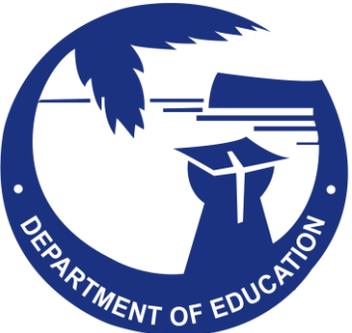
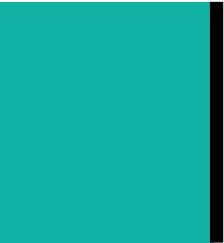


Welcome to:
ADAM Training for
Teachers/ Proctors





Training Objectives

01 ADAM Overview

04 Adding Temporary Students

02 Proctoring a Test

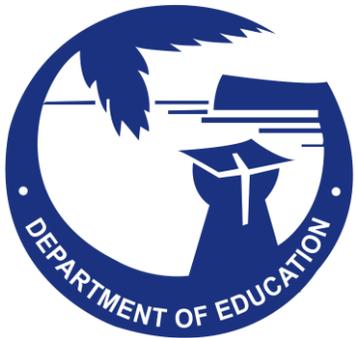
- Logging on as a Proctor
- Proctor Dashboard
- Starting a Test
- Monitoring a Test
- Submitting a Test

05 Guam Portal Site Resources

A background image showing a person's hands interacting with a laptop. One hand is pointing at the screen while the other is on the keyboard. The image is slightly blurred, focusing on the hands and the laptop.

ADAM

Assessment Delivery and Management



Assessment Delivery and Management (ADAM)

ADAM is the platform used to manage the administration of Guam's District-Wide Summative.

NOTE: students will use TestNav 8 to take their online assessment.

Users

- District Administrators
- Principal
- School Test Coordinator- (STC)
- Teachers /Proctors

Assessment Delivery and Management (ADAM)

Teacher/Proctor Role

Role	Description
Teacher/Proctor (and additional Proctors)	Will administer/proctor the test via a proctor dashboard . <ul style="list-style-type: none">- Start tests- Monitor- Add temporary students- Complete tests

***NOTE:** Any User that administers tests to students in ADAM is considered a Proctor. An active User role in ADAM is not required to proctor/administer a test. Proctors will use a Test Code and Proctor Password provided by the STC. The Test Code and Proctor Password will be entered in the “Proctor a Test” section of the ADAM login page: <https://ltr.adamexam.com/#/>

What is a Proctor Group?

Proctor Groups in ADAM are grouping of students, created by School Test Coordinators (STC), that will be testing together and/or be tested by the same test administrator (Proctor).

*To proctor (administer) a test the Proctor needs:

- Proctor Roster List
 - ✓ Proctor Credentials (Test Code and Proctor Password)
 - ✓ Student list with accommodations
- Individual Student Testing Tickets for your Proctor Group

***NOTE:** These materials are provided by the School Test Coordinator (STC). Before proctoring a test, the Proctor is responsible for ensuring that all materials are available.



Proctoring a Test

Proctor Login and Proctor Dashboard

ADAM

Proctoring Test: Materials

Proctor Roster List

The **Proctor Roster List** will be provided to Proctors by the STC. Take time **BEFORE** the test to review the student list and their accommodations, if any. Notify the STC if an accommodation is missing or incorrect. **Test**

Proctor Group → Administration: PDT G3: English Language Arts PT Training Test Administration
Proctor Group: PDT_G3_ELA_T. Sheila

Proctor Credentials →

- Test Code: FW4MTR
- Proctor Password: KG5XHV

Students' information:

Student	Last Name	Accommodations
1. Student 1 PDT	PDT	
2. Student 3 PDT	PDT	
3. Student 6 PDT	PDT	

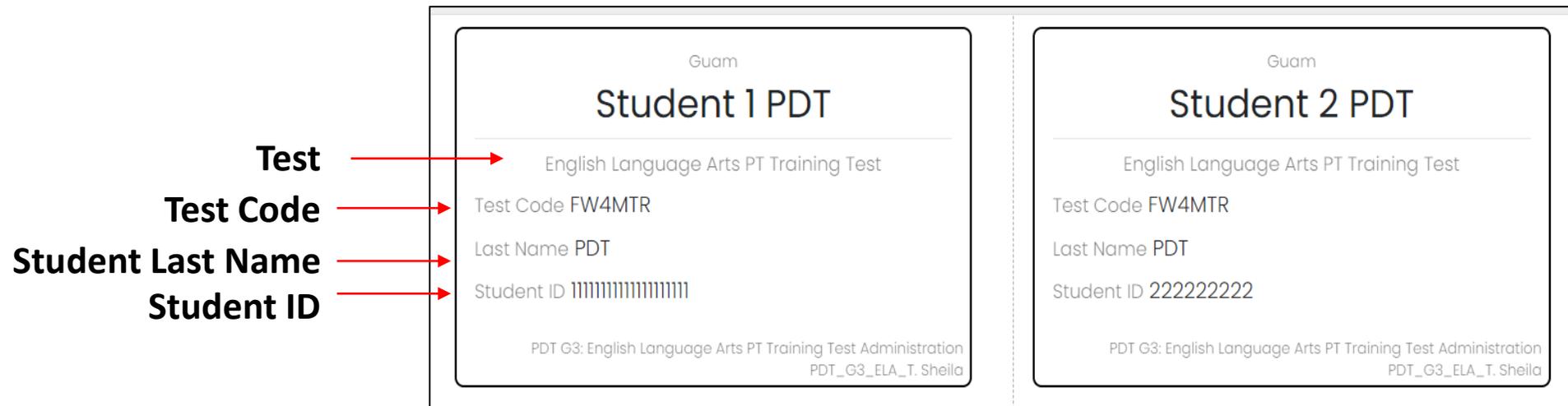
NOTE: This Proctor Roster List will be provided by the School Test Coordinator (STC).

