



Quick Guide for Reseating Students in ADAM for the ND A+ Interim Assessments

This purpose of this guide is to provide a step-by-step walkthrough for reseating students within ADAM. ADAM is the assessment platform being used to deliver ND A+ assessments.

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.

Tasks for test proctors to reseat students in ADAM

1. The proctor will navigate to <u>ADAM | Administration</u>. Enter the test code and proctor password you were provided, then select 'Submit'.

	Proctor Login	
Enter Test Code		
TEST CODE		
Enter Proctor Password		

2. 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.

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



4. 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.

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All Not Started In	n Progress Submitted	Needs Attention								*
Search							¢ • •	uto Refresh (5	mins) 1 to 8 (8)	6 (1) »
+ Tester	dentifier	\$ School	Progress	\$ Started Time	Health	Section	Item	Accom	Code	Actions
Abbey Sandoval	100001357_ND	Crystal River Secondary School	Reseated	Oct 4th, 2:35:22 pm	Resumed	None	0		Read Only	•••

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