

# Quick Guide for Creating Proctor Groups in ADAM for the Interim Assessment

This 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 an initial proctor group will be auto created with all available students included in the proctor group. Students **cannot** test using the test code in the 'unassigned' proctor group. Schools have two options for creating proctor groups:

1. School coordinators create the proctor groups (see instructions on page 2)

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 for them 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.

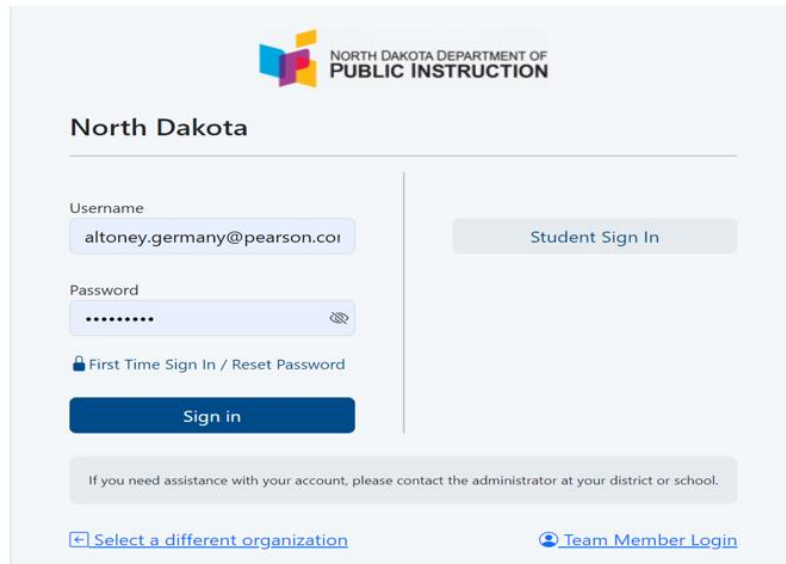
2. Proctors create proctor groups

As the school coordinator, you can choose to let the proctors create their proctor groups. Provide the unassigned 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.

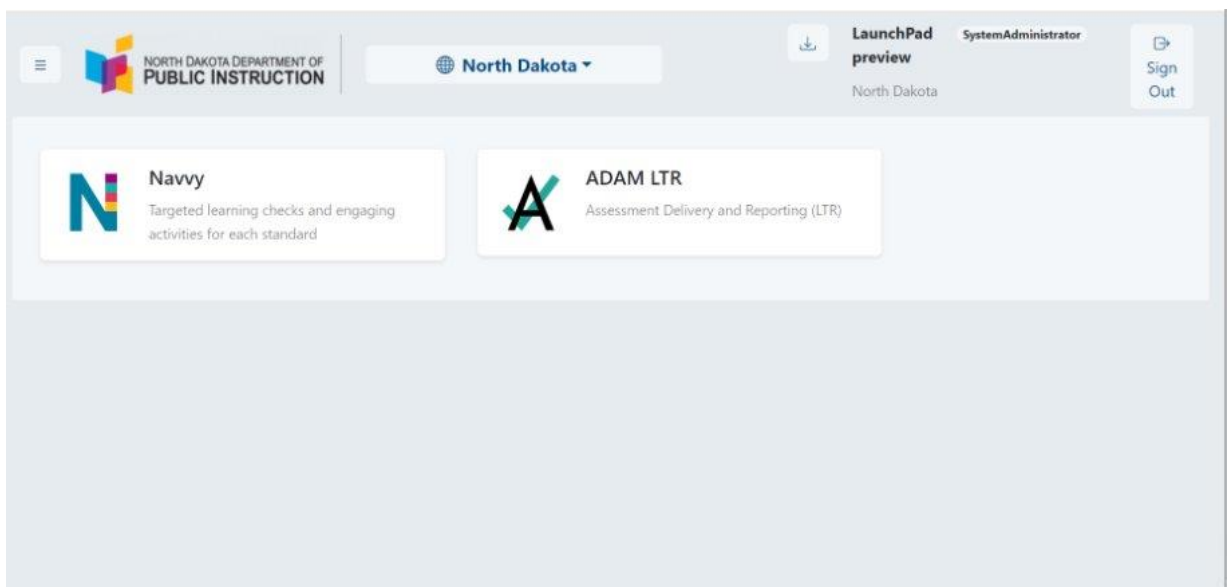
## Tasks for school coordinators to create proctor groups in ADAM

1. Navigate to <https://launchpad.pearson.com>

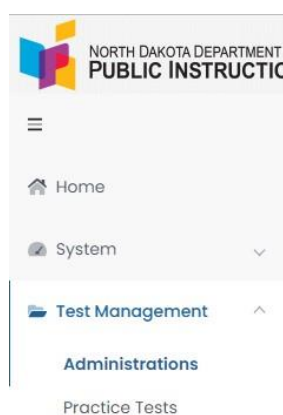
2. Enter username and password and click Sign in.



