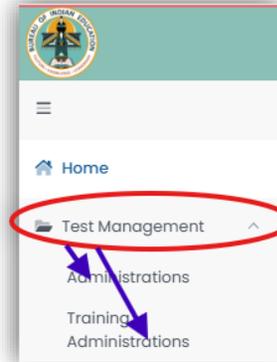
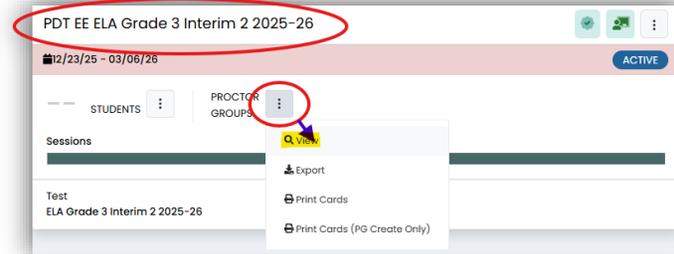


How to Create a New Proctor Group in ADAM

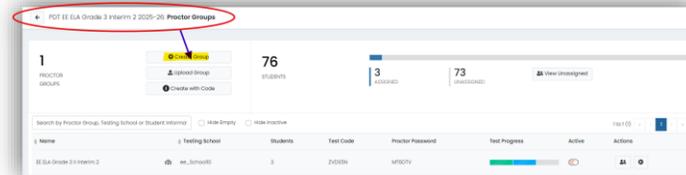
1. Go to **Test Administration > Administration (Operational) or Training Administration (Practice)**



2. Select the **Training Administration Card**
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**

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 District... ✓

Select Your School
Select Your School... ✓

Students (0)
None

Cancel Submit

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

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

OR

- Click the **+** button to **assign** students to the **Proctor Group**.

OR

- Click **Add All Students**

Add Students

Search by Student name... Show additional filters Add All Students

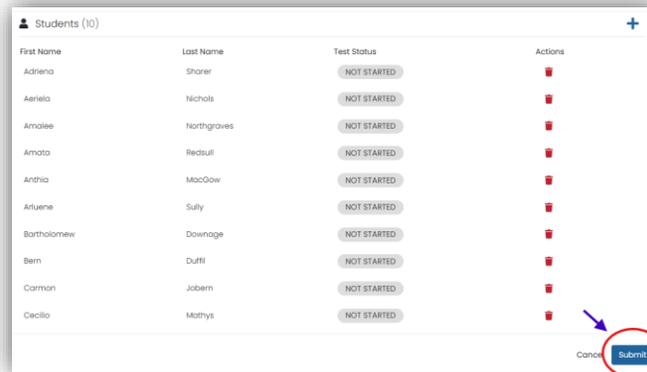
(0) Students in Proctor Group 1 to 10 (75)

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Ashana	Shaner	es_50000017	es_School6	NOT STARTED		+
Ashia	Nichols	es_50000018	es_School7	NOT STARTED		+
Amilee	Knightgroves	es_50000015	es_School2	NOT STARTED		+
Amos	Redick	es_500000187	es_School6	NOT STARTED		+
Amris	Maxlow	es_50000019	es_School7	NOT STARTED		+
Arlene	Sully	es_50000016	es_School7	NOT STARTED		+
Banholomew	Downidge	es_50000019	es_School7	NOT STARTED		+
Ben	Duff	es_50000019	es_School7	NOT STARTED		+
Clamon	Joben	es_500000162	es_School6	NOT STARTED		+
Cecilia	Mahys	es_50000018	es_School7	NOT STARTED		+

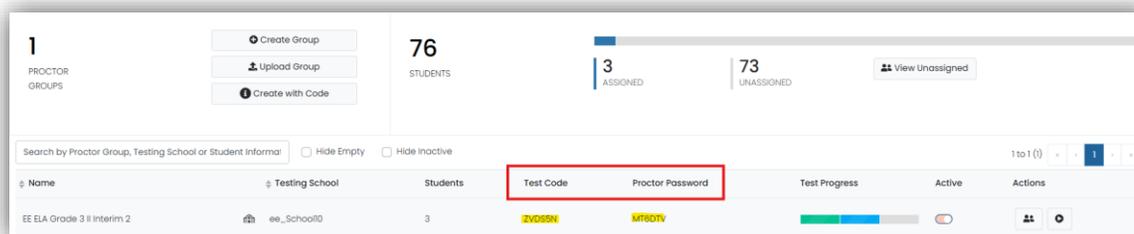
Close

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.

7. Click **Submit** to save the **New Proctor Group**.



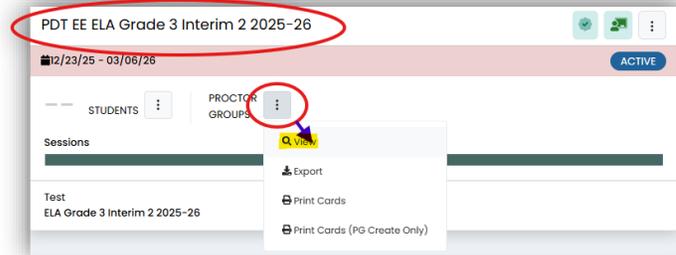
Once **Proctor Group(s)** are created, the Test Coordinator can then provide each proctor with the unique **test code** and password for **proctor login**.



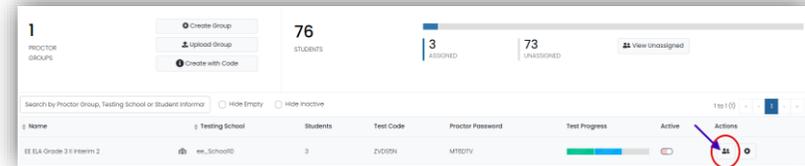
How to Edit an Existing Proctor Group in ADAM

1. Select the **Training Administration Card**

2. Click **Proctor Groups > View**

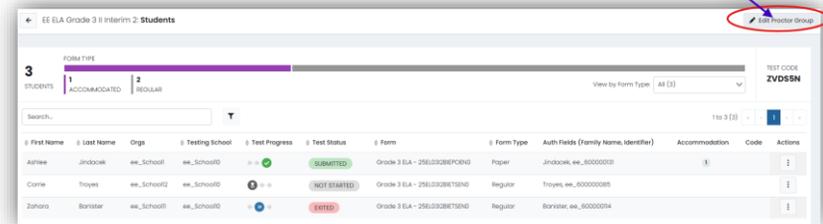


3. Click **Students**



4. Click **Edit Proctor Group**

- **Assign** or **Remove** students as needed



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

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

1 PROCTOR GROUPS

Create Group

Upload Group

Create with Code

76 STUDENTS

3 ASSIGNED

73 UNASSIGNED

View Unassigned

Search by Proctor Group, Testing School or Student Information

Hide Empty

Hide Inactive

1 to 1 (1)

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
EE ELA Grade 3 II Interim 2	ee_School10	3	ZVDS5N	MT6DTV	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green, blue, grey);"></div>	<input type="checkbox"/>	

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

First

Proctor Last Name

Last

Cancel Save

Edit Proctor

Test Code: ZVDS5N

Actions: ALL SESSIONS

Auto Refresh (5 mins)

1 to 3 (3)