Quick Guide for Creating Proctor Groups in ADAM

The purpose of this guide is to provide a step-by-step walkthrough for creating proctor groups and assigning students to each of the proctor groups within ADAM. ADAM is the assessment platform being used to deliver ND A+ assessments.

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

1. School Coordinators create the proctor groups (see instructions on page 3).
    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.
    NOTE: K-2 teachers wanting to use the QR code, must have their students added to a proctor group for the QR code sign-in to be utilized.

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, and the test code will need to be provided by the proctor.

2. Proctors create proctor groups (see instructions on page 7).
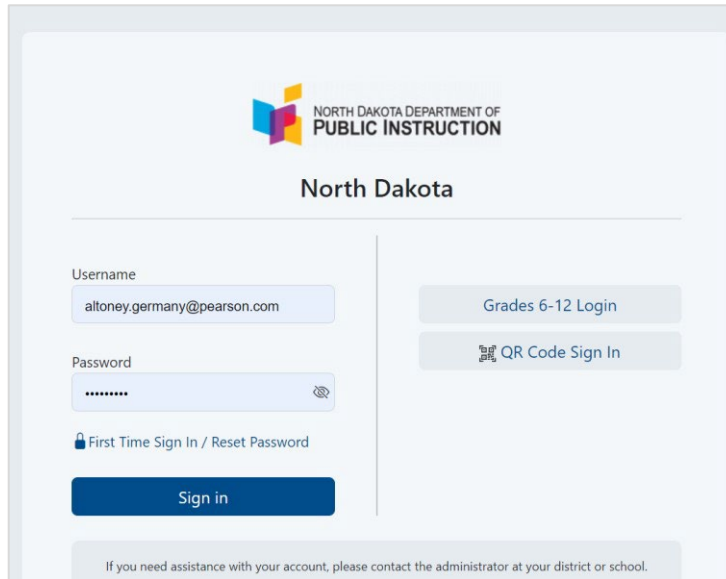As the School Coordinator, you can choose to let the proctors create their proctor groups. Provide the "Create with Code" test code and proctor password to each of the proctors. When the proctors arrive in the testing rooms, they can log into the proctor dashboard using the test code and proctor password. 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 (see instructions on page 8).
As a teacher, you can proctor by class. You do not need a School Coordinator or District Administrator to create a proctor group.

- 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 enter the test code, they will be pulled into the teacher proctor group.
- K–2 teachers should not create proctor groups from their classes if they wish to use the QR codes. Teachers attempting to use the QR code will not be able to do so with this method since the students are not automatically added to the proctor groups.
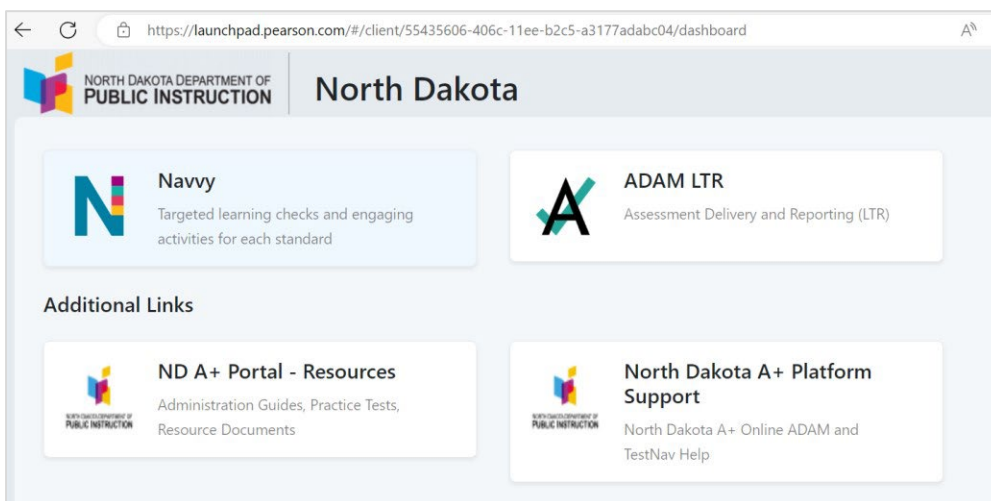
Tasks for School Coordinators to create proctor groups in ADAM

