Online Test Administration

User Guide

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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.
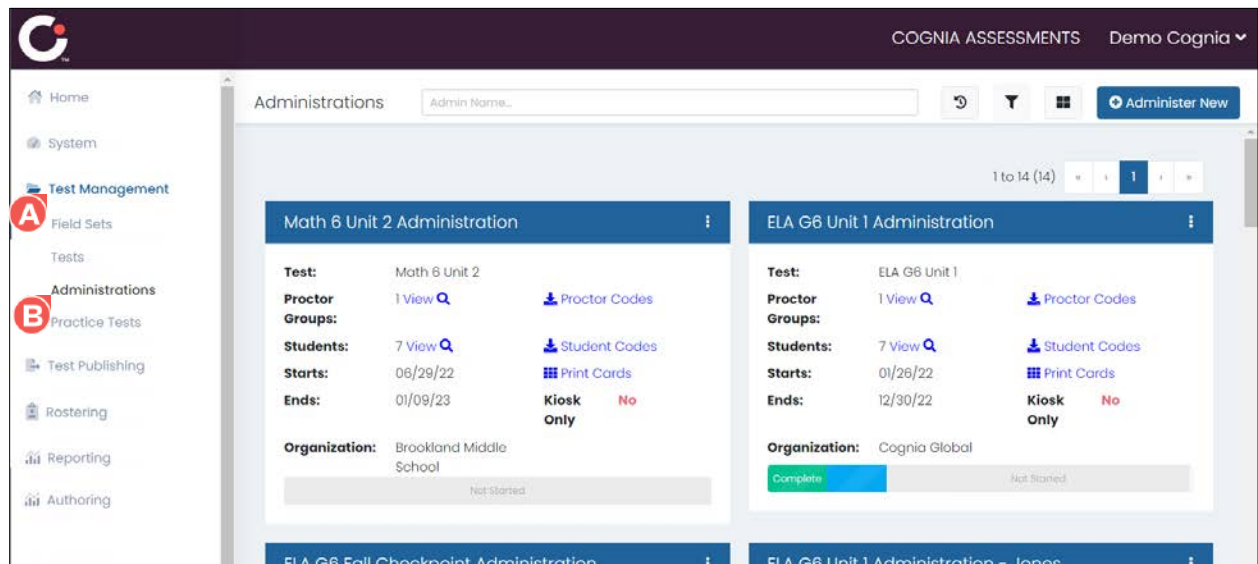
Test Administrations

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.
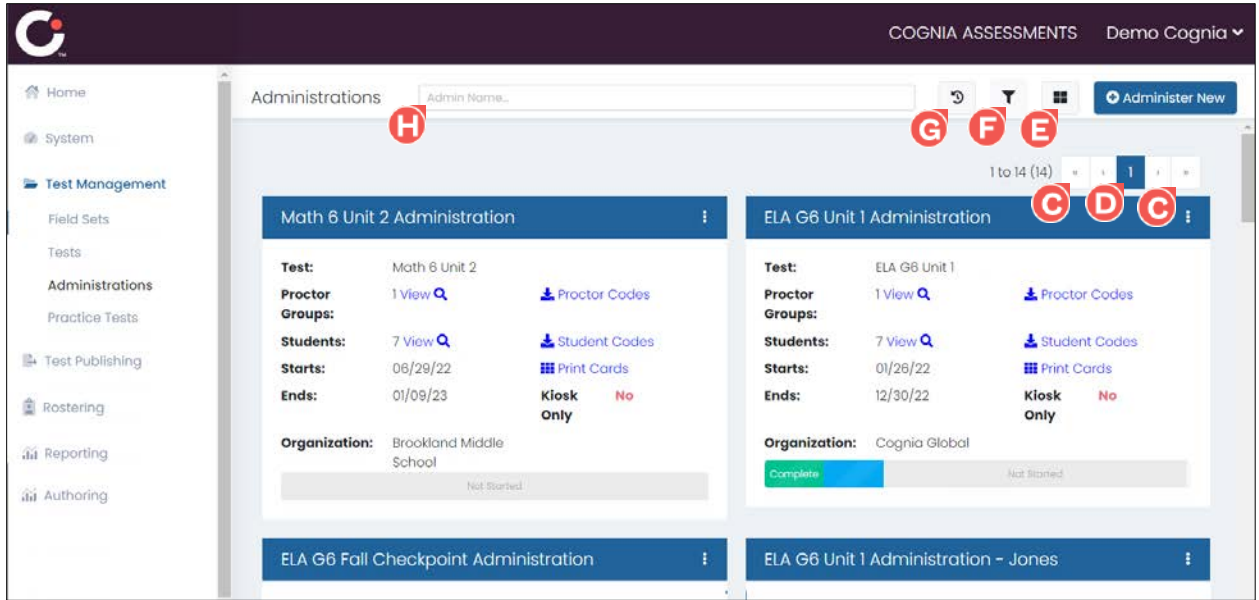
Viewing Test Administrations

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.
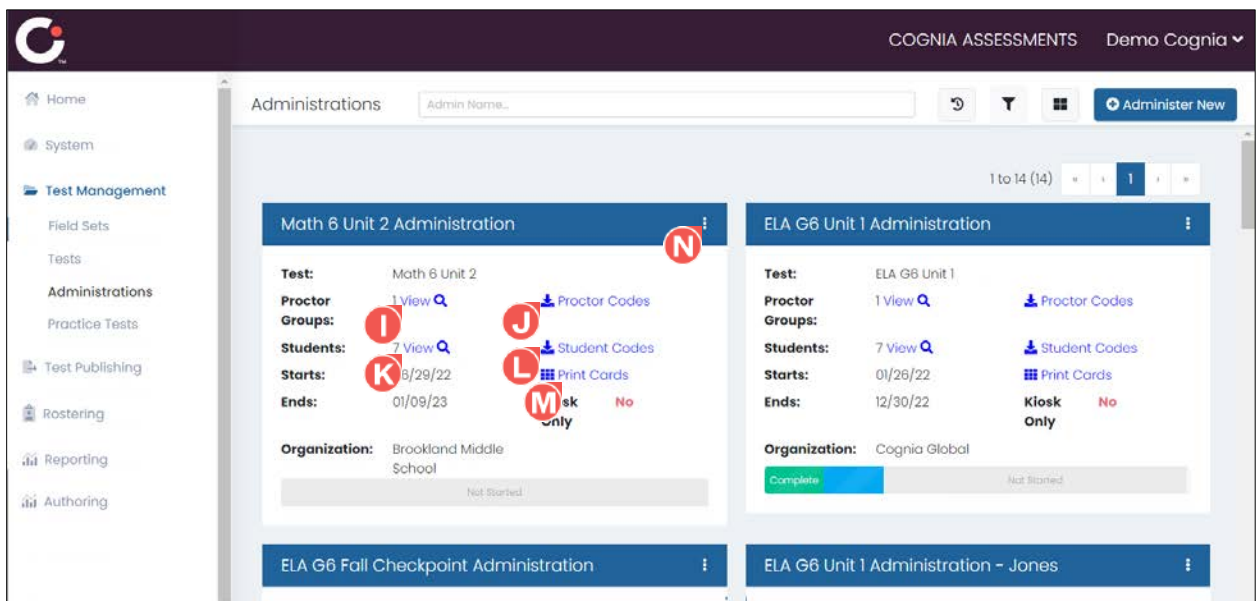

