



## Proctor Group

**Audience:** School Test Coordinators

**When to Do:** After student users have been confirmed and accommodations have been setup.

**This document covers:**

- Upload a Proctor Group
- Editing proctor groups
- Understanding student movement
- Makeup testing
- Printing test tickets and test administrator credentials

## About Proctor Groups

The Test Administrations will be set up in ADAM by Pearson. For each Test Administration, STCs can bulk create the proctor groups. Each assessment is assigned to eligible students at your school. Each assessment is assigned to eligible students at your school in a default 'unassigned' group. Students must be moved into proctor groups to be assigned a test code to access their assessment.

## Proctor Group Upload

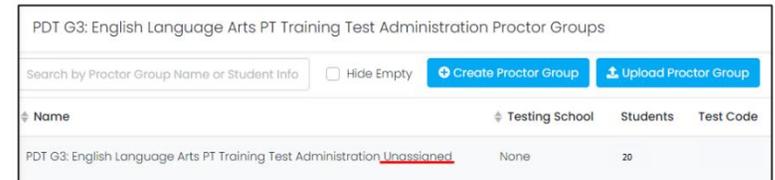
To upload proctor groups, you will select a **Test Administration**, download a file listing assigned students, add a proctor group for each student and upload the modified file. The proctor group you create will have a unique test code and proctor password.

*To upload a Proctor group:*

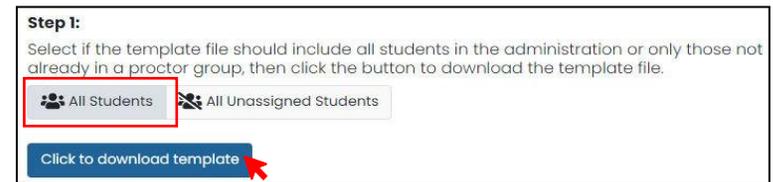
1. In ADAM, select Test Management > Administrations.
2. Locate the Test Administration, then select the View under Proctor Groups



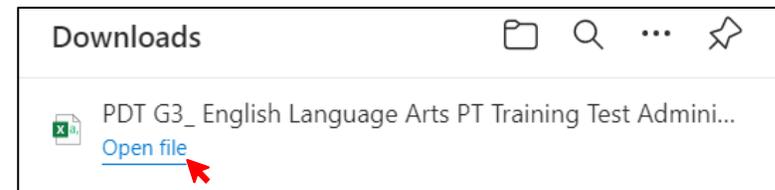
3. Note the Unassigned group which has all students assigned to this assessment who need to be put into proctor groups; if new students are added to the school, they will appear here too.



4. Click Upload Proctor Group 
5. Read instructions on the 'Create Proctor Group via CSV' page.
6. On this screen for Step 1, leave All Students selected and click the blue button to download the template.



7. A roster file of assigned students (.csv) downloads to your device. Open the downloaded file.

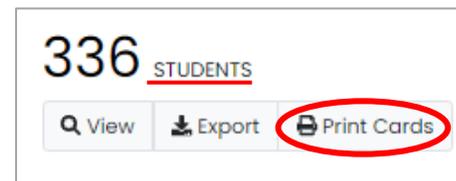




8. Follow the instructions in Step 2 on the 'Create Proctor Group via CSV' page to modify the downloaded template.
  - Do not change anything in columns A-G
  - Copy the Identifiers from Column E (enrollment\_org\_identifiers) and paste then into Column H (testing\_org\_id), being careful not to change any of the column headers.
  - In column I "new\_proctor\_group\_name", assign a proctor group name for each student.
9. Save the roster file in .csv format.
10. Back on the 'Create Proctor Group via CSV' page in ADAM under Step 3, upload the modified file.

1. Navigate to **Test Management > Administrations**.
2. In the appropriate administration card under **Students**, click **Print Cards**.

DO NOT use the Print Card link under Proctor Groups.



3. In the new tab, choose from the available formatting options:



**Step 3:** Upload the modified file into ADAM.

Choose a file or drop it here... Browse

11. The proctor group(s) appear in the test administration proctor group list. Return to the Test Administrations page and create proctor groups for other administrations.

