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# BIE ELA & Math Spring 2026 Assessment Pre-Administration Training

In-person: January 7, 2026

Virtual Session 1: January 22 & 23, 2026

Virtual Session 2: January 29 & 30, 2026



# Welcome & Purpose

Welcome from the Chief Academic Office and ELA/Math Assessment Team, Aurelia Shorty, Donald Griffin, Dr. Carmelia Bcenti, Dr. Rebecca Izzo, Dr. Clauschee & Dr. BJ Howerton.

## **The purpose of these trainings is to:**

- Provide implementation assistance to schools for BIE's Summative ELA and Math assessments for SY 2025-2026.
- Provide a set of expectations for assessment tasks and activities before, during, and after testing.
- To assist school staff with scheduling, the trainings will be recorded for your viewing convenience.

# Agenda

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Key Administration  
Dates

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Test Structure &  
Guidelines

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Accommodations &  
Accessibility Features

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Before Testing

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During Testing

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After Testing

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# Key Administration Dates

# Key Administration Dates – Pre-Admin

**February 4**

Deadline to update & verify Student accommodations in ADAM.

This ensures tests are assigned correctly and paper shipments/pre-id labels are created for paper testers.

**March 9**

Initial shipment of test materials scheduled to arrive in schools

# Key Administration Dates – Admin

**March 9 – May 1**

Additional Orders  
Window

- Braille Test Kits
- Human Reader Test Kits
- Large Print Kits
- Regular Paper tests
- Shipping Labels
- Math tools
- Reference Sheets

**March 23 – May 1**

Test  
Administration  
Window

# Key Administration Dates – Post-Admin

**May 4**

Deadline to return  
scorable  
Paper testing  
materials to  
Pearson

**May 8**

- Deadline to manually submit all tests & apply accountability codes in ADAM;
- Deadline to resolve paper rejected test alerts in ADAM

**May 15**

Deadline to return  
non-scorable  
testing materials  
to Pearson

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# Test Structure & Guidelines

# BIE Guidelines

- Paper-based tests (PBT) versus computer-based tests (CBT):
  - The BIE *will not* order PBT for schools that have been identified to use the CBT. The BIE encourages schools use CBT if they have the technical capability to do so.
  - Exception would be for students needing paper as an accommodation for IEP or 504. Contact the BIE if you have further questions.
- **Participation** – All students in grades 3-8 and 11 will take the Spring ELA and Math Assessment per ESSA.
- **No remote testing** – If students are learning remotely and a school cannot test students securely, contact BIE for guidance. Paper-based tests cannot be sent home.

# Test Structure & Guidelines

Test Administration Window

Computer-based and Paper-based Testing

March 23 – May 1, 2026

Tests Administered

English Language Arts

Grades 3-8  
Grade 11

Mathematics

Grades 3-8  
Algebra II (Grade 11 students)

# Test Structure & Guidelines

## On-grade level testing only

- 3-8 Math/ELA students are only allowed to take the test for their grade level (i.e., 3rd graders can take Grade 3 Math and Grade 3 ELA).
- Grade 11 students take Grade 11 ELA and Algebra II.

**NOTE:** Algebra I, Geometry, and Integrated Math I, II, & III are no longer tested.

# Test Structure & Guidelines -ELA

Grade(s)	Content Area/Course	Number of Units	Time	Total Time
3	ELA	2	Unit 1: 75 minutes Unit 2: 90 minutes	165 minutes
4-8	ELA	2	Unit 1: 75 minutes Unit 2: 90 minutes	165 minutes
11	ELA	2	Unit 1: 75 minutes Unit 2: 90 minutes	165 minutes

# Test Structure & Guidelines – Math

Grade(s)	Content Area/Course	Number of Units	Calculator	Unit Time	Total Time
3-5	Mathematics	3	No calculator	45 minutes	135 minutes
6-7	Mathematics	3	Unit 1 - Non-calc & Calc section Unit 2 & 3 - Calc	45 minutes	135 minutes
8	Mathematics	3	Unit 1 - Non-calc Unit 2 & 3 - Calc	45 minutes	135 minutes
11	Algebra II	2	Unit 1 - Non-calc & Calc section Unit 2 - Calc	70	140 minutes

# Scheduling Considerations

## Computer-based testing

- For security purposes, each unit (e.g., Unit 1, Unit 2, Unit 3) should be scheduled as close together as possible for all students within the same grade/course, with the exception of make-up testing.
- Test units must be administered in consecutive order.
- Schedule the first CBT group on the first day with a little more time than other groups if possible.

# Scheduling Considerations

## Paper-based testing

- For security purposes, each unit MUST be completed by all students for the same grade/course on the same school day, except for make-up testing or students with an extended time accommodation.
  - For example, all students enrolled in Algebra II should complete Algebra II, Unit 1 on the same day. This may require scheduling more than one testing block for each unit on a given day.
- Test units must be administered in consecutive order.
- Schools *must* have the grade level appropriate calculator (grades 6-8 & 11) if administering math on paper.

# Scheduling Considerations

- Determine whether one content area will be completed before beginning the next, or if testing will alternate between the content areas (excluding make-up testing).
- Determine whether the school wants to condense testing (excluding make-up testing) or spread throughout the testing window.
- Determine how many units will be taken by students per day (excluding make-up testing).
- If the unit testing times and directions are the same, different tests can be administered in the same room.
  - i.e., Math grades 6 and 7 can be administered in the same room.
  - ELA/Math cannot be administered in the same room because the directions are different.
  - Ensure that all calculator/non-calculator sections are the same (e.g., Grade 6 & 7).
- CBT and PBT CANNOT be administered in the same environment.
- Do not start a unit unless there is sufficient time left in the day to complete the unit.
- Testing times are Monday – Friday during regular school hours.

# Guidelines for Administration Time

## Guidelines for Scheduling

	Task	Time
1.	Pre-administration tasks, including reading instructions to students and answering questions	10 minutes (recommended)
2.	Distribution of test materials to students	5 minutes (recommended)
3.	Administration of unit	Refer to Unit Testing Times (45-90 minutes)
4.	End-of-unit activities, including logging students out of TestNav and collecting test materials	5 - 15 minutes (recommended)

# Guidelines for Administration Time

- Schedule the entire amount of Unit Testing Time.
- Once the Unit Testing Time has elapsed, that unit must end.
- If all students have completed the unit, the unit may be ended early (no minimum testing time).
- Plan a couple of extra days during the window for bad weather days and makeup testing.

# Guidelines for Breaks

- Between units, scheduled breaks may occur.
- During a unit, short “stand-and-stretch” breaks may be permitted at the discretion of the Test Administrator.
  - Time stops for the unit, but only for a maximum of 3 minutes.
  - If you know you will take the 3-minute break, this should be added to the timing box at the beginning of the unit.

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8:00 a.m. – 9:45 a.m.

Unit 1

---

9:45 a.m. – 10:00 a.m.

Scheduled Break

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10:00 a.m. – 12:00 p.m.

Unit 2

# ELA Reference Sheets

ELA now has Writing Reference Sheets for the Extended Constructed Response (ECR) items.

The Writing Reference Sheets can be found on the BIE support site under Summative Resources/Additional Resources/Writing Reference Sheets.

They will also be available as exhibits in online ELA tests, and they will be shipped for paper testers.

There is a different sheet for each type of writing:

- Argumentative
- Informative
- Narrative
- Opinion

*Please note that students will only have **two** of the four writing types during summative testing.*

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# Accommodations & Accessibility Features

# Accommodations & Accessibility Features

## Features for all students

- TestNav tools available to all students

## Administration considerations

- Testing environment

## Accessibility features

- Answer mask / color contrast

## Accommodations

- Requires IEP/504 or EL plan
  - Test Coordinators will need to confirm that the correct accommodations have been added to the students' record by viewing the student details in ADAM and update as needed.



# Accommodations & Accessibility Features

## CBT Accessibility feature examples (TestNav)

These are available or should be made available to all students. They do not need to be assigned in ADAM prior to testing:

- Line Reader
- Answer Eliminator
- Magnifier
- Highlighter
- Bookmark
- Pop-up glossary
- Notepad
- Blank Scratch Paper\*

\*After testing Test Administrators are responsible for collecting ALL scratch paper after testing has completed to be securely destroyed.

# Accommodations & Accessibility Features

## Administration considerations examples

These should be identified and noted for the Test Administrator in advance of testing:

- Adaptive and Specialized Equipment or Furniture
- Frequent Breaks
- Small Group Testing
- Specified Area or Setting
- Separate or Alternate Location
- Time of Day

NOTE: These do NOT need to be captured on the student record in ADAM.

# Accommodations & Accessibility Features

## Accommodation form specific examples\*\*

Computer-based:

- Human Reader
- Dynamic Text to Speech

Paper-based:

- Braille
- Large Print
- Paper

\*Students cannot have multiple form specific accommodations.

\*Accommodations MUST be updated on the student record in ADAM and require an IEP/504 or EL plan.