ADAM

Proctoring Test: Materials

Individual Student Testing Tickets

Each student will receive a **unique testing ticket** with a code that allows a student to log into their test.



ADAM

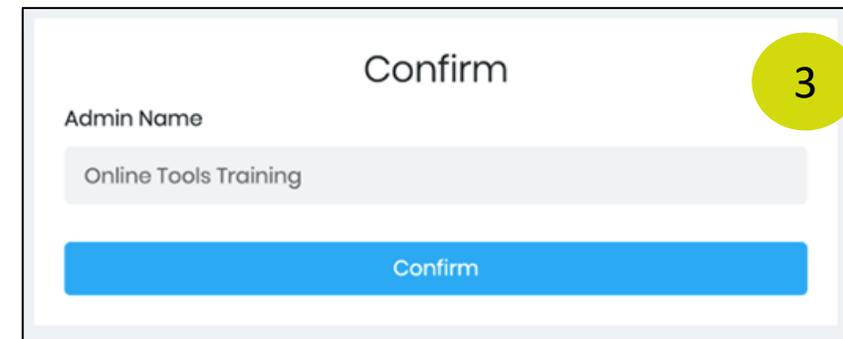
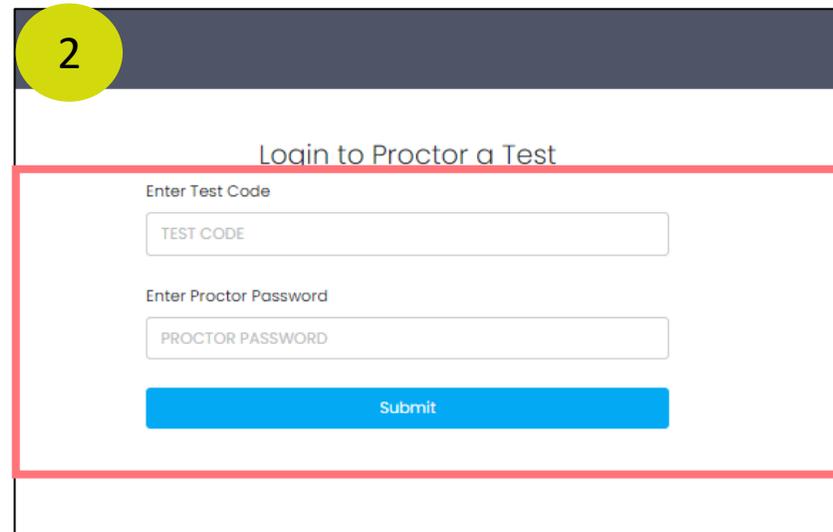
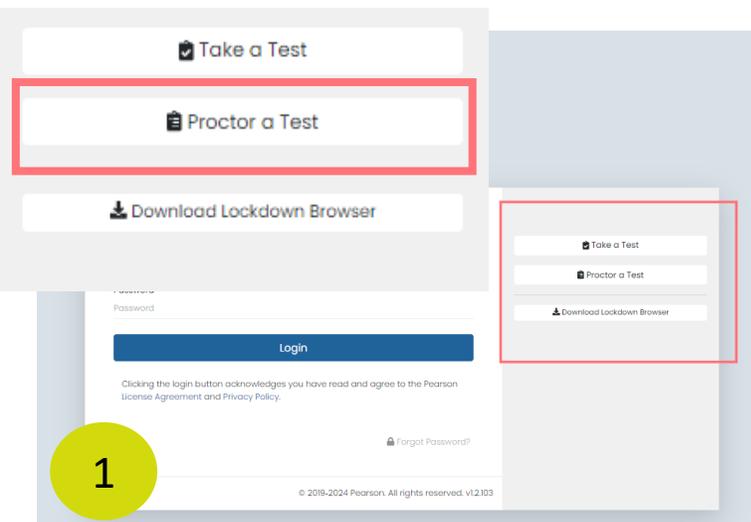
Proctoring Test: Logging in as a Proctor

Select **Proctor a Test** on the ADAM Login Page.

<https://ltr.adamexam.com/#/>

Enter the **Test Code** and **Proctor Password** provided and then select **Submit**.

Verify that the **Admin Name** is correct, and then select **Confirm**.



ADAM

Proctoring a Test: Proctor Dashboard

The **Proctor Dashboard** is the one-stop-shop for Proctors to allow students into the test, monitor student progress, create temporary student records, and update student statuses as needed.

