NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

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 reading and math grades 3-8 and an unsubmit is requested and approved, the student cannot go back to previously answered items, but they can go back to where they left off and complete remaining items. A reset request, if approved, will void the test and the student can start a new test.

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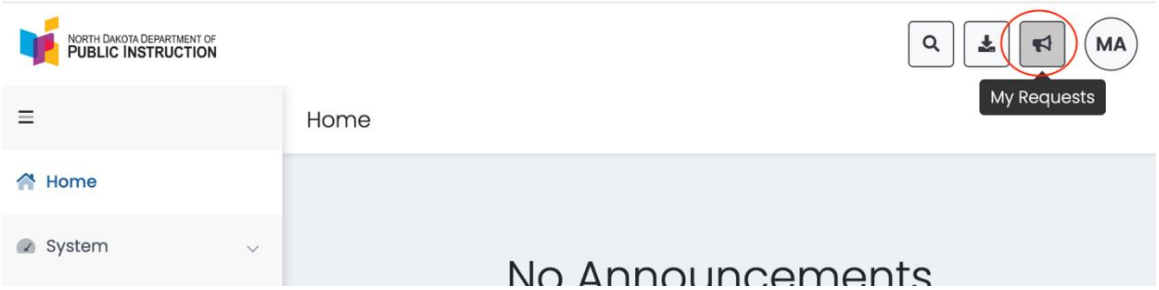
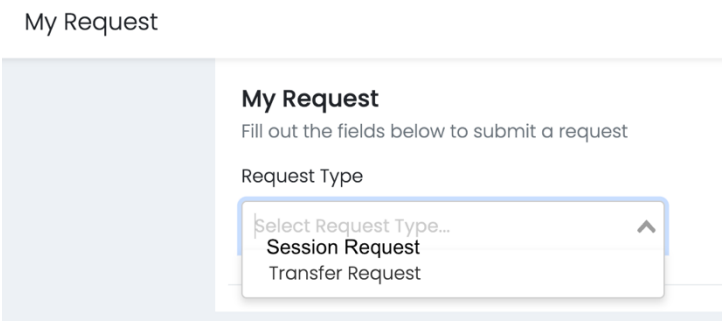
Steps to submit a session request.

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.