2. When viewing the Administrations page:

   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** 🅘 link to open the page of proctor groups assigned to the administration.

   b. Click the **Proctor Codes** 🅙 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** 🅚 link to open the page of students assigned to the administration.

   d. Click the **Student Codes** 🅛 link to download a csv file containing the list of students assigned to the administration.

   e. Click the **Print Cards** 🅜 link to open the printable list of student login tickets.

   f. Click the **vertical ellipses** 🅝 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** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **Proctor Groups View** Ⓓ link located in the administration card. This opens the list of proctor groups assigned to the administration.
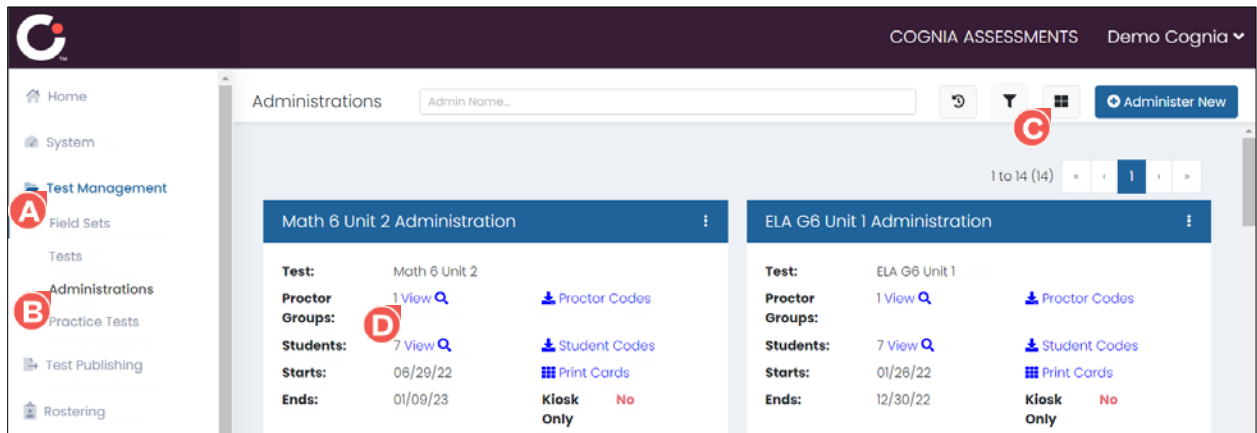
4. When viewing the list of proctor groups, the following columns are displayed for each group:

   • **Name** Ⓔ: The proctor group name.

   • **Test Code** Ⓕ: The test code for the proctor group.

   • **Proctor Pw** Ⓖ: The password for the proctor group.

   • **Progress** Ⓗ: 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** Ⓘ: Actions that are available for the proctor group.

a. Click the **page navigation arrows** Ⓙ and/or **page numbers** Ⓚ 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** Ⓛ 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** Ⓜ link located in the Actions column to the far right of the proctor group. This opens the list of student test sessions.

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

- **Display Name** Ⓝ: The student's name.
- **Is Alias** Ⓞ: Indicates whether the student's display name is an alias.
- **State** Ⓟ: The status of the student's test session.
- **Form** Ⓠ: The name of the test form.
- **Auth Fields (Identifier)** Ⓡ: The identifier for the student. This is typically their student ID.
- **Accom** Ⓢ: The number of accommodations the student is assigned. Hovering over the number displays a tooltip with the name of the assigned accommodation(s).
- **Code** Ⓣ: 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** Ⓤ: 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**.

a. Click the **page navigation arrows** 🅥 and/or **page numbers** 🅦 located in the upper right of the page to navigate between the different pages of students.

b. Begin entering a full or partial student name in the **Search** ❌ 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.

c. Click the **filter** 🅨 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.

d. Use the **Late Add** button 🅩 to add a new student to the administration. (See the section <u>Adding a Student to an Administration</u> for steps on how to add a student.)

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	🗑

Mrs. Washington Period 4 ELA Math 6 Unit 2 Sessions

Home > Administrations > Proctor Groups > **Sessions**

Test Code: **W47S7G**

Late Add

1 to 7 (7)

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:

1. Select the **Test Management** 🅐 menu located on the left side of the page, and then select **Administrations** 🅑. This opens the Administrations page.

2. Confirm the **card view** 🅒 is selected, and then locate the desired administration in the list.

3. Click the **Proctor Groups View** 🅓 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** Ⓔ 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** Ⓕ button. This opens the Student Late Add popup.

Mrs. Washington Period 4 ELA Math 6 Unit 2
Sessions

Test Code:
W47S7G

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	
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** Ⓖ, **Student Last Name** Ⓗ, and **Identifier** Ⓘ (the identifier is typically their student ID).

b. Click the **Save** Ⓙ 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** Ⓚ button.)

Student Late Add

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

Student First Name

Student First Name
Ⓖ

Student Last Name

Student Last Name
Ⓗ

Identifier

Enter your 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** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **Proctor Groups View** Ⓓ 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** Ⓔ 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. Locate the desired student in the list, and then click the **Delete** Ⓕ 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**

Search... ▼ | 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	
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	🗑

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

Ⓗ   Ⓖ

Viewing Students Assigned to an Administration

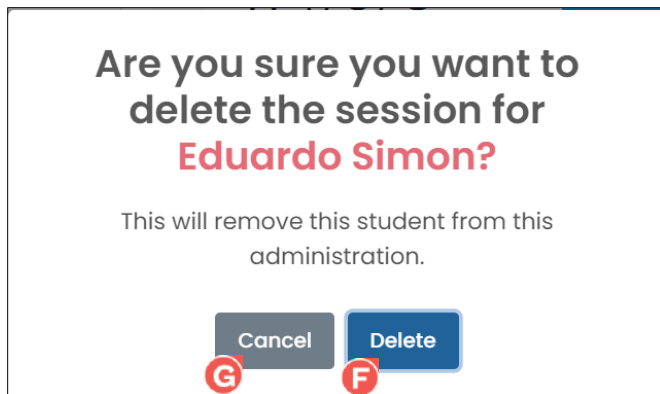To view the complete list of students assigned to an administration regardless of proctor group:

1. Select the **Test Management** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **Students View** Ⓓ link located in the administration card. This opens the complete list of students assigned to the administration.
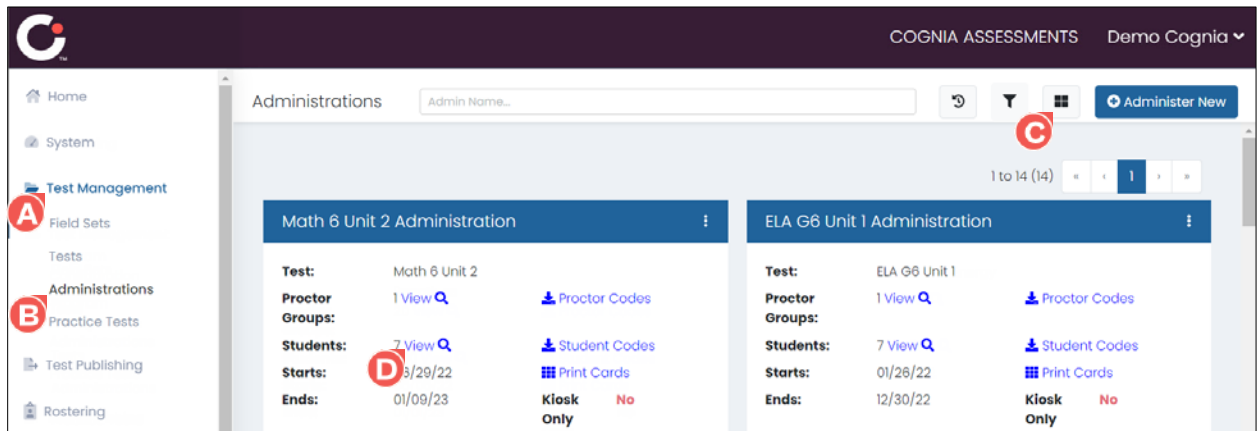
4. When viewing the list of students assigned to the administration, the following columns are displayed for each student:

- **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**.

a. 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.

b. 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.

c. 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.