# Accommodations

## Differences between Text-to-Speech & Human Reader / Read Aloud

- Dynamic Text to Speech – Computer reads the content via the TTS functionality. Text with graphics is included for math as needed. This is not for blind or low-vision students.
- Human Reader / Read Aloud – Assessment is read aloud by test administrator (student can test either CBT or PBT). Units/sections match Paper test.
  - Math and ELA require a 504 or IEP for the Human Reader/ Read Aloud accommodation, and the provided paper test book must be used as a script.

# Accommodations

## **Appropriate use of Accessibility supports for ELA**

- When the instructional objective centers on comprehension, it is essential to provide suitable supports for students with reading disabilities. For instance, reading the material aloud or allowing the student to use a text-to-speech application can enable access to grade-level content. These supports are specifically tailored to facilitate understanding of the material rather than the mechanics of reading.

# Accommodations

## Limitations of supports based on learning targets

- It is important to recognize that certain supports, such as read-aloud or text-to-speech options, may not be appropriate when the learning target involves decoding text. In such cases, the goal is for the student to practice and develop decoding skills, so alternative supports should be considered.

## Empowering students without lowering expectations

- Accessibility supports provided within the classroom do not lower the expectations for student learning. Instead, these supports empower students by offering multiple options to effectively access both instructional and assessment content. By doing so, students can engage with the curriculum in ways that accommodate their individual needs while maintaining high standards for achievement.

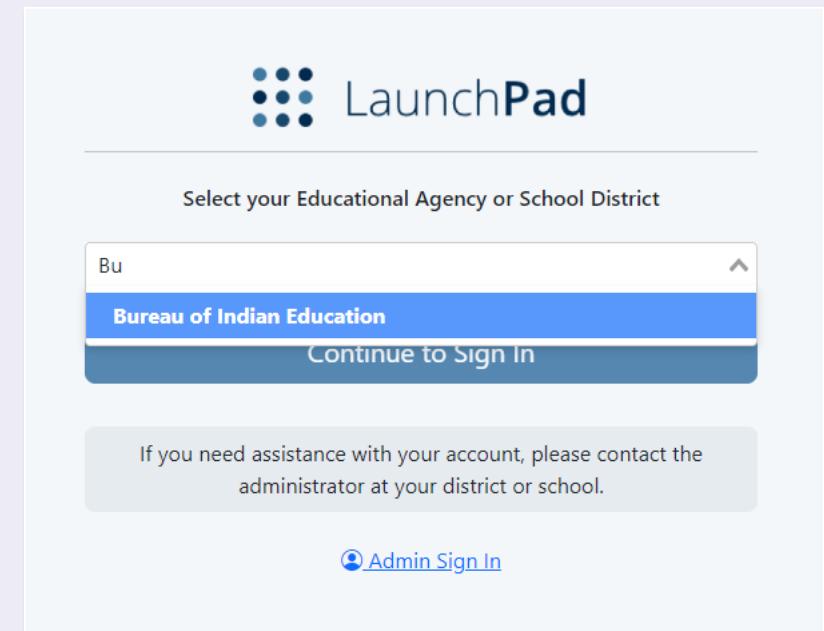
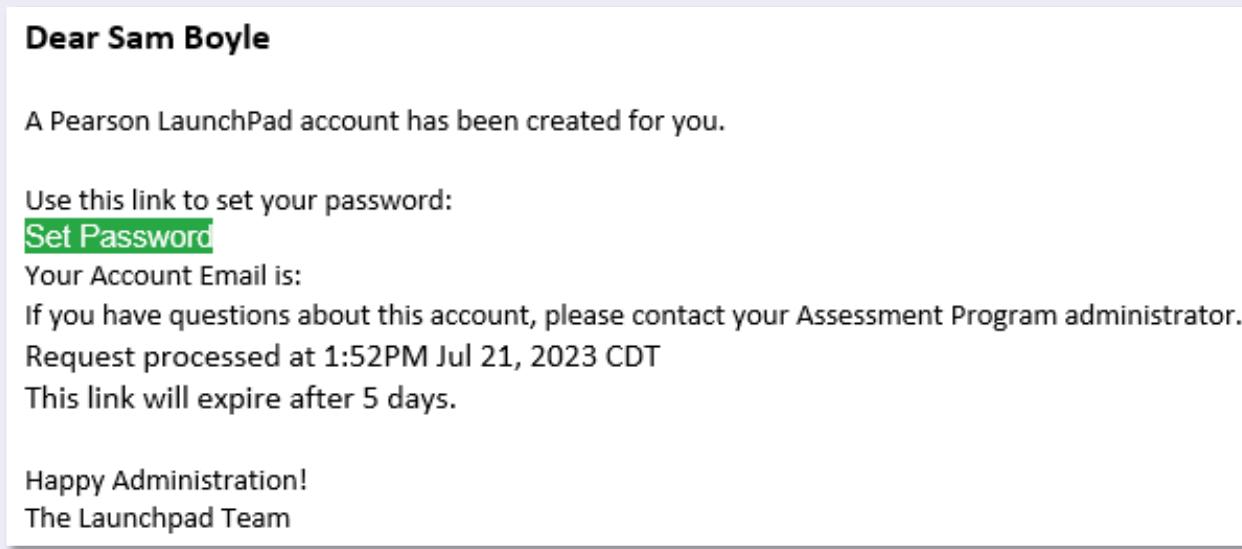
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# Before Testing

# LaunchPad

LaunchPad is the single sign on (SSO) for all Pearson testing products used by the BIE. A welcome email from LaunchPad System will be sent to IT staff, School Administrators, & Test Coordinators with a link to set a password.

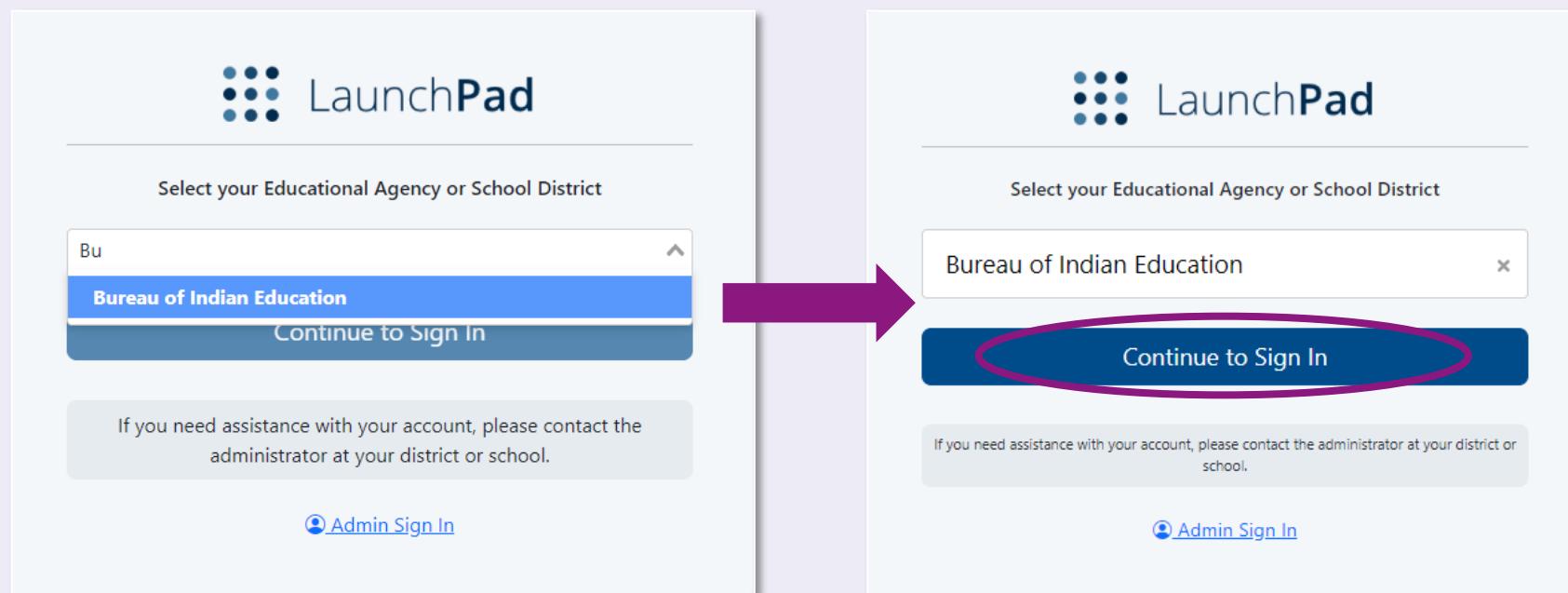


# New Users in LaunchPad

- Once new users are added to LaunchPad, they will be sent a welcome email with a link to set their password.
- When a new user selects the link, they will be asked to update to a password of their choosing. Links expire after 5 days.
- After successfully logging into LaunchPad, users should be able to select ADAM from the available application tiles.

