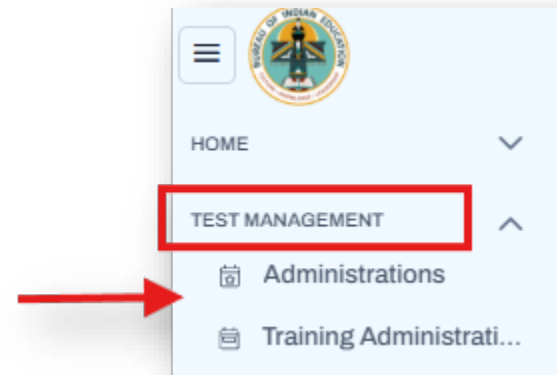
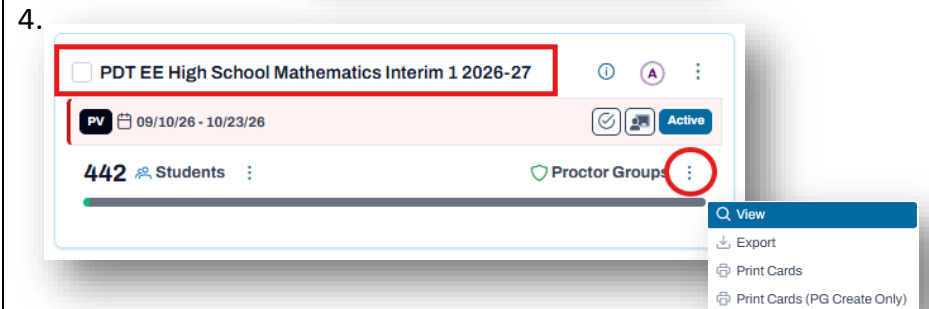


How to Create a New Proctor Group in ADAM

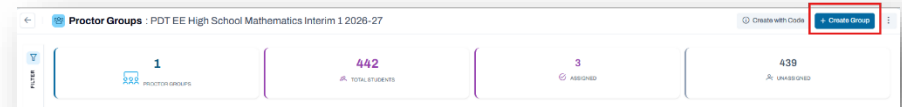
1. Go to **Test Administration > Administration (Operational) or Training Administration (Practice)**



2. Select **Administrations (Operational) or Training Administrations (Practice)**
3. Click **Proctor Groups > View**



4. Select **Create Group.**



5. Complete the form for each **Proctor Group** you are creating.

- Type the **Proctor Group Name**
- Select Your **District**
- Select Your **School**
- Click the **+** button to assign students to the **Proctor Group**

6. Assign students to the **Proctor Group**

- Search by **Student Name** or **Identifier**

OR

- Click the **+** button to **assign** students to the **Proctor Group**. A green checkmark will appear once students have been assigned.

OR

- Click **Add All Students**
- Click **Close**
- Click **Save**

Note: If the student cannot be located using any of the methods outlined above, please consult your NASIS specialist to ensure the students' information is accurate in the NASIS database.

Once **Proctor Group(s)** are created, the Test Coordinator can then provide each proctor with the unique **test code** and **proctor password** for **proctor login**.

Proctor Groups : PDT EE High School Mathematics Interim 1 2026-27

Create with CodeCreate Group

1PROCTOR GROUPS

442TOTAL STUDENTS

3ASSIGNED

439UNASSIGNED

1 to 1 (1)Rows per page20(1 of 1)

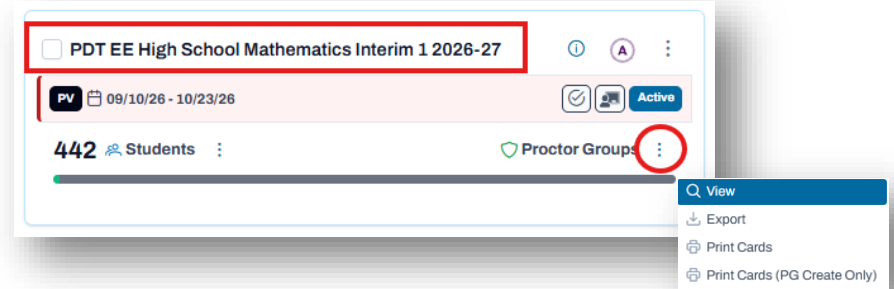
Name	Testing School	Students	Test Code	Proctor Password	Test Progress
PDT EE High School Mathematics Interim 1 2026-27	ee_School9	3	AJBSVT	SAHFJM	

