



Online Test Administration

User Guide



COGNIA ASSESSMENTS

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Introduction

Purpose

This document is intended for system, district, or school personnel responsible for preparing and/or administering online Cognia™ Formative Assessments.

This document covers test preparation, creating administrations, and proctoring test sessions.

Support

All user guides and supporting documents are available on the [Formative Resources tab](#) of the Vermont Help and Support website.

Cognia Client Care representatives are available to answer any questions about the Cognia Assessments online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

Email: vtservicecenter@cognia.org

Phone: (800) 215- 8975.

Browser Requirements

Users may access the online assessment platform at any time during an administration. The online assessment platform is accessible to institutional users on desktops and laptops via the following browsers:

- Chrome™ 92 or newer
- Firefox® 89 or newer
- Safari® 14 or newer

Test Preparation

Student Test Delivery

The student test delivery system is recommended to be accessed through a web browser. Before student testing takes place, the schools, districts, or systems need to verify that the browser being used on all student test-taking devices meets the specifications.

Student Accommodations

System, district, and school administrators and teachers should determine the expectations for student participation (voluntary or mandatory) in Cognia Assessments. Considerations should be in place to provide valid accommodations based on individual need as documented in an individualized education plan (IEP) or 504 plan and for English learners (ELs).

For online assessments, a set of universal tools is offered to all students. Other tools that are available depend on the type of test and session or accommodation assigned to the individual student. These tools and accommodations appear as additional buttons in the student testing interface. For more information about the tools and accommodations available, refer to the Student Test Delivery Guide available on the [Formative Resources tab](#) of the Vermont Help and Support site.

For students requiring accommodations, additional tools can be made available, such as a text-to-speech or extended time. Accommodations can be assigned manually by the teacher from the Class Report page.

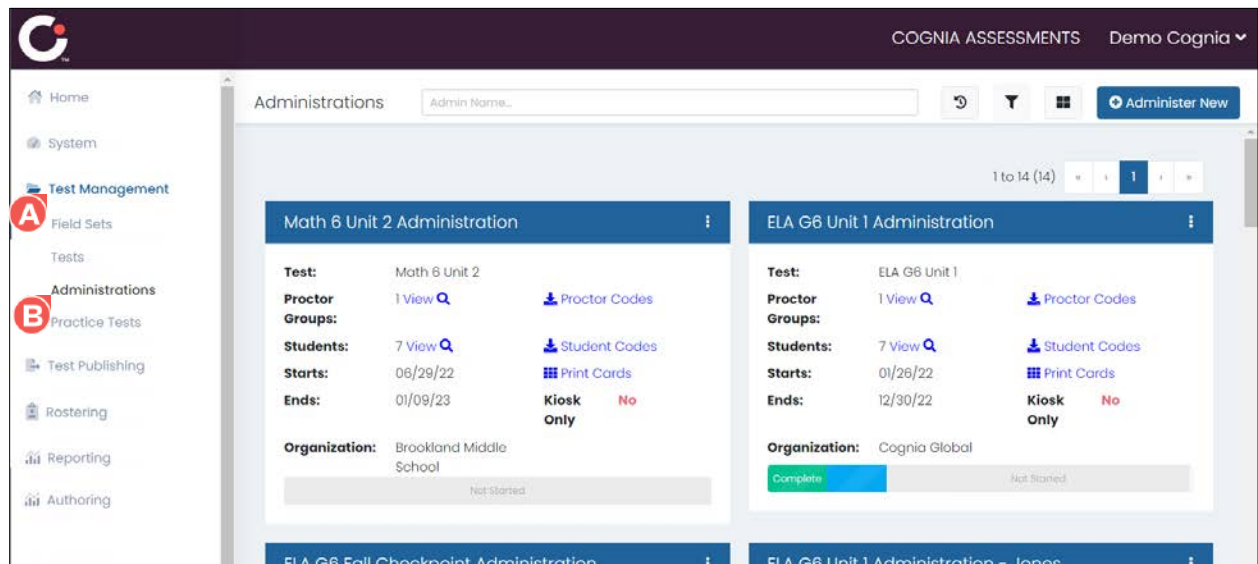
Test Administrations

Tests are administered via administrations. Administrations are created for a group of students and a content area test. Depending on the program or content area, a test might contain one section or two. Each test has a unique test code that students will use to login to the test.

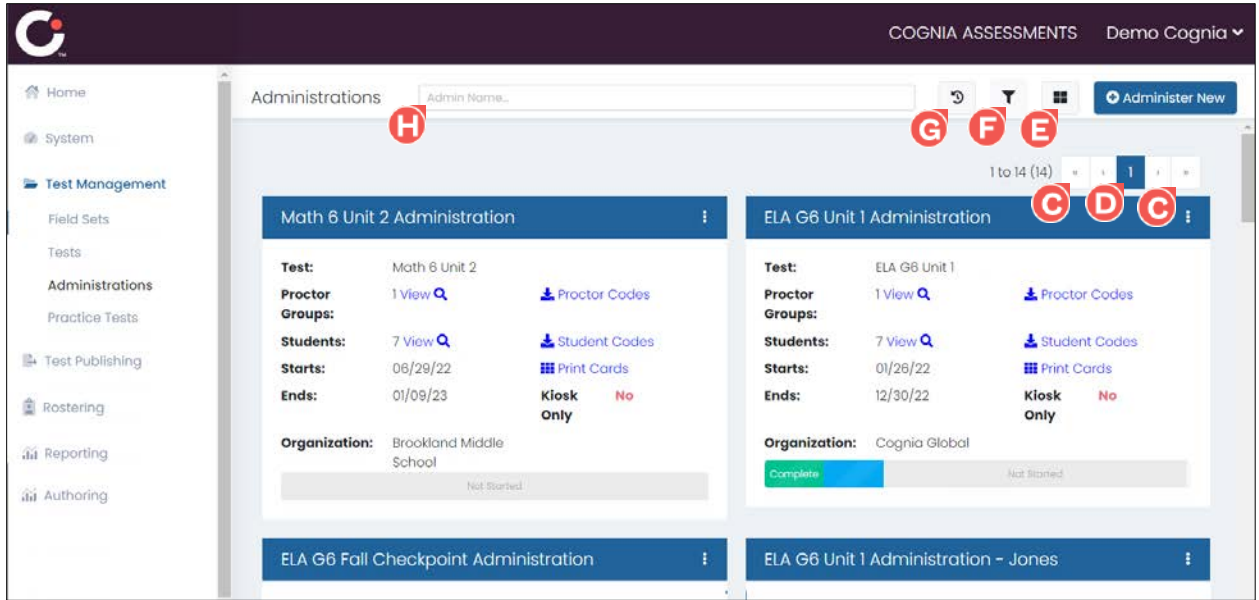
Viewing Test Administrations

To view the list of administrations for your institution:

1. Select the **Test Management** ^A menu located on the left side of the page, and then select **Administrations** ^B. This opens the Administrations page. The Administrations page displays all administrations you have access to for your institution. By default, the administrations are displayed in a card view.

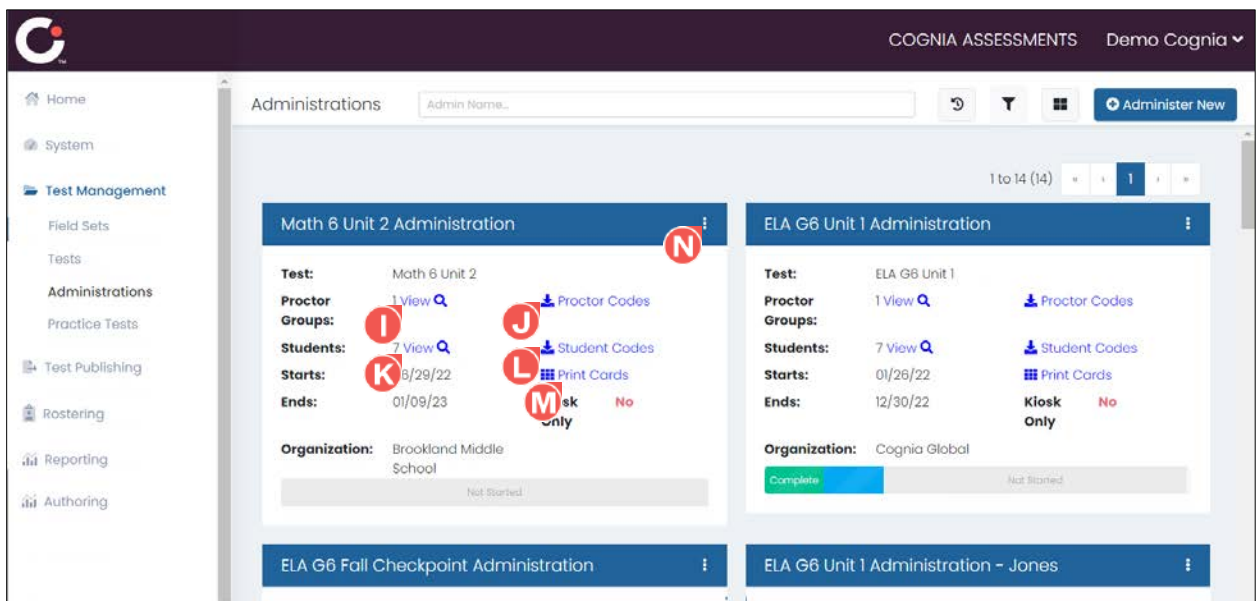


2. When viewing the Administrations page:
 - a. Click the **page navigation arrows** ^C and/or **page numbers** ^D located in the upper right of the page to navigate between the different pages of administrations.
 - b. Select the **card view** ^E icon to display the administrations in a list view. The list view icon now replaces the card view icon. Subsequently, click the list view icon to display the administrations in a card view.
 - c. Click the **filter** ^F icon to open an Administrations Drill Down popup with options to filter the list of administrations by test, course, class, or student information.
 - d. Click the **previous** ^G icon to display previous administrations in the list. Subsequently, click the icon a second time to hide the previous administrations from the list.
 - e. Begin entering a full or partial administration name in the **Admin Name** ^H field to search for an administration by name. As you type, the list automatically updates to display only the administrations that match the entered criteria.



3. When viewing an administration in card view:

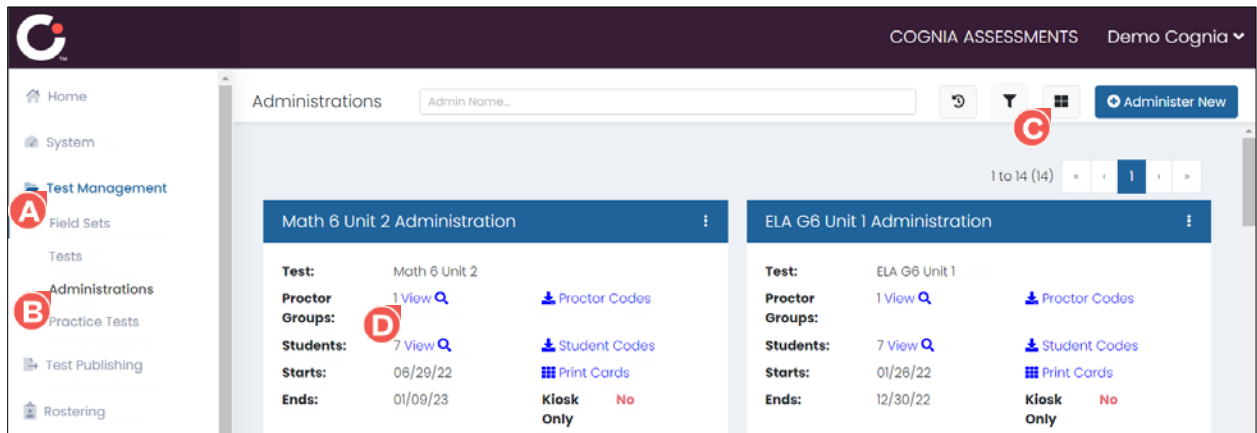
- a. Click the **Proctor Groups View** **I** link to open the page of proctor groups assigned to the administration.
- b. Click the **Proctor Codes** **J** link to download a csv file containing the list of proctor passwords for each proctor group assigned to the administration.
- c. Click the **Students View** **K** link to open the page of students assigned to the administration.
- d. Click the **Student Codes** **L** link to download a csv file containing the list of students assigned to the administration.
- e. Click the **Print Cards** **M** link to open the printable list of student login tickets.
- f. Click the **vertical ellipses** **N** icon located in the upper right of the administration card to display the actions that are available for the administration.



Viewing Proctor Groups and Sessions

To view the list of sessions assigned to each proctor group for an administration:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **Proctor Groups View** **D** link located in the administration card. This opens the list of proctor groups assigned to the administration.



4. When viewing the list of proctor groups, the following columns are displayed for each group:
 - **Name** **E**: The proctor group name.
 - **Test Code** **F**: The test code for the proctor group.
 - **Proctor Pw** **G**: The password for the proctor group.
 - **Progress** **H**: The test status for the student's in the proctor group. Hovering over a status bar displays a tooltip with the number of student tests currently with that status.
 - **Actions** **I**: Actions that are available for the proctor group.

Name	Test Code	Proctor Pw	Progress	Actions
ELA G6 PI_Rogers	SKDE2N	HEC73S	Not Started	Sessions Proctor
Jones Homeroom	MNVQAQ	XPWTVM	Not Started	Sessions Proctor
08SCI-Plaza01-0100CLS	52HHV2	C7GQQH	Not Started	Sessions Proctor
08MAT-Plaza01-0101CLS	QTFJG4	6AVU2E	Not Started	Sessions Proctor
08MAT-Plaza01-0100CLS	GYXH4N	MSRXEF	Not Started	Sessions Proctor
08MAT-Plaza01-0103CLS	BENVJE	D7NCC7	Not Started	Sessions Proctor

- a. Click the **page navigation arrows** **J** and/or **page numbers** **K** located in the upper right of the page to navigate between the different pages of proctor groups.
 - b. Enter the full or partial name of a proctor group in the **Search** **L** field to display only the proctor groups with a name that meets the entered criteria or enter the full or partial name of a student to display only the proctor groups with a student who meets the entered criteria.
5. Locate the desired proctor group in the list, and then click the **Sessions** **M** link located in the Actions column to the far right of the proctor group. This opens the list of student test sessions.

Name	Test Code	Proctor Pw	Progress	Actions
ELA G6 P1_Rogers	SKDE2N	HEC73S	Not Started	Sessions Proctor
Jones Homeroom	MNVQAQ	XPWTVM	Not Started	Sessions Proctor
08SCI-Plaza01-0100CLS	52HHV2	C7GQQH	Not Started	Sessions Proctor
08MAT-Plaza01-0101CLS	QTFJG4	6AVU2E	Not Started	Sessions Proctor
08MAT-Plaza01-0100CLS	GYXH4N	MSRXYF	Not Started	Sessions Proctor
08MAT-Plaza01-0103CLS	B5NYJF	D7NCC7	Not Started	Sessions Proctor
Jones Period 1	5WPZVE	6CEWT4	Not Started	Sessions Proctor
07SCI-Plaza01-0102CLS	ZFR2SD	QGZQGW	Not Started	Sessions Proctor

6. When viewing the list of student test sessions, the following columns are displayed for each student:

- **Display Name** **N**: The student's name.
- **Is Alias** **O**: Indicates whether the student's display name is an alias.
- **State** **P**: The status of the student's test session.
- **Form** **Q**: The name of the test form.
- **Auth Fields (Identifier)** **R**: The identifier for the student. This is typically their student ID.
- **Accom** **S**: The number of accommodations the student is assigned. Hovering over the number displays a tooltip with the name of the assigned accommodation(s).
- **Code** **T**: The accountability code assigned to the student's test if the student is not going to take or complete the test. If a code is not assigned, an Apply link is displayed. See the section [Assigning an Accountability Code to a Student's Test](#) for more information.
- **Actions** **U**: Actions that are available for the student.