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** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **Students View** Ⓓ 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** Ⓔ 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.)

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	🗑

5. Click the **Delete** ⓕ button. This removes the student from the administration. (If the student no longer needs to be removed from the administration, 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
> ⓖ   ⓕ

Creating a New Test Administration

To create a new test administration:

1. Select the **Test Management** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Click the **Administer New** Ⓒ button located in the upper right of the page. This opens a new Administration Setup page and displays the Test Select step.
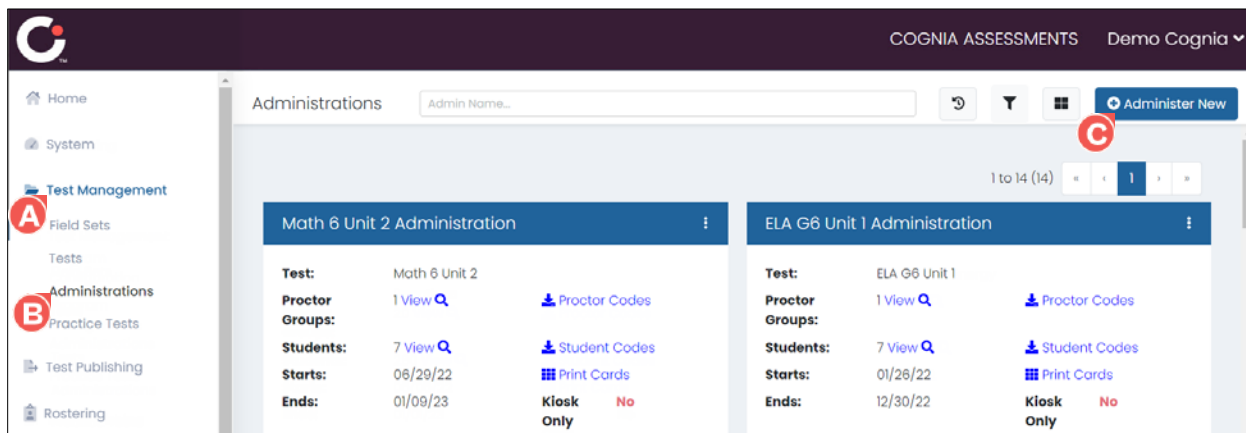
3. Select a test from the **Test** drop-down. Upon selecting a test, the Administration Name field automatically populates to include that test name.

4. (Optional) Edit the **Administration Name** .

5. (Optional) Enter any information useful for users proctoring this administration in the **Details** field.

6. Once you have completed entering the information in the Test Select step, click the **Next** button. This displays the Access step.

7. If the test must be accessed using the lockdown browser only, select the **Kiosk Only** Ⓗ checkbox.

8. (Optional) To always display the rubric content in the administration preview, select the **Show Rubrics** Ⓘ checkbox.

9. Select the institution to assign the administration to from the **Org** Ⓙ 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** Ⓚ drop-down. The default selection is 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.

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 reseated by the proctor, select the **Allow Not Reseated** Ⓡ checkbox.

16. If student's tests should not be automatically submitted at any time, select the **Disable Auto Submit** Ⓢ checkbox.

17. (Optional) Select the option **Enable Quick Access** Ⓣ 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** Ⓤ button. This opens the Students step.

19. Select an option for adding students to the administration from the **Students** Ⓥ drop-down. Students can be added by course, class, district/grade, or eligibility criteria.

20. See the section <u>Adding Students to an Administration by Course</u>, <u>Adding Students to an Administration by Class</u>, <u>Adding Students to an Administration by District/Grade</u>, or <u>Adding Students to an Administration by Eligibility Criteria</u> 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.

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**   Ⓩ

ⓍＸ

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** Ⓐ step when creating a new administration, select **Course** from the **Students** Ⓑ drop-down. This displays a Course field.

2. Select one or more courses form the **Course** Ⓒ drop-down. This displays an Academic Sessions field and Schools field, and the count of **Classes** Ⓓ and **Students** Ⓔ 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** Ⓒ 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** Ⓕ icon located beside it.

3. (Optional) Select one or more academic sessions from the **Academic Sessions** 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** 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** icon located beside it.

4. (Optional) Select one or more schools from the **Schools** 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** 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** icon located beside it.

5. Once you have completed making all selections, click the **Next** 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.

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** Ⓐ step when creating a new administration, select **Classes** from the **Students** Ⓑ drop-down. This displays a School field, Academic Session field, and Classes field.

2. (Optional) Select a school from the **School** Ⓒ drop-down.

   Tip: To search for a school, begin entering the school name in the **School** Ⓒ 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.)

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

    Tip: To search for a session, begin entering the session name in the **Academic Session** Ⓓ 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** Ⓔ icon located to the far right of it.

4. Select one or more classes from the **Classes** Ⓕ drop-down. This updates the count of **Classes** Ⓖ and **Students** Ⓗ 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** Ⓘ icon located beside it.

5. Once you have completed making all selections, click the **Next** Ⓙ 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.

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

2. Select a grade from the **Grade** Ⓒ drop-down.

   Tip: To search for a grade, begin entering the grade in the **Grade** Ⓒ 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** Ⓓ icon located to the far right of it.

3. Select one or more districts from the **Districts** ⓔ drop-down. This updates the count of **Classes** ⓕ and **Students** ⓖ 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** ⓔ 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** ⓗ icon located beside it.

4. Once you have completed making all selections, click the **Next** ⓘ 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 districts(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 course or class instead of district/grade.

Administration Setup   Home > Administrations > **New**

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

Grade

03   x ∨

Districts

Cognia Global x   ∨
ⓔ   ⓗ

Estimation

                            Classes   10
                          ⓕ
                          Students   156
                          ⓖ

Back   Cancel   Next
                                                                      ⓘ

Students   156

ⓙ Student ALAN TURNER is rostered multiple times
    Student ADDISYN SAYLOR is rostered multiple times
    Student BENJAMIN KING is rostered multiple times
    Student BERKLEY CASEY is rostered multiple times
    Student ASHTON GAFFNEY is rostered multiple times
    Student BLAKE DONOVAN is rostered multiple times
    Student AVARIE SANDY is rostered multiple times
    Student BENJAMIN BEHRENS is rostered multiple times
    Student ADDISON KUYKENDALL is rostered multiple times
    Student ALAYNA UNDERWOOD is rostered multiple times
    Student AARON HENDREN is rostered multiple times

Back   Cancel   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** Ⓐ step when creating a new administration, select **Eligibility Criteria** from the **Students** Ⓑ drop-down. This displays a Grade field, Organizations field, and Disable Proctor Approval checkbox.

