

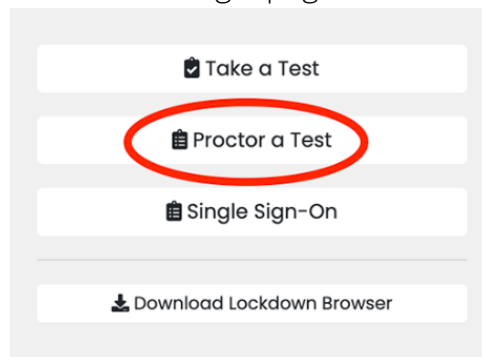
Quick Guide for Reseating Students in ADAM for the ND A+ Interim Assessments

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 <https://ltr.adamexam.com> and select 'Proctor a Test' on the right hand side of the login page.



2. Enter the test code and proctor password of the proctor group the student needing resealed belongs to, then select 'Submit'.

Proctor Login

Enter Test Code

Enter Proctor Password

Submit

- Find the student within the proctor group needing reseated. In the actions area select the 'Reseat Session' button for that student.

The screenshot shows the TestNav interface with three main sections: Testing Information, Config Information, and Actions. Below these is a table of students. The 'Reseat Session' button for Abbey Sandoval is circled in red.

Tester	Identifier	School	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Abbey Sandoval	100001357_ND	Crystal River Secondary School	In Progress...	Oct 4th, 2:35:18 pm		None	None		Read Only	Reseat
Aneesa Andrade	100001360_ND	Crystal River Secondary School	In Progress...	Oct 1st, 10:31:08 pm	Submitted	None	None		Read Only	Reseat
Angelina Kane	100001377_ND	Crystal River Secondary School	Not Started	Not Started		None	None		Read Only	
Barney Ortega	100001362_ND	Crystal River Secondary School	Not Started	Not Started		None	None		Read Only	

- A confirmation message will appear and you will select 'Reseat'.

Abbey Sandoval

Are you sure you want to reseat this student's session?

- The student progress will change from In Progress to Reseated.

The screenshot shows the TestNav interface with the student progress updated to 'Reseated'.

Tester	Identifier	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	Reseat

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