Tip: You can sort the list by any of the following columns by selecting the column name and can reverse sort the list by selecting the column a second time: **Display Name**, **State**, or **Form**.

- Click the **page navigation arrows** **V** and/or **page numbers** **W** located in the upper right of the page to navigate between the different pages of students.
- Begin entering a full or partial student name in the **Search** **X** field to search for a student by name. As you type, the list automatically updates to display only the students that match the entered criteria.
- Click the **filter** **Y** icon to open a Filter Sessions popup with options to filter the list of students by accountability codes, accommodations, and/or states. This updates the list to display only the students assigned those accountability codes, accommodations, and/or states.
- Use the **Late Add** button **Z** to add a new student to the administration. (See the section [Adding a Student to an Administration](#) for steps on how to add a student.)

Mrs. Washington Period 4 ELA Math 6 Unit 2
Sessions

Home > Administrations > Proctor Groups > Sessions

Test Code: W47S7G

Search... **X** **Y** **Z** **Late Add** 1 to 7 (7) « < 1 > »

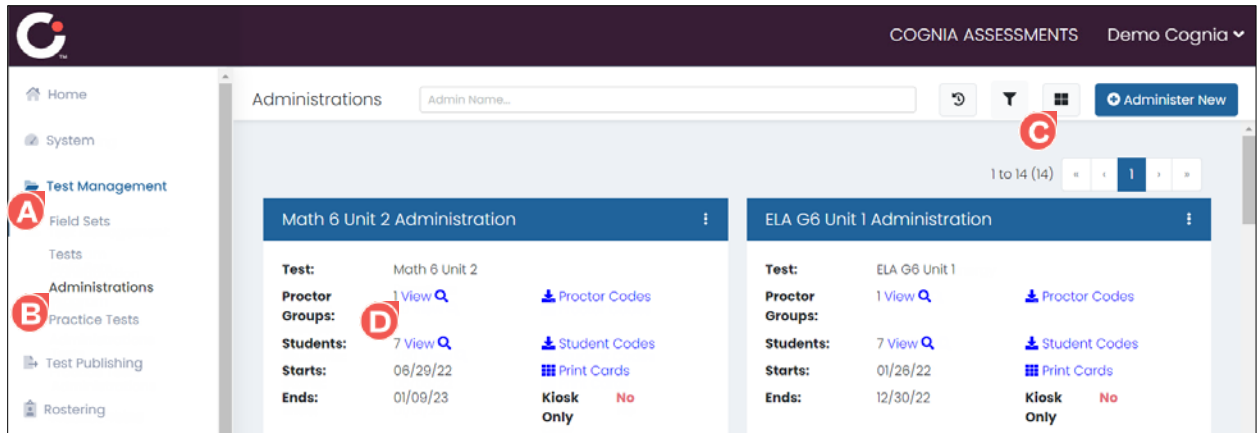
Display Name	Is Alias	State	Form	Auth Fields (Identifier)	Accom	Code	Actions
Noah Corrales	Not Alias	In Progress	Math6 Unit 1	DC0323	2	Apply	N O P Q R S T U V W V
Eduardo Simon	Not Alias	Not Started	Math6 Unit 1	DC0193		Apply	A U
Matthew Arias	Not Alias	Not Started	Math6 Unit 1	DC0083		Apply	U
Eveline Beier	Not Alias	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010102	1	Apply	U
Natasha Schuster	Not Alias	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010107		Apply	U
Christian Velasco	Not Alias	Not Started	Math6 Unit 1	DC0092		Apply	U

Adding a Student to an Administration

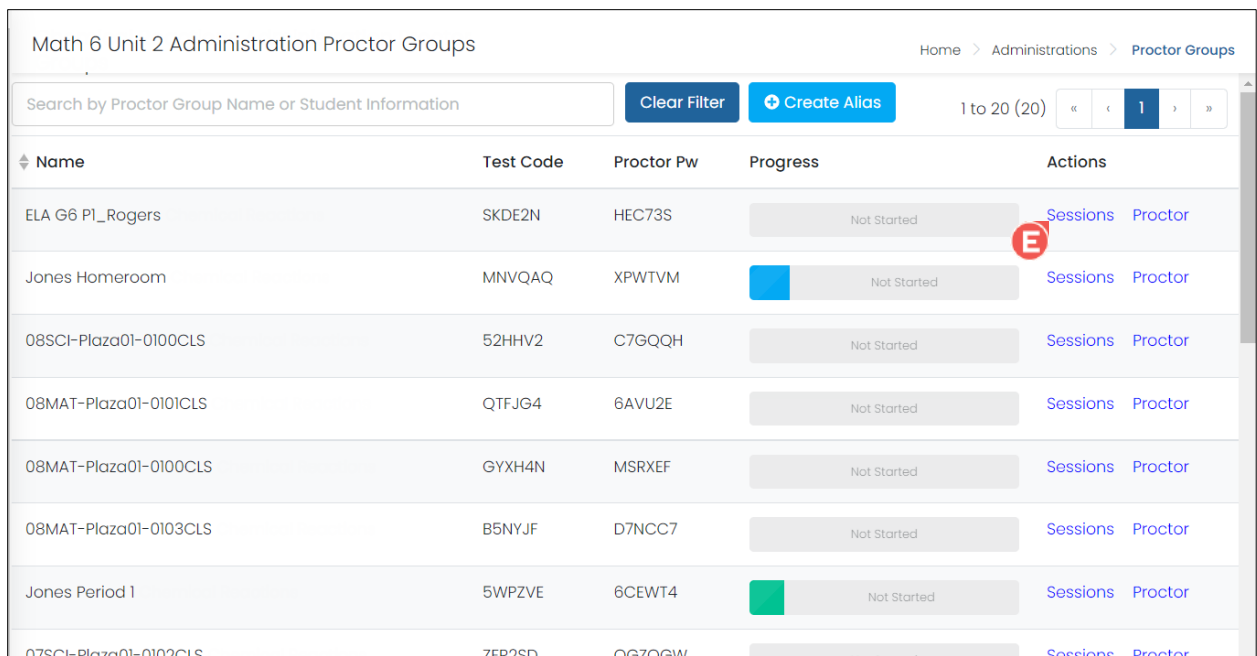
Students can be added to an existing administration. If a student is not already a user in the online testing platform, adding them to the administration will automatically add them as a user assigned to the associated district/school.

To add a student to an administration:

- Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
- Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
- Click the **Proctor Groups View** **D** link located in the administration card. This opens the list of proctor groups assigned to the administration.



4. Locate the desired proctor group in the list, and then click the **Sessions** E link located in the Actions column to the far right of the proctor group. This opens the list of student test sessions for that proctor group.



5. Click the **Late Add** F button. This opens the Student Late Add popup.

Mrs. Washington Period 4 ELA Math 6 Unit 2 Sessions Home > Administrations > Proctor Groups > Sessions

Test Code:
W47S7G 1 to 7 (7)

Late Add

Display Name	Is Alias	State	Form	Auth Fields (Identifier)	Accom	Code	Actions
Noah Corrales	Not Alias	In Progress	Math6 Unit 1	DC0323	2	Apply	
Eduardo Simon	Not Alias	Not Started	Math6 Unit 1	DC0193		A	🗑️
Matthew Arias	Not Alias	Not Started	Math6 Unit 1	DC0083		Apply	🗑️
Eveline Beier	Not Alias	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010102	1	Apply	🗑️
Natasha Schuster	Not Alias	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010107		Apply	🗑️
Christian Velasco	Not Alias	Not Started	Math6 Unit 1	DC0092		Apply	🗑️
Shawna Auer	Not Alias	Not Started	Math6 Unit 1	STU-06MAT-Plaza01-010007		Apply	🗑️

- a. Enter the **Student First Name** G, **Student Last Name** H, and **Identifier** I (the identifier is typically their student ID).
- b. Click the **Save** J button. This adds the student to the proctor group session. (If the student no longer needs to be added to the proctor group, click the **Cancel** K button.)

Student Late Add

You can use this to add a student that is missing from your proctoring session.

Student First Name

Student Last Name

Identifier

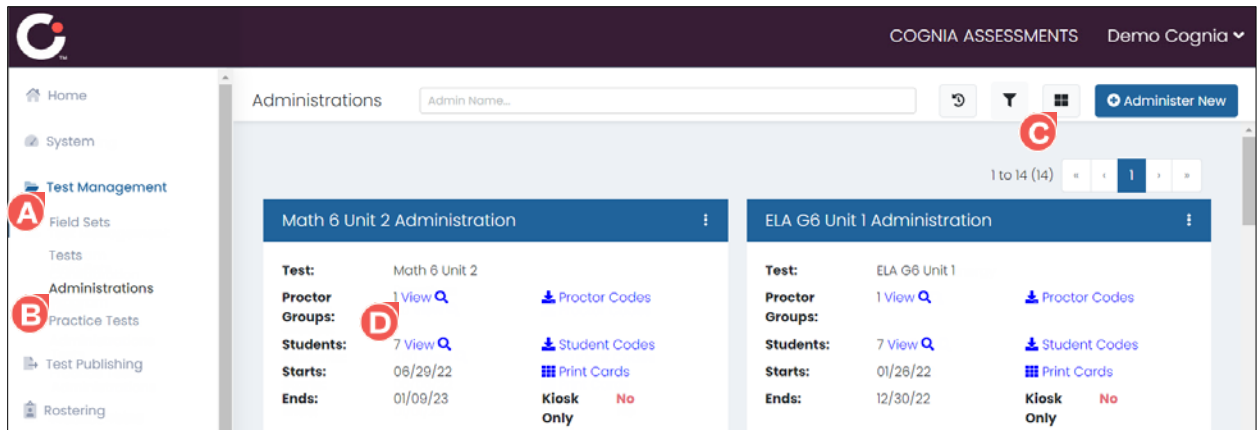
Cancel
Save

Removing a Student from a Proctor Group

Students can only be removed from a proctor group if they have not logged in to the associated test session. Once a student has logged in to a test session, they can no longer be removed from that proctor group.

To remove a student from a proctor group:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **Proctor Groups View** **D** link located in the administration card. This opens the list of proctor groups assigned to the administration.



4. Locate the desired proctor group in the list, and then click the **Sessions** **E** link located in the Actions column to the far right of the proctor group. This opens the list of student test sessions for that proctor group.

Math 6 Unit 2 Administration Proctor Groups

Home > Administrations > Proctor Groups

Search by Proctor Group Name or Student Information Clear Filter Create Alias 1 to 20 (20)







Name	Test Code	Proctor Pw	Progress	Actions
ELA G6 PI_Rogers	SKDE2N	HEC73S	Not Started	Sessions Proctor
Jones Homeroom	MNVQAQ	XPWTVM	Not Started	Sessions Proctor
08SCI-Plaza01-0100CLS	52HHV2	C7GQQH	Not Started	Sessions Proctor
08MAT-Plaza01-0101CLS	QTFJG4	6AVU2E	Not Started	Sessions Proctor
08MAT-Plaza01-0100CLS	GYXH4N	MSRXEF	Not Started	Sessions Proctor
08MAT-Plaza01-0103CLS	B5NYJF	D7NCC7	Not Started	Sessions Proctor
Jones Period 1	5WPZVE	6CEWT4	Not Started	Sessions Proctor



5. Locate the desired student in the list, and then click the **Delete** **F** icon located in the Actions column to the far right of the student. This opens a popup prompting you to confirm the action. (If you do not see the **Delete** icon, that student cannot be removed from the proctor group.)

Mrs. Washington Period 4 ELA Math 6 Unit 2 Sessions Home > Administrations > Proctor Groups > Sessions

Test Code:
W47S7G 1 to 7 (7) « ‹ 1 › »

Search... ▼ Late Add

Display Name	Is Alias	State	Form	Auth Fields (Identifier)	Accom	Code	Actions
Noah Corrales	Not Alias	In Progress	Math6 Unit 1	DC0323	2	Apply	
Eduardo Simon	Not Alias	Not Started	Math6 Unit 1	DC0193		A	F 
Matthew Arias	Not Alias	Not Started	Math6 Unit 1	DC0083		Apply	
Eveline Beier	Not Alias	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010102	1	Apply	
Natasha Schuster	Not Alias	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010107		Apply	
Christian Velasco	Not Alias	Not Started	Math6 Unit 1	DC0092		Apply	
Shawna Auer	Not Alias	Not Started	Math6 Unit 1	STU-06MAT-Plaza01-010007		Apply	

6. Click the **Delete**  button. This removes the student from the proctor group session. (If the student no longer needs to be removed from the proctor group, click the **Cancel**  button.)

Are you sure you want to delete the session for Eduardo Simon?

This will remove this student from this administration.

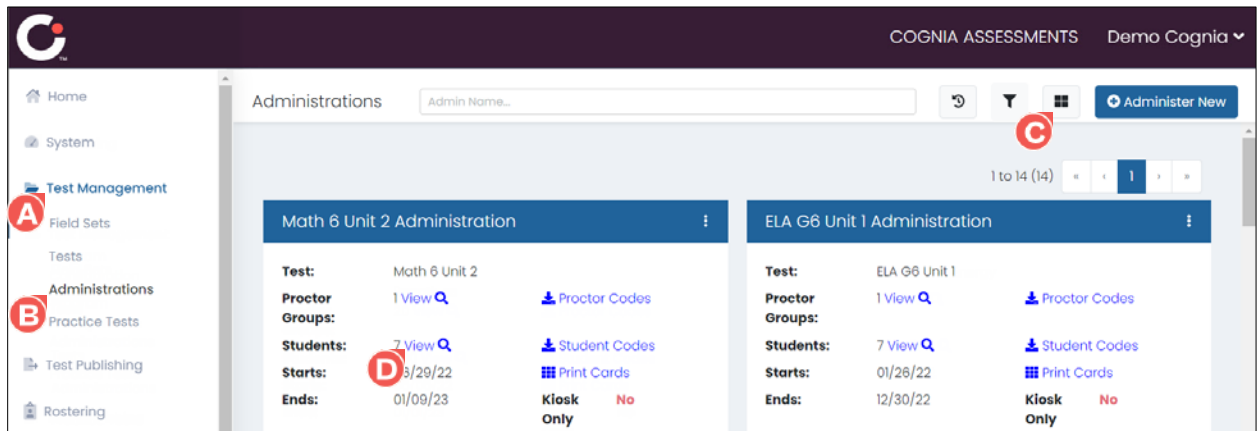
Cancel
Delete

H
G

Viewing Students Assigned to an Administration

To view the complete list of students assigned to an administration regardless of proctor group:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **Students View** **D** link located in the administration card. This opens the complete list of students assigned to the administration.