2. Select a grade from the **Grade** Ⓒ drop-down.

   Tip: To search for a grade, begin entering the grade in the **Grade** Ⓒ 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.)

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 reseated 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.)

Editing an Administration

To edit an administration:

1. Select the **Test Management** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **vertical ellipses** Ⓓ icon located in the upper right of the administration card, and then click **Edit** Ⓔ. This opens the Administration Setup page for that administration.
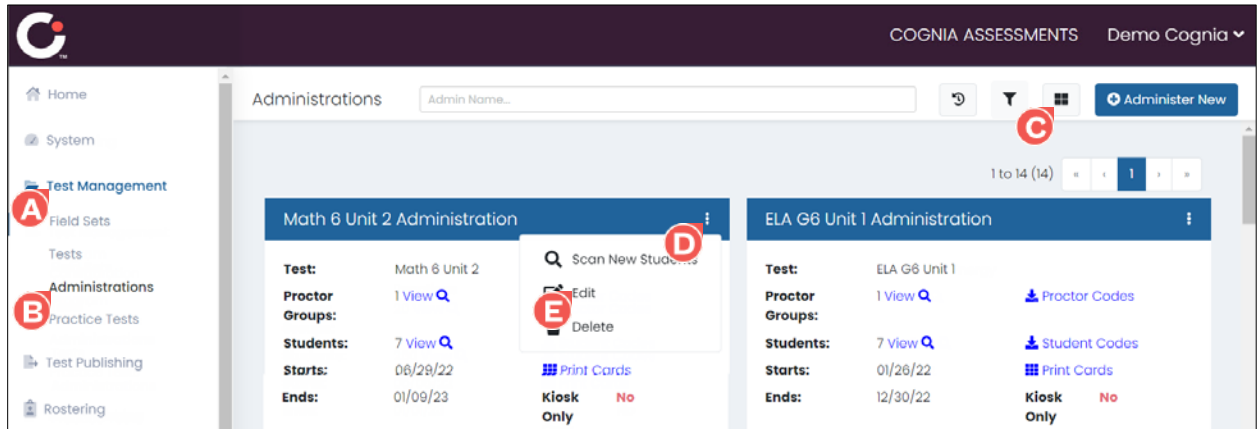
4. Make the desired edits to the administration information. Fields that are grayed out cannot be edited.

5. Once you have completed making the edits, select the **Review** Ⓕ section, and then click the **Submit** Ⓖ button located in the lower right of the page. (If the edits no longer need to be made, click the **Cancel** Ⓗ button.)
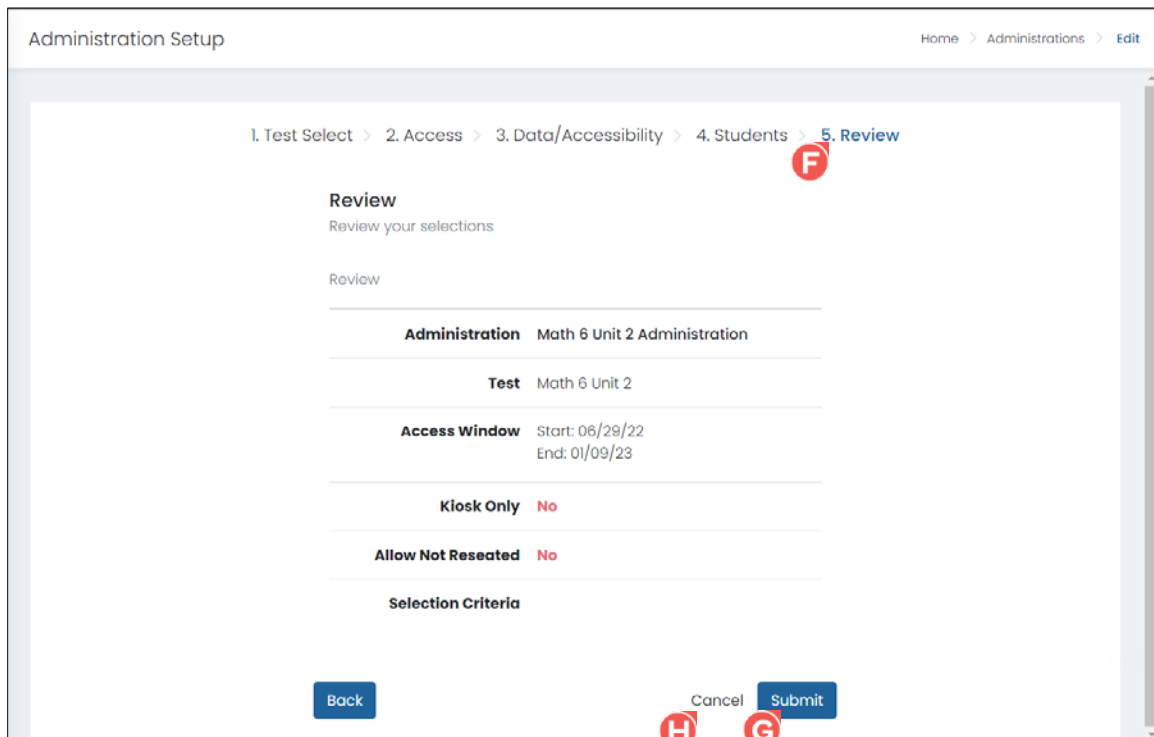
Deleting an Administration

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** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **vertical ellipses** Ⓓ icon located in the upper right of the administration card, and then click the **Delete** Ⓔ link. This opens a popup prompting you to confirm the action. (If the **Delete** option is inactive/grayed out, that administration cannot be deleted.)
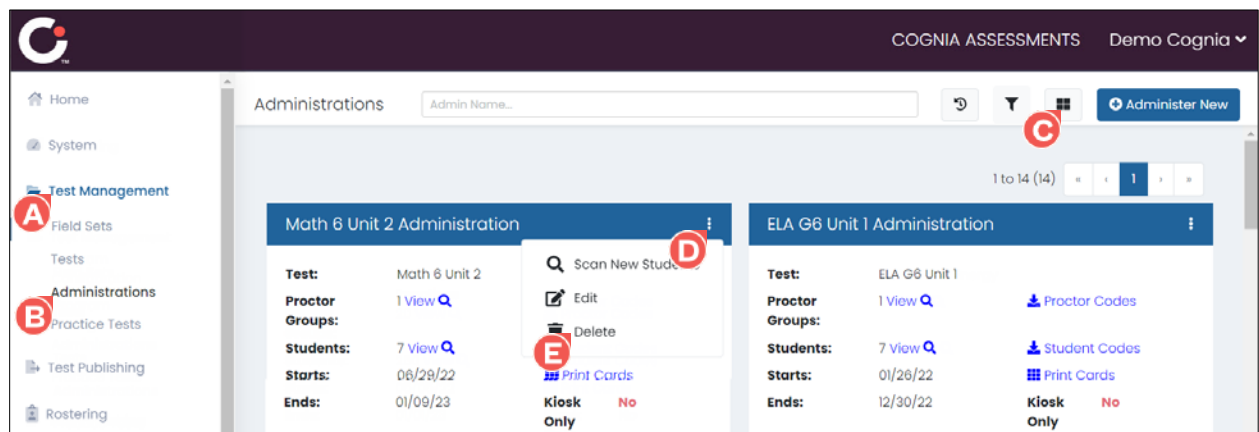
4. Either copy the administration name that is displayed in the popup and then paste it in the **text box** Ⓕ, or manually enter the administration name in the **text box** Ⓕ.