1. Navigate to Launchpad | Sign In.

2. Enter username and password, click Login.

3. Once logged into launchpad, click ADAM LTR.

4. Once the home page appears, go to the left-hand side and select the drop down next to Test Management and then click Administration.
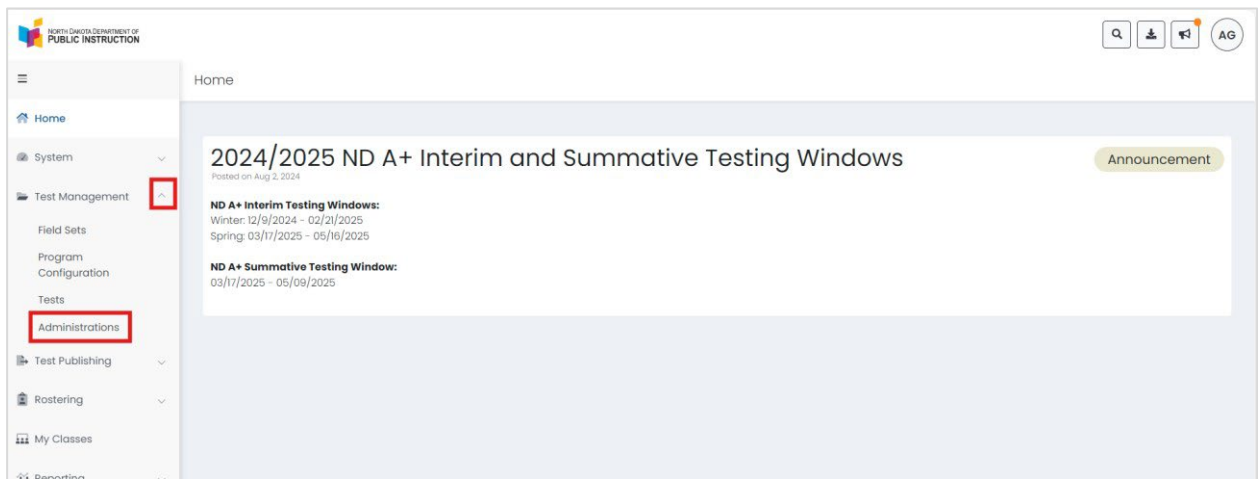
5. Test administrations have been set up by Pearson. You will pre-create the proctor groups, one for each proctor. In order to create proctor groups, click on "View" under PROCTOR GROUPS within each administration card.
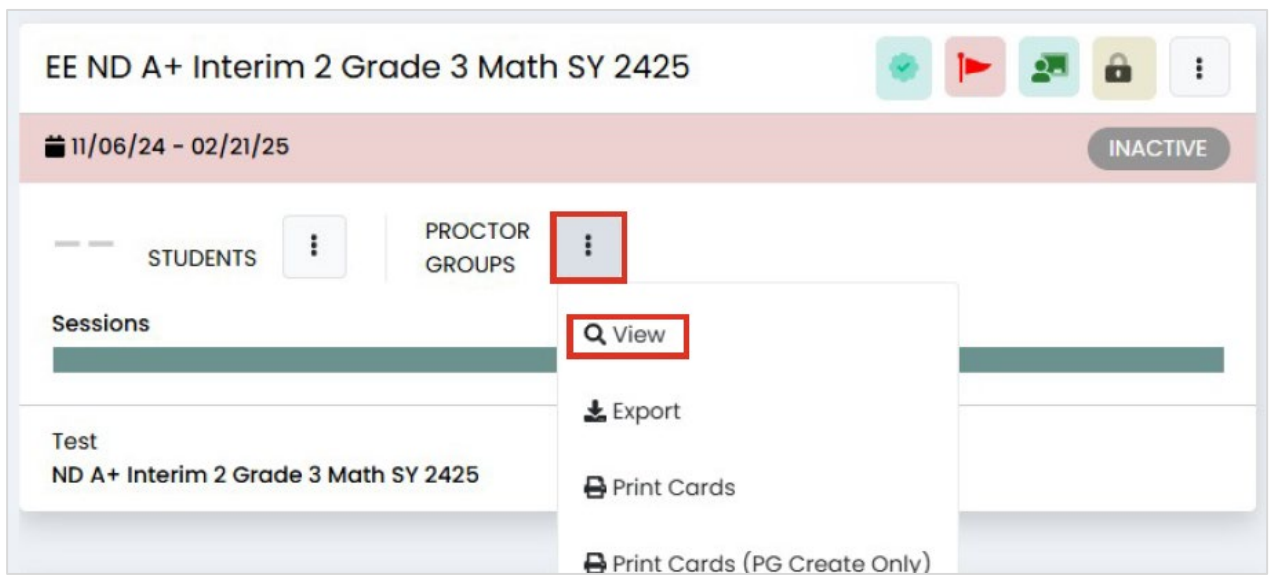
6. The first time you open the View Proctor Groups, all the students are assigned to the "View Unassigned" Proctor Group. Find the "Create Group" button and select it.
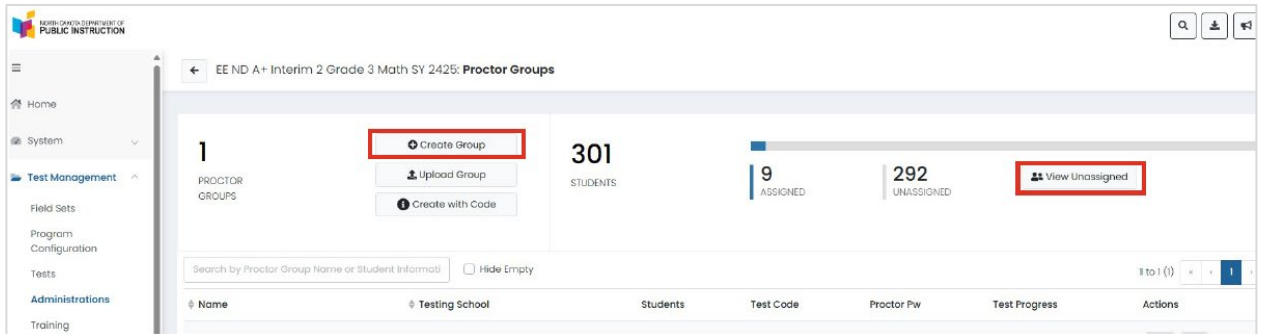
7. Complete the information on the Proctor Group Config page.