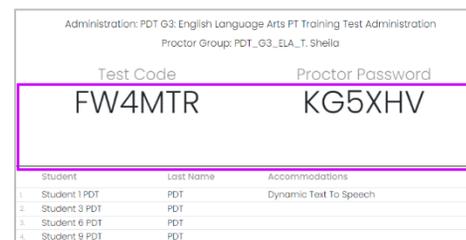
### Printing Test Tickets

Name
PDT G3: English Language Arts PT Training Test Administration Unassigned
PDT_G3_ELA_T_Sheila
PDT_G3_ELA_Tsharon
PDT G3 ELA Jonathan Teacher

- a. Layout: Select 2 by 4, 3 by 6 or 1 per page



- b. Toggle title pages for each proctor group: Select to include roster page for each proctor group. This formatting is recommended as it includes the Proctor Roster List.



- c. Toggle borders: Select whether to include dashed borders (guides for cutting the cards)

Once a proctor group is created you can print test tickets for students.

To view and print test tickets:



- d. Grouping: Sequential (default) or Stacked (one per page)
- e. Choose Proctor Groups - Select the proctor groups you want to print.



- 4. Click the green **Print** icon.
- 5. Open the downloaded file, print and distribute to test administrators.

### Editing Proctor Groups

Once proctor groups are created, you can modify them. On the proctor group editing page you can change the name of the proctor group, add or delete students.

*To edit a proctor group:*

- 1. Go to **Test Management > Administrations**.
- 2. In the appropriate admin card, select **View** under Proctor Groups.



- 3. Locate the proctor group you want to add the student to and click **Students** in the Actions column.

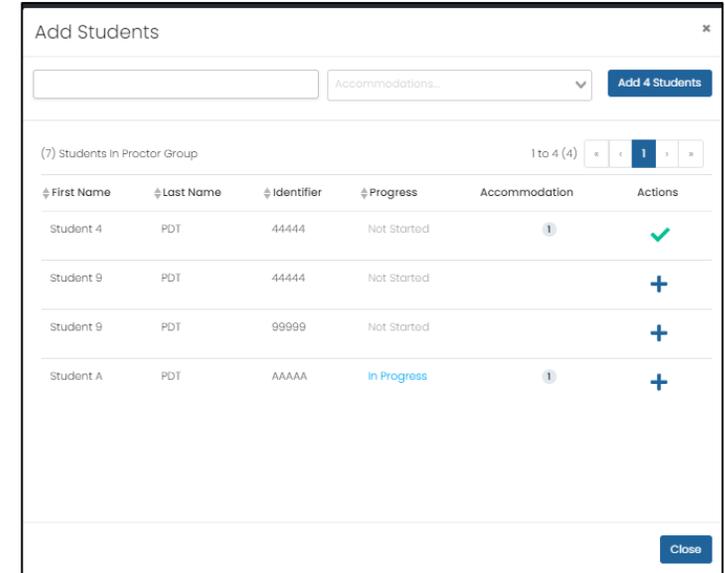
Name	Testing School	Students	Test Code	Proctor Pw	Progress	Actions
PVETE Grade 3 ELA Unit 1 Administration Unassigned	None	14	0CBWFH	M2SKZX	Not Started	Students
PVETE Grade 3 ELA Unit 1	PVTE Distl Schll	6	BhX5FD	X3UWKQ	Complete	Students Proctor

- 4. Click **Edit Proctor Group**



- 5. The Proctor Group Configuration page will appear. This is where updates/edits/removing and adding students will happen.

- You can Add or Remove students from the Proctor Groups. Using the plus (+) sign you can add students to the group.



- Once you press Add (+), in the Add Students popup:
  - Search for students by name
  - Select the plus symbol.
  - Select Close when done.
  - Click submit

**Note:** Any added student will automatically be removed from their previous proctor group (or the unassigned group, if applicable).



For more detailed information you can go into the Guam Portal  
<https://guam.mypearsonsupport.com/index.html>