4. When viewing the list of students assigned to the administration, the following columns are displayed for each student:

- **Display Name** **E**: The student's name.
- **State** **F**: The status of the student's test session.
- **Form** **G**: The name of the test form.
- **Auth Fields (Identifier)** **H**: The identifier for the student. This is typically their student ID.
- **Test Code** **I**: The test code for the assigned proctor group.
- **Accom** **J**: The number of accommodations the student is assigned. Hovering over the number displays a tooltip with the name of the assigned accommodation(s).
- **Code** **K**: Allows an accountability code to be applied to the student's test for reporting purposes if the student is not going to complete the test.
- **Actions** **L**: Actions that are available for the student.

Tip: You can sort the list by any of the following columns by selecting the column name, and you can reverse sort the list by selecting the column a second time: **Display Name**, **State**, or **Form**.

- Click the **page navigation arrows** **M** and/or **page numbers** **N** located in the upper right of the page to navigate between the different pages of students.
- Begin entering a full or partial student name in the **Search** **O** field to search for a student by name. As you type, the list automatically updates to display only the students that match the entered criteria.
- Click the **filter** **P** icon to open a Filter Sessions popup with options to filter the list of students by accountability codes, accommodations, and/or states. This updates the list to display only the students assigned those accountability codes, accommodations, and/or states.

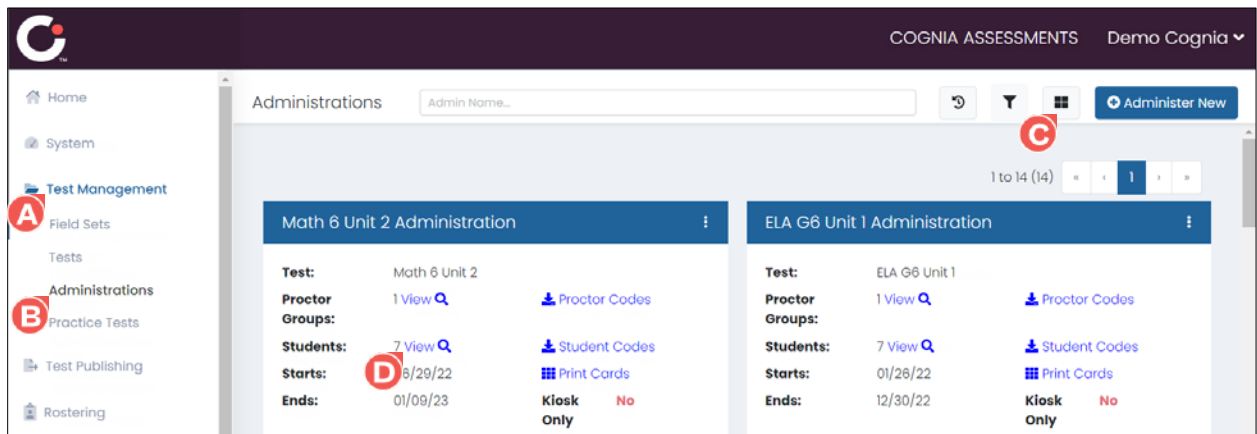
Display Name	State	Form	Auth Fields (Identifier)	Test Code	Accom	Code	Actions
Noah Corrales	In Progress	Math6 Unit 1	DC0323	W47S7G	2	Apply	
Eduardo Simon	Not Started	Math6 Unit 1	DC0193	W47S7G		A	🗑️
Matthew Arias	Not Started	Math6 Unit 1	DC0083	W47S7G		Apply	🗑️
Eveline Beier	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010102	W47S7G		Apply	🗑️
Natasha Schuster	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010107	W47S7G		Apply	🗑️
Christian Velasco	Not Started	Math6 Unit 1	DC0092	W47S7G	1	Apply	🗑️
Shawna Auer	Not Started	Math6 Unit 1	STU-06MAT-Plaza01-010007	W47S7G		Apply	🗑️

Removing a Student from an Administration

Students can only be removed from an administration if they have not logged in to the associated test session. Once a student has logged in to a test session, they can no longer be removed from the associated administration.

To remove a student from an administration:

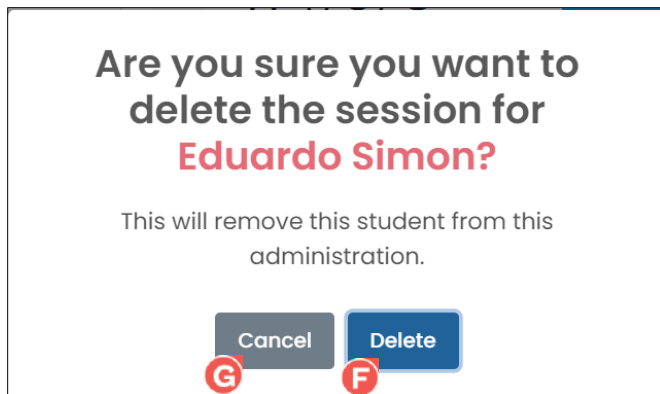
1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **Students View** **D** link located in the administration card. This opens the complete list of students assigned to the administration.



4. Locate the desired student in the list, and then click the **Delete** **E** icon located in the Actions column to the far right of the student. This opens a popup prompting you to confirm the action. (If you do not see the **Delete** icon, that student cannot be removed from the administration.)

Math 6 Unit 2 Administration Sessions							
Display Name	State	Form	Auth Fields (Identifier)	Test Code	Accom	Code	Actions
Noah Corrales	In Progress	Math6 Unit 1	DC0323	W47S7G	2	Apply	
Eduardo Simon	Not Started	Math6 Unit 1	DC0193	W47S7G		Apply	A E
Matthew Arias	Not Started	Math6 Unit 1	DC0083	W47S7G		Apply	E
Eveline Beier	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010102	W47S7G		Apply	E
Natasha Schuster	Not Started	Math6 Unit 1	STU-06SCI-Plaza01-010107	W47S7G		Apply	E
Christian Velasco	Not Started	Math6 Unit 1	DC0092	W47S7G	1	Apply	E
Shawna Auer	Not Started	Math6 Unit 1	STU-06MAT-Plaza01-010007	W47S7G		Apply	E

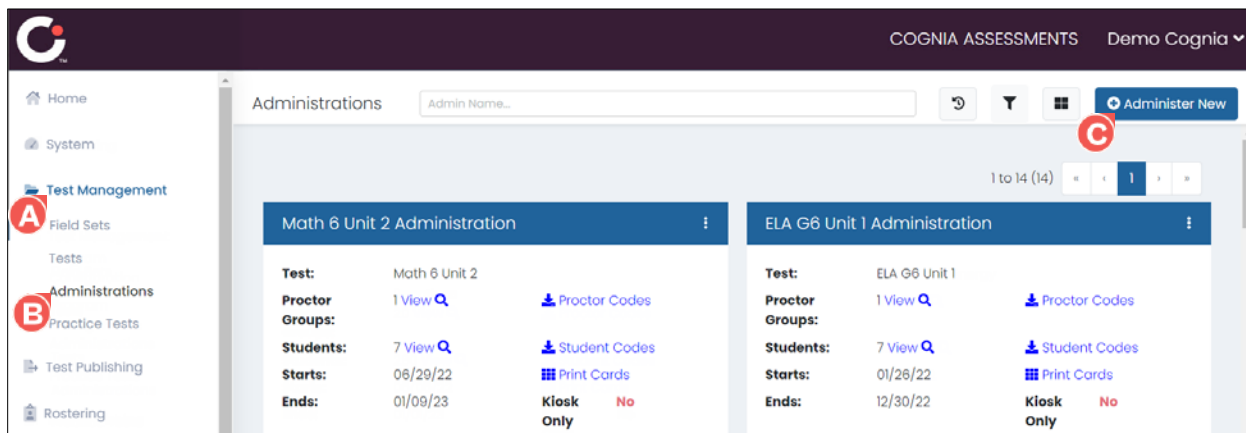
5. Click the **Delete** **F** button. This removes the student from the administration. (If the student no longer needs to be removed from the administration, click the **Cancel** **G** button.)



Creating a New Test Administration

To create a new test administration:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Click the **Administer New** **C** button located in the upper right of the page. This opens a new Administration Setup page and displays the Test Select step.



3. Select a test from the **Test** **D** drop-down. Upon selecting a test, the Administration Name field automatically populates to include that test name.
4. (Optional) Edit the **Administration Name** **E**.
5. (Optional) Enter any information useful for users proctoring this administration in the **Details** **F** field.
6. Once you have completed entering the information in the Test Select step, click the **Next** **G** button. This displays the Access step.

Administration Setup Home > Administrations > New

1. **Test Select** > 2. Access > 3. Data/Accessibility > 4. Students > 5. Review

Test Selection

Select the test that you would like to deliver, name the administration, and give it any necessary details.

Test

D Math 6 Unit 2

Administration Name

E Math 6 Unit 2 Administration

Details

F Administration Details...







Provide any information useful for users proctoring this administration.

Cancel **Next** **G**

7. If the test must be accessed using the lockdown browser only, select the **Kiosk Only** **H** checkbox.
8. (Optional) To always display the rubric content in the administration preview, select the **Show Rubrics** **I** checkbox.
9. Select the institution to assign the administration to from the **Org** **J** drop-down. If you select a system- or district-level institution, the administration will be accessible to all school institutions under that hierarchy.
10. (Optional) Select a time zone from the **Time Zone** **K** drop-down. The default selection is America/New_York.

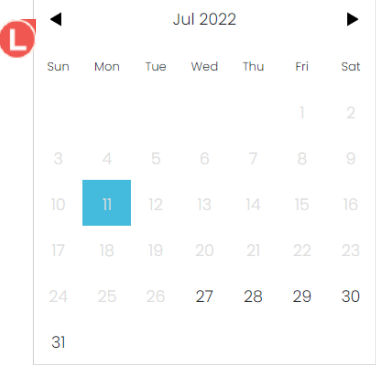
The screenshot shows the 'Administration Setup' page with a breadcrumb trail: Home > Administrations > New. The main content area has a progress indicator: 1. Test Select > 2. Access > 3. Data/Accessibility > 4. Students > 5. Review. The 'Access' section is active and contains the following options:

- Secure Access**
 - Kiosk Only **H**
If checked the test can only be accessed through the secure browser.
- Show All Rubric Content**
 - Show Rubrics **I**
All Rubric Blocks will be displayed for preview regardless of their use or view permissions.
- Org**
 - J** Cogna Global
This Administration will be assigned to this Org.
The rostering of the Administration from the Students tab will be scoped by this Org.
- Access Window**
 - Define when students access this test.
Deferring the Access Window will allow it to be made slimmer at the Administration level while locking the Access Window will prevent it from being modified.
- Time Zone**
 - K** America/New_York

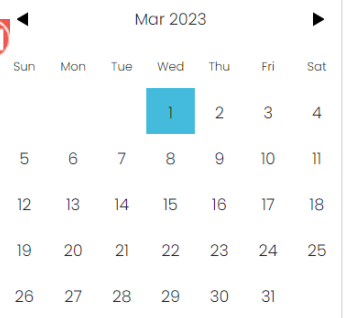
11. Use the **Start Date**  and **End Date**  calendars to select the dates for the administration window.
12. (Optional) Select the **Weekday**  checkboxes to define which days within the administration window students will be able to access the test. If you do not select any days, the test will be available every day.
13. (Optional) Select the **start time**  and **end times**  for each selected day the students will be able to access the test. By default, the time is set to 6:00 AM to 5:00 PM.
14. Once you have completed entering the information in the Access step, click the **Next**  button. This displays the Data/Accessibility step.

Administration Setup
Home > Administrations > New

Start Date




End Date



Time Settings

Configure start/end times for each day within the testing window. No selections makes the test available 24hrs.

Weekday

 Sunday

Monday



Tuesday

Wednesday


Thursday

Friday

Saturday

Start	End
 06:00 AM	 05:00 PM
06:00 AM	05:00 PM
06:00 AM	05:00 PM
06:00 AM	05:00 PM
06:00 AM	05:00 PM
06:00 AM	05:00 PM
06:00 AM	05:00 PM

[Back](#)

Cancel [Next](#) 

15. Should a student encounter a testing interruption, such as a computer issue or closing of the browser, and they should be allowed to resume their test session without having to be retested by the proctor, select the **Allow Not Reseated** **R** checkbox.
16. If student's tests should not be automatically submitted at any time, select the **Disable Auto Submit** **S** checkbox.
17. (Optional) Select the option **Enable Quick Access** **T** to allow students to log in to the test with a uniquely generated quick ID in the format of a color and 3-digit number (for example, RED123) or a QR code instead of their student ID or other identifier. (If you do not see this option, it means Quick Access is not available for the selected test.)
18. Once you have completed entering the information in the Data/Accessibility step, click the **Next** **U** button. This opens the Students step.

Administration Setup Home > Administrations > New

1. Test Select > 2. Access > 3. Data/Accessibility > 4. Students > 5. Review

Data/Accessibility


R Allow Not Reseated
Allow sessions to be continued without being retested

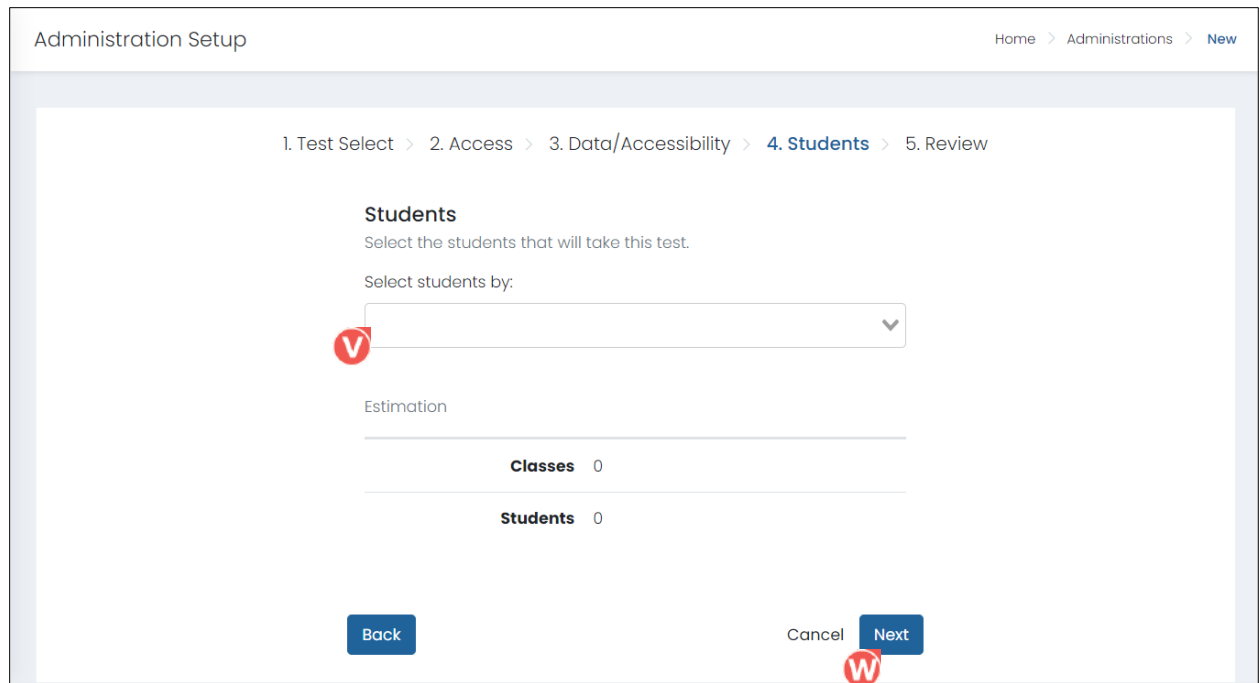
S Disable Auto Submit
Sessions will not be automatically submitted at any time

T Enable Quick Access (Quick ID and QR Code)
Student(s) pass code will be generated with Color and 3 digit number. (For example, RED123)

Back Cancel Next **U**

19. Select an option for adding students to the administration from the **Students** **V** drop-down. Students can be added by course, class, district/grade, or eligibility criteria.
20. See the section [Adding Students to an Administration by Course](#), [Adding Students to an Administration by Class](#), [Adding Students to an Administration by District/Grade](#), or [Adding Students to an Administration by Eligibility Criteria](#) for steps on how to add students.
 - **Course:** The administration is created for only the specified course(s), and proctor groups are created for each class assigned to the specified course(s).
 - **Class:** The administration is created for only the specified class(es) within the school.
 - **District/Grade:** The administration is created for all classes associated with the specified grade in the specified district(s).
 - **Eligibility Criteria:** The administration is created for only the students who meet the specified eligibility criteria.

