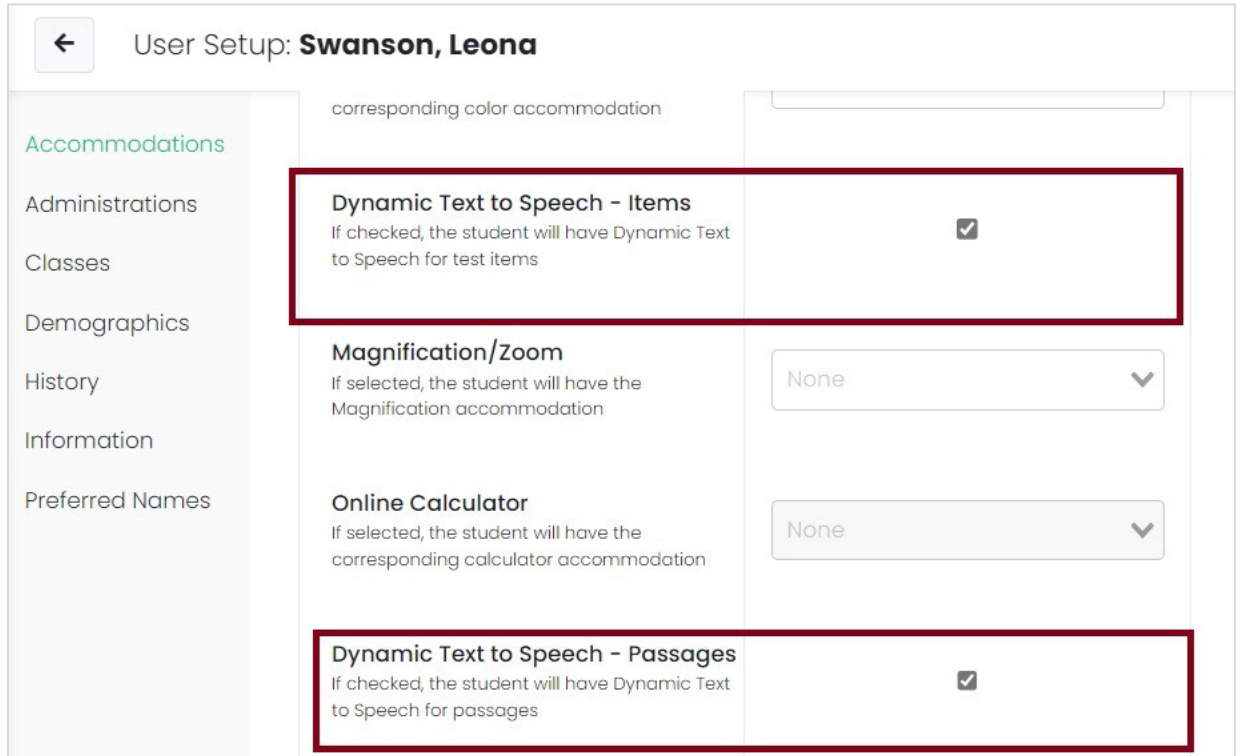
Paper
If checked the student will receive Paper assessment delivery

▼ **Pearson**

Color Contrast
If selected, the student will have the corresponding color accommodation

Dynamic Text to Speech - Items
If checked, the student will have Dynamic Text to Speech for test items

7. Or, select the Dynamic Text to Speech - Items button under reading **AND** the Dynamic Text to Speech - Passages button for students that need both the passages and the items read.



← User Setup: **Swanson, Leona**

Accommodations

Administrations

Classes

Demographics

History

Information

Preferred Names

corresponding color accommodation

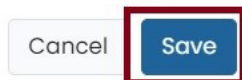
Dynamic Text to Speech - Items
If checked, the student will have Dynamic Text to Speech for test items

Magnification/Zoom
If selected, the student will have the Magnification accommodation
None ▼

Online Calculator
If selected, the student will have the corresponding calculator accommodation
None ▼

Dynamic Text to Speech - Passages
If checked, the student will have Dynamic Text to Speech for passages

8. Select Save.

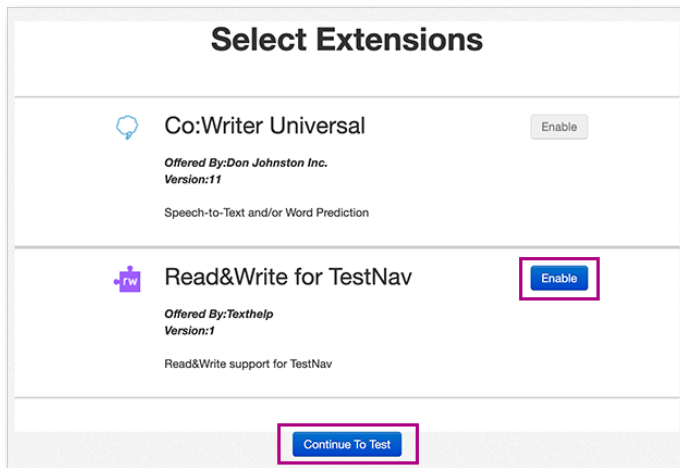


Cancel **Save**

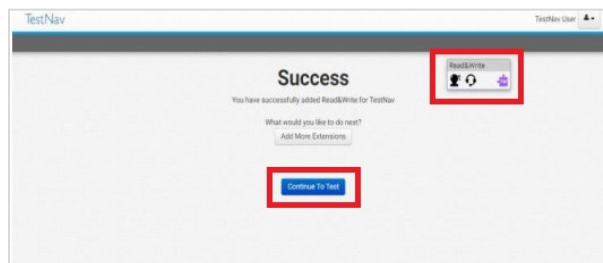
Appendix O: Speech to Text Student Interface

If Speech to Text is previously selected in the student's accommodation profile in ADAM, when a student logs into TestNav, they will have the option to select the appropriate Speech to Text extension before they begin testing.

1. Select **Enable** for the extension they want to use during the test (they should only select one), and then select **Continue to Test**.



2. If selecting the **Read&Write** extension, no further action is necessary, and the student may continue to the test using the Read&Write toolbar.



3. If selecting **Co:Writer**, complete the following steps:

- The student must toggle off Word Prediction or Speech to Text if the student is not approved for both features and then select Next.



- The student does not need a license to use Co:Writer on the assessment.
 - If the student has an existing license for Co:Writer, they can log into their account and load their previously selected user settings for the assessment.
 - If the student does not have a license, or chooses not to load their settings, the test administrator (or student) can “SKIP” this step.
 - The student may now continue to the test using the Co:Writer toolbar