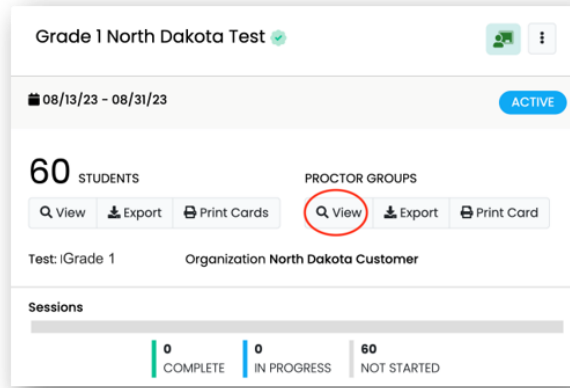
3. After logging in, you will see the screen below, where you may choose which option to select: Navy or ADAM. Click ADAM.



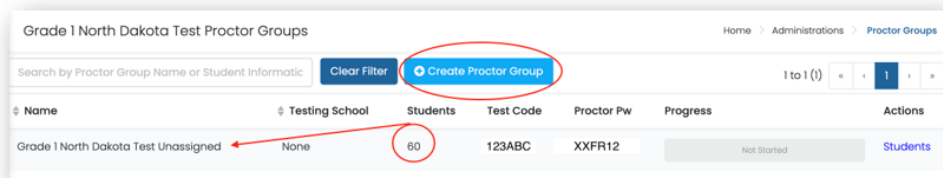
4. Once logged into ADAM, on the left-hand side of your screen select Test Management and then Administrations.



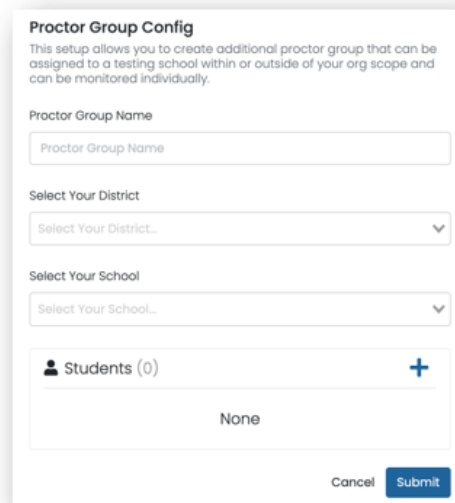
- Your test administrations have been set up by Pearson. You will pre-create the proctor groups, one for each proctor. In order to create proctor groups, click on "View" under PROCTOR GROUPS within each test ticket.



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



- If you are 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.



The screenshot shows the 'Proctor Group Config' form. It includes a description: '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.' The form has the following fields: 'Proctor Group Name' (text input), 'Select Your District' (dropdown menu), 'Select Your School' (dropdown menu), and 'Students (0)' (text input with a '+' button). At the bottom, there are 'Cancel' and 'Submit' buttons.

- Once proctor groups are created and students assigned, the school test 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.

Grade 1 North Dakota Test Proctor Groups

Home > Administrations > Proctor Groups

Search by Proctor Group Name or Student Informatic    1 to 4 (4)

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
Grade 1 North Dakota Test Unassigned	None	0	ABC123	BH4333	No Students	<a href="#">Students</a>
Wilson Grade 1 Deer Valley Elementary	Deer Valley Elementary	20	LK9142	PL9823	<input type="button" value="Not Started"/>	<a href="#">Students</a> <a href="#">Proctor</a>
Jones Grade 1 Deer Valley Elementary	Deer Valley Elementary	20	MM0PL1	MJU445	<input type="button" value="Not Started"/>	<a href="#">Students</a> <a href="#">Proctor</a>
Parker Grade 1 Deer Valley Elementary	Deer Valley Elementary	20	7812P4	KKRL7H	<input type="button" value="Not Started"/>	<a href="#">Students</a> <a href="#">Proctor</a>