21. Once you have completed entering the information in the Students step, click the **Next**  button. This opens the Review step.




Administration Setup Home > Administrations > New

1. Test Select > 2. Access > 3. Data/Accessibility > 4. **Students** > 5. Review

Students

Select the students that will take this test.

Select students by:






Estimation

Classes 0

Students 0

22. Review the selections.

23. (Optional) To make any edits, click the corresponding **step**  or click the **Back**  button to navigate back through the steps.

24. Once you have completed reviewing the administration selections, click the **Submit**  button to finish creating the administration. This creates the administration, and you are returned to the Administrations page.

1. Test Select > 2. Access > 3. Data/Accessibility > 4. Students > 5. Review

Review

Review your selections

Review

Administration	Math 6 Unit 2 Administration
Test	Math 6 Unit 2
Access Window	Start: 07/11/22 End: 03/02/23
Kiosk Only	No
Allow Not Reseated	No
Selection Criteria	Course

Estimation

Classes	1
Students	8

Back

Cancel

Submit

Adding Students to an Administration by Course

When students are added to an administration by course, the administration is created for only the specified course(s), and proctor groups are created for each class assigned to the selected course(s).

To select students for an administration by course:

1. On the **Students** **A** step when creating a new administration, select **Course** from the **Students** **B** drop-down. This displays a Course field.
2. Select one or more courses from the **Course** **C** drop-down. This displays an Academic Sessions field and Schools field, and the count of **Classes** **D** and **Students** **E** updates to reflect the number of classes and students assigned to the selected course(s).

Tip: To search for a course, begin entering the course name in the **Course** **C** field, and then select the course from the drop-down. (As you type, the drop-down automatically updates to display only the courses that match the entered criteria.)

Note: To remove a selected course, click the **x** **F** icon located beside it.

Administration Setup Home > Administrations > New

1. Test Select > 2. Access > 3. Data/Accessibility > **4. Students** > 5. Review

Students
Select the students that will take this test.

Select students by:

B Course

Administration will be delivered to all students in this course.
Proctor groups will be created for each class.

Course

C Demo Course (Demo School Year) **F**

Academic Sessions (Optional)
Type to search...

Schools (Optional)
Type to search...

Estimation

D **Classes** 1

E **Students** 8

Back Cancel **Next**

- (Optional) Select one or more academic sessions from the **Academic Sessions** **G** drop-down. This updates the count of classes and students to reflect the number of classes and students assigned to the combination of course and session selections.

Tip: To search for a session, begin entering the session name in the **Academic Sessions** **G** field, and then select the session from the drop-down. (As you type, the drop-down automatically updates to display only the sessions that match the entered criteria.)

Note: To remove a selected session, click the **x** **H** icon located beside it.

- (Optional) Select one or more schools from the **Schools** **I** drop-down. This updates the count of classes and students to reflect the number of classes and students assigned to the combination of course, session (if selected), and school selections.

Tip: To search for a school, begin entering the school name in the **Schools** **I** field, and then select the school from the drop-down. (As you type, the drop-down automatically updates to display only the schools that match the entered criteria.)

Note: To remove a selected school, click the **x** **J** icon located beside it.

- Once you have completed making all selections, click the **Next** **K** button, and proceed with creating the administration. (See [step 21 of Creating a New Test Administration](#).)

Note: If any students in the specified course(s) are already assigned the test the administration is being created for, the **Next** button is inactive/grayed out, and a list of students is displayed under the count of students indicating they are rostered multiple times, as students cannot be assigned the same test more than once. If this occurs, add students by class instead of course.

The screenshot shows the 'Administration Setup' form. It includes three dropdown menus: 'Course' (selected: Demo Course (Demo School Year) x), 'Academic Sessions (Optional)' (selected: Demo School Year x), and 'Schools (Optional)' (selected: Brookland Middle School x). Each dropdown has a red lettered icon (G, H, I, J) next to it. Below the dropdowns is an 'Estimation' section with a table:

Classes	1
Students	8

At the bottom, there are 'Back', 'Cancel', and 'Next' buttons. The 'Next' button has a red lettered icon (K) next to it.

Adding Students to an Administration by Class

When students are added to an administration by class, the administration is created for only the specified class(es) within the school.

To select students for an administration by class:

1. On the **Students** **A** step when creating a new administration, select **Classes** from the **Students** **B** drop-down. This displays a School field, Academic Session field, and Classes field.
2. (Optional) Select a school from the **School** **C** drop-down.

Tip: To search for a school, begin entering the school name in the **School** **C** field, and then select the school from the drop-down. (As you type, the drop-down automatically updates to display only the schools that match the entered criteria.)

Administration Setup Home > Administrations > New

1. Test Select > 2. Access > 3. Data/Accessibility > **4. Students** > 5. Review

Students

Select the students that will take this test.

Select students by:

B Classes

Administrations will be delivered to only selected classes within the school.

School

C Cognia Elementary

Academic Session

Type to search...

Classes

- (Optional) Select an academic session from the **Academic Session** **D** drop-down.

Tip: To search for a session, begin entering the session name in the **Academic Session** **D** field, and then select the session from the drop-down. (As you type, the drop-down automatically updates to display only the sessions that match the entered criteria.)

Note: To remove a selected session, click the **x** **E** icon located to the far right of it.

- Select one or more classes from the **Classes** **F** drop-down. This updates the count of **Classes** **G** and **Students** **H** to reflect the number of classes and students assigned to the combination of school, academic session (if selected), and class(es) selections.

Note: To remove a selected class, click the **x** **I** icon located beside it.

- Once you have completed making all selections, click the **Next** **J** button, and proceed with creating the administration. (See [step 21 of Creating a New Test Administration](#).)

Note: If any students in the specified class(es) are already assigned the test the administration is being created for, the **Next** button is inactive/grayed out, and a list of students is displayed under the count of students indicating they are rostered multiple times, as students cannot be assigned the same test more than once.

Administration Setup Home > Administrations > New

1. Test Select > 2. Access > 3. Data/Accessibility > 4. **Students** > 5. Review

Students

Select the students that will take this test.

Select students by:

Classes ▼

Administrations will be delivered to only selected classes within the school.

School

Cognia Elementary x ▼

Academic Session

Demo School Year x ▼ **D** **E**

Classes

Demo Class (Demo School Year) x ▼ **F** **I**

Estimation

Classes 1 **G**

Students 8 **H**

Back Cancel Next **J**

Adding Students to an Administration by District/Grade

When students are added to an administration by district and grade, the administration is created for all classes associated with the specified grade in the specified district(s).

To select students for an administration by district/grade:

1. On the **Students** **A** step when creating a new administration, select **District/Grade** from the **Students** **B** drop-down. This displays a Grade field and Districts field.
2. Select a grade from the **Grade** **C** drop-down.

Tip: To search for a grade, begin entering the grade in the **Grade** **C** field, and then select the grade from the drop-down. (As you type, the drop-down automatically updates to display only the grades that match the entered criteria.)

Note: To remove a selected grade, click the **x** **D** icon located to the far right of it.

Administration Setup Home > Administrations > New

1. Test Select > 2. Access > 3. Data/Accessibility > **4. Students** > 5. Review

Students
Select the students that will take this test.

Select students by:

District/Grade **B**

Administrations will be created for all classes with specified grade in the district

Grade **C**

03 **D** x

Districts

Type to search...

Estimation

3. Select one or more districts from the **Districts** ^E drop-down. This updates the count of **Classes** ^F and **Students** ^G to reflect the number of classes and students assigned to the combination of grade and district(s) selections.

Tip: To search for a district, begin entering the district name in the **Districts** ^E field, and then select the district from the drop-down. (As you type, the drop-down automatically updates to display only the districts that match the entered criteria.)

Note: To remove a selected district, click the **x** ^H icon located beside it.

4. Once you have completed making all selections, click the **Next** ^I button, and proceed with creating the administration. (See [step 21 of Creating a New Test Administration](#).)

Note: If any students in the specified grade and district(s) are already assigned the test the administration is being created for, the **Next** button is inactive/grayed out, and a **list of students** ^J is displayed under the count of students indicating they are rostered multiple times, as students cannot be assigned the same test more than once. If this occurs, add students by course or class instead of district/grade.

The screenshot shows the 'Administration Setup' form. At the top right, there are navigation links: 'Home > Administrations > New'. The main content area has a heading 'Administrations will be created for all classes with specified grade in the district'. Below this, there are three sections: 'Grade' with a dropdown menu set to '03'; 'Districts' with a dropdown menu set to 'Cognia Global' and a red 'x' icon (labeled 'H') to its right; and 'Estimation' with two rows: 'Classes 10' and 'Students 156'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Next' (labeled 'I').

The screenshot shows a list of students under the heading 'Students 156'. The list contains 12 entries, each stating 'Student [NAME] is rostered multiple times'. The names are: ALAN TURNER, ADDISYN SAYLOR, BENJAMIN KING, BERKLEY CASEY, ASHTON GAFFNEY, BLAKE DONOVAN, AVARIE SANDY, BENJAMIN BEHRENS, ADDISON KUYKENDALL, ALAYNA UNDERWOOD, and AARON HENDREN. A red 'J' icon is positioned to the left of the first entry. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Next'.

Adding Students to an Administration by Eligibility Criteria

When students are added to an administration by eligibility criteria, the administration is created for only the students who meet the specified eligibility criteria.

To select students for an administration by eligibility criteria:

1. On the **Students** **A** step when creating a new administration, select **Eligibility Criteria** from the **Students** **B** drop-down. This displays a Grade field, Organizations field, and Disable Proctor Approval checkbox.
2. Select a grade from the **Grade** **C** drop-down.

Tip: To search for a grade, begin entering the grade in the **Grade** **C** field, and then select the grade from the drop-down. (As you type, the drop-down automatically updates to display only the grades that match the entered criteria.)

The screenshot shows the 'Administration Setup' interface. At the top right, there is a breadcrumb trail: 'Home > Administrations > New'. Below this, a progress bar indicates the current step: '1. Test Select > 2. Access > 3. Data/Accessibility > 4. Students > 5. Review'. The 'Students' step is highlighted with a red circle 'A'. The main content area is titled 'Students' and includes the instruction 'Select the students that will take this test.' Below this, there is a section 'Select students by:' with a dropdown menu showing 'Eligibility Criteria' and a red circle 'B' next to it. Underneath, a note states 'Administrations will be created for all students who meet the eligibility criteria'. There are three input fields: 'Grade' with the value '03' and a red circle 'C' next to it, 'Organisations' (empty), and 'Disable Proctor Approval' (checkbox, unchecked).

3. Select one or more schools from the **Organizations** **D** drop-down. This updates the count of **Students** **E** to reflect the number of students assigned to the combination of grade and school(s) selections.

Tip: To search for a school, begin entering the school name in the **Organizations** **D** field, and then select the school from the drop-down. (As you type, the drop-down automatically updates to display only the school that match the entered criteria.)

Note: To remove a selected school, click the **x** **F** icon located beside it.

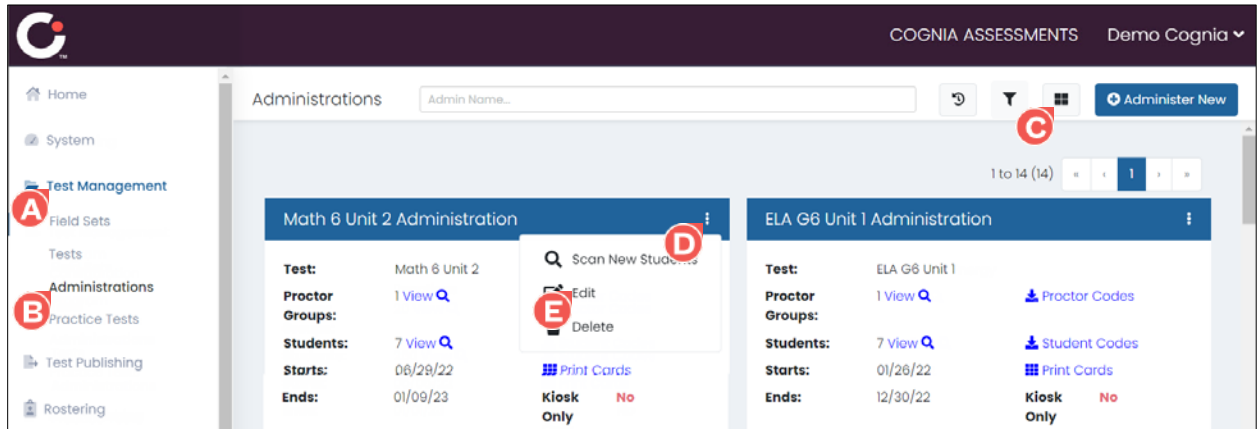
4. (Optional) Select the **Disable Proctor Approval** **G** checkbox to allow students to resume their test session without proctor approval (i.e., without having to be retested by the proctor).
5. Once you have completed making all selections, click the **Next** **H** button, and proceed with creating the administration. (See [step 21 of Creating a New Test Administration.](#))

The screenshot shows the 'Administration Setup' form. At the top right, there is a breadcrumb trail: 'Home > Administrations > New'. The form is divided into sections: 'eligibility criteria', 'Grade', 'Organisations', 'Disable Proctor Approval', and 'Estimation'. The 'Grade' dropdown is set to '03'. The 'Organisations' dropdown is set to 'Cognia Elementary', with a red 'D' callout pointing to the dropdown and a red 'F' callout pointing to the 'x' icon. Below this, there is a checkbox for 'Disable Proctor Approval' with a red 'G' callout, and a label 'Allow sessions to be continued without proctor approval'. The 'Estimation' section shows a horizontal line with 'Students 52' and a red 'E' callout. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Next', with a red 'H' callout pointing to the 'Next' button.