The top section of the Proctor Dashboard is divided into three main panels:

- Testing Information:** Displays details about the current test, including the Test Name (English Language Arts PT Training Test), Administration (PDT G3: English Language Arts PT Training Test Administration), Proctor Group (PDT_G3_ELA_T. Sheila), and Testing School (PDT School).
- Config Information:** Shows the Test Window (03/02/24 - 05/11/24), Proctor Name (with a user icon), and Kiosk Only status (No).
- Actions:** Contains the Test Code (FW4MTR) and Proctor Password (KG5XHV).

The main section of the Proctor Dashboard features a progress bar and a student session list table.

Progress Bar: A blue bar indicates the current status of the test, with "In Progress" and "Not Started" segments.

Student Session List Table:

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Student 1 PDT	11111	PDT School	In Progress...	Mar 2nd, 3:19:13 pm	Not Started	None	None			⋮
Student 2 PDT	22222	PDT School	Not Started	Not Started		None	None			⋮
Student 3 PDT	33333	PDT School	In Progress...	Mar 3rd, 3:46:10 pm	Not Started	None	None			⋮

The Proctor Dashboard has three (3) main sections:

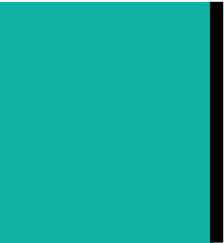
-  Assessment Information
-  Progress Bar
-  Student Session List

ADAM

Proctoring a Test

Proctor Dashboard: Assessment Information

Testing Information	Config Information	Actions
<p>Test: English Language Arts PT Training Test</p> <p>Administration: PDT G3: English Language Arts PT Training Test Administration</p> <p>Proctor Group: PDT_G3_ELA_T. Sheila</p> <p>Testing School: PDT School</p>	<p>Test Window: 03/02/24 - 05/11/24</p> <p>Proctor Name: <input checked="" type="checkbox"/> Proctor Name</p> <p>Kiosk Only: No</p>	<p>Test Code: FW4MTR ↕</p> <p>Proctor Password: KG5XHV</p>
<p>Testing information</p> <ul style="list-style-type: none">• Test• Administration• Proctor Group• Testing School	<p>Config information</p> <ul style="list-style-type: none">• Test Window• Proctor Name	<p>Actions</p> <ul style="list-style-type: none">• Test Code• Proctor Password



ADAM

Proctoring a Test

Proctor Dashboard: Progress Bar

The Progress Bar is a visual tool that summarizes the progress of students in the proctor group.



ADAM Proctoring a Test

Proctor Dashboard: Student Session List

In the Student Session List, the Proctor can view the student's information, test status, accommodations and apply actions to student's tests.

Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Student 1 PDT	11111	PDT School	In Progress...	Mar 5th, 8:52:42 pm	Exited	section1	2			⋮
Student 3 PDT	33333	PDT School	Submitted	Mar 5th, 8:36:14 pm	Submitted	None	None			⋮
Student 6 PDT	66666	PDT School	Submitted	Mar 5th, 8:16:20 pm	Submitted	None	None			⋮

 Students' information

 Test status

 Accommodations

 Actions

ADAM

Proctoring a Test

Proctor Dashboard: Student Session List

Students' Information

◆ Tester	◆ Identifier	Organization
Student 1 PDT	11111	PDT School
Student 2 PDT	22222	PDT School
Student 3 PDT	33333	PDT School

Tester Student Name	Identifier A unique label that identifies each student.	School School where the student attends.
-------------------------------	---	--

ADAM

Proctoring a Test

Proctor Dashboard: Student Session List

Progress

Needs Attention

In Progress...

In Progress...

Proctor Dashboard (Student Session List): Test Progress

Progress

Display the students' test progress.

Not Started

The student has not signed into the test.

In Progress

The student has signed into the test.

Submitted

The student has completed the test and submitted their answers.

Reseat

The proctor has reseated the student(s). The student has not yet signed back into the session.

Needs Attention

The student has logged into TestNav, needs Proctor approval to start the test.

Exited

Student was exited from a test, the proctor needs to reseat.

ADAM

Proctoring a Test

Proctor Dashboard: Student Session List

Health	Section	Item
Exited	section1	2
Submitted	None	None
Submitted	None	None
	None	None

Proctor Dashboard (Student Session List): Test Health

- **Start Time:** The time the student started the session.
- **Section/Item:** columns show each students' progress. The item progression shows which question the student is working on or on which item they exited the test from.

Health Tells the proctor if the student is interacting with the test.

Not Started

The student has not signed into the test.

Submitted

The student has completed and submitted the test.

In Progress

The student has signed into the test. The student has recently interacted with the test.

Exited

The student has exited TestNav, and a Proctor must reseal them before they can log into the test again.

Resumed

The student has resumed their test session.

ADAM

Proctoring a Test

Proctor Dashboard: Student Session List

Proctor Dashboard (Student Session List): Accommodations

- **Accommodations:** The number of accommodations a student has appears in this column.
 - ✓ Place the pointer on the gray circle to see student accommodations.