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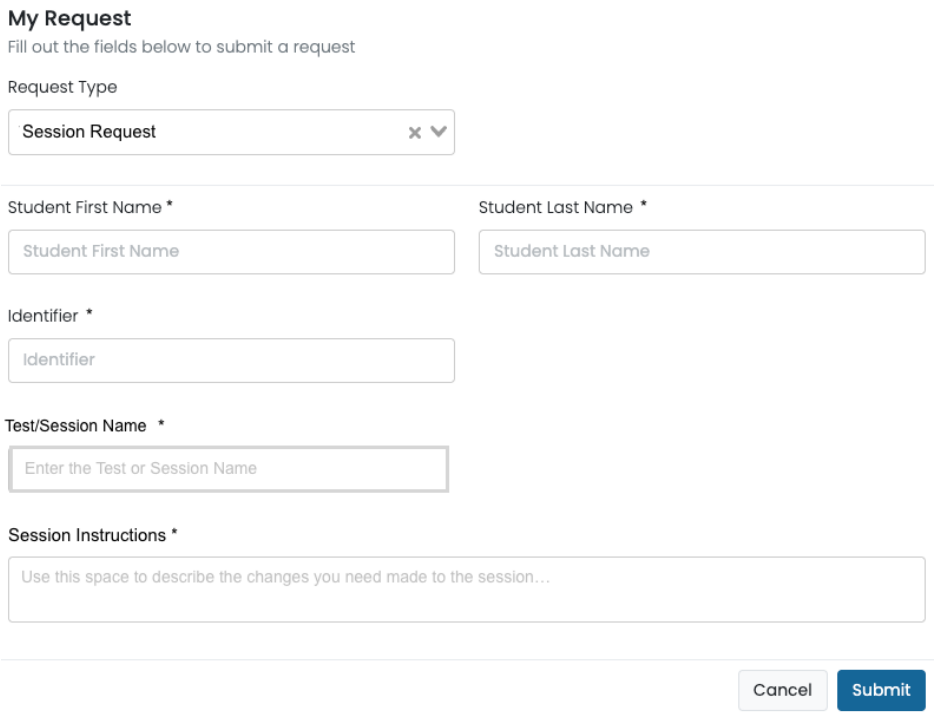
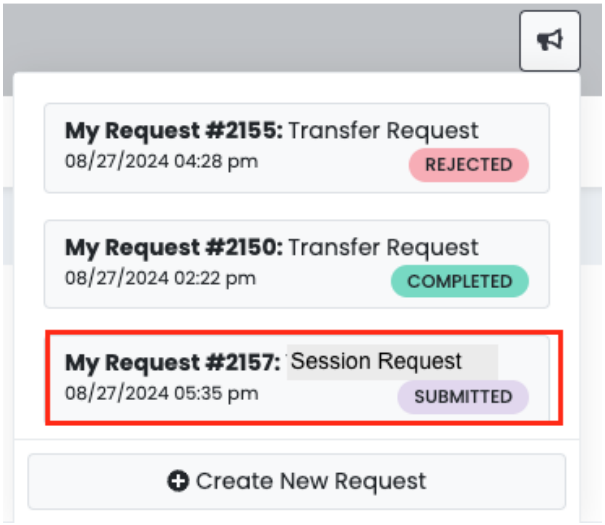
4. Complete the form including information about the student, the test name and specifically what you need done to the session and why.



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



6. Possible status definitions are below.

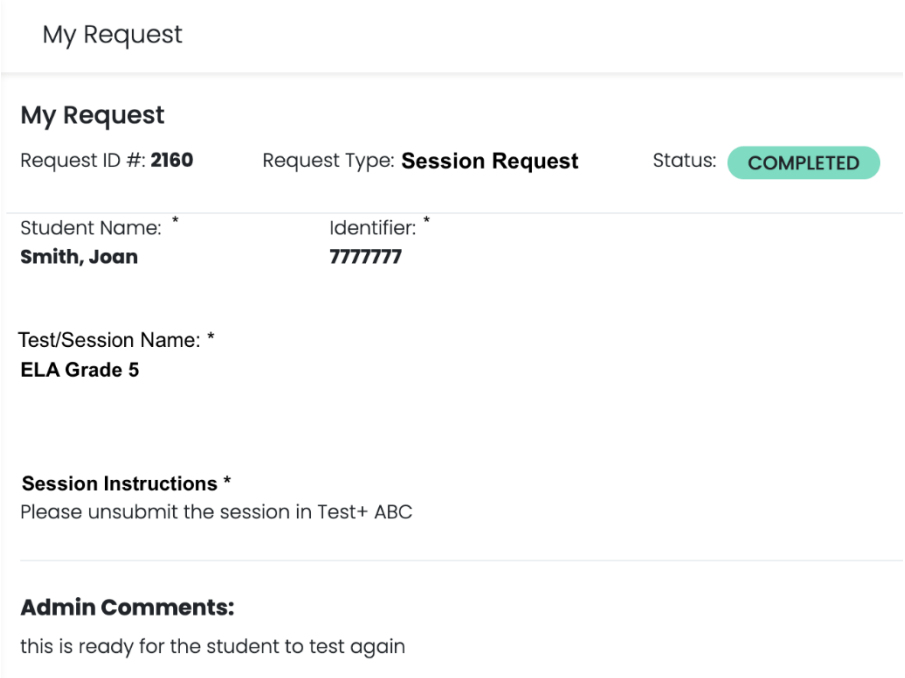
   SUBMITTED – the request has been created

   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.