



Quick Guide on How to Request a Test Session Unsubmit or Reset

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

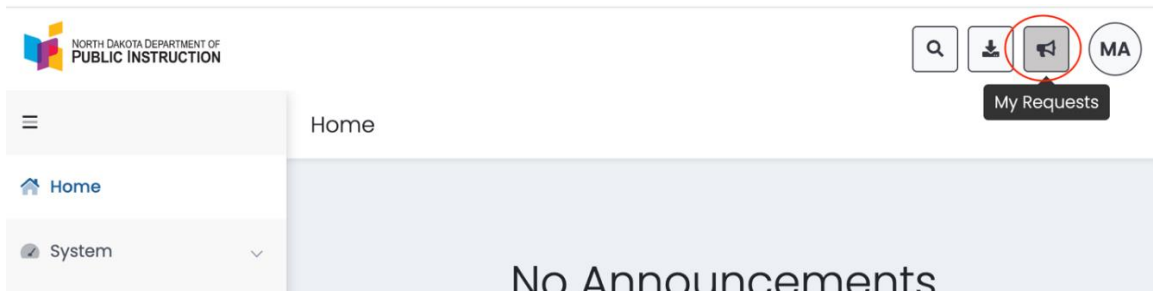
Previously, emails were sent to DPI but now this process can be done within ADAM and will route from schools to district admins to DPI for final review and approval.

If a student is in a grade that does not have a CAT test (K-2, high school) and an unsubmit is requested and approved, the student can go back into a previously submitted test, review previous items and alter responses, and complete remaining items. Or, if a reset was requested the previous test will be voided and the student can start a new test.

If a student is taking a CAT interim assessment in grades 3-8 (reading or math) and the assessment was submitted before the student was finished, the only option is a test reset. This will remove all information entered by the student and the student will start over on a new test.

Steps to submit a session request

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

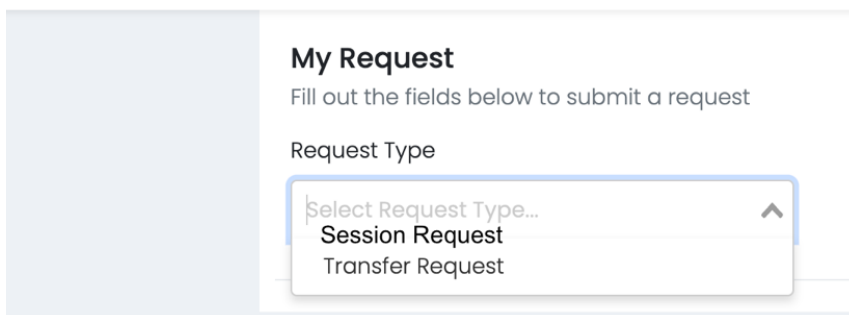


2. Click the Create New Request to start a new request.



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

My Request



My Request
Fill out the fields below to submit a request

Request Type

Select Request Type...
Session Request
Transfer Request

4. Complete the form including information about the student, the test name and specifically what you need done to the session and why.

My Request

Fill out the fields below to submit a request

Request Type

Session Request x v

Student First Name *

Student First Name

Student Last Name *

Student Last Name

Identifier *

Identifier

Test/Session Name *

Enter the Test or Session Name

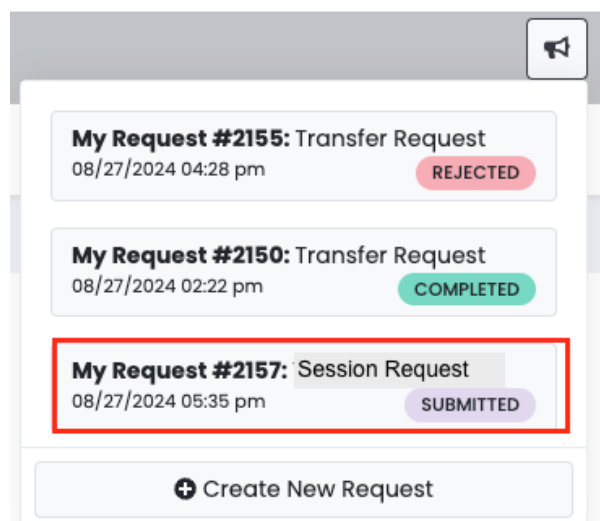
Session Instructions *

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

Cancel

Submit

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



The screenshot shows a mobile application interface for 'My Requests'. At the top right is a notification icon. Below it is a list of three requests:

- 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

The third request is highlighted with a red border. At the bottom of the list is a button with a plus icon and the text 'Create New Request'.



6. Possible status definitions are below.

SUBMITTED – the request has been created

ASSIGNED – being worked

RETURNED – you need to add more information

UPDATED – being worked

REJECTED – the request has been denied

COMPLETED – the request work is done

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

My Request

My Request

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

Student Name: * Identifier: *

Smith, Joan **777777**

Test/Session Name: *

ELA Grade 5

Session Instructions *
Please unsubmit the session in Test+ ABC

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