5. Click the **Delete** Ⓖ button to permanently delete the administration. (If the administration should no longer be deleted, click the **Cancel** Ⓗ button.) This deletes the administration, and the administration is no longer displayed in the administration list.
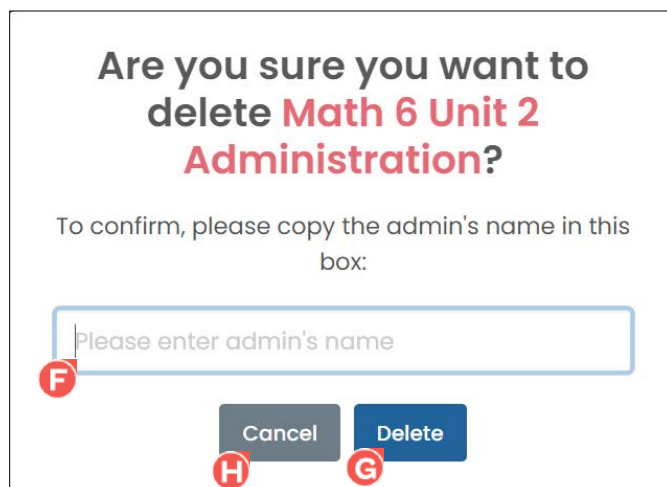
Proctoring a Test

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** Ⓐ menu located on the left side of the page, and then select **Administrations** Ⓑ. This opens the Administrations page.

2. Confirm the **card view** Ⓒ is selected, and then locate the desired administration in the list.

3. Click the **View** Ⓓ Proctor Groups link located in the administration card. This opens the list of proctor groups assigned to the administration.
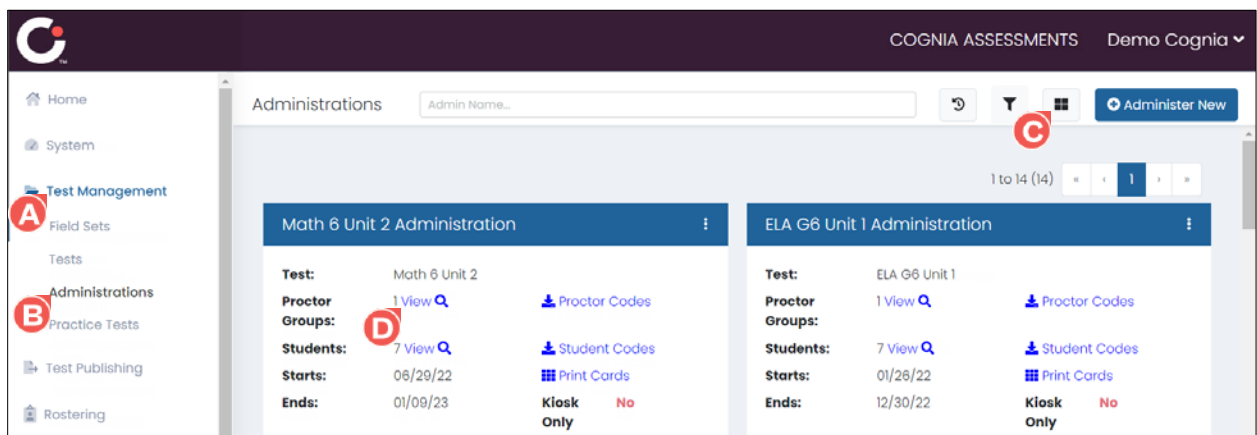
4. Locate the desired proctor group in the list, and then click the **Proctor** Ⓔ link located in the Actions column to the far right of the proctor group. This opens the proctor dashboard for that proctor group.
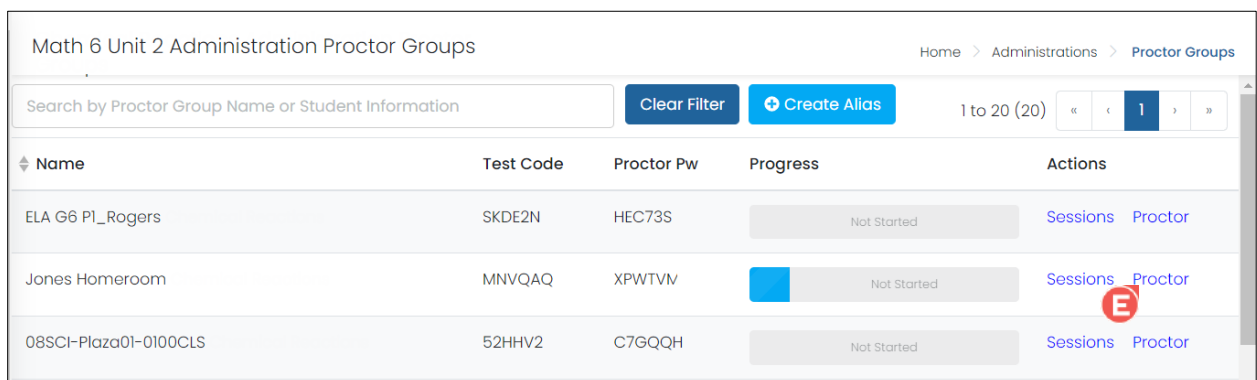
Accessing the Proctor Dashboard as a Teacher

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.
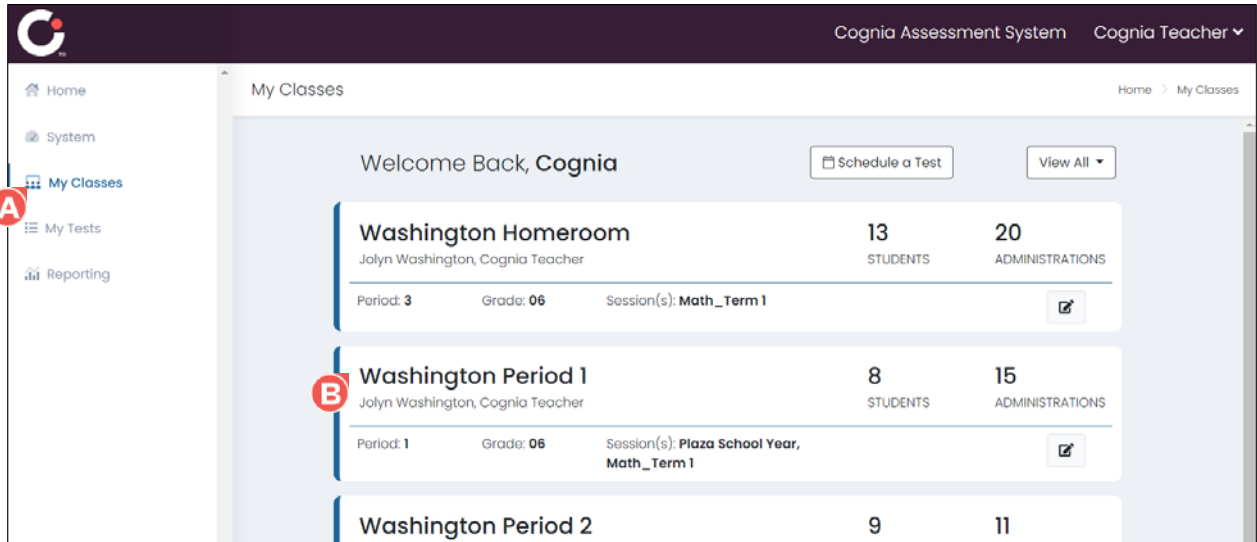
3. Select a program from the **Test Program** (C) drop-down.

