# Creating Proctor Groups as a DA, DC, or SC

Proctor groups are used for administration of the Vermont Comprehensive Assessment Program (VTCAP). The Teacher or Proctor can create their own proctor group, following the process outlined in the Test Administrator's Manual (TAM). A school or district may also choose to create the proctor groups in advance. The process for a District Administrator, District Coordinator, or School Coordinator creating proctor groups in ADAM is outlined below.

If the proctor group is created by the DA, DC, or SC, once the proctor

1. **Access the proctor groups in ADAM.**
   a. In the left-hand menu, navigate to Test Management > Administrations.
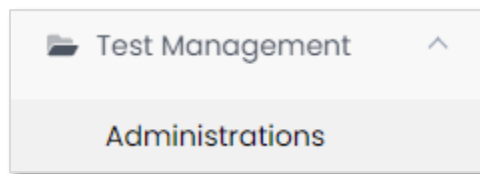
   b. The Administrations page will display all VTCAP administrations that are available to your organization. There is one administration for each grade and content combination, based on your organization's enrollment.
      i. For example, a high school that only has students in Grades 9–12 would see Grade 9 Math, Grade 9 ELA, and Grade 11 Science.
   c. Locate the administration you would like to set up a proctor group for, and click View under Proctor Groups.
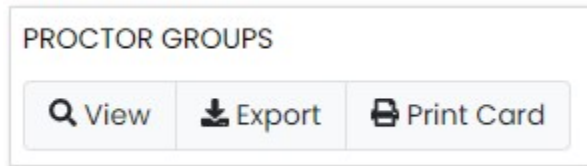
   d. On the Proctor Groups page, you will see a list of all proctor groups for that administration. If no proctor groups have been set up, all students in that grade will be in the "Unassigned" group.

2. **Create a new proctor group.**
   a. From the Proctor Groups page, click the blue Create Proctor Group button.

   b. The Proctor Group Config screen will display. Complete all required fields.
      i. Proctor Group Name: Choose a unique proctor group name, such as S. Hanlon Grade 4 Math Homeroom
      ii. Select your district from the drop-down menu.
      iii. Select the appropriate school from the drop-down menu.

Proctor Group Config
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

[Proctor Group Name]

Select Your District

[Select Your District... ⌄]

Select Your School

[Select Your School... ⌄]

👤 Students (0)   +

None

Cancel   **Submit**

3. **Add students to the proctor group manually.**
   a. Click the + sign next to Students. A list of students eligible for that administration will display.
   b. Add students one by one by clicking the + sign next to their name or add all students from the list by clicking the Add Students button in the upper right.
   c. Once you are done adding students to the proctor group, click Close.

Add Students   ✕

[   ]   [Accommodations...   ⌄]   **Add 4 Students**

(0) Students In Proctor Group   1 to 4 (4) « ‹ 1 › »

⇕ First Name	⇕ Last Name	⇕ Progress	Accommodation	Actions
Student	One	Not Started		+
Student	Two	Not Started		+
Student	Three	Not Started		+
Student	Four	Not Started		+

Close

   d. Once all students have been added, click Submit to save the proctor group.

4. **Add students to the proctor group via upload.**
   a. From the Proctor Groups page, click the blue Upload Proctor Group button.

b. The Upload Proctor Group page will display.

> Create Proctor Group via CSV
>
> Follow the instructions to create/modify proctor groups.
>
> **Step 1:**
> Select if the template file should include all students in the administration or only those not already in a proctor group, then click the button to download the template file.
>
> [👥 All Students] [👥 All Unassigned Students]
>
> [Click to download template]
>
> The file download is named using the Admin Name and Date. (e.g., 2024 Vermont Grade 04 Math Test Administration_05_01_2021.csv)

c. Under Step 1, select whether the template should include all students or only unassigned students, then click the Click to download template button.

d. Complete the template.
  i. Columns A–G will be prepopulated with the student information.

	A	B	C	D	E	F	G	H	I
1	session_id	first_name	last_name	identifier	enrollment_org_identifiers	admin_name	existing_proctor_group_name	testing_org_id	new_proctor_group_name
2	d5d3b9f0-9a5d-4b02-b803-fe4b28c43c09	Student	One	1111111	DEM001	2024 Vermont Grade 04 Math Test Administration	2024 Vermont Grade 04 Math Test Administration Unassigned		
3	effab299-04bd-4bdb-beb5-4661c5e918c6	Student	Two	2222222	DEM001	2024 Vermont Grade 04 Math Test Administration	2024 Vermont Grade 04 Math Test Administration Unassigned		
4	236650c2-631e-4ca5-8e46-5d87a503d633	Student	Three	3333333	DEM001	2024 Vermont Grade 04 Math Test Administration	2024 Vermont Grade 04 Math Test Administration Unassigned		
5	1141d0a1-505f-4eae-84a2-291993f55688	Student	Four	4444444	DEM001	2024 Vermont Grade 04 Math Test Administration	2024 Vermont Grade 04 Math Test Administration Unassigned		

  ii. Complete Column H with the student's enrolled school ID. This should be the same as the data in Column E.
  iii. Complete Column I with the name of the proctor group you would like the student assigned to.
  iv. Save your file as a .csv.

e. Upload the completed template in ADAM.
  i. Under Step 3, click the Browse button and add your completed file.
  ii. Click Upload.

> **Step 3:** Upload the modified file into ADAM.
>
> [2024 Vermont Grade 04 Math Test Administration_03_06_2024.csv] [Browse]
>
> Total Proctor Groups: 25
>
> New Proctor Groups: 0
>
> Total Sessions: 4   [Upload]

5. Provide Proctors with their unique Proctor Password and Test Code.
  a. On the Proctor Groups page, a list of all proctor groups will be displayed.
  b. For each proctor group, there will be a unique test code and proctor password. This must be provided to the proctor to allow them to log in to the proctor dashboard and begin testing.
  c. When the proctor logs in, they will see all students assigned to their proctor group.