Figure 1: Proctor Groups Page

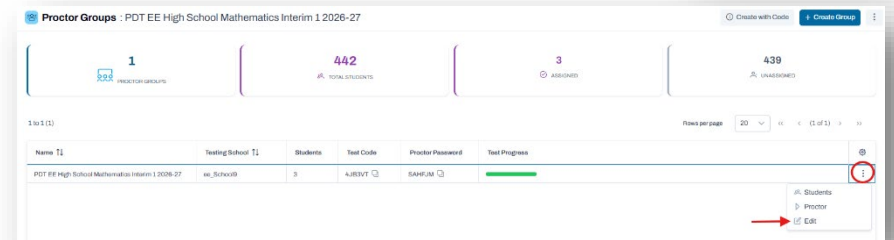
How to Edit an Existing Proctor Group in ADAM

1. Select the **Training Administration Card**

2. Click **Proctor Groups > View**

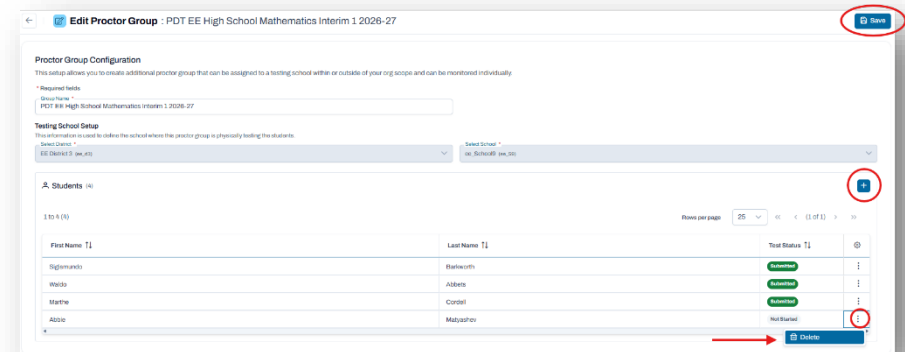


3. Click **Edit**



4. **Assign or Remove** students as needed

- Add students by clicking the **+** button
- Remove students by clicking the ellipses next to their name and selecting **delete**



To simply **change the name** of the **Proctor**,

1. Click the proctor **'Play'** button
2. Click **Edit Proctor** and type the **First & Last Name**
3. Click **Save**

Proctor Groups : PDT EE High School Mathematics Interim 1 2026-27 Create with Code Create Group

1
PROCTOR GROUPS

442
TOTAL STUDENTS

3
ASSIGNED

439
UNASSIGNED

1 to 1 (1) Rows per page 20 << < (1 of 1) > >>

Name ↑↓	Testing School ↑↓	Students	Test Code	Proctor Password	Test Progress	
PDT EE High School Mathematics Interim 1 2026-27	ee_School9	3	4JBSVT	SAHFJM		Students Proctor Edit

ADAM Assessment Delivery and Management **PDT EE High School Mathematics Interim 1 2026-27** Test Code: 4JBSVT Seal Code Print Paper Form Edit Proctor

3
STUDENT SESSIONS

All Not Started In Progress Paused Exited Submitted Needs Attention Breached

Search students... 1 to 3 (3) Selection

☐	Student ID ↑↓	First Name ↑↓	Last Name ↑↓	Organizations	Start Time ↑↓	Test Progress ↑↓	Test Status ↑↓	Section Progress	Item Progress ↑↓
☐	ee_600000654	Marthe	Cordell	ee_School9	Sep 15, 04:32 PM		Submitted	None	100% Answered
☐	ee_600000614	Sigismundo	Barkworth	ee_School9	Sep 15, 04:28 PM		Submitted	None	100% Answered
☐	ee_600000769	Waldo	Abbets	ee_School9	Sep 15, 04:07 PM		Submitted	None	100% Answered

Enter Proctor Information

Please enter proctor name

*Required fields

* First Name

Demo

* Last Name

Teacher

Cancel Save