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.
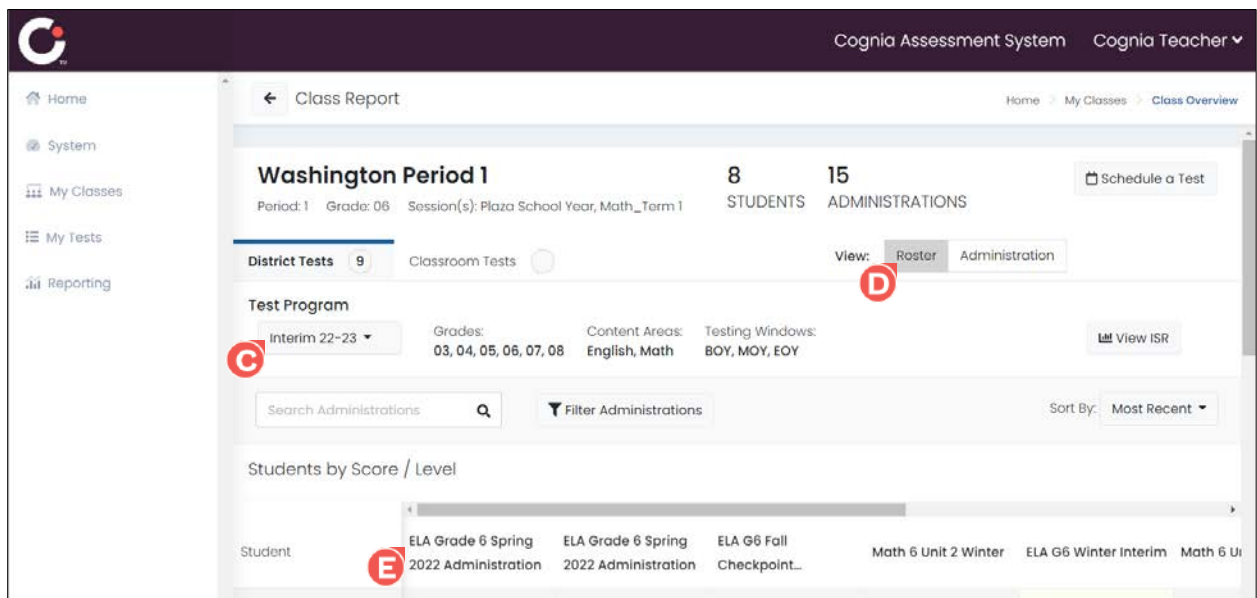
Administration view: If the **Administration** view is selected, click anywhere on the **administration row** within the administration table. This opens the Test Report page for that administration.
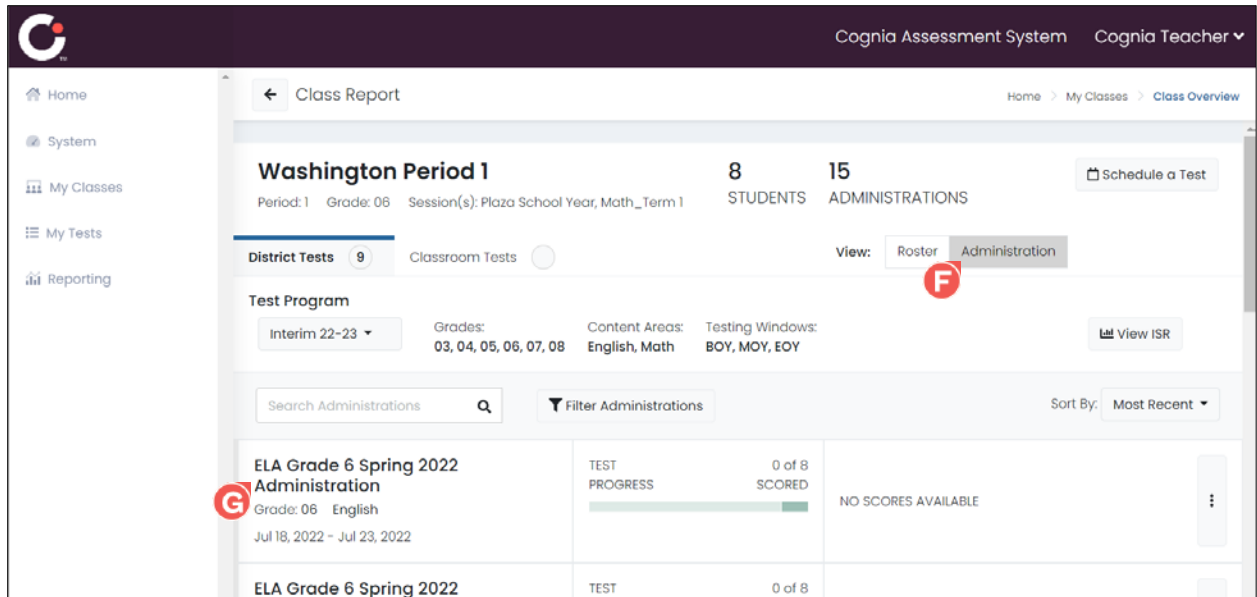
5. Click the **Proctor** icon located in the upper right of the page. This opens the proctor dashboard.
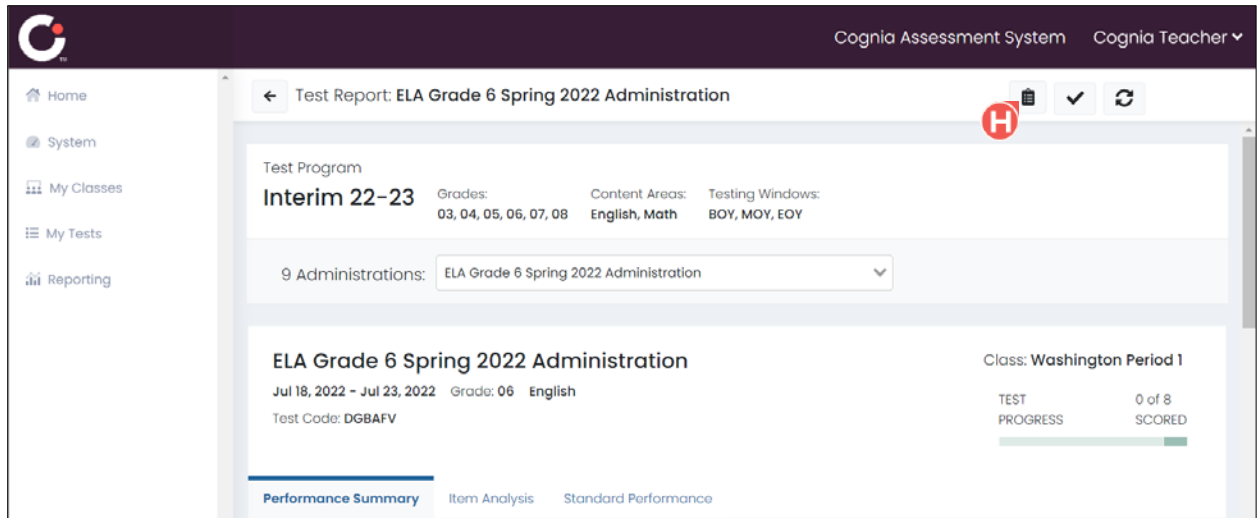
6. If prompted to enter proctor information, enter your **First Name** Ⓘ and **Last Name** Ⓙ, and then click the **Save** Ⓚ button.