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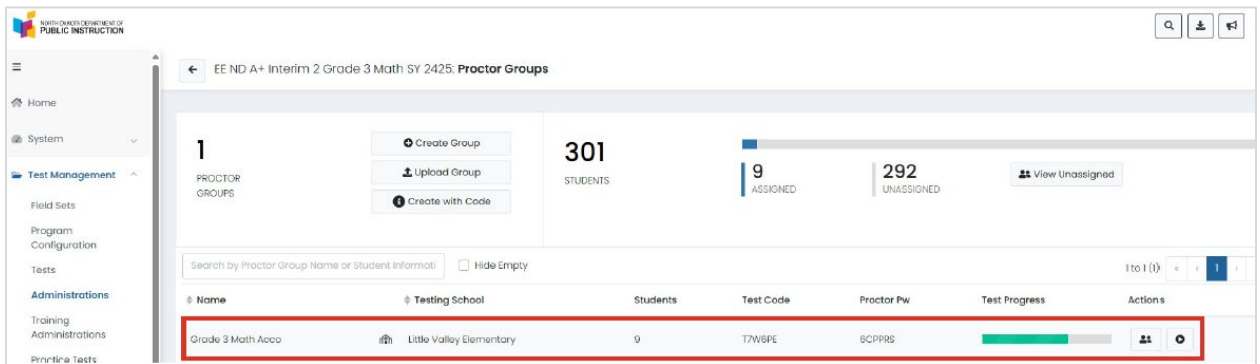
8. Once proctor groups are created and students assigned, the School Coordinator can provide each proctor with a unique test code for students to log into the test. Each proctor will use their unique test code and proctor password.
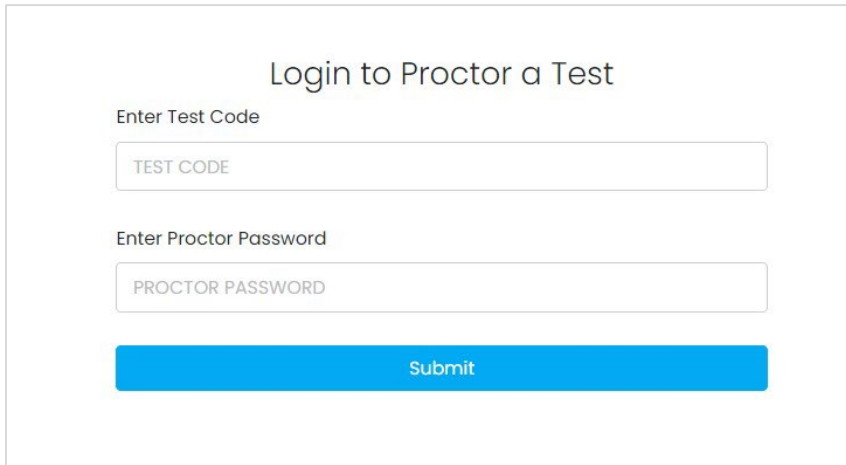
Tasks for test proctors to create proctor groups.