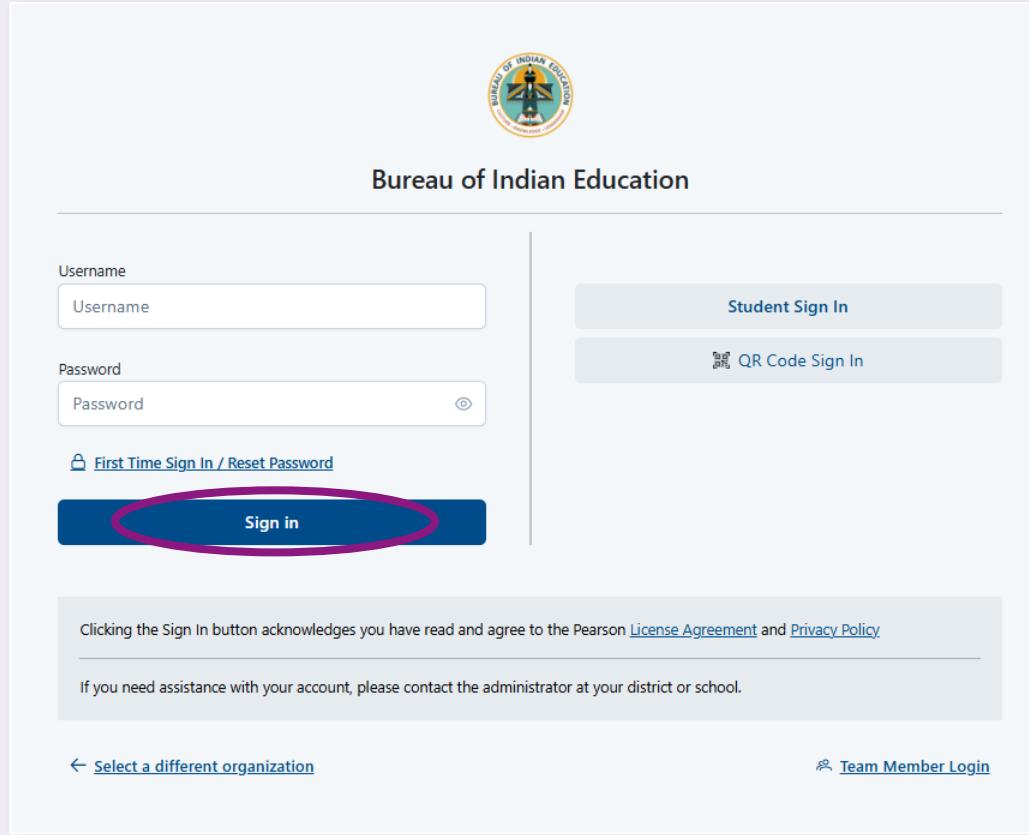
# LaunchPad Login

Once a password has been set, to login to LaunchPad navigate to <https://launchpad.pearson.com/#>, select Bureau of Indian Education from the Educational Agency or School District list, then select **Continue to Sign In**.



# LaunchPad Login

On the Bureau of Indian Education sign in screen, enter your username & password and select **Sign In**.



The image shows the sign-in page for the Bureau of Indian Education. At the top center is the Bureau of Indian Education logo, which is a circular emblem featuring a Native American figure holding a bow and arrow. Below the logo, the text "Bureau of Indian Education" is displayed. The page has a light gray background. On the left side, there are two input fields: "Username" and "Password". To the right of these fields are two buttons: "Student Sign In" and "QR Code Sign In". Below the input fields is a link "First Time Sign In / Reset Password". At the bottom of the page is a large blue "Sign in" button, which is circled in red. A note below the "Sign in" button states: "Clicking the Sign in button acknowledges you have read and agree to the Pearson [License Agreement](#) and [Privacy Policy](#)". At the very bottom of the page are two links: "Select a different organization" and "Team Member Login".

# Reset Password

If you are having issues logging in, click the **First Time Sign in / Reset Password** then enter your username to send a reset email to the associated email account.



Bureau of Indian Education

Username

Password

[First Time Sign In / Reset Password](#) (circled in red)

**Sign in**

Clicking the Sign In button acknowledges you have read and agree to the Pearson [License Agreement](#) and [Privacy Policy](#).

If you need assistance with your account, please contact the administrator at your district or school.

[Select a different organization](#)

[Team Member Login](#)

Bureau of Indian Education

**Set up / Reset Password**

Enter your account username below and we will send an email with instructions to set up a new password.

Username

**Send Email**

[Back to Sign In](#)

# Accessing LaunchPad

Users can easily access the LaunchPad SSO link at  
<https://bie.mypearsonsupport.com>.

## Overview

Choose your desired product or platform from the options below to launch the corresponding site. Access all necessary resources in the navigation menu above for technology setup, administration resources, tutorials and more.

Note: ADAM is only for teacher/proctors. District Admins, Principals and STCs please login using LaunchPad.



### LaunchPad

LaunchPad offers a unified login experience, giving users centralized access to their assessment applications.

[Sign In](#)



### ADAM

Assessment Delivery and Management

This link is used for proctoring an assessment only.

For logging into ADAM, select the LaunchPad link to the left.

[Launch ADAM](#)



### Standards Setting

Coming Soon



### Navvy

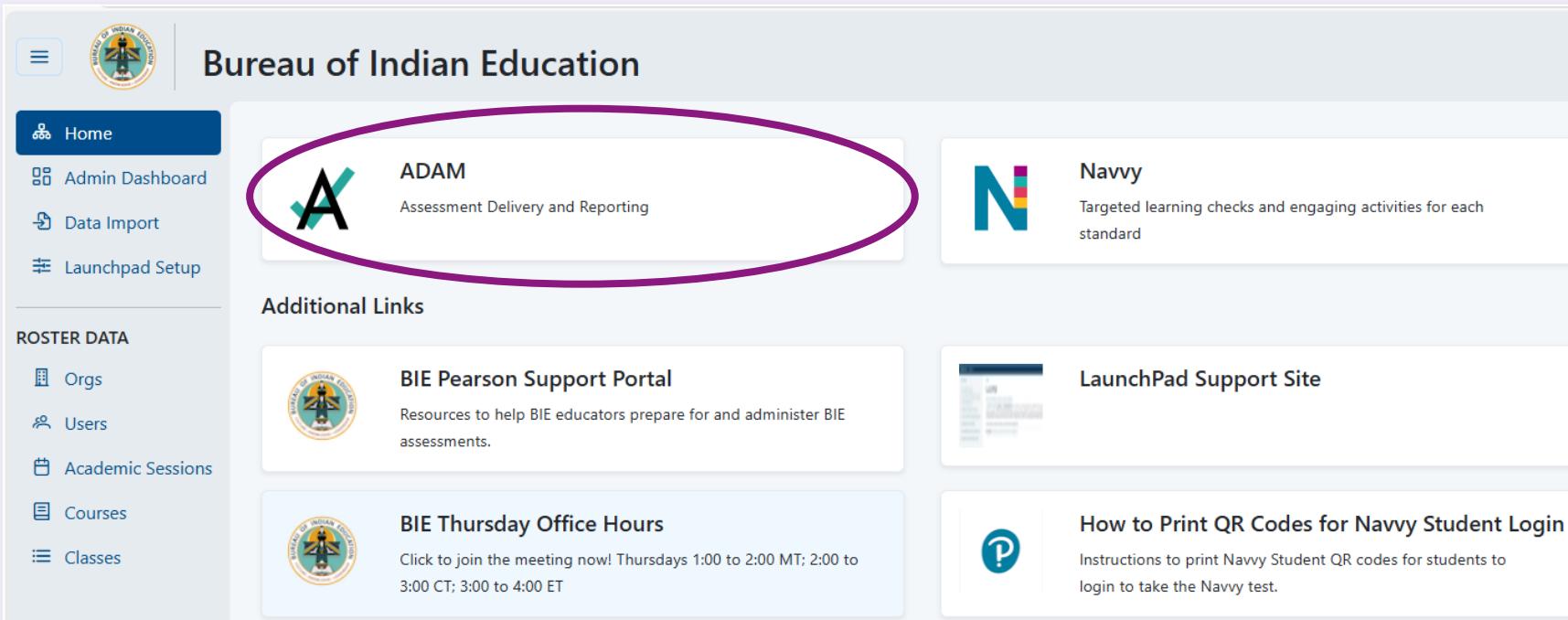
Explore resources to support the use of Navvy as a formative assessment tool in the classroom.

Note: Login to Navvy through Launchpad Single Sign-on

[Learn More](#)

# ADAM Login from LaunchPad

Once logged in to LaunchPad, select the ADAM tile from the available apps. Once selected you will automatically be logged into ADAM.



The screenshot shows the Bureau of Indian Education LaunchPad interface. On the left is a sidebar with a navigation menu. The 'Home' button is highlighted in blue. Other menu items include 'Admin Dashboard', 'Data Import', 'Launchpad Setup', 'ROSTER DATA' (with sub-options 'Orgs', 'Users', 'Academic Sessions', 'Courses', 'Classes'), and 'Additional Links' (with sub-options 'BIE Pearson Support Portal', 'BIE Thursday Office Hours', 'LaunchPad Support Site', and 'How to Print QR Codes for Navvy Student Login'). In the center, there are two tiles: 'ADAM' (Assessment Delivery and Reporting) and 'Navvy' (Targeted learning checks and engaging activities for each standard). The 'ADAM' tile is circled in purple.