Accom	Code	Actions
1		⋮
		⋮
		⋮
		⋮

Not Started

Create Temporary Student ✓

« 1 »

ELA:

- Dynamic Text To Speech

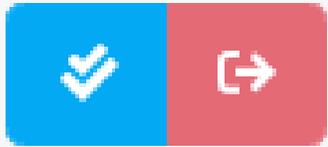
Item	Accom	Actions
2	1	⋮
None		⋮
None		⋮

ADAM

Proctoring a Test

Proctor Dashboard: Actions Toolbar

Proctor Dashboard (Student Session List): Actions Toolbar



Actions Toolbar at the top of the student list: proctor can apply an action to **ALL** students in the session.



Exited All Sessions: exit all students.



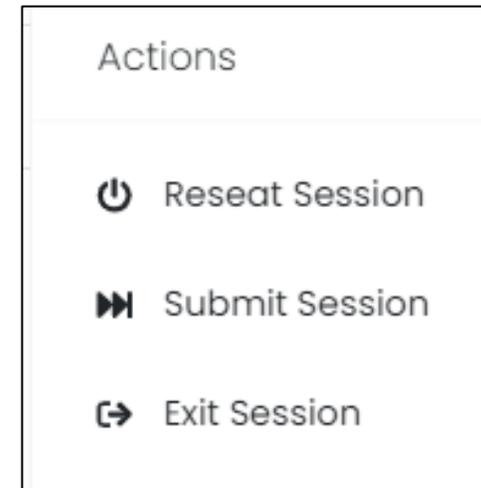
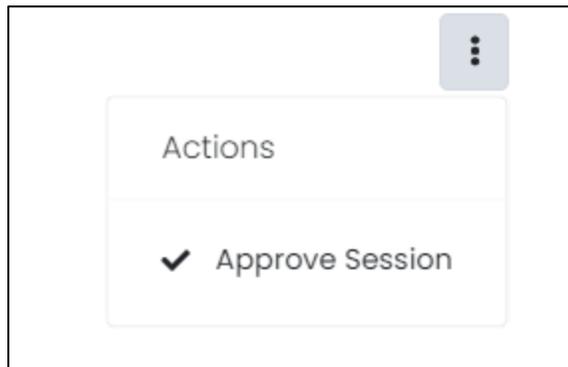
Approve All Sessions: approve the entry of all students.

ADAM

Proctoring a Test

Proctor Dashboard: Actions Toolbar

- Each student will have an **Action** tool that allows the proctor to apply the action required for that student.
- To apply an action, click the button with the three dots and select the applicable action.
- The available options will depend on the student's progress status.



ADAM

Proctoring a Test

Proctor Dashboard: Actions Toolbar

Available options in the Action Toolbar

- **Approve Session:** Proctors can approve the entry of student to the test.
- **Exit Session:** Proctors can pause an individual student session. The proctor must resume the session (select the button again) for the student to resume testing.
- **Reseat Session:** Proctors can select this if something interrupts a student's session. This might include a computer issue, session timeout, or an unexpected error. Reseating allows the student to re-enter their test code and SSID to continue taking their test.
- **Submit Session:** Proctors can select this if a student finishes their test but does not submit the test before exiting.

✓ Approve Session

↔ Exit Session

⏻ Reseat Session

▶▶ Submit Session



Proctoring a Test

Starting a Test

ADAM

Proctoring a Test

Starting a Test

- To access a test, students will need:

Test Code, available to them on their Student Test Card. The Proctor is also required to provide the test code to the students by writing the Test Code on the board or place in view for all students. (Recall the Proctor Roster List)

Additionally, **Last Name** and **Unique Identifier (Student ID)**, from their Student Testing Ticket will be used further in the student login process.

Guam

Student 2 PDT

English Language Arts PT Training Test

Test Code FW4MTR

Last Name PDT

Student ID 22222222

PDT G3: English Language Arts PT Training Test Administration
PDT_G3_ELA_T. Sheila

ADAM

Proctoring a Test

Starting a Test

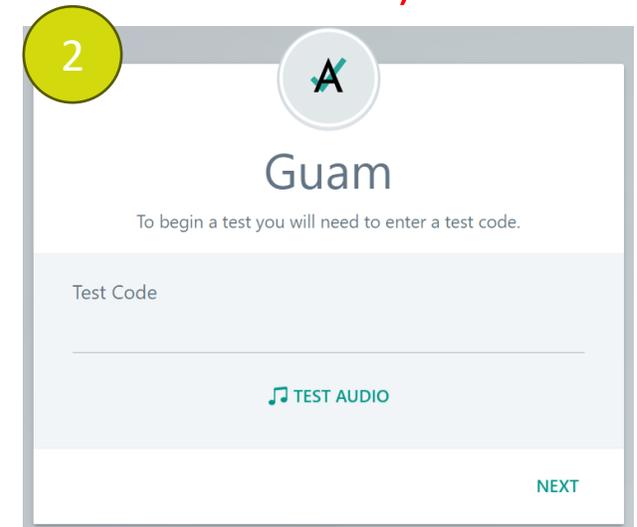
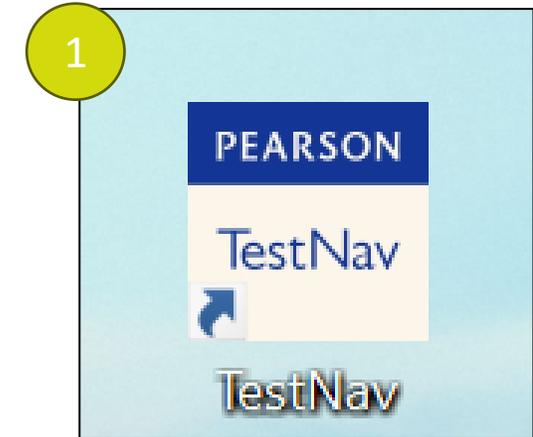
TestNav 8

TestNav is the platform where students login to take the test.