1. Navigate to [ADAM | Administration](#) , Enter the test code and proctor password you were provided, then select 'Submit'.
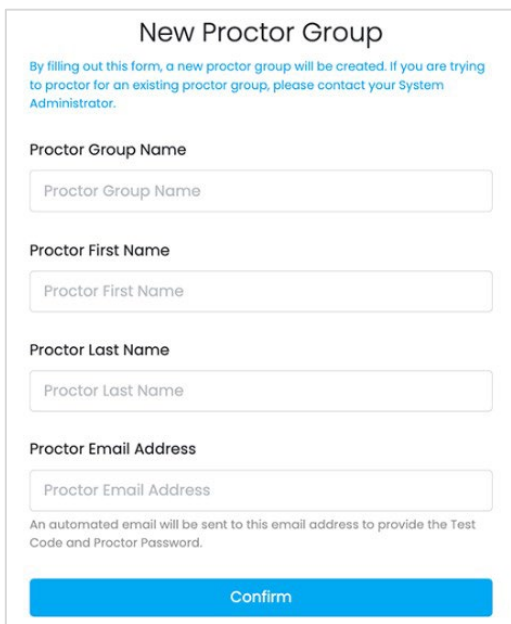
2. Complete the New Proctor Group form, and then select 'Confirm'. You will be redirected to your Proctor Dashboard and students can login to TestNav, using the test code for the new proctor group.
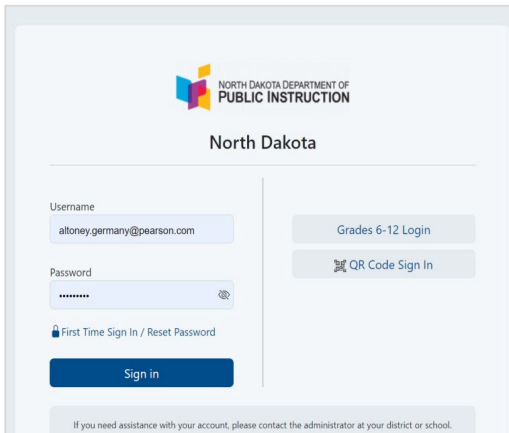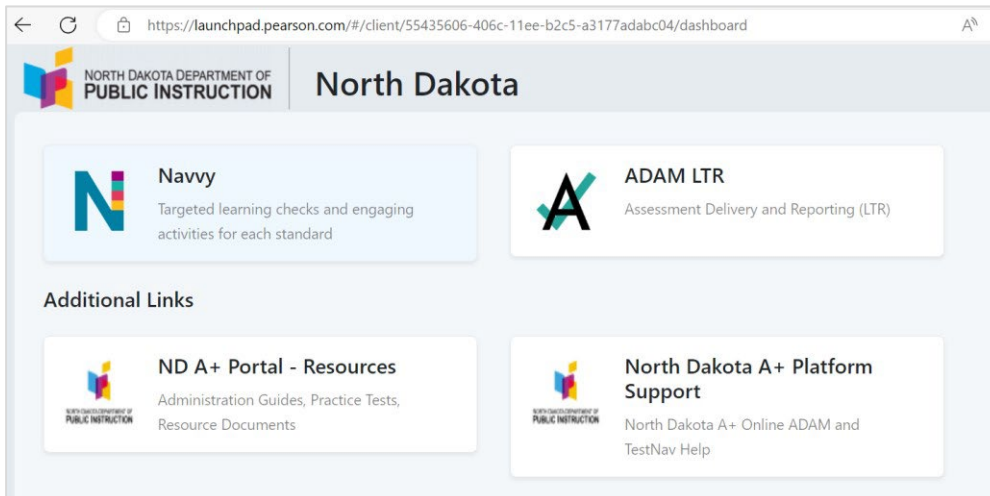
Tasks for teachers to create proctor groups by class