- ADAM is the test management platform used to administer Summative assessments.
- ADAM allows users access to the Summative and Training administrations and is also used to create proctor groups and print student test cards, which students will use to log in into the assessment application TestNav.
- ADAM is also the platform for accessing student assessment results and reports. More information on results and reporting will be provided later in the training.

# ADAM Menu

Home – Main landing page where Bulletins, including announcements, will be posted.

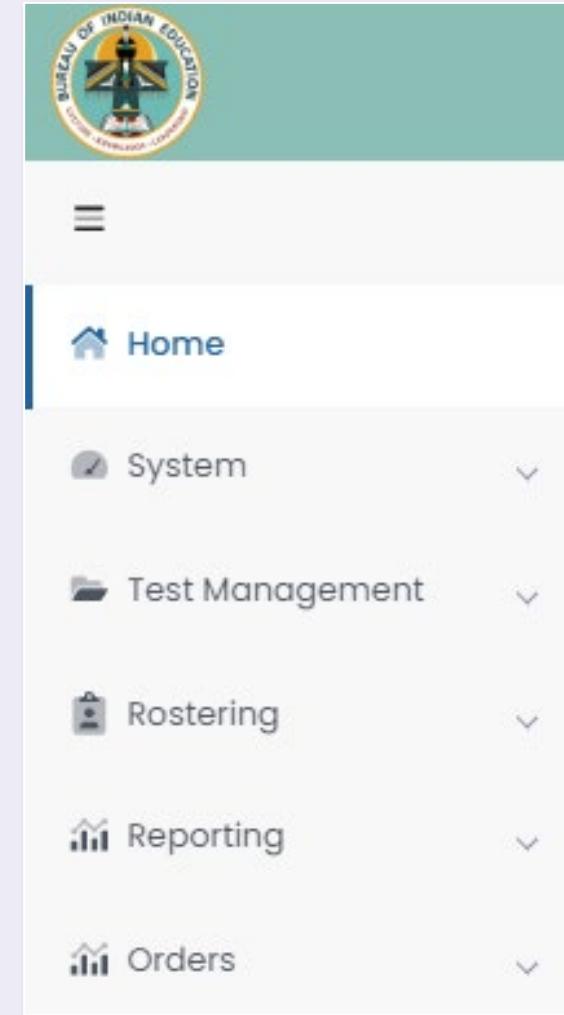
System – User Profile information can be accessed here.

Test Management – Available test administrations & practice tests can be accessed and administered here.

Rostering – Academic sessions information and Users information can be accessed here.

Reporting – Available reports can be viewed and downloaded here.

Orders – Additional Orders can be placed and tracked here.



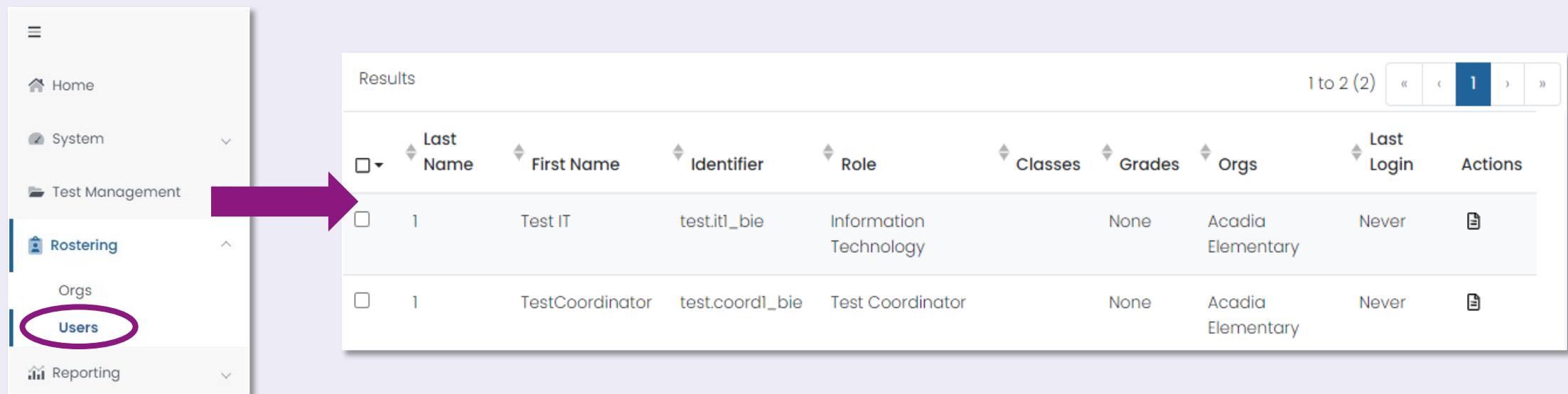
# User Roles in ADAM

- School Admin – principal and/or assistant principal
- Test Coordinator
- Information Technology
- \*Teacher
- \*Test Administrator

\*Any User that administers tests to students in ADAM is considered a proctor. An active User role in ADAM is not required to proctor/administer a test, only a valid Test Code and Proctor Password provided by the school Test Coordinator. Staff proctoring a test in ADAM will use the credentials provided by their Test Coordinator to login at  
<https://ltr.adamexam.com/#/proctor>.

# Verifying Users in ADAM

Select Rostering in the menu, then select Users, and you will see a list of users and last login status in your organization. If a user's last login status shows Never, that means they have not yet accessed the platform. If any former staff that no longer serve BIE schools still have active User accounts, deactivate their record from ADAM and NASIS.



Results							
	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs
<input type="checkbox"/>	1	Test IT	test.it1_bie	Information Technology	None	Acadia Elementary	Never
<input type="checkbox"/>	1	TestCoordinator	test.coord1_bie	Test Coordinator	None	Acadia Elementary	Never

# Rostering in ADAM via API

Roster data is loaded automatically into ADAM through LaunchPad. All Student User information will be pulled from NASIS through the application programming interface (API).

These API roster imports will include:

1. New students
2. Student transfers (school to school or district to district)
3. Data updates (DOB, name, demographic information, etc.)

NOTE: Accommodations will NOT be updated via roster imports; it is the responsibility of the school Test Coordinator to update accommodations in ADAM.

# Viewing Roster Data in ADAM

The screenshot shows the ADAM (Application for Data Analysis and Management) interface. The left sidebar has a navigation menu with the following items: Home, System, Test Management, Rostering (highlighted with a purple oval), Orgs, Users (highlighted with a purple oval), Reporting, Operations, and Orders. The main content area is titled "User Config (161)" and shows a table of student data. The table has columns for Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, Last Login, and Actions. The data table contains 20 rows of student information, with the first few rows shown below:

	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input type="checkbox"/>	Thompson	Ella	100000505	Student	01		Elk Creek Elementary	Never	
<input type="checkbox"/>	French	Casper	100000640	Student	04		Elk Creek Elementary	Never	
<input type="checkbox"/>	Summers	Ashwin	100000606	Student	04		Elk Creek Elementary	Never	
<input type="checkbox"/>	Carney	Mohammad	100000522	Student	01		Elk Creek Elementary	Never	
<input type="checkbox"/>	Brock	Dana	100000600	Student	04		Elk Creek Elementary	Never	
<input type="checkbox"/>	Ramsey	Angelica	100000504	Student	01		Elk Creek Elementary	Never	
<input type="checkbox"/>	Mcgowan	Finnley	100000604	Student	05		Elk Creek Elementary	Never	
<input type="checkbox"/>	Castro	Laila	100000521	Student	01		Elk Creek Elementary	Never	
<input type="checkbox"/>	Beasley	Ben	100000566	Student	02		Elk Creek Elementary	Never	
<input type="checkbox"/>	Tyler	Nataniel	100000612	Student	03		Elk Creek Elementary	Never	

# Students in ADAM

To view Student Demographics, on the Users screen select the **Edit** button under Actions from the list of all Students uploaded to ADAM for your organization.

Results									1 to 20 (162)	«	«	1	2	3	4	...	»	»
<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions									
<input type="checkbox"/>	Thompson	Ella	100000505	Student	01	Elk Creek Elementary	Never											
<input type="checkbox"/>	French	Casper	100000640	Student	04	Elk Creek Elementary	Never											
<input type="checkbox"/>	Summers	Ashwin	100000606	Student	04	Elk Creek Elementary	Never											
<input type="checkbox"/>	Carney	Mohammad	100000522	Student	01	Elk Creek Elementary	Never											
<input type="checkbox"/>	Brock	Dana	100000600	Student	04	Elk Creek Elementary	Never											
<input type="checkbox"/>	Ramsey	Angelica	100000504	Student	01	Elk Creek Elementary	Never											

# Student User Setup Page

Users with the Test Coordinator role will have access to Student roster information and can use the User Setup screen to view demographic data and confirm and update accommodations.