1. When students are ready to begin, direct them to the TestNav app located on the desktop of their device.

(Please contact your STC if the TestNav app cannot be found on the student's device)

2. The TestNav app will open to the login page where it prompts the student to enter the test code.



ADAM

Proctoring a Test

Starting a Test

The students enter their **Test Code** (provided by the proctor/found as well on their Student Test Card)

If the student is taking an ELA test or has an accommodation that requires listening to audio, please have them “Test Audio”.

Press **NEXT**

Note: For the ELA Listening section, the entire class will need headphones to listen to the passages. If headphones are not available, then the Proctor will need to read the script for those listening items. Please refer to the **Test Administration Manual** for further guidance on the ELA Listening Sections.

The screenshot shows the ADAM test interface for Guam. At the top, there is a circular logo with a stylized 'A' and the word 'Guam' below it. The main instruction reads: 'To begin a test you will need to enter a test code.' Below this is a text input field labeled 'Test Code'. To the right of the input field is a button with a music note icon and the text 'TEST AUDIO'. At the bottom right, there is a 'NEXT' button. Three yellow circles with numbers 1, 2, and 3 are overlaid on the screen to indicate the sequence of actions: 1 points to the 'Test Code' input field, 2 points to the 'TEST AUDIO' button, and 3 points to the 'NEXT' button.

ADAM Proctoring a Test Starting a Test

4

English Language Arts PT Training Test

Enter your information before continuing.

Last Name
Enter your last name

Student ID
Enter your identifier

BACK NEXT

Using their Student Test Cards for reference, they will enter :

- Last Name
 - their unique identifier
- Press **Next**

5

Confirm

Click **Next** when you are ready.

Test
English Language Arts PT Training Test

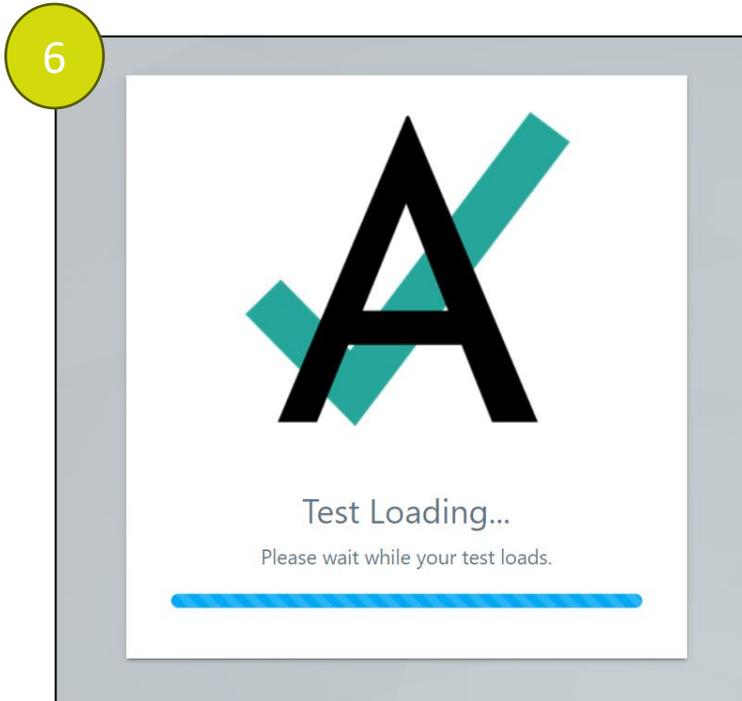
Your Name
Student 3 PDT

QUIT NEXT

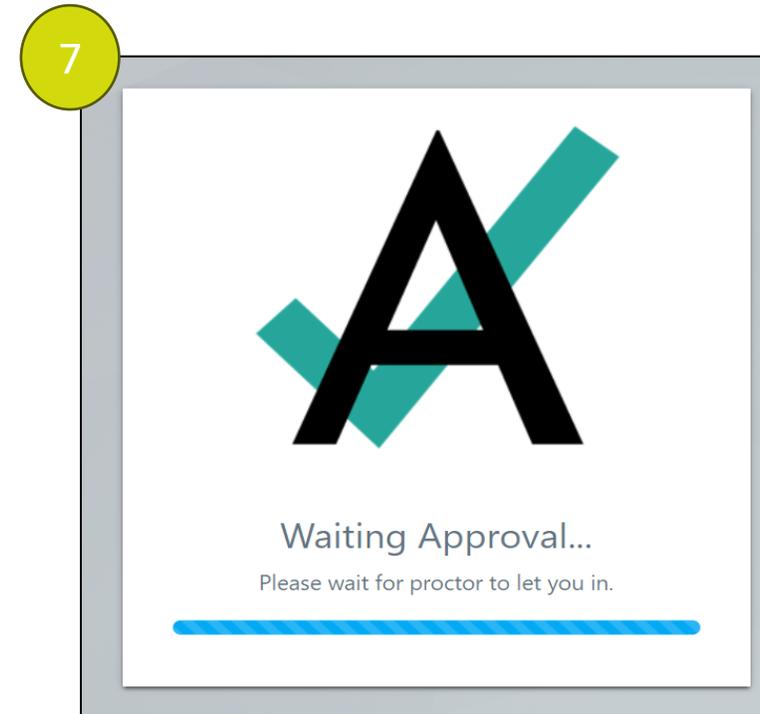
Using their Student Test Cards for reference, students will confirm :

