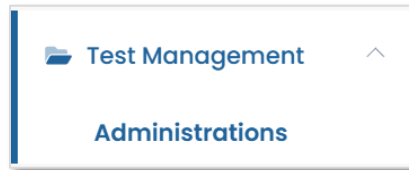


Creating Proctor Groups as a DA, DC, or SC

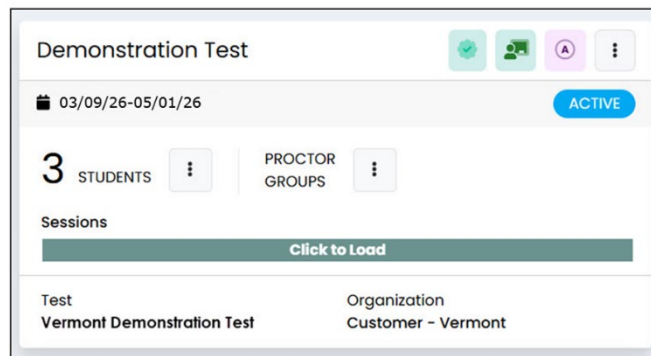
Proctor groups are used for administration of the Vermont Comprehensive Assessment Program (VTCAP). The Teacher or Proctor can create their own proctor group, following the process outlined in the Test Administrator’s Manual (TAM). A school or district may also choose to create the proctor groups in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

1. Access the proctor groups in ADAM.

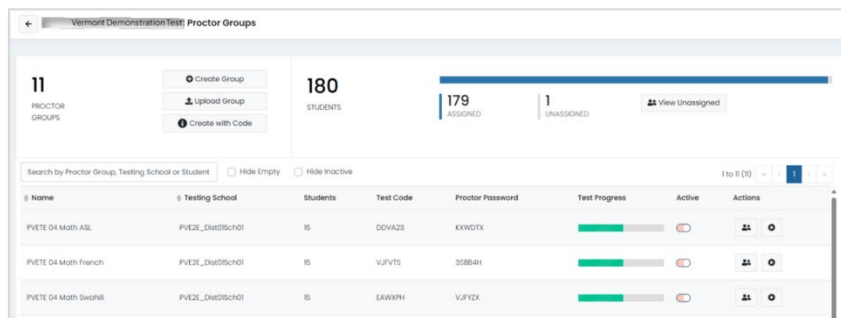
- a. In the left-hand menu, navigate to Test Management > Administrations.



- 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, click the vertical ellipsis next to Proctor Groups, and click View from the drop-down menu.



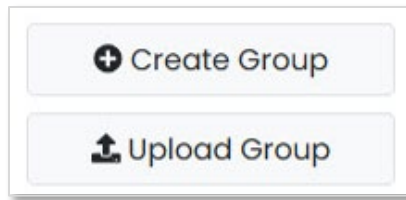
- d. On the Proctor Groups page, you will see a list of all proctor groups for that administration. The number of proctor groups created will display in the upper left.



If proctors are creating their own proctor groups, you will provide the Test Code and Password in the upper left.

2. Create a new proctor group.

- a. From the upper left of the Proctor Groups page, click the Create 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

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

Select Your District

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

Search by student name... Show additional filters Add 6 Students

(0) Students In Proctor Group 1 to 6 (6) « ‹ 1 › »

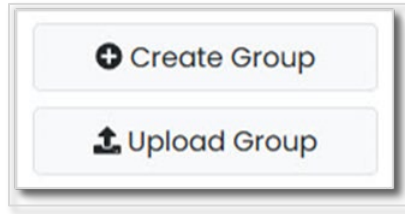
First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Sample	Pearson Elementary	2222222	Student6	NOT STARTED	1	+
Sample	Pearson Elementary	1111111	Student3	NOT STARTED	2	+
Sample	Pearson Elementary	9999999	Student1	NOT STARTED	2	+
Sample	Pearson Elementary	0000000	Student2	NOT STARTED	1	+
Sample	Pearson Elementary	4444444	Student8	NOT STARTED	1	+
Student	Pearson Elementary	3333333	Sample7	NOT STARTED	1	+

Close

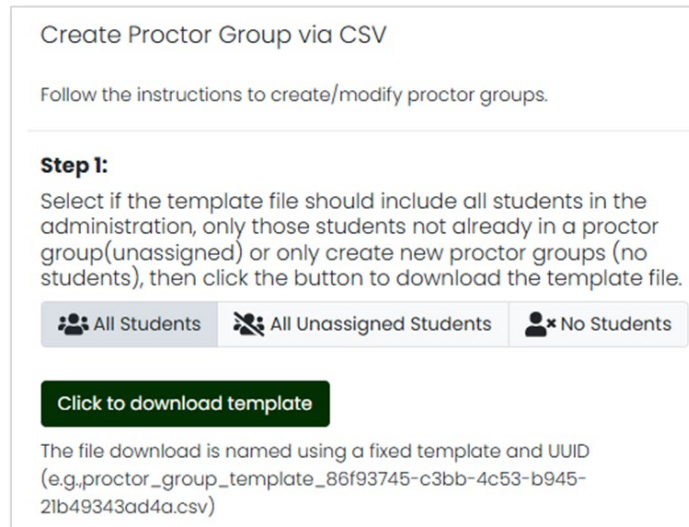
d. Once all students have been added, click Submit to save the proctor group.

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.



c. Under Step 1, select whether the template should include all students, unassigned students, or no students then click the Click to download template button.

i. Access the downloaded template by clicking on the Template History button in the upper right. Click the download icon next to the record to download the most recent template.

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-4bd8-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-84a2-291993f56688	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.



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.