The image shows a screenshot of the Student User Setup Page. On the left, there is a sidebar with the following navigation options: Accommodations, Administrations, Assignment Tag(s), Demographics, and Information. The Information option is currently selected and highlighted in green. Below the sidebar, there are input fields for First Name (Ella), Middle Name (Middle Name), and Last Name (Thompson). A large purple arrow points from the 'Information' sidebar to a detailed view of the Accommodations tab on the right.

**User Setup: Thompson, Ella**

- Accommodations
- Administrations
- Assignment Tag(s)
- Demographics**
- Information

**User Setup**

Manage User Settings

\* First Name: Ella

Middle Name: Middle Name

\* Last Name: Thompson

**Accommodations**

View Edit

General

Date of Birth:

Sex: Female

Race & Ethnicity

Race:

Demographics

Parents/Guardians

Preferred Names

Metadata

**Accommodations**

View Edit

**Accommodations**

Dynamic Text To Speech

If checked the student will have the Dynamic TTS accommodation.

# Verify & Update Student Accommodations in ADAM

All students MUST have accommodations updated in ADAM by February 4, 2026.

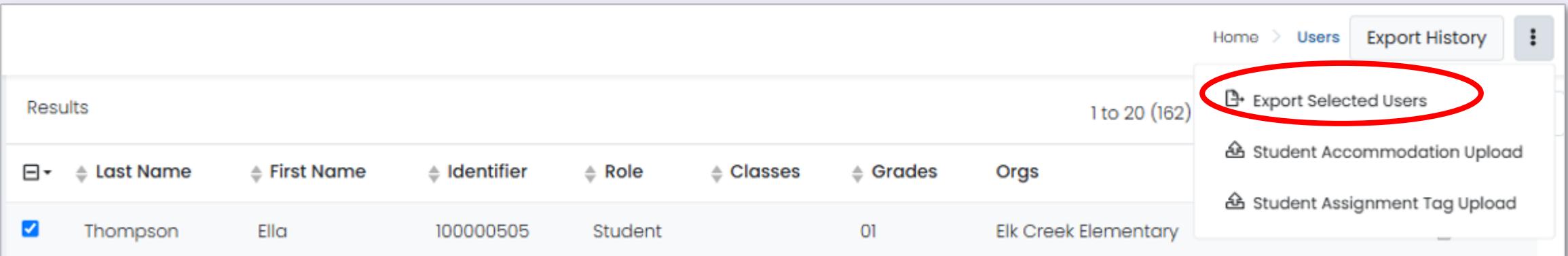
- This is very important as this data drives the initial orders sent to your schools for Online and Paper tests, manuals, and accommodated materials.

Test Coordinators will need to:

1. Verify all Student data loaded is accurate.
2. Update or add student accommodations.

# Export Users in ADAM

1. Select Rostering
2. Select Users
3. Select the specific student and/or non-student users for export
4. Click the kabob menu in the upper right and select **Export Selected Users**



The screenshot shows a user interface for managing users in ADAM. At the top, there is a navigation bar with 'Home', 'Users' (which is the active tab), 'Export History', and a more options menu. Below the navigation is a table titled 'Results' with 162 entries. The table has columns for Last Name, First Name, Identifier, Role, Classes, Grades, and Orgs. A checkbox is checked for the first row, which corresponds to the user 'Thompson, Ella'. To the right of the table is a dropdown menu with three options: 'Export Selected Users' (which is circled in red), 'Student Accommodation Upload', and 'Student Assignment Tag Upload'. The 'Export Selected Users' option is highlighted with a red circle.

# Accommodations in ADAM

Accommodation	ELA/Math	Online/Paper
Read Aloud / Human Reader	Both	Online/Paper
Human Signer	Both	Online/Paper
Dynamic Text to Speech	Both	Online
Answer Masking	Both	Online
Color Contrast	Both	Online
Braille	Both	Paper
Large Print	Both	Paper
Paper	Both	Paper

Student must have a 504 or IEP for assigned accommodations

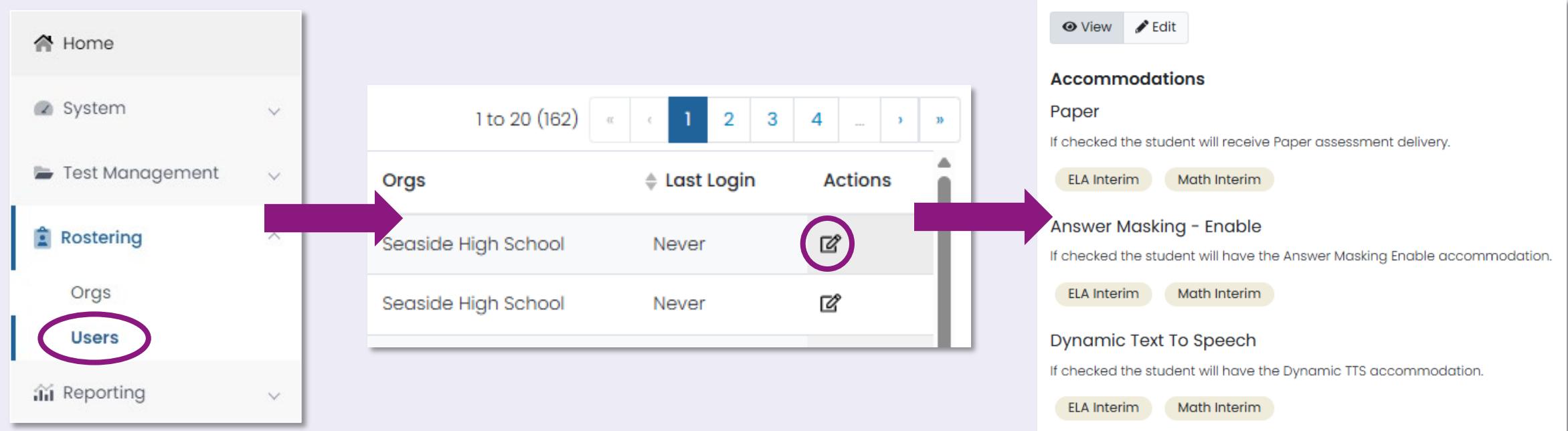
# Accommodated Forms Hierarchy

Students with multiple accommodations will be assigned to a form that supports all or most of their form determinant accommodations as outlined in the table below.

Online Form Assignment Order	Paper Form Assignment Order
<ol style="list-style-type: none"><li>1. Human Signer</li><li>2. DynamicText to Speech</li><li>3. Human Reader</li></ol>	<ol style="list-style-type: none"><li>1. Braille</li><li>2. Human Signer</li><li>3. Read Aloud</li><li>4. Large Print</li><li>5. Paper</li></ol>

# Assigning Accommodations in ADAM

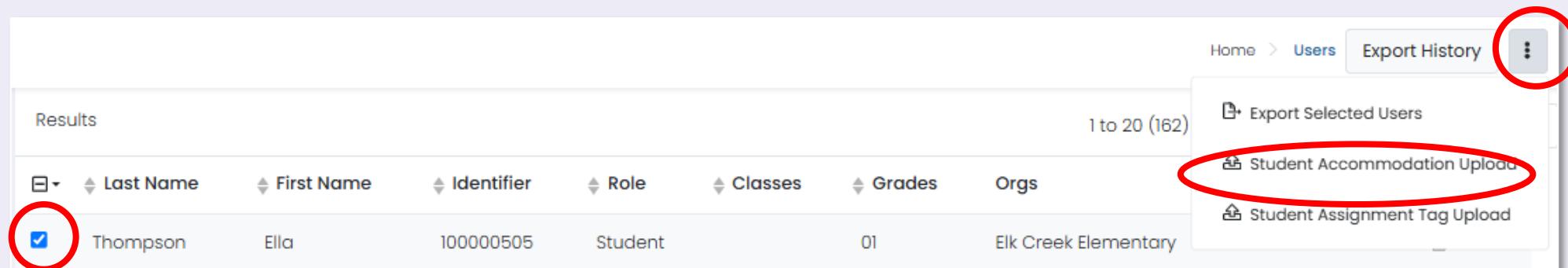
School Test Coordinators will be responsible for applying student accommodations prior to testing. Accommodations can be applied either to each individual Student record or in bulk via a data import using the Student Accommodation Upload option.



The image shows the ADAM (Assessment Data and Management) application interface. On the left, a sidebar menu includes Home, System, Test Management, Rostering (with Orgs and Users sub-options, the latter circled in purple), and Reporting. A purple arrow points from the 'Users' menu item to the main content area. The main content area displays a list of users with columns for Orgs, Last Login, and Actions. Two rows are shown: 'Seaside High School' (Last Login: Never) and another 'Seaside High School' (Last Login: Never). The 'Actions' column for the first row contains an edit icon, which is circled in purple. A second purple arrow points from this edit icon to a detailed view on the right. This detailed view shows accommodation settings for 'Paper' (checked for ELA Interim and Math Interim), 'Answer Masking - Enable' (checked for ELA Interim and Math Interim), and 'Dynamic Text To Speech' (unchecked for both). Each accommodation section includes a 'View' and 'Edit' button at the top.