1. Navigate to Launchpad | Sign In

2. Enter username and password, click Login.

3. Once logged into LaunchPad, click ADAM LTR.

4. 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.
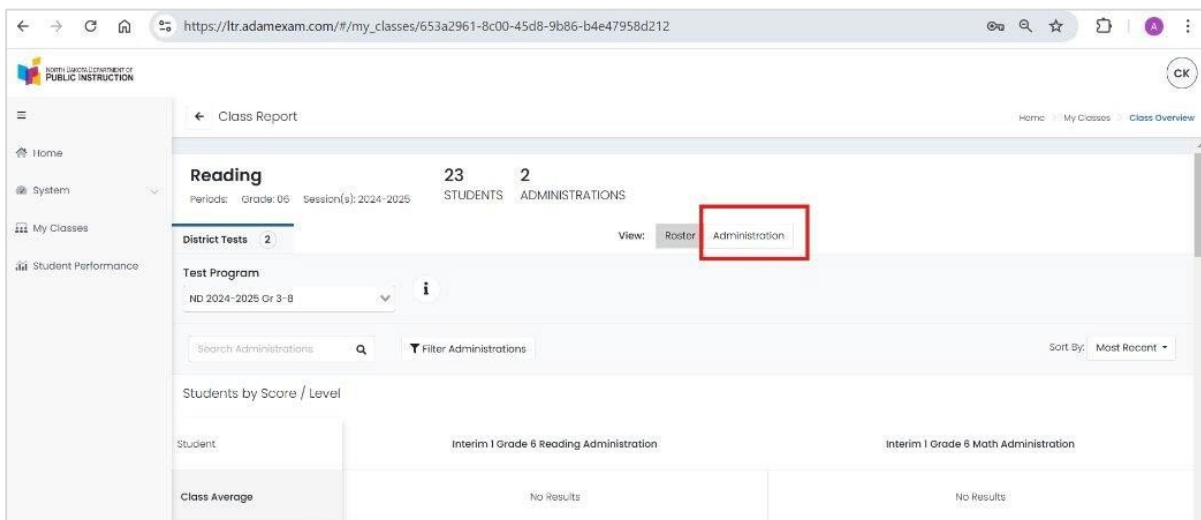

5. Once the selected class opens, the teacher will click the Administration button in the middle of the page.
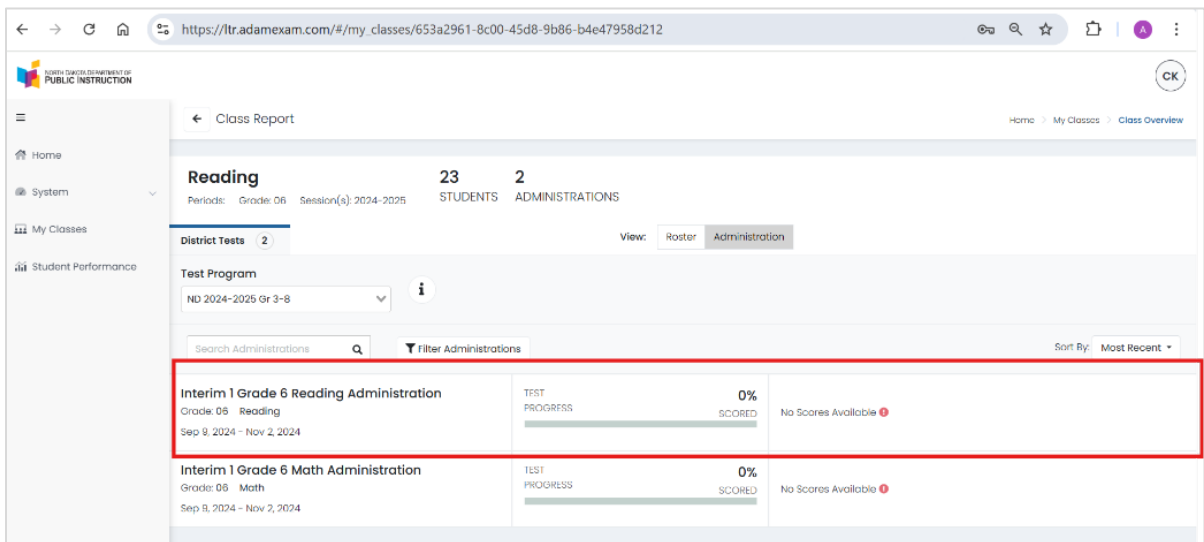
6. All the Administrations available for that class will appear. The teacher will click on the Administration they want to proctor.

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

- Proctor Button – It allows the teacher to create their own proctor group and proctor by class.
- 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 enter the test code, they will be pulled into the teacher proctor group.
- K–2 teachers should not create proctor groups from their classes if they wish to use the QR codes. Teachers attempting to use the QR code will not be able to do so with this method since the students are not automatically added to the proctor groups.