## Tasks for test proctors to create proctor groups in ADAM

1. Navigate to <https://launchpad.pearson.com>
2. Enter username and password and click Sign in.

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

North Dakota

Username  
altoney.germany@pearson.coi

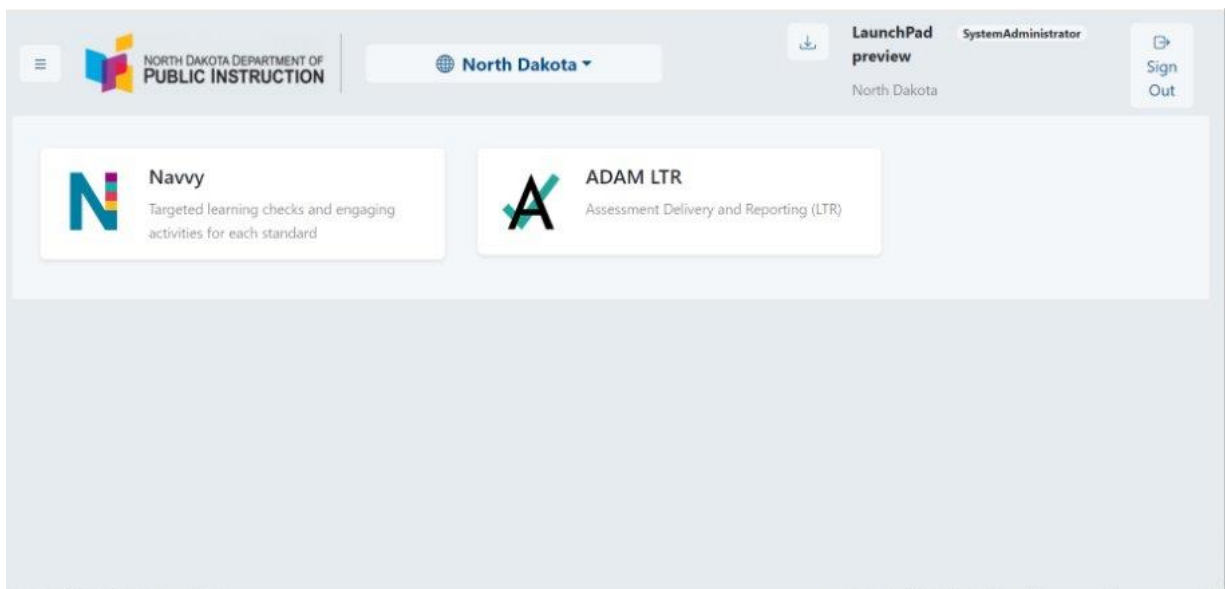
Password  
.....

[First Time Sign In / Reset Password](#)

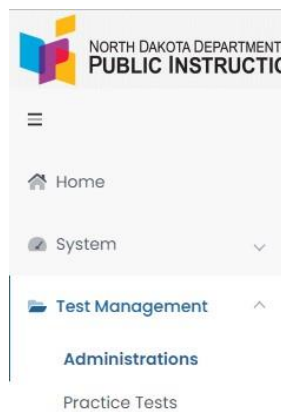
[Select a different organization](#) [Team Member Login](#)

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

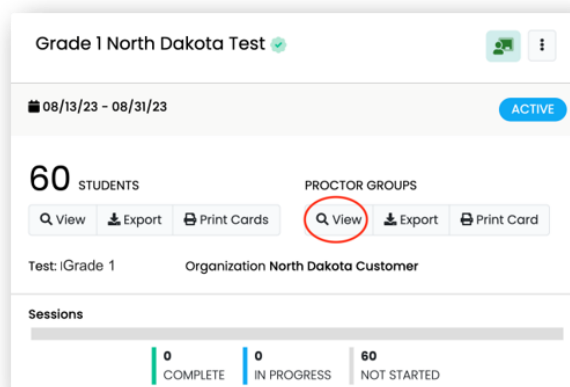
3. After logging in, you will see the screen below, where you may choose which option to select: Navy or ADAM. Click ADAM.



- Once logged into ADAM, on the left-hand side of your screen select Test Management and then Administrations.



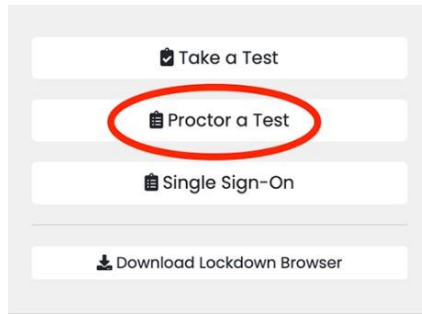
- Your test administrations have been set up by Pearson. Click on “View” under PROCTOR GROUPS within each test ticket.



- The first time you open the View Proctor Groups, all the students are assigned to the “Unassigned” Proctor Group. Write down the Test Code and Proctor PW for the “Unassigned” Proctor Group.

Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
PV Interim 1 Grade 8 Reading Administration Unassigned	None	0	Q2E3PZ	A7RBCA	No Students	Students

- The proctor will navigate to <https://ltr.adamexam.com> and select 'Proctor a Test' on the right hand side of the login page.



- Enter the unassigned test code and proctor password you were provided, then select 'Submit'.

Proctor Login

Enter Test Code

Enter Proctor Password

**Submit**

- Complete the New Proctor Group form, and then select 'Confirm'. You will be redirected to your Proctor Dashboard and students can be instructed to go TestNav, which is the testing platform.

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**