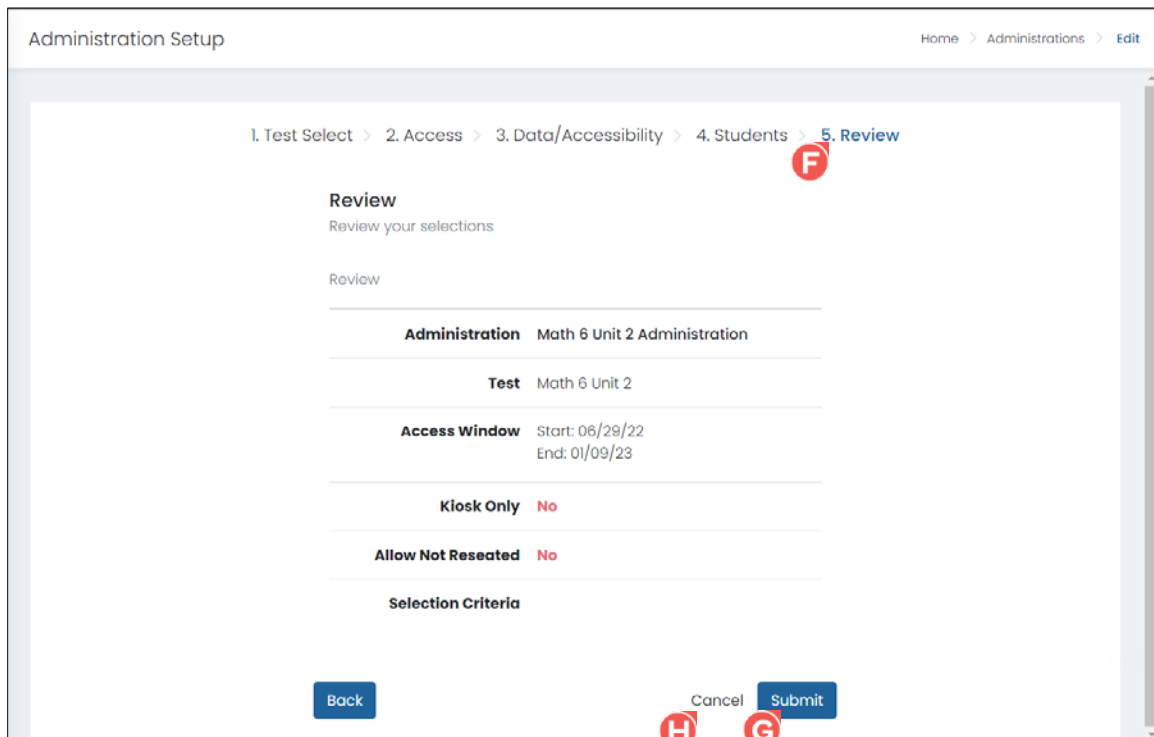
Editing an Administration

To edit an administration:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **vertical ellipses** **D** icon located in the upper right of the administration card, and then click **Edit** **E**. This opens the Administration Setup page for that administration.



4. Make the desired edits to the administration information. Fields that are grayed out cannot be edited.
5. Once you have completed making the edits, select the **Review** **F** section, and then click the **Submit** **G** button located in the lower right of the page. (If the edits no longer need to be made, click the **Cancel** **H** button.)

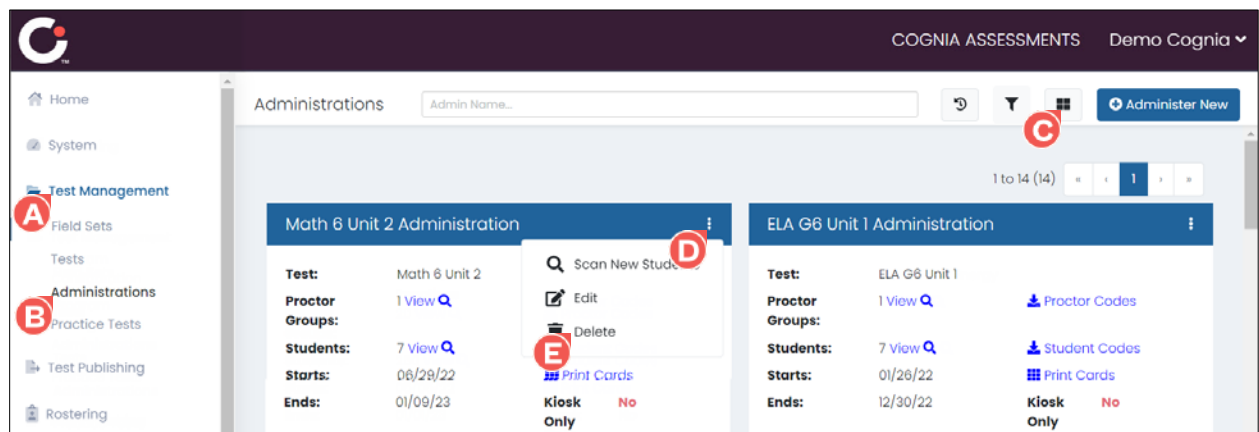


Deleting an Administration

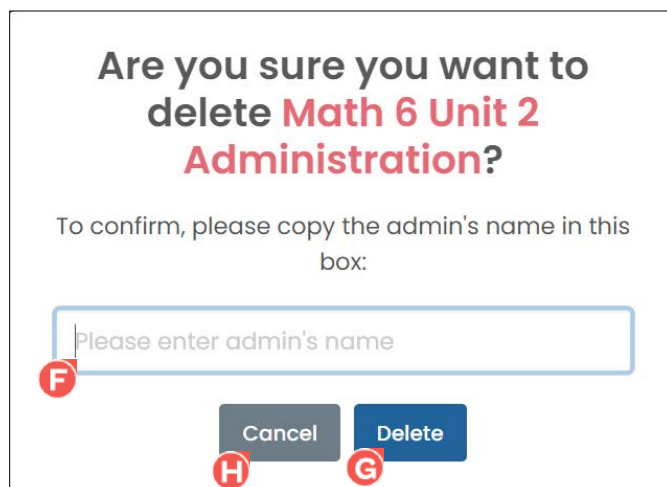
A test administration can only be deleted if no proctor groups have been assigned to it. Once a proctor group has been assigned to an administration, that administration can no longer be deleted.

To delete an administration:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **vertical ellipses** **D** icon located in the upper right of the administration card, and then click the **Delete** **E** link. This opens a popup prompting you to confirm the action. (If the **Delete** option is inactive/grayed out, that administration cannot be deleted.)



4. Either copy the administration name that is displayed in the popup and then paste it in the **text box** **F**, or manually enter the administration name in the **text box** **F**.
5. Click the **Delete** **G** button to permanently delete the administration. (If the administration should no longer be deleted, click the **Cancel** **H** button.) This deletes the administration, and the administration is no longer displayed in the administration list.



Proctoring a Test

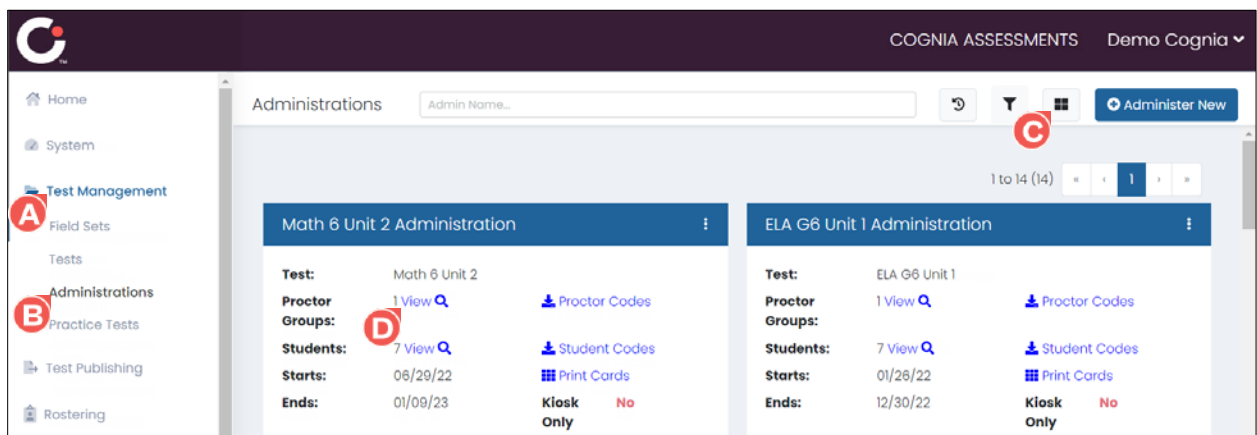
Accessing the Proctor Dashboard

There are three ways a proctor dashboard can be accessed for a proctor group. System, district, and school administrators can access a proctor dashboard via their admin login, teachers can access a proctor dashboard via their teacher login, and both administrators and teachers can access a proctor dashboard via the direct proctor login. See the section [Accessing the Proctor Dashboard as an Administrator](#), [Accessing the Proctor Dashboard as a Teacher](#), or [Accessing the Proctor Dashboard via the Direct Proctor Login](#).

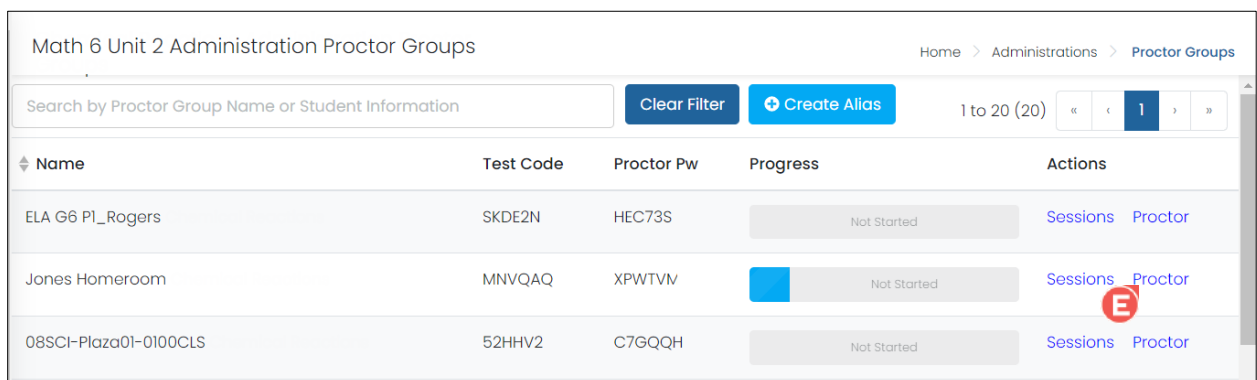
Accessing the Proctor Dashboard as an Administrator

To access the proctor dashboard as an administrator:

1. Select the **Test Management** **A** menu located on the left side of the page, and then select **Administrations** **B**. This opens the Administrations page.
2. Confirm the **card view** **C** is selected, and then locate the desired administration in the list.
3. Click the **View** **D** Proctor Groups link located in the administration card. This opens the list of proctor groups assigned to the administration.



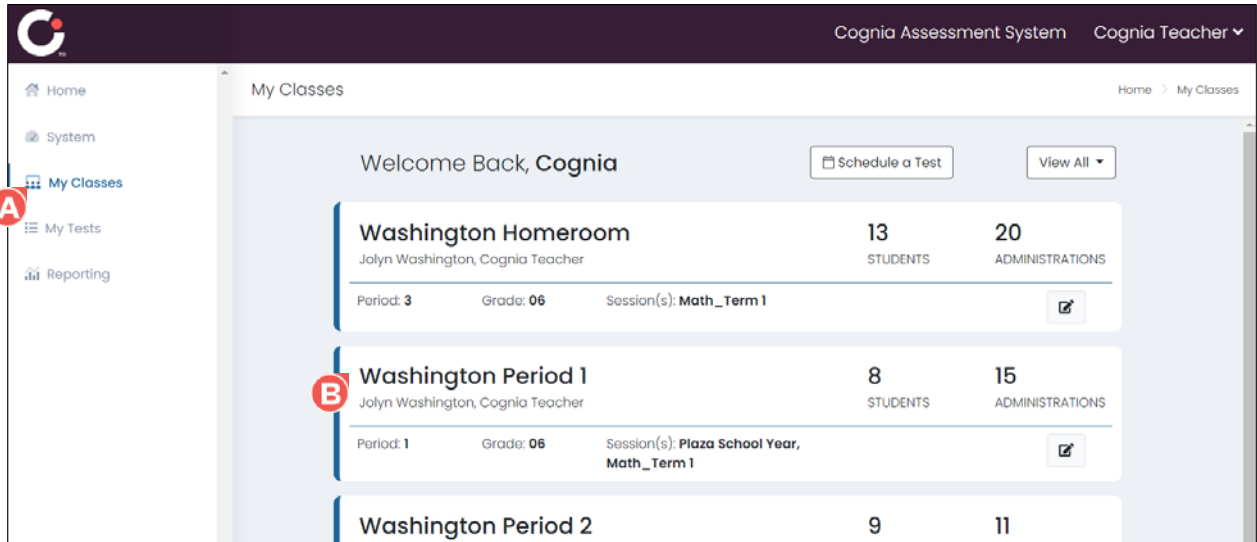
4. Locate the desired proctor group in the list, and then click the **Proctor** **E** link located in the Actions column to the far right of the proctor group. This opens the proctor dashboard for that proctor group.



