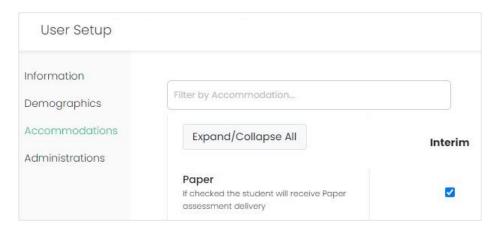# Interim Paper Testing Guide – ADAM



**To administer the Interim test for a student with a paper accommodation:**

1. Verify that the student has **Paper** assigned as an accommodation in ADAM.
2. Navigate to the Admin card or the proctor dashboard.
3. Select the option to download and print the paper test booklet PDF.
4. Allow the student to test, marking their answers in the test booklet.
5. Log-in to TestNav using the information on the student test ticket.
6. Transcribe the student's answers into TestNav.
7. Submit the test for scoring.

**Transcription Guidelines:**

The Test Administrator shall transcribe the student responses.

The student's responses must be transcribed verbatim from the Test Booklet.

After transcription, shred any responses.