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

| Proctor First Name |

Ⓘ

Proctor Last Name

| Proctor Last Name |

Ⓙ

Save Ⓚ
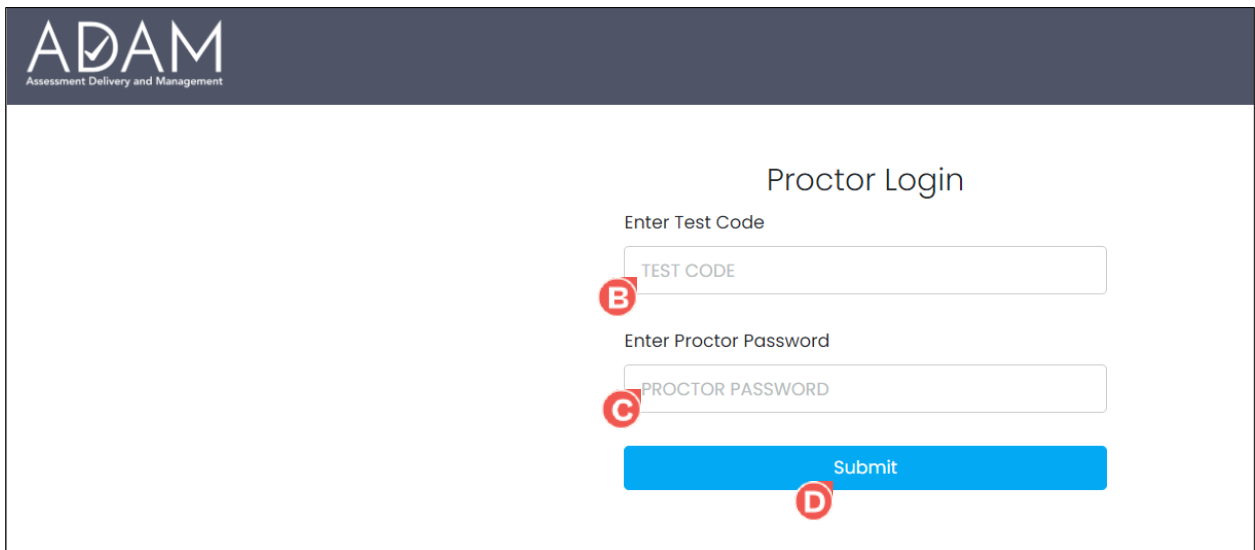
Accessing the Proctor Dashboard via the Direct Proctor Login

To access the proctor dashboard via the direct proctor login:
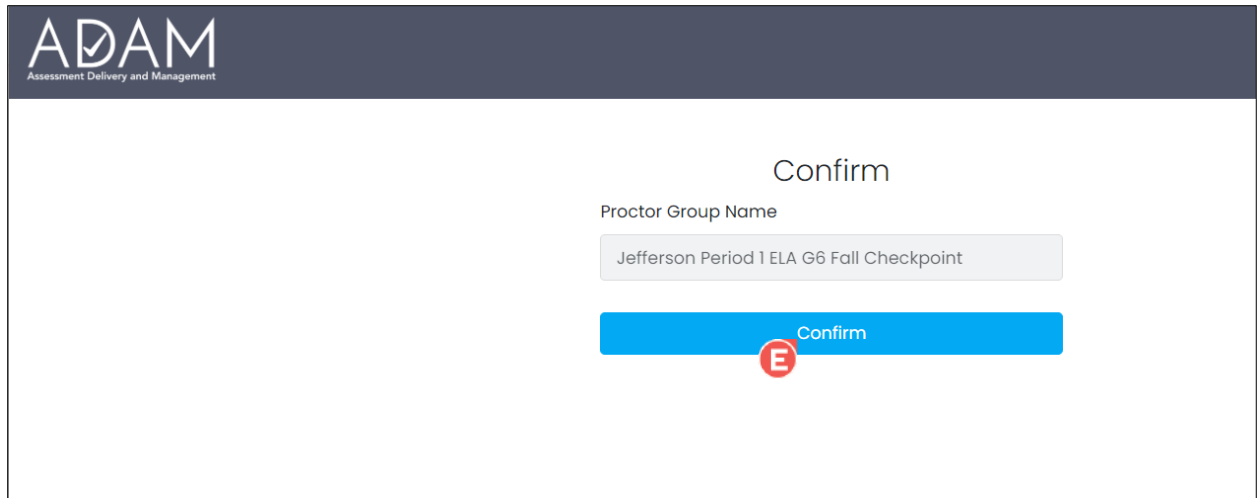
1. Open the Cognia Assessments login page via the URL cognia.adamexam.com.

2. Click the **Proctor Login** Ⓐ button. This opens the Proctor Login page.
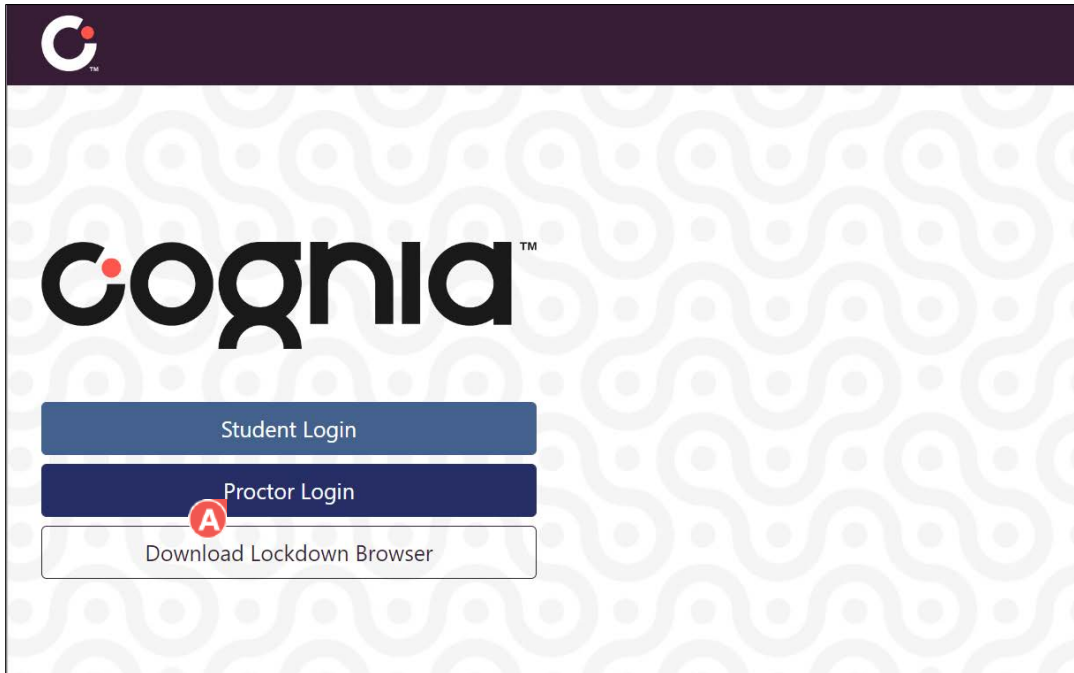
3. Enter the **Test Code** Ⓑ and **Proctor Password** Ⓒ for the proctor group.