# Student Accommodation Upload in ADAM

1. Select Rostering, then select Users.
2. Search for the students you want to view or update (set the Role filter to "Students"). You can search for all the students in a school or a single grade.
3. Select the checkbox in front of each student you want to update. You can select the checkbox at the top of the list to select all students in the search results or on the current page.
4. Select the ellipses on the top right, then select **Student Accommodation Upload**.
5. Follow the on-screen instructions on the Student Accommodation Upload and Update Students via CSV page.

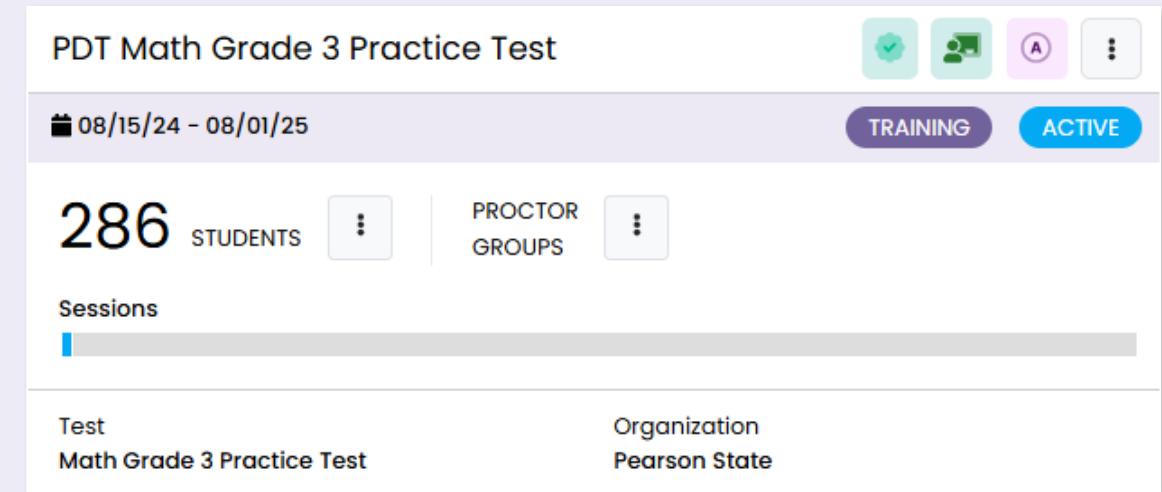


# Test Administrations in ADAM

Test administrations will be set up in ADAM by Pearson. Students will automatically be assigned to a test administration based on grade-level eligibility.

Administrations in ADAM feature three primary sections:

1. Students – a list of all eligible students for a particular test.
2. Proctor Groups – view or create testing groups.
3. Sessions – view student progress.



The screenshot shows a test administration setup in ADAM. At the top, the test is identified as 'PDT Math Grade 3 Practice Test'. Below this, the date range '08/15/24 - 08/01/25' is displayed, with 'TRAINING' and 'ACTIVE' buttons. The 'ACTIVE' button is highlighted in blue. The number of students is listed as '286 STUDENTS' with a three-dot menu icon. The number of proctor groups is listed as 'PROCTOR GROUPS' with a three-dot menu icon. Below this, a 'Sessions' section shows a single session entry with a blue vertical bar. At the bottom, the test is identified as 'Math Grade 3 Practice Test' and the organization is listed as 'Pearson State'.

# Practice Tests in ADAM

Training administrations, or practice tests, are available in ADAM by navigating to Test Management, then Training Administrations. These training admins can be used to proctor secure practice tests, including for the Infrastructure Trial.

The image displays four separate screenshots of the ADAM Test Management interface, each showing a different practice test administration. Each screenshot includes a title, date range, status buttons (TRAINING and ACTIVE), student and proctor group management, session loading buttons, test details, and organization information.

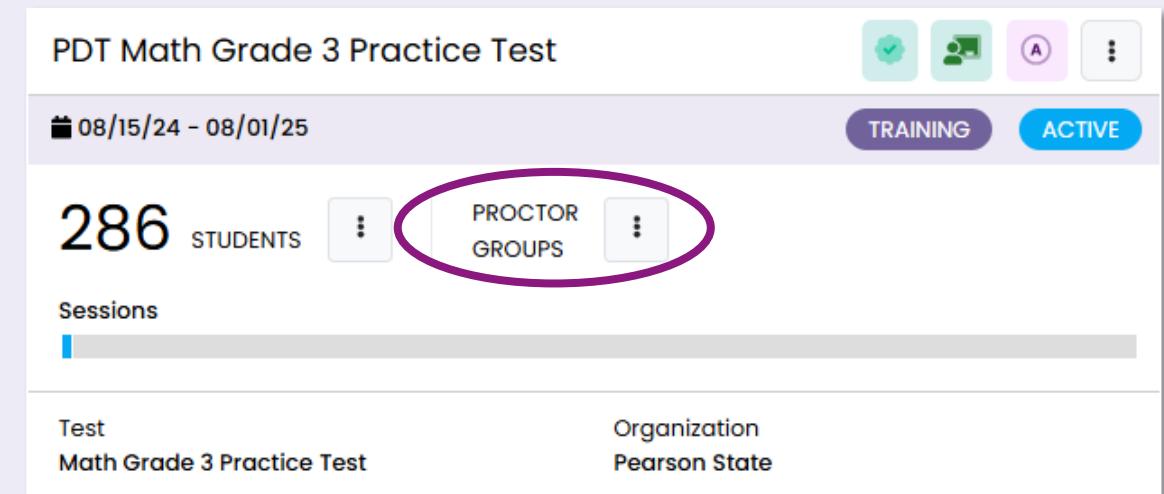
- ELA Grade 3 Practice Test 25-26**
  - Test Dates: 10/24/25 - 03/06/26
  - Status: TRAINING (ACTIVE)
  - Student and Proctor Group Management
  - Session Loading: Click to Load
  - Test: ELA Grade 3 Practice Test 25-26
  - Organization: BUREAU OF INDIAN EDUCATION
- ELA Grade 4 Practice Test 25-26**
  - Test Dates: 10/29/25 - 03/06/26
  - Status: TRAINING (ACTIVE)
  - Student and Proctor Group Management
  - Session Loading: Click to Load
  - Test: ELA Grade 4 Practice Test 25-26
  - Organization: BUREAU OF INDIAN EDUCATION
- ELA Grade 5 Practice Test 25-26**
  - Test Dates: 10/30/25 - 03/06/26
  - Status: TRAINING (ACTIVE)
  - Student and Proctor Group Management
  - Session Loading: Click to Load
  - Test: ELA Grade 5 Practice Test 25-26
  - Organization: BUREAU OF INDIAN EDUCATION
- ELA Grade 6 Practice Test 25-26**
  - Test Dates: 10/30/25 - 03/06/26
  - Status: TRAINING (ACTIVE)
  - Student and Proctor Group Management
  - Session Loading: Click to Load
  - Test: ELA Grade 6 Practice Test 25-26
  - Organization: BUREAU OF INDIAN EDUCATION

# Proctor Groups in ADAM

Proctor groups are groupings of students, created by school Test Coordinators, that will be tested together and/or be tested by the same test administrator.

Students can be grouped by:

- Class
- Administration consideration (i.e. small group)
- Subject (i.e. Algebra II)



The screenshot shows the ADAM (Assessment Data Management) interface for a 'PDT Math Grade 3 Practice Test'. At the top, there are four icons: a green checkmark, a green person, a pink circle with 'A', and a vertical ellipsis. Below the title, the test period is listed as '08/15/24 - 08/01/25' with 'TRAINING' and 'ACTIVE' buttons. The student count is '286 STUDENTS' with a vertical ellipsis button. The 'PROCTOR GROUPS' button is highlighted with a purple oval and has a vertical ellipsis button to its right. Below this, the 'Sessions' section shows a single session with a blue vertical bar. At the bottom, the 'Test' is 'Math Grade 3 Practice Test' and the 'Organization' is 'Pearson State'.

# Proctor Groups & Paper-based Testing

- Students who will be testing Paper do NOT need to be added to a proctor group in ADAM.
- All Paper-based testing students will need is the Paper accommodation applied to their record in ADAM.
  - If a student assigned the Paper accommodation in ADAM needs to test Online, the Paper accommodation must first be removed.