- Test
 - Their Name
- Press **Next**

ADAM Proctoring a Test Starting a Test



Test Loading

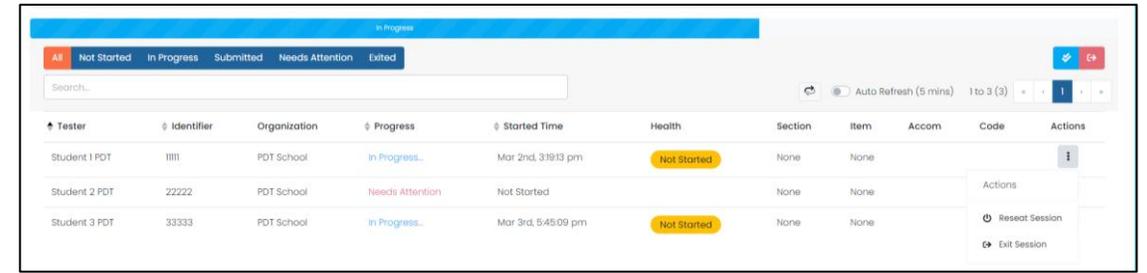


To start the test, students must wait for the proctor approval in ADAM.

ADAM

Proctoring a Test

Starting a Test



Tester	Identifier	Organization	Progress	Started Time	Health	Section	Item	Accom	Code	Actions
Student 1 PDT	11111	PDT School	In Progress...	Mar 2nd, 3:19:13 pm	Not Started	None	None			
Student 2 PDT	22222	PDT School	Needs Attention	Not Started		None	None			Actions
Student 3 PDT	33333	PDT School	In Progress...	Mar 3rd, 5:45:09 pm	Not Started	None	None			Reset Session Exit Session

The Proctor can approve students' entry to test individually or all sessions at the same time.

All Sessions approval



Press the **Approve All Session** button.

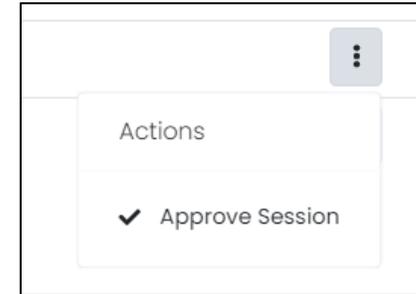
Approve All

Are you sure you want to approve all students on this page to continue to test?



A confirmation message will appear, if you wish to approve the entry of all students press **Approve**.

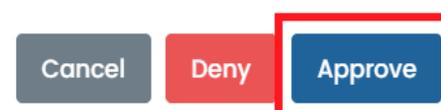
Individual session approval



Click on **Approve Session**, found under **Actions**, to approve the student to enter their test.

Student 3 PDT

Are you sure you want to approve this student to continue to test?



A confirmation message will appear for final approval to allow the student to start their test, press **Approve**.

ADAM

Proctoring a Test

Starting a Test



Before students start the test, remind them that they cannot return to a test section once they submit that section or once they submit their test.

End of Section 1



All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers.
When you are done, use the **Submit** button below to submit your answers.

Submit >>

Question 1

Question 2

Section Exit Warning

You are about to leave this section and will not be able to return once you exit.
Are you sure you want to leave?

Yes

No

Test Submit Warning

Are you sure you want to **submit final answers**?
You will not be able to return to this test.