4. Click the **Submit** Ⓓ button. This displays the name of the proctor group.

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

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

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** Ⓐ section displays test name, administration name, and proctor group name.

   b. The **Config Information** Ⓑ 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** Ⓒ icon located to the left of the proctor's name to edit the name.

   c. The **Actions** Ⓓ 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** Ⓔ). (See the section Printing Student Login Tickets for steps on how to print student login tickets.)

      Note: Click the **expansion arrows** Ⓕ 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** Ⓖ 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.

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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:

  o **In Progress:** The student has started the test.

  o **Not Started:** The student has not logged into the test.

  o **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.)

  o **Reseat:** The proctor has reseated the student and the student has not yet logged back into the session. (Reseating allows the student to renter the test code to resume the test.)

  o **Submitted:** The student's test is submitted.

  o **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.

- **Health 🅛:** 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 🅜:** The section number the student is currently on.
- **Item 🅝:** The item the student is currently on within the section.
- **Accom 🅞:** The number of accommodations the student is assigned. Hovering over the number displays a tooltip with the name of the assigned accommodation(s).
- **TTS 🅟:** Indicates whether the student is assigned the text-to-speech accommodation. This can be turned on/off by selecting the toggle.
- **Actions 🅠:** 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**.

a. Hover over a **status bar** (**Complete**, **In Progress**, **Not Started**) to display a tooltip with the number of student test sessions currently with that status

b. Click a **session status** button (**All**, **Not Started**, **In Progress**, **Submitted**) to display only the students with that session status.

c. Click the **page navigation arrows** and/or **page numbers** located in the upper right of the student list to navigate between the different pages of students.

d. Begin entering a full or partial student name in the **Search** 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.

e. Use the **Late Add** 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.)

f. Use the **session action** buttons to manage all student test sessions simultaneously. (See the section Managing All Student Sessions for more information about using these actions.)

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** Ⓐ button. This opens the Student Late Add popup.
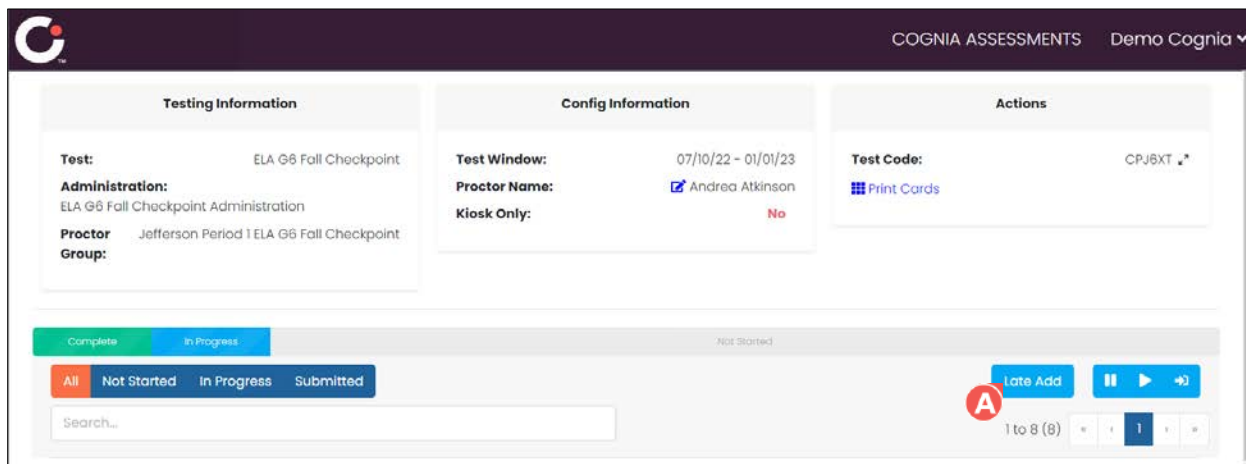
3. Enter the student's **First Name** Ⓑ, **Last Name** Ⓒ, and **Identifier** Ⓓ (the identifier is typically their student ID).

4. Click the **Save** Ⓔ 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** Ⓕ button.)

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.

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.
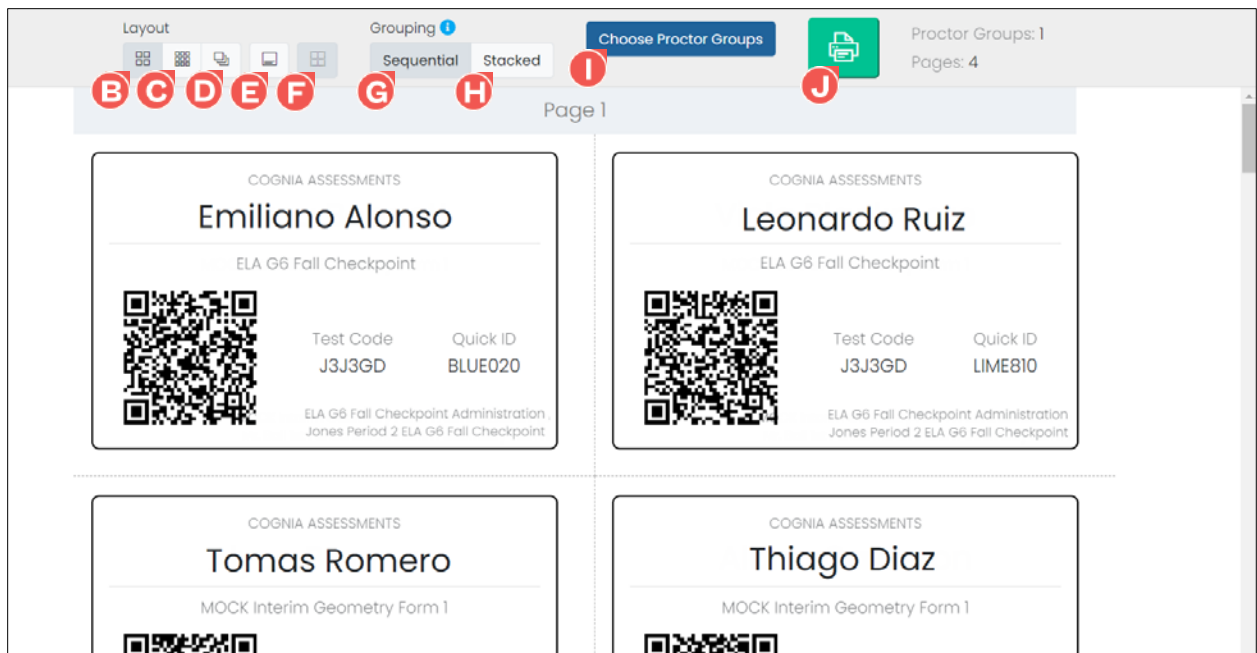
5. Proceed to print the login tickets.

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** Ⓐ 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** Ⓑ button located in the upper right above the student list to resume all paused student sessions.

   c. Click the **Next** Ⓒ 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.

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** Ⓐ 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** Ⓑ button for a student to unpause that student's test, allowing the student to resume testing.

   c. Click the **Reseat** Ⓒ 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 renter 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.

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 renter the test.

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