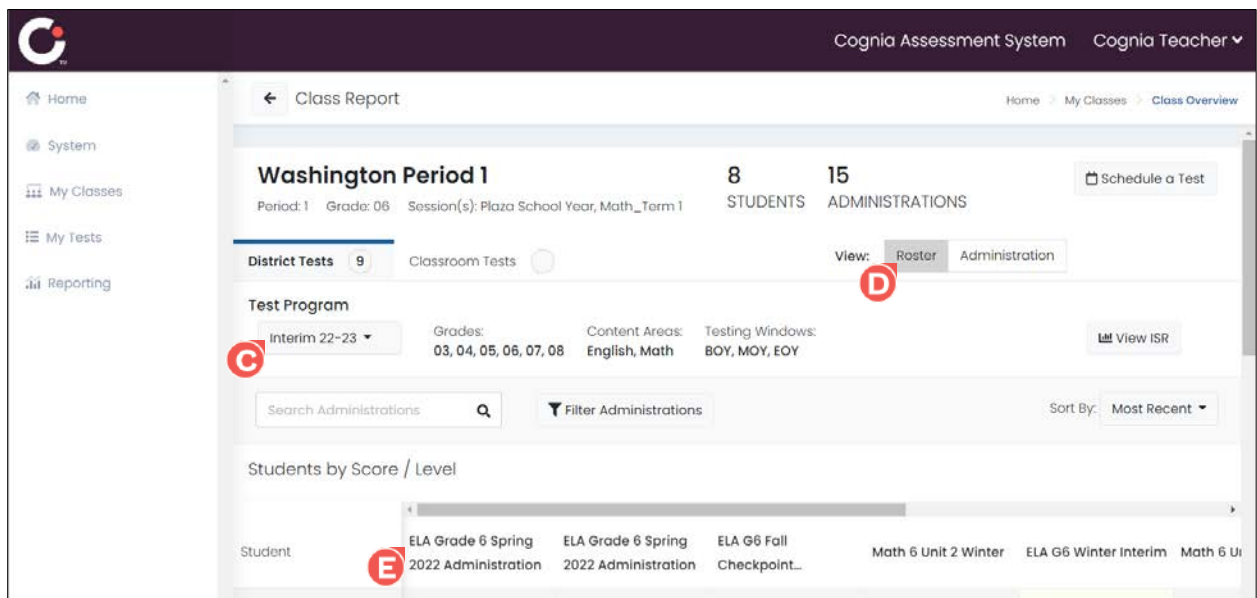
Accessing the Proctor Dashboard as a Teacher

To access the proctor dashboard as a teacher:

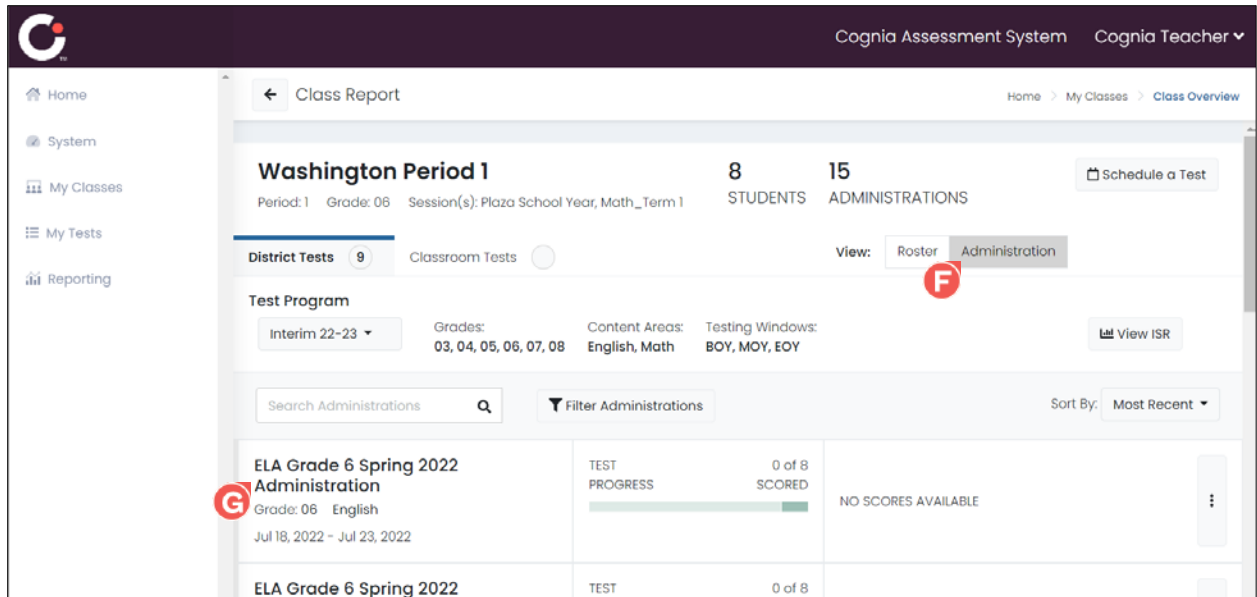
1. Select the **My Classes** **A** menu located on the left side of the page. This opens the My Classes page and displays your list of classes.
2. Locate the desired **class** **B** in the list and click anywhere on it. This opens the Class Report page for that class.



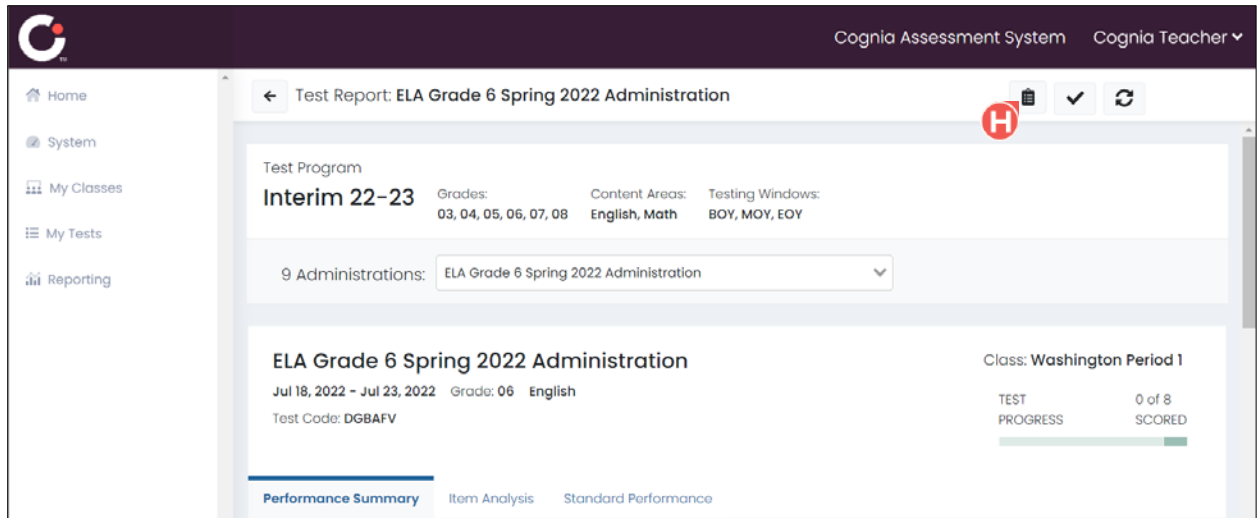
3. Select a program from the **Test Program** **C** drop-down.
4. **Roster view:** If the **Roster** **D** view is selected, click the **administration name (column header)** **E** within the Students by Score table. This opens the Test Report page for that administration.



Administration view: If the **Administration** **F** view is selected, click anywhere on the **administration row** **G** within the administration table. This opens the Test Report page for that administration.



5. Click the **Proctor** **H** icon located in the upper right of the page. This opens the proctor dashboard.



6. If prompted to enter proctor information, enter your **First Name** **I** and **Last Name** **J**, and then click the **Save** **K** button.

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

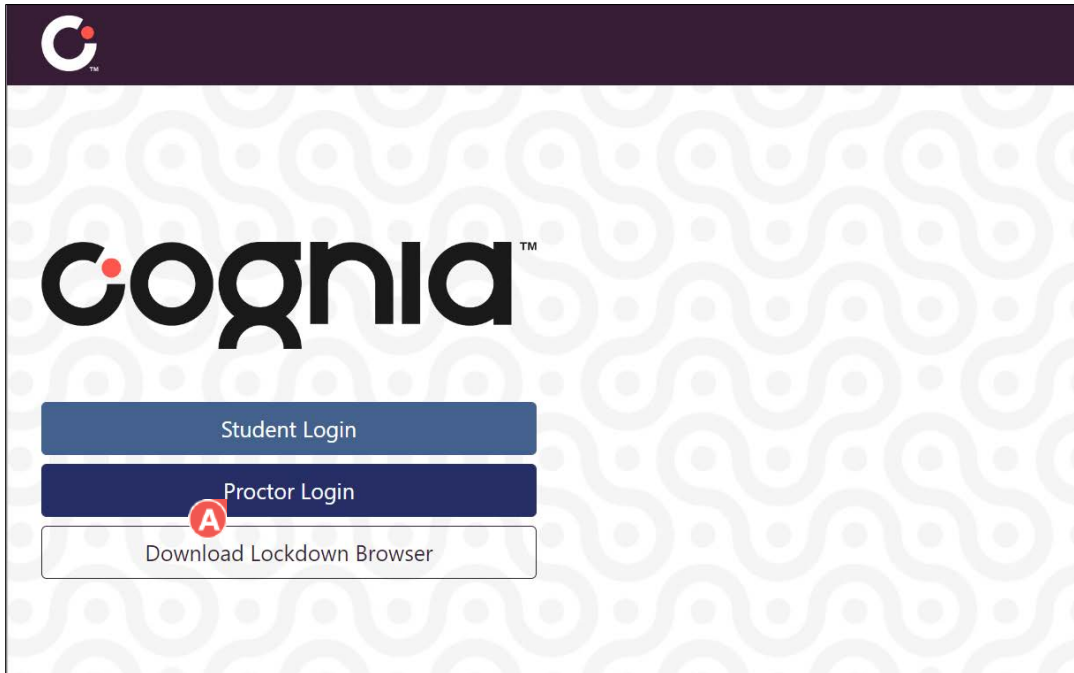
Proctor Last Name

Save

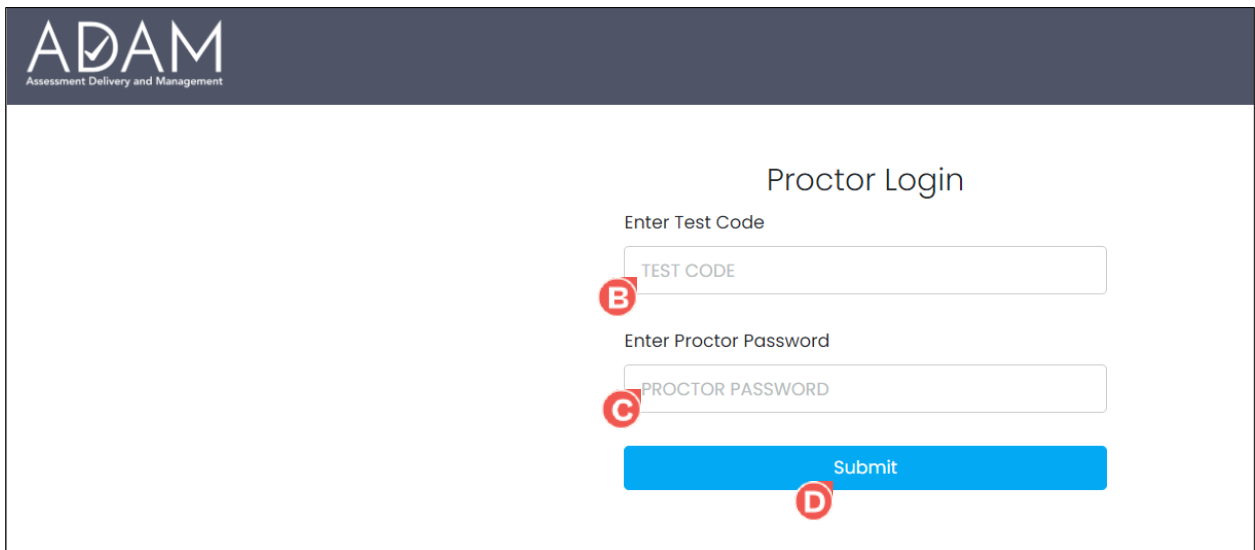
Accessing the Proctor Dashboard via the Direct Proctor Login

To access the proctor dashboard via the direct proctor login:

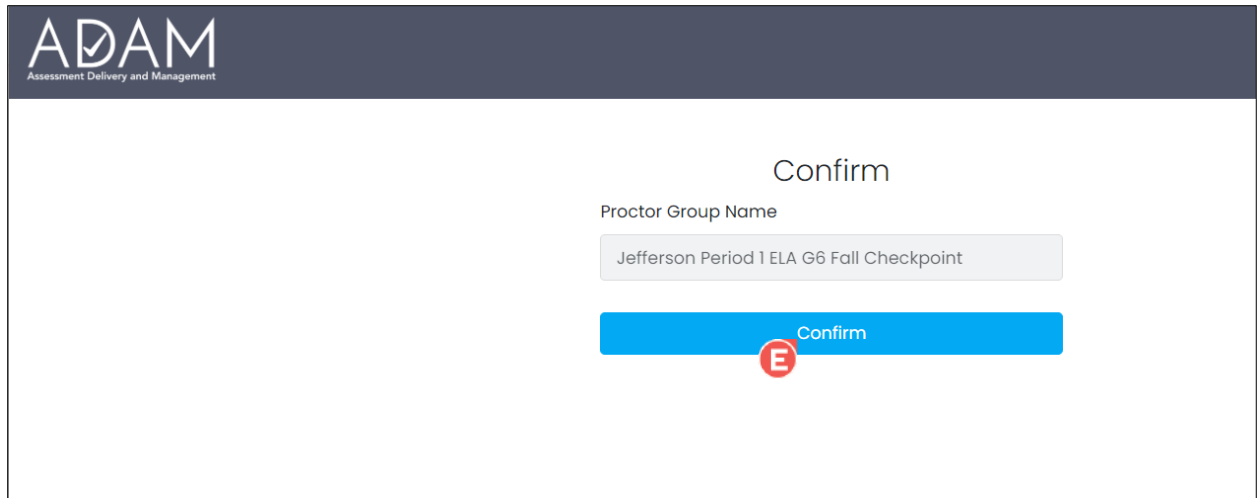
1. Open the Cognia Assessments login page via the URL cognia.adamexam.com.
2. Click the **Proctor Login** **A** button. This opens the Proctor Login page.



3. Enter the **Test Code** **B** and **Proctor Password** **C** for the proctor group.
4. Click the **Submit** **D** button. This displays the name of the proctor group.

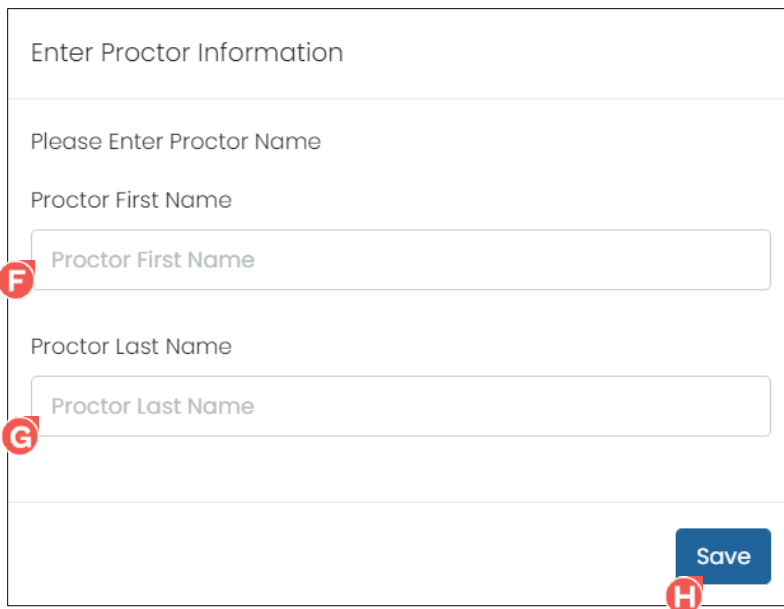
A screenshot of the Proctor Login form. The form is titled "Proctor Login" and is set against a dark blue header with the "ADAM Assessment Delivery and Management" logo. The form contains three input fields: "Enter Test Code" with a text box containing "TEST CODE", "Enter Proctor Password" with a text box containing "PROCTOR PASSWORD", and a "Submit" button. A red circle with the letter "B" is positioned over the "Enter Test Code" field, a red circle with the letter "C" is positioned over the "Enter Proctor Password" field, and a red circle with the letter "D" is positioned over the "Submit" button.