No, Cancel

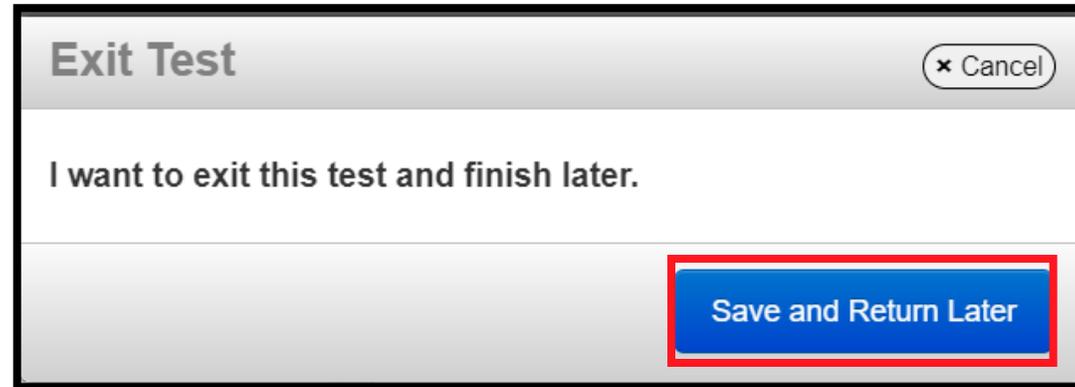
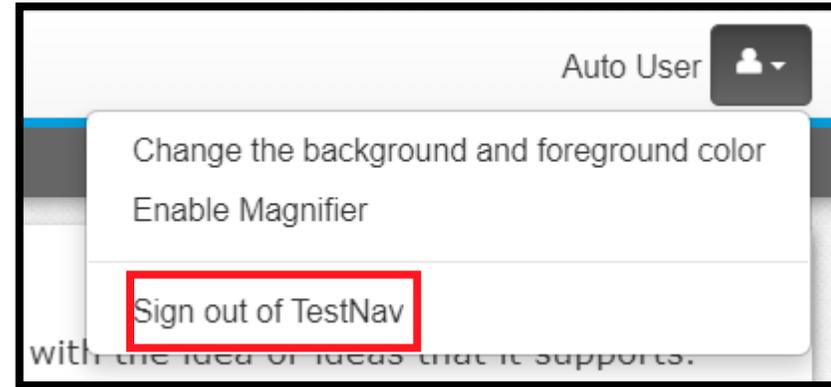
Yes, Submit Final Answers

TestNav 8

ADAM Proctoring a Test Starting a Test

Students should have taken a practice test prior to the test window so that they are familiar with the format of the test as well as with the TestNav 8 system.

In certain cases, a student might not be able to finish his/her test. The student will need to select “Sign out of TestNav” and then select “Save and Return Later”. This will give the student the chance to continue their test at a later time.



ADAM Proctoring a Test Starting a Test

It is possible that a TestNav Error Code will appear while the student is attempting to login or during testing. Please become familiar with and reference the **TestNav Error Codes** quick link located on the Guam Portal Page for a full list:

<https://support.assessment.pearson.com/TN/error-codes-16908303.html>.

The screenshot shows the TestNav 8 Error Codes page. The breadcrumb trail is "TestNav 8 / Troubleshooting / Error Codes". The page title is "Error Codes". Below the title, it states "Errors are listed in numerical order. Not all numbers are used." and "Because the user interface may differ across operating systems, screenshots are not provided." The page is divided into sections: "1000s - Connectivity/Save Warning and Error Codes" and "2000s - Application Warning Messages". A sub-section titled "1000s - Connectivity/Save Warning and Error Codes" contains a table of error messages. The table has three columns: "Error number", "Error message", and "Additional info and instruction".

Error number	Error message	Additional info and instruction
1001	Your test has been saved. Please notify your test administrator.	Connectivity issues likely caused this error. Follow the on-screen instructions.
1002	Please notify your test administrator.	The designated save location is not writable or due to the inability to save a Saved Response File after test content has been viewed. Follow the on-screen instructions.
1003	Unable to save response file (at beginning of test)	The designated location for saving a response file (as a backup in case of network interruption) is not writable.

TestNav 8

ADAM Proctoring a Test Monitoring a Test

While the students are taking the test, it is possible to lose network connectivity. If this happens, the student responses will save to a local, encrypted backup file called an SRF (Saved Response File).

Within the TestNav User Guide, a section for SRF can be found. The TestNav User guide is found on the Guam Portal Page in the Technology Setup tab:

<https://guam.mypearsonsupport.com/tech-setup.html>

TestNav 8 / Troubleshooting / Find Saved Response File (SRF) and Log Files

Find Saved Response File (SRF) and Log Files

TestNav saves student responses to a local, encrypted backup file called an SRF when it cannot communicate with the Pearson server. In some scenarios, TestNav allows the student to click **Retry** within an **error message** to try submitting the response again. If the system cannot transmit the response, the student is exited from the test, and the student can **resume testing** at a later time, without losing the saved response.

This process automatically occurs without additional installation or action.

When the network is functioning normally, TestNav sends student responses to the Pearson testing server while the student tests.

When the network is not functioning normally and a student's testing device cannot transmit responses to the Pearson server, TestNav saves the student's responses to a local, encrypted backup file called an SRF.

Technology Resources

View the information below on hardware and software requirements for administering online tests, along with the troubleshooting.

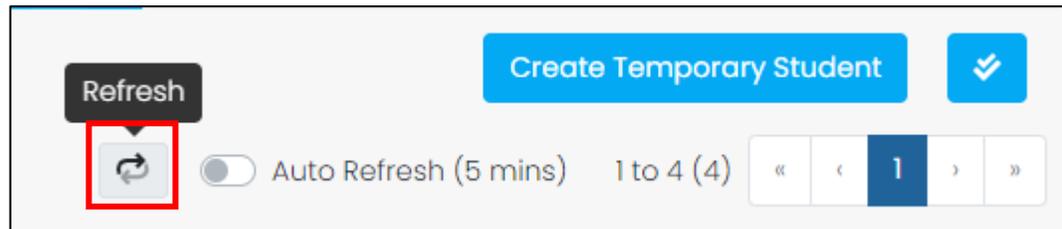
Technology Guidelines	User Guides
	ADAM User Guide
	TestNav User Guide
	TestNav System Layout
	Using TestNav on a Chromebook
	Using TestNav on an iPad
	TestNav Error Codes

ADAM

Proctoring a Test

Monitoring a Test

After testing has started, a Proctor can monitor real-time status of students by refreshing their browser within the Proctor Dashboard.