# Creating Proctor Groups

To create a new proctor group:

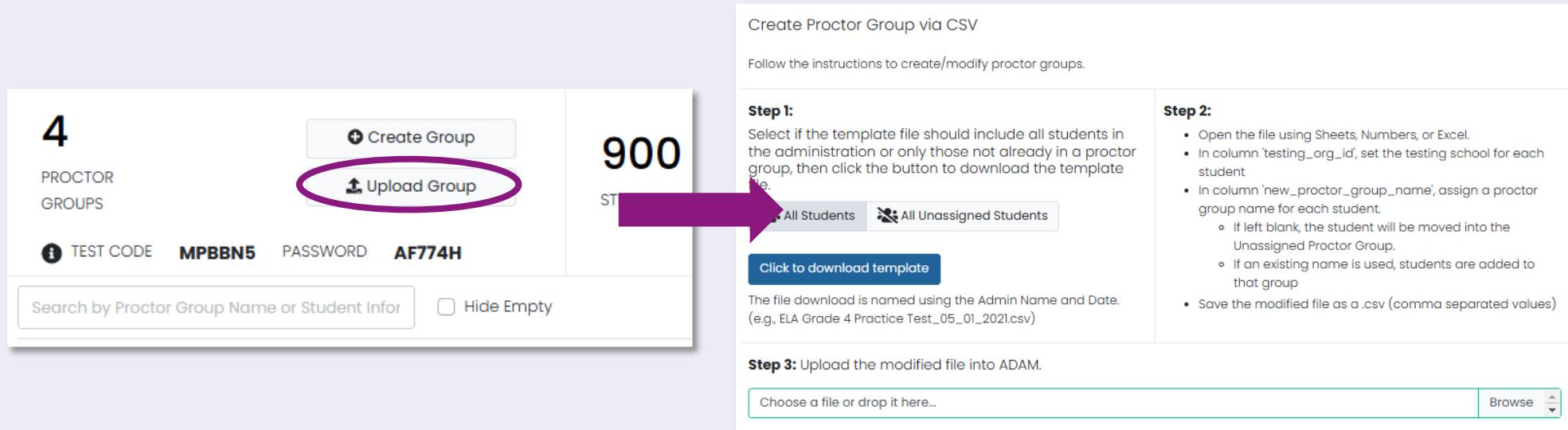
1. Select **Create Group**.
2. Complete the form for each proctor group you are creating.
3. If you're assigning students, click the **+** button and then select students to assign to the proctor group.
4. Click **Submit** to save the new proctor group.

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

The screenshot shows the PDT Math Grade 3 Practice Test dashboard. At the top, there are buttons for 'View', 'Export', 'Print Cards', and 'Print Cards (PG Create Only)'. Below this, it shows '47 STUDENTS' and 'PROCTOR GROUPS'. A large purple arrow points down to the 'Create Group' button, which is highlighted with a purple oval. The 'Create Group' button has a plus sign icon and the text 'Create Group'. Below this, there is a 'Upload Group' button with an upload icon. The 'PROCTOR GROUPS' section shows a count of '1'. The 'TEST CODE' is listed as 'VV66XD' and the 'PASSWORD' is 'MATNYG'. A search bar is present with the placeholder 'Search by Proctor Group Name or Student Information' and a 'Hide Empty' checkbox. The 'Proctor Group Config' section allows for creating additional proctor groups. It includes fields for 'Proctor Group Name' (with a placeholder 'Proctor Group Name'), 'Testing School Setup' (with a note about creating a proctor group for a testing school), 'Select Your District' (a dropdown menu), 'Select Your School' (a dropdown menu), and a 'Students (0)' section with a plus sign icon. At the bottom right of the config section is a 'Submit' button, which is also highlighted with a purple oval. A 'Cancel' button is also visible.

# Proctor Group Upload

- As an alternative to creating each proctor group in the ADAM user interface (UI), Test Coordinators can also use the Upload Group option to create proctor groups through a bulk file upload.
- After selecting **Upload Group**, you'll be taken to a new screen that provides step-by-step instructions on downloading the template file, updating the file, and uploading into ADAM.



The image shows two screenshots. The left screenshot is a screenshot of the ADAM user interface. It displays a dashboard with '4 PROCTOR GROUPS' and '900 ST'. Below this, there are fields for 'TEST CODE' (MPBBN5), 'PASSWORD' (AF774H), and a search bar. A purple oval highlights the 'Upload Group' button, which is located next to the 'Create Group' button. The right screenshot is a 'Create Proctor Group via CSV' guide. It starts with instructions: 'Follow the instructions to create/modify proctor groups.' It then details three steps: 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. Step 2: Open the file using Sheets, Numbers, or Excel. In column 'testing\_org\_id', set the testing school for each student. In column 'new\_proctor\_group\_name', assign a proctor group name for each student. If left blank, the student will be moved into the Unassigned Proctor Group. If an existing name is used, students are added to that group. Save the modified file as a .csv (comma separated values). Step 3: Upload the modified file into ADAM. A file upload input field is shown with the placeholder 'Choose a file or drop it here...' and a 'Browse' button.

# Add Students to Existing Proctor Groups

1. Go to Test Management and select Administrations.
2. In the appropriate administration card, select **View** under Proctor Groups.
3. Select **Students** under Actions.
4. Select **Edit Proctor Group**.
5. Select the + icon to assign additional students to the proctor group.

1 to 20 (62) 1 2 3 4 >

Test Progress Active Actions

Students

Edit Proctor Group

TEST CODE ZAPKXS

All (4)

First Name	Last Name	Test Status	Actions
Kaisley	Begay	SUBMITTED	
Zachariah	James	SUBMITTED	

+

# Printing Test Cards

1. Locate the administration card, and then under either Students or Proctor Groups select **Print Cards**.
2. You can select various formatting options:
  - a. Layout - Select 2 by 4, 3 by 6, or 1 per page.
  - b. Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor.
  - c. Toggle borders - Select whether to include dashed borders (guides for cutting the cards).
  - d. Grouping - Sequential or Stacked. Select the information icon to see formatting conventions for each option.
3. Select the Print button.

The screenshot shows the PDT Math Grade 3 Practice Test software interface. At the top, it displays the test title, dates (08/15/24 - 08/01/25), and status (TRAINING ACTIVE). Below this, it shows 286 STUDENTS and PROCTOR GROUPS. Under the STUDENTS section, there are buttons for Sessions (View, Export), Test (Math Grade 3 Practice Test), and Print Cards (highlighted with a purple oval). A large purple arrow points from this Print Cards button down to a preview window. The preview window shows two test cards for students Raymond Bean and Max Berg, with their names, test titles, last names, and identifiers. The cards are in a 2x1 grid. At the bottom of the preview window, it says 'PDT Math Grade 3 Practice Test Grade 03'.

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# Before Testing Checklist

# Test Coordinator Tasks

- ✓ Confirm that the TestNav app has been downloaded/updated for all devices (conduct well in advance before the testing window opens). Your school will need to coordinate with your local IT to complete this task, where necessary.
- ✓ Confirm that all devices can connect to the school network.
- ✓ Unpack Secure and Unsecure test materials.
- ✓ Conduct an Infrastructure Trial.
- ✓ Review the Test Coordinator Manual and Test Administration Manuals.
- ✓ Review the Accessibility Features and Accommodations Manual (AF&A).
- ✓ Train teachers and staff on testing expectations.
- ✓ Print student test cards.

# Test Security

- ✓ Materials are kept in a central, secure, and locked location with limited access.
- ✓ No duplication of secure materials is permissible.
- ✓ All involved personnel understand security protocols.
- ✓ All involved personnel have signed security agreements.  
(<https://bie.mypearsonsupport.com/training-resources/>).
- ✓ Test environments are secured against unauthorized personnel.
- ✓ Use a chain of custody (<https://bie.mypearsonsupport.com/training-resources/>).

# Test Materials Security

## Secure

- Student test cards
- Paper-based test booklets
- Paper-based answer documents
- Used scratch paper
- Any student work/responses
- Mathematics and ELA reference sheets (prior to testing)
- Any material written on that cannot be reused

## Non-secure

- Test Administrator Manuals (TAM)
- Test Coordinator Manual
- Unused scratch paper

# Initial Shipment of Test Materials

- Initial shipments of test materials will be received 1-2 weeks prior to the test start date.
- You MUST have all student accommodations updated in ADAM by February 4, 2026 to ensure you receive the appropriate testing materials.
- PreID labels, stickers with scannable barcodes that can be placed on student Paper answer documents containing student information, will only be shipped with the initial shipment of test materials and cannot be ordered through the additional order process.

# Initial Shipment of Test Materials

## Test Coordinator Kit

- Resealable plastic bag (holds all materials)
- Paper bands
- Pearson Scorable and Nonscorable labels (2 different colors)
- UPS Ground return labels for Scorable and Nonscorable materials
- Student pre-ID labels and roster
- Return instructions sheet
- Shipping carrier return instructions

- Packing list and chain of custody form
- Test Coordinator Manual
- Test Administrator Manuals
- Student test materials
  - Test booklets/answer documents
  - Math Reference Sheets, rulers, and protractors, if applicable
  - ELA Reference Sheets
  - Large Print/Braille kits
  - Human Reader kits

# Initial Shipment of Test Materials

Accommodation	Students testing Online	Students Testing Paper
Human Signer - Math	Test book used as a Human Reader script that includes same questions as the online human reader test is shipped to school .	A Human Reader Kit is sent to school. Kit contains: Two student test books, student answer document, ruler-protractor-math reference sheet as needed.
Human Signer - ELA	Test book used as a Human Reader script that includes same questions as the online human reader test is shipped to school .	A Human Reader Kit is sent to school. Kit contains: Two student test books, student answer document, ELA reference sheets.
Human Reader/Read Aloud - Math	Test book used as a Human Reader script that includes same questions as the online human reader test is shipped to school .	A Human Reader Kit is sent to school. Kit contains: Two student test books, student answer document, ruler-protractor-math reference sheet as needed.