5. Click the **Confirm** ^E button. This opens the proctor dashboard for that proctor group, and an Enter Proctor Information popup may appear.



The screenshot shows the ADAM (Assessment Delivery and Management) interface. At the top left is the ADAM logo. The main content area is titled "Confirm". Below the title, there is a label "Proctor Group Name" followed by a text input field containing "Jefferson Period 1 ELA G6 Fall Checkpoint". Below the input field is a blue button labeled "Confirm" with a red circle containing the letter "E" next to it.

6. If prompted to enter proctor information,, enter your **First Name** ^F and **Last Name** ^G, and then click the **Save** ^H button.



The screenshot shows a "Enter Proctor Information" popup. It has a title bar with the text "Enter Proctor Information". Below the title bar, there is a prompt "Please Enter Proctor Name". There are two text input fields: "Proctor First Name" with a red circle containing the letter "F" next to it, and "Proctor Last Name" with a red circle containing the letter "G" next to it. At the bottom right of the popup is a blue button labeled "Save" with a red circle containing the letter "H" next to it.

Viewing the Proctor Dashboard

The proctor dashboard is used to monitor and manage test sessions for students in the assigned proctor group.

To view the proctor dashboard for a proctor group:

1. Open the proctor dashboard for the desired proctor group. (See the section [Accessing the Proctor Dashboard](#) for steps on how to access the proctor dashboard.)
2. When viewing the proctor dashboard:
 - a. The **Testing Information** **A** section displays test name, administration name, and proctor group name.
 - b. The **Config Information** **B** section displays the test window for the overall assessment, the proctor's name, and whether the session is set to kiosk only. (Kiosk only indicates that the lockdown browser must be used by the students.)

Note: Click the **edit** **C** icon located to the left of the proctor's name to edit the name.

- c. The **Actions** **D** section displays the test code used by the students to log into the session and the option to print student login tickets (i.e., **Print Cards** **E**). (See the section [Printing Student Login Tickets](#) for steps on how to print student login tickets.)

Note: Click the **expansion arrows** **F** icon located to the right of the test code to display the test code in full screen. Subsequently, click the **minimize arrows** in the full screen view to return to the standard view.

- d. The **session management** **G** section displays the overall testing progress for the session, the list of students in the proctor group, student search and filtering options, and actions to manage student sessions.

The screenshot displays the Proctor Dashboard interface. At the top, it shows 'COGNIA ASSESSMENTS' and 'Demo Cognia'. The dashboard is divided into several sections:

- Testing Information (A):** Displays 'Test: ELA G6 Fall Checkpoint', 'Administration: ELA G6 Fall Checkpoint Administration', and 'Proctor Group: Jefferson Period 1 ELA G6 Fall Checkpoint'.
- Config Information (B):** Displays 'Test Window: 07/10/22 - 01/01/23', 'Proctor Name: Andrea Atkinson', and 'Kiosk Only: No'.
- Actions (D):** Displays 'Test Code: CPJ6XT' and a 'Print Cards' button.

Below these sections is a progress bar with 'Complete', 'In Progress', and 'Not Started' segments. A search bar and filter buttons ('All', 'Not Started', 'In Progress', 'Submitted') are present. A table lists student sessions with columns for Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, TTS, and Actions.

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	<input checked="" type="checkbox"/>	
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		<input type="checkbox"/>	
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	<input type="checkbox"/>	
Emmanuel Muniz	DC0296	Not Started	Not Started	Not Started	None	None		<input type="checkbox"/>	

3. When viewing the session management section, the following columns are displayed for the list of students:

- **Tester ^H**: The student's name.
- **Identifier ^I**: The identifier for the student. This is typically their student ID.
- **Progress ^J**: The status of the student's test session. Options include:
 - **In Progress**: The student has started the test.
 - **Not Started**: The student has not logged into the test.
 - **Paused**: The proctor has paused one or all test sessions. (The student(s) will see a "Test Paused" message on their screen. The proctor must resume the student's session before the student is allowed to resume the test.)
 - **Reseat**: The proctor has reseated the student and the student has not yet logged back into the session. (Reseating allows the student to reenter the test code to resume the test.)
 - **Submitted**: The student's test is submitted.
 - **Tester Paused**: The student has paused their own test session. (The student will see a "Test Paused" message on their screen. The proctor can restart the student's session, or the student can click the Resume button on their screen to resume the test.)
- **Started Time ^K**: The date and time the student first logged into the test.

The screenshot displays the COGNIA ASSESSMENTS interface. At the top, it shows 'COGNIA ASSESSMENTS' and 'Demo Cognia'. Below this, there are three main sections: 'Testing Information', 'Config Information', and 'Actions'.

Testing Information:

- Test:** ELA G6 Fall Checkpoint
- Administration:** ELA G6 Fall Checkpoint Administration
- Proctor Group:** Jefferson Period 1 ELA G6 Fall Checkpoint

Config Information:

- Test Window:** 07/10/22 - 01/01/23
- Proctor Name:** Andrea Atkinson
- Kiosk Only:** No

Actions:

- Test Code:** CPJ6XT
- [Print Cards](#)

Below these sections is a filter bar with tabs for 'Complete', 'In Progress', and 'Not Started'. There are also buttons for 'All', 'Not Started', 'In Progress', and 'Submitted', along with 'Late Add' and playback controls. A search bar and pagination (1 to 8 (8)) are also present.

The main table lists student sessions with the following columns: Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, TTS, and Actions. Red callout letters H, I, J, and K are placed above the Tester, Identifier, Progress, and Started Time columns respectively.

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	☑	⏸ ⏹ ⏪ ⏩
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		☑	⏸ ⏹ ⏪ ⏩
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	☑	⏸ ⏹ ⏪ ⏩
Emmanuel Muñoz	DC0296	Not Started	Not Started	Not Started	None	None		☑	⏸ ⏹ ⏪ ⏩

- **Health L**: The student's session activity. Options include:
 - **Active**: The student is logged in to the test and is actively interacting with the test.
 - **No Activity**: The student is logged in to the test but has not interacted with the test in the last 90 seconds.
 - **Not Started**: The student has not yet logged into the test.
 - **Submitted**: The student's test is submitted.
- **Section M**: The section number the student is currently on.
- **Item N**: The item the student is currently on within the section.
- **Accom O**: The number of accommodations the student is assigned. Hovering over the number displays a tooltip with the name of the assigned accommodation(s).
- **TTS P**: Indicates whether the student is assigned the text-to-speech accommodation. This can be turned on/off by selecting the toggle.
- **Actions Q**: The actions that can be taken to manage the student's test session. (See the section [Managing Individual Student Sessions](#) for more information about using these actions.)

Tip: You can sort the list of students by any of the following columns by selecting the column name, and you can reverse sort the list by selecting the column a second time: **Tester**, **Identifier**, **Progress**, or **Started Time**.

The screenshot displays the COGNIA ASSESSMENTS interface. At the top, it shows 'COGNIA ASSESSMENTS' and 'Demo Cognia'. Below this are three main sections: 'Testing Information', 'Config Information', and 'Actions'. The 'Testing Information' section includes details for the 'Test' (ELA G6 Fall Checkpoint), 'Administration' (ELA G6 Fall Checkpoint Administration), and 'Proctor Group' (Jefferson Period 1 ELA G6 Fall Checkpoint). The 'Config Information' section shows the 'Test Window' (07/10/22 - 01/01/23), 'Proctor Name' (Andrea Atkinson), and 'Kiosk Only' (No). The 'Actions' section displays the 'Test Code' (CPJ6XT) and a 'Print Cards' button.

Below these sections is a table of student sessions. The table has columns for 'Tester', 'Identifier', 'Progress', 'Started Time', 'Health', 'Section', 'Item', 'Accom', 'TTS', and 'Actions'. The 'Health' column shows 'No Activity', 'Active', and 'Submitted'. The 'Section' column shows 'Section 1' and '1 of 1'. The 'Item' column shows 'Bernice' and '8 of 8'. The 'Accom' column shows '2' and '1'. The 'TTS' column shows toggle switches. The 'Actions' column shows various control icons. Red callout boxes highlight the Health, Section, Item, Accom, TTS, and Actions columns.

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	<input type="checkbox"/>	⏪ ⏩ ⏹
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		<input type="checkbox"/>	⏪ ⏩ ⏹
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	<input type="checkbox"/>	⏪
Emmanuel Muñoz	DC0296	Not Started	Not Started	Not Started	None	None		<input type="checkbox"/>	

- Hover over a **status bar** **R** (**Complete, In Progress, Not Started**) to display a tooltip with the number of student test sessions currently with that status
- Click a **session status** **S** button (**All, Not Started, In Progress, Submitted**) to display only the students with that session status.
- Click the **page navigation arrows** **T** and/or **page numbers** **U** located in the upper right of the student list to navigate between the different pages of students.
- Begin entering a full or partial student name in the **Search** **V** field to display only the student(s) that meet the entered search criteria. As you type, the list automatically updates to display only the students that match the entered criteria.
- Use the **Late Add** **W** button to add a new student to the proctor group for the test. See the section [Adding a Student to a Proctor Group](#) for steps on how to add a student.)
- Use the **session action** **X** buttons to manage all student test sessions simultaneously. (See the section [Managing All Student Sessions](#) for more information about using these actions.)

The screenshot displays the Cognia Assessments interface. At the top right, it says "COGNIA ASSESSMENTS Demo Cognia". Below this are three panels: "Testing Information", "Config Information", and "Actions".

Testing Information:
Test: ELA G6 Fall Checkpoint
Administration: ELA G6 Fall Checkpoint Administration
Proctor Group: Jefferson Period 1 ELA G6 Fall Checkpoint

Config Information:
Test Window: 07/10/22 - 01/01/23
Proctor Name: Andrea Atkinson
Kiosk Only: No

Actions:
Test Code: CPJ6XT
[Print Cards](#)

Below these panels is a navigation bar with tabs for "Complete", "In Progress", and "Not Started". A tooltip **R** is shown over the "Complete" tab. Below the tabs are buttons for "All", "Not Started", "In Progress", and "Submitted". A tooltip **S** is shown over the "All" button. A search field **V** is located below the buttons. To the right of the search field are buttons for "Late Add" **W**, a "Print" icon **X**, and navigation arrows **T**. A tooltip **U** is shown over the "Late Add" button. Below the search field is a table with columns: Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, TTS, and Actions. The table contains four rows of student data. The "Actions" column contains various icons for managing sessions.

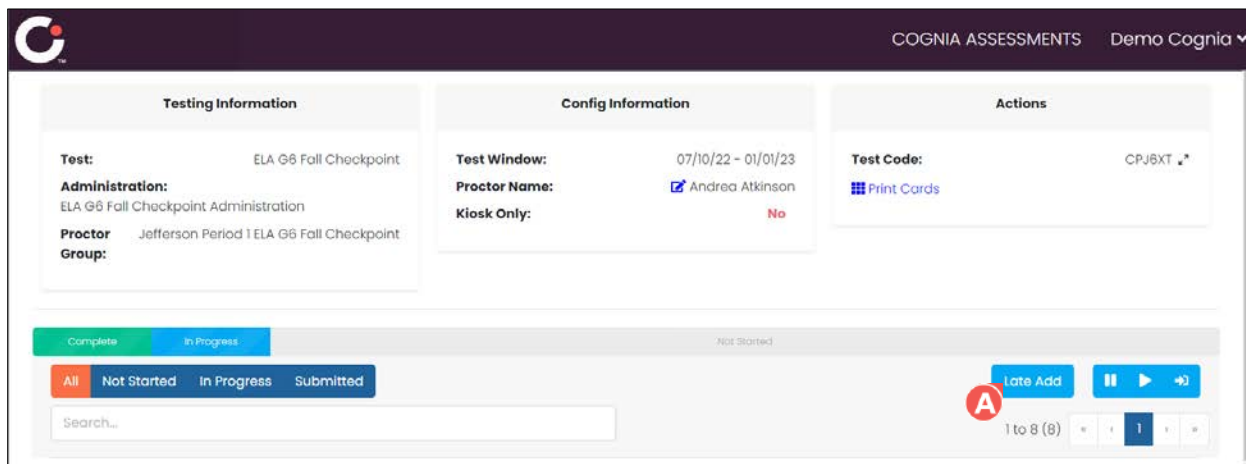
Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	☑	⏸ ⏹ ⏪ ⏩
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		☑	▶ ⏹ ⏪ ⏩
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	☑	⏪
Emmanuel Muñoz	DC0296	Not Started	Not Started	Not Started	None	None		☑	

Adding a Student to a Proctor Group

Students can be added to an existing proctor group. If a student is not already a user in the online testing platform when they are added to a proctor group, adding them to the proctor group will automatically add them as a user assigned to the associated school.

To add a student to a proctor group:

1. Open the proctor dashboard for the desired proctor group. (See the section [Accessing the Proctor Dashboard](#) for steps on how to access the proctor dashboard.)
2. Click the **Late Add** **A** button. This opens the Student Late Add popup.



3. Enter the student's **First Name** **B**, **Last Name** **C**, and **Identifier** **D** (the identifier is typically their student ID).
4. Click the **Save** **E** button. This adds the student to the proctor group. (If the student no longer needs to be added to the proctor group, click the **Cancel** **F** button.)

Student Late Add

You can use this to add a student that is missing from your proctoring session.