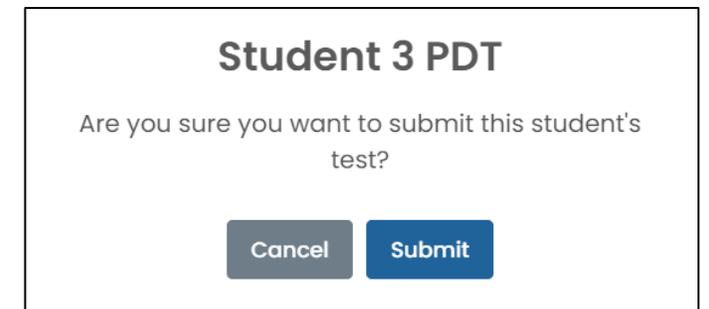
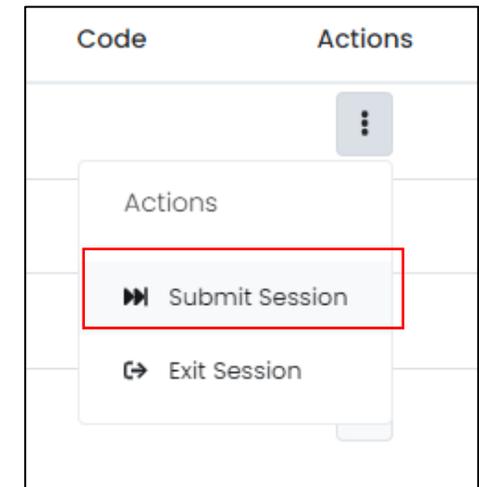
Refer to slide [“Proctor Dashboard \(Student Session List\): Test Progress”](#) to review the possible statuses for a student.

ADAM

Proctoring a Test

Submit Test

- Students should Submit each test upon completion.
- If the student completes the test and did not submit it, the Proctor can submit the test for the student from the Proctor Dashboard.
 - ✓ To submit a test, go to the student Action tool and select “Submit Session”.
 - ✓ A pop-up message will display, confirm the student and press submit.





Adding Temporary Students

Create Temporary Students

If a student does not exist in ADAM at the time of testing, Proctors can create a temporary student so the student can test. A Proctor can also add accommodations for that temporary student if necessary.

1 Select Create Temporary Student above the student list.

Create Temporary Student

2 Enter details for the temporary student.

3 If no accommodations are required, select Save

Create Temporary Student

* First Name	* Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
* Temporary ID	* School
<input type="text" value="Temporary ID"/>	<input data-bbox="1676 958 2499 1011" type="text" value="School"/>

Add accommodations for this temporary student

Cancel

Create a Temporary Students

If needed, select the “Add accommodations for this temporary student” option and Next.

Select the appropriate accommodations.

Select **Save**

The screenshot displays the 'Create Temporary Student' form. It includes the following elements:

- Form title: Create Temporary Student
- Required fields (marked with an asterisk):
 - First Name: Text input field
 - Last Name: Text input field
 - Temporary ID: Text input field
 - School: Dropdown menu
- Accommodations toggle: A checkbox labeled 'Add accommodations for this temporary student' is checked and highlighted with a red box.
- Navigation buttons: 'Cancel' and 'Next' buttons are located at the bottom right of the form, with 'Next' highlighted by a red box.
- Accommodations list (shown in a separate view below):
 - Filter by Accommodation...: Search input field
 - Expand/Collapse All: Button
 - ELA: Section header
 - Form-Based: Expandable category
 - Pearson: Expandable category
 - Local Accommodations: Expandable category
 - Custom: Expandable category
- Bottom navigation: 'Back', 'Cancel', and 'Save' buttons are located at the bottom of the second view, with 'Save' highlighted by a red box.

Guam Portal Site Resources

In the Guam Portal Site, the Test Administration Manual (TAM) can be found under the Administration Resources Tab. **A Proctor will need access to the TAM before, during and after the test window.**

- The TAM contains guidelines for Test Security that need to be implemented prior to testing.
- The Test Administration script is found inside the TAM. The Proctor must read the script aloud to the students to guide them through their testing experience.
- Please reach out to your STC if you need support in accessing/printing the TAM. Each proctor is required to have a printed version of the TAM with them during testing.

Additionally, please take the time to learn more about the Guam District-Wide Summative, which is a Smarter Balanced Fixed Form Assessment. A training on Smarter Balanced Assessments is available on the Guam Portal under the Training tab.

Lastly, Proctors should access the Practice Tests and ensure that your students have taken a Practice Test as well. This is a great opportunity to get to know the student experience and for students to get familiar with their testing experience as well.

Link to the Guam Portal Site: <https://guam.mypearsonsupport.com/index.html>