Student First Name

 B

Student Last Name

 C

Identifier


 D

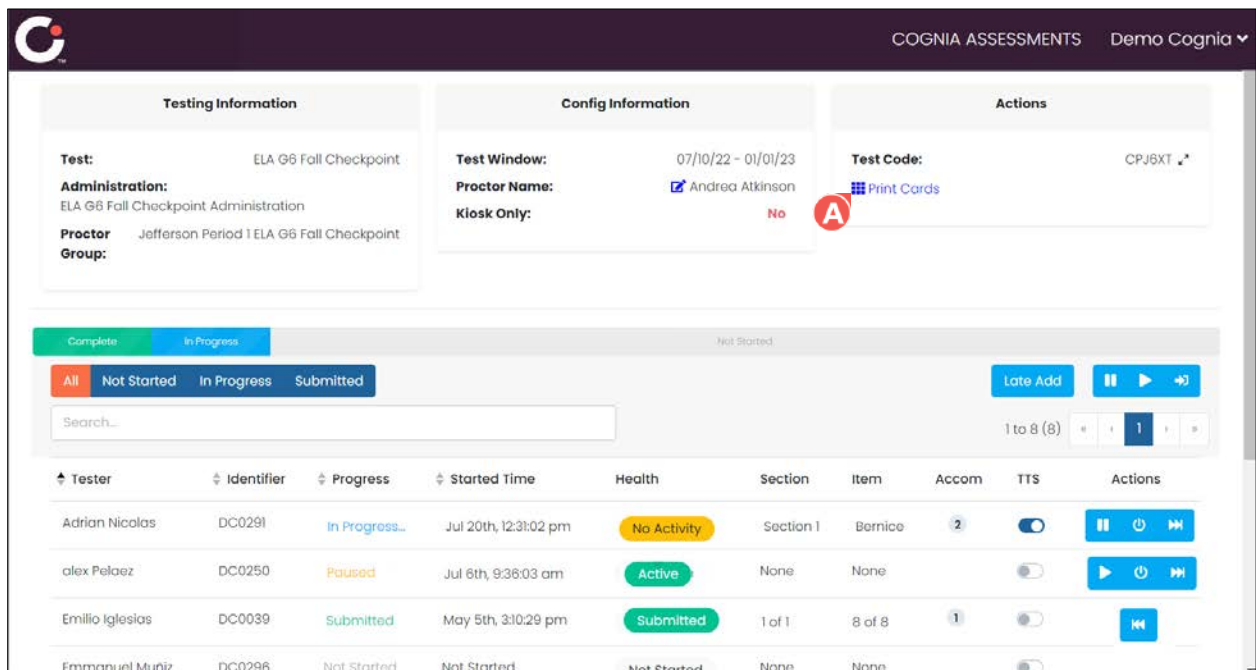
Cancel **F** Save **E**

Printing Student Login Tickets

Students need a test code and either an identifier (this is typically their student ID), quick ID, or QR code to log in to a test in the student test delivery system. This information is found on the student login tickets for each administration. (Students logging in with a QR code will need to be provided with a copy of their login ticket. They will need to display the ticket close to the device's camera so it can be scanned to log in to the test.)

To print student login tickets:

1. Open the proctor dashboard for the desired proctor group.
2. Click the **Print Cards**  link located in the Actions section at the top of the page. This opens the list of student login tickets in a new tab in the browser.



The screenshot displays the Cognia Assessments Proctor Dashboard. At the top right, it says "COGNIA ASSESSMENTS Demo Cognia". The dashboard is divided into three main sections: "Testing Information", "Config Information", and "Actions".

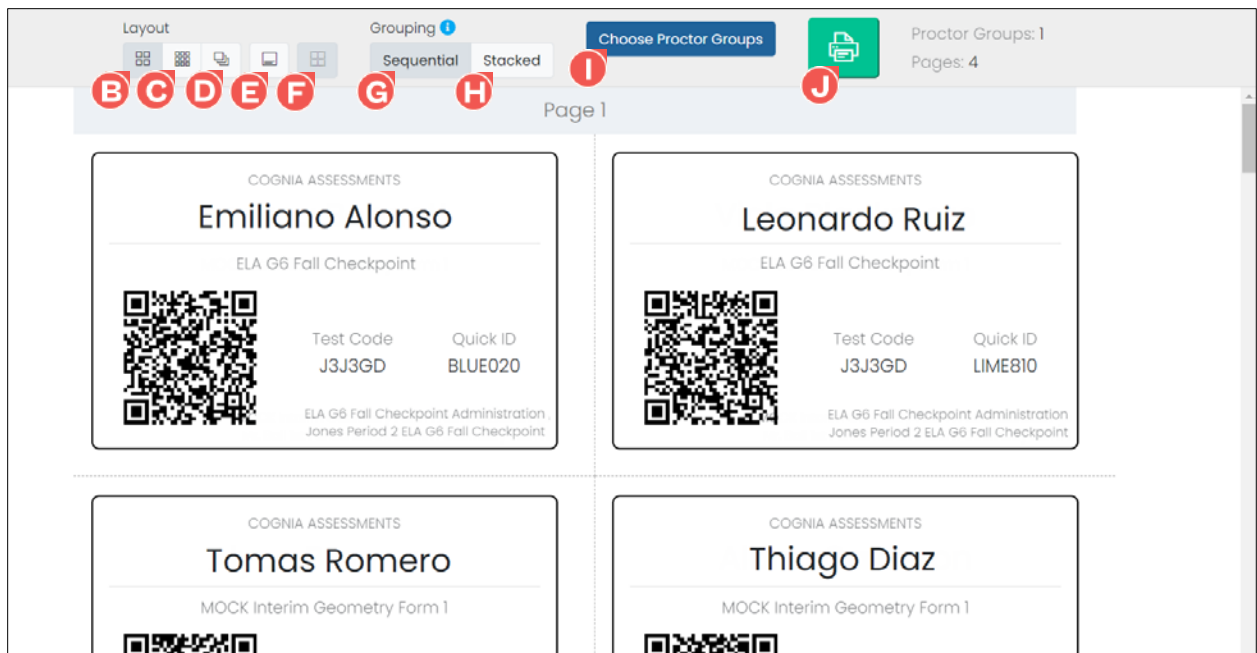
- Testing Information:** Test: ELA G6 Fall Checkpoint; Administration: ELA G6 Fall Checkpoint Administration; Proctor Group: Jefferson Period 1 ELA G6 Fall Checkpoint.
- Config Information:** Test Window: 07/10/22 - 01/01/23; Proctor Name: Andrea Atkinson; Kiosk Only: No.
- Actions:** Test Code: CPJ6XT; **Print Cards** (highlighted with a red circle and letter A).

Below these sections is a filter bar with "Complete" (green), "In Progress" (blue), and "Not Started" (grey) tabs. A search bar and a "Late Add" button are also present. A table below shows a list of student login tickets with columns for Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, TTS, and Actions.

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	<input checked="" type="checkbox"/>	
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		<input type="checkbox"/>	
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	<input type="checkbox"/>	
Emmanuel Muniz	DC0296	Not Started	Not Started	Not Started	None	None		<input type="checkbox"/>	

3. Each login ticket displays the student's name, test name, test code, quick ID/QR code (if enabled for the administration), identifier, administration name, and proctor group name. Options for printing login tickets include:
 - a. Select the icon for the desired print layout for the tickets. Available options include **2 by 4** **B** (this is the default selection), **3 by 6** **C**, or **1 per page** **D**.
 - b. Select the **title page** **E** icon to include the title page. The title page displays the administration name, proctor group name, test code, proctor password, and list of students with their name, identifier, and any assigned accommodations.
 - c. Select the **borders** **F** icon to include borders on the tickets, which guides how the tickets should be cut once printed. (This icon is inactive/grayed out if the tickets are being printed 1 per page.)
 - d. Select the **Sequential** **G** button to display the tickets in a sequential grouping from left to right. (This icon is inactive/grayed out if the tickets are being printed 1 per page.)
 - e. Only applicable to users with access to multiple proctor groups: Select the **Stacked** **H** button to group the tickets by proctor group if printing tickets for multiple proctor groups. (This icon is inactive/grayed out if the tickets are being printed 1 per page.)
 - f. Only applicable to users with access to multiple proctor groups: Select the **Choose Proctor Groups** **I** button to select the proctor group(s) to print.

Tip: You can hover over an icon or button to display a tooltip with the icon/button name.
4. Click the **Print** **J** button. This opens a print window.



5. Proceed to print the login tickets.
6. Cut out the student login tickets and distribute them to the students.

Managing All Student Sessions

When proctoring a test, to manage all student sessions simultaneously:

1. Open the proctor dashboard for the desired proctor group.
2. Options for managing all sessions in the proctor group include:
 - a. Click the **Pause** **A** button located in the upper right above the student list to pause all student sessions. Pausing the test should only be done if students need to leave the room for a short period of time (e.g., an unplanned interruption, such as a fire alarm or evacuation).
 - b. Click the **Play** **B** button located in the upper right above the student list to resume all paused student sessions.
 - c. Click the **Next** **C** button located in the upper right above the student list to allow students who have submitted section 1 of the test to proceed to section 2.

Important: Students must submit the first section of the test before they can move on to the second section. Students CANNOT return to the first section after it has been submitted.

The screenshot displays the Cognia Assessments Proctor Dashboard. At the top, it shows the Cognia logo and the text "COGNIA ASSESSMENTS Demo Cognia". Below this, there are three main sections: "Testing Information", "Config Information", and "Actions".

Testing Information:

- Test:** ELA G6 Fall Checkpoint
- Administration:** ELA G6 Fall Checkpoint Administration
- Proctor Group:** Jefferson Period 1 ELA G6 Fall Checkpoint

Config Information:

- Test Window:** 07/10/22 - 01/01/23
- Proctor Name:** Andrea Atkinson
- Kiosk Only:** No

Actions:

- Test Code:** CPJ6XT
- [Print Cards](#)

Below these sections, there are tabs for "Complete", "In Progress", and "Not Started". A search bar is present, and a "Late Add" button is visible. The main area is a table of student sessions with the following columns: Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, TTS, and Actions. The table contains four rows of data:

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC:0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	⏸	⏸ ⏹ ⏭
alex Pelaez	DC:0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		⏸	▶ ⏹ ⏭
Emilio Iglesias	DC:0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	⏸	⏮
Emmanuel Muñiz	DC:0296	Not Started	Not Started	Not Started	None	None		⏸	

Managing Individual Student Sessions

When proctoring a test session, to manage individual student test sessions:

1. Open the proctor dashboard for the desired proctor group.
2. Options for managing individual sessions in the proctor group include:
 - a. Click the **Pause** **A** button located in the Actions column to the far right of a student to pause that student's test session. Pausing the test should only be done if a student needs to leave the room for a short period of time (e.g., a personal break or changing rooms for extended testing time,).
 - b. Click the **Play** **B** button for a student to unpause that student's test, allowing the student to resume testing.
 - c. Click the **Reseat** **C** button for a student if that student encountered a testing interruption, such as a computer issue or closing of the lockdown browser. Reseating allows the student to reenter the test code to resume the test.

Important: If a student is on the first section, reseating the student allows them to resume the first section of the test. If a student is on the second section, reseating the student allows them to resume only the second section of the test. Students CANNOT return to the first section after it has been submitted.

The screenshot displays the Cognia Assessments Proctor Dashboard. At the top, it shows 'COGNIA ASSESSMENTS' and 'Demo Cognia'. The dashboard is divided into three main sections: 'Testing Information', 'Config Information', and 'Actions'. Below these is a progress bar and a table of student sessions.



Testing Information:
Test: ELA G6 Fall Checkpoint
Administration: ELA G6 Fall Checkpoint Administration
Proctor Group: Jefferson Period 1 ELA G6 Fall Checkpoint

Config Information:
Test Window: 07/10/22 - 01/01/23
Proctor Name: Andrea Atkinson
Kiosk Only: No

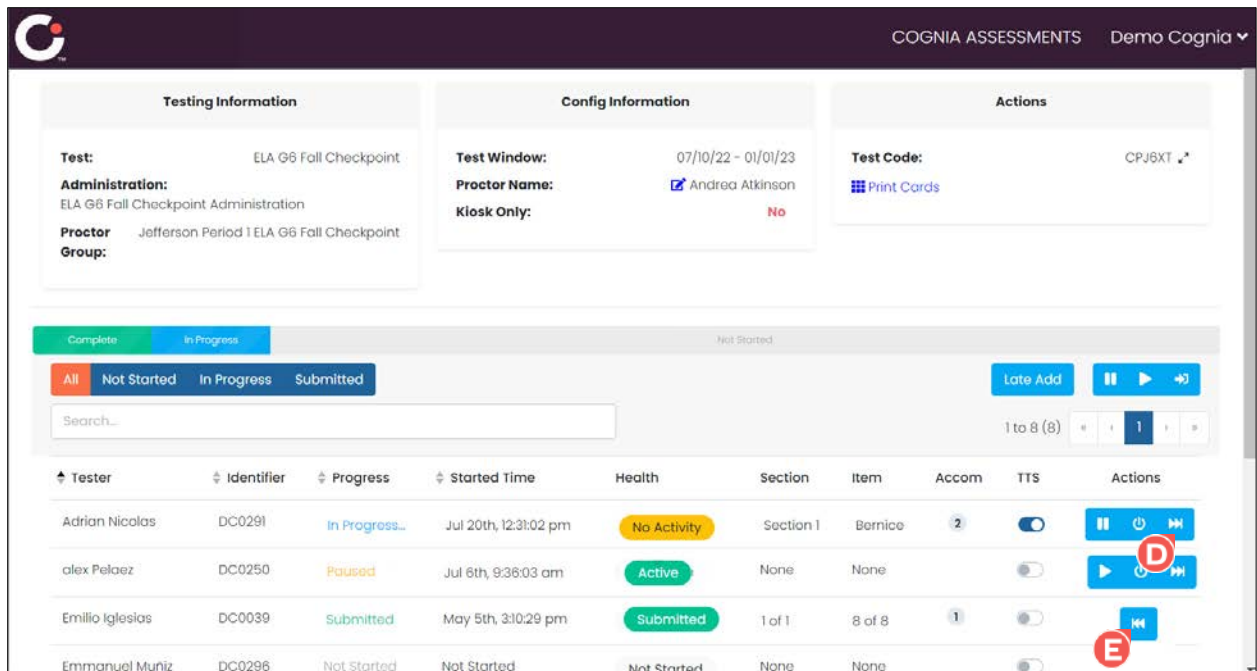
Actions:
Test Code: CPJ6XT
Print Cards

Student Sessions Table:

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	On	Pause (A), Stop, Resume
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		Off	Play (B), Stop, Resume
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	Off	Reseat (C)
Emmanuel Muniz	DC0296	Not Started	Not Started	Not Started	None	None		Off	

3. Click the **Submit**  button for a student to submit that student's test on their behalf.
4. Click the **Unsubmit**  button for a student to unsubmit that student's test. Unsubmitting a student's test allows the student to log back in to the test beginning at the first section. The student can then review and make any changes to their previously selected answers for the first section and can then proceed to do the same with the second section after the first section has been resubmitted.

Important: Once a student's test has been unsubmitted, they must also be reseated to be allowed to reenter the test.



The screenshot displays the Cognia Assessments interface. At the top, it shows 'COGNIA ASSESSMENTS' and 'Demo Cognia'. Below this, there are three main sections: 'Testing Information', 'Config Information', and 'Actions'. The 'Testing Information' section includes details for the 'Test' (ELA G6 Fall Checkpoint), 'Administration' (ELA G6 Fall Checkpoint Administration), and 'Proctor Group' (Jefferson Period 1 ELA G6 Fall Checkpoint). The 'Config Information' section shows the 'Test Window' (07/10/22 - 01/01/23), 'Proctor Name' (Andrea Atkinson), and 'Kiosk Only' status (No). The 'Actions' section displays the 'Test Code' (CPJ6XT) and a 'Print Cards' link.

Below these sections is a navigation bar with tabs for 'Complete', 'In Progress', and 'Not Started'. A search bar and a 'Late Add' button are also present. A table lists the test results for several students:

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	On	Pause, Stop, Play, Unsubmit (E)
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		Off	Play, Stop, Play, Unsubmit (D)
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	Off	Play, Stop, Play, Unsubmit (E)
Emmanuel Muniz	DC0296	Not Started	Not Started	Not Started	None	None		Off	Play, Stop, Play, Unsubmit (E)



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