# Initial Shipment of Test Materials

Accommodation	Students testing Online	Students Testing Paper
Human Reader/Read Aloud - ELA	Test book used as a Human Reader script that includes same questions as the online human reader test is shipped to school .	A Human Reader Kit is sent to school. Kit contains: Two (2) Student test books, student answer document, ELA reference sheets.
Large Print	N/A	A Large Print Kit is sent to schools. Kit contains: Student test book, student answer document, ruler-protractor-math or ELA reference sheet as needed

# Receipt of Test Materials

Upon receipt of test materials, Test Coordinators should:

- Remove the Packing List, chain of custody Form, and Test Coordinator Kit from Box 1.
- Inventory materials immediately to verify that all were received and that there is an adequate number for administration.
  - Count the number of shrink-wrapped packages only. Shrink-wrapped packages may be opened four school days before testing.
- Optional: take preID labels out of School Coordinator Kit.
- Test Coordinators may order additional material in ADAM, if necessary.
- Keep all test materials in a centrally locked storage area, with limited access, until testing.
  - Ensure that chain of custody procedures are always followed.

# Receipt of Test Materials

- Document any movement of secure materials before, during, and after testing.
- Schools inventory materials using the chain of custody.
- Deliver paper-based forms and materials to Test Administrators (oral scripts) only on the day of testing, using a chain of custody process.
- Distribute only the content area being assessed.
  - As close to testing time as possible
- Return materials to a designated secure location.
  - Not stored in classrooms
  - As soon as possible after the unit is complete
- Test Administrators return secure materials to Test Coordinator after testing is completed, including test books used as Human Reader scripts.

# Chain of Custody Forms

- Use a new school chain of custody form for each day of testing the form must include:
  - Security barcode/number
  - Test Administrator signature
  - Date and time checked out
  - Test Coordinator (or designee) signature for return
  - Date and time returned
- Chain of custody forms are kept on file for three years. If materials are missing, these will be requested.
- Chain of custody forms can be found on the BIE Portal under Administration Resources/Summative Resources/Additional Resources/Forms: [Resources | BIE Portal](#)

# Documenting & Storing Test Materials

- Keep all boxes in which the test materials were delivered and use them to return Scorable and Nonscorable materials after testing is completed.
- Report the following occurrences immediately to BIE using the Form to Report Contaminated, Damaged, or Missing Materials (see Appendix E of Test Coordinator Manual):
  - Non-receipt of any materials listed on the School Packing List
  - Discovery of damaged test material
  - Discovery of missing or duplicate sequence numbers on any Test Booklets

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# During Testing

# Additional Order Window

Summative Additional Order (AO) window:

- Order at least 5 days prior to test administration but after the initial order is received.
- It is the school Test Coordinator's responsibility to understand the additional order window and return dates and process.

Dates	
Additional Order window	March 9 – May 1, 2026
Return Materials (Scorable)	May 4, 2026
Return Materials (Non-Scorable)	May 15, 2026

# Additional Orders

- Orders can be only be submitted in ADAM by the Test Coordinator.
- BIE will only approve additional orders for accommodated materials if the ordered materials can be matched to a student registration in ADAM.
- Accommodations information must be entered on the student's profile before placing the additional order.

# Additional Orders

Keep in mind when ordering additional material:

- Do not submit AOs prior to receiving the initial shipment of test materials.
- PreID labels for Paper tests will NOT be sent with AOs.
- All test materials should be inventoried prior to placing an AO.
- Once an AO is approved, please allow 4-5 business days for shipment and delivery.

# Additional Orders

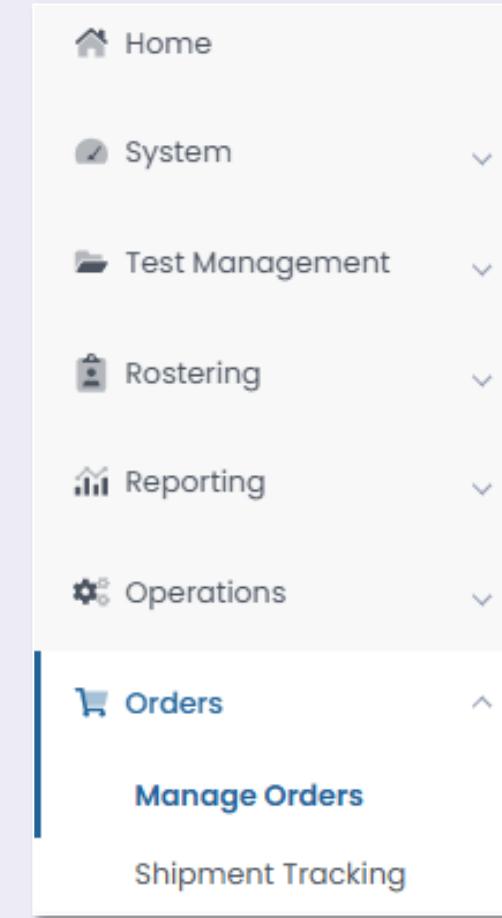
Keep in mind when ordering additional material:

- Ancillary materials for return shipping are not automatically included in the AO.
  - Shipping labels
  - Mathematics tools
  - Reference sheets
- Account for the need of these additional materials when an AO is placed.
- Check for return labels prior to the end of the testing window as these will not have expedited shipping.

# Creating Additional Orders in ADAM

To place an additional order in ADAM:

1. Select Orders, then select Manage Orders.
2. Select **Create Order**.
3. Fill out all required information for the new additional order on the Order Details screen, then select **Go to Order Items**.
4. Add all needed items and item quantities, then select **Go to Confirm Order**.
5. Confirm the details and items for your additional order, then contact BIE to approve your order.



# Creating Additional Orders in ADAM

The screenshot illustrates the ADAM (Assessment Data and Management) system interface for creating and managing orders. The left sidebar shows navigation links: Home, System, Test Management, Rostering, Reporting, and Orders (with Manage Orders highlighted). The main area shows a 'Manage Orders' page with a 'Create Order' button highlighted by a purple oval. A modal window titled 'Create Order' is open, showing three steps: Order Details, Order Items, and Confirm Order. The 'Order Details' step is active, showing fields for Order Name\* and Admin Code\*. The 'Order Items' step shows a list of items with details like Item Number, Item Description, and Quantity. The 'Confirm Order' step shows the order summary and a 'Confirm Order' button. Another modal window titled 'Approve Order' is also visible, showing an order summary and an 'Approve Order' button.

Home > Manage Orders

**Create Order**

Order Details

Order Name\* Admin Code\*

Order Items

Confirm Order

Approve Order

Order #151-1702057947

Item Number	Item Description	Quantity
UT00001562	12 INCH BOX, UTAH	2
UT00001563	6 INCH BOX, UTAH	3
UT00001564	3 INCH BOX, UTAH	1
UT00001565	LP/BR BOX, UTAH	1
UT00002647	QS HUMAN RDR COMP BK KIT, GRADE 9\10	1
UT00002729	QUESTION SAMPLER KIT, GRADE 9\10	1
UT00002730	QUESTION SAMPLER LP KIT, GRADE 9\10	1

Back to Order Details

Approve Order

Order #151-1702057947

Order Name	Ship To Contact	Ordered By
Kits for 9th grade	Laura Davis	Marty School-Admin
Order Type	7125551212	Date Needed
Additional	laura.davis@noemail.moc	01/31/2024
Admin Code	Test Description 2	Shipping Address
Test Description 2	7125551212	12 Main St
Ship To District	laura.davis@noemail.moc	LeMars
LeMars01-DST	IA 50010 USA	Reason For Order
		students need braille

Shipment Method\* Actual Delivery Date Needed\*

Shipment Method 1/31/2024

Item Number	Item Description	Quantity
UT00001562	12 INCH BOX, UTAH	2
UT00001564	3 INCH BOX, UTAH	3
UT00002956	BRAILLE UEB TECH KIT, GRADE 9	2

Back to Order Items Cancel Reject Order Approve Order

# Proctoring in ADAM

- School staff proctoring/administering Summative tests in ADAM will NOT have a user profile in LaunchPad.
- Test administrators, teachers, and any certified staff proctoring tests will access the ADAM proctor dashboard by logging in at <https://ltr.adamexam.com/#/proctor>.
- The proctor dashboard allows proctors to approve & begin student tests, monitor test session progress, and update student statuses as needed.
- Test Coordinators will also be able to access proctor dashboards for all proctor groups created at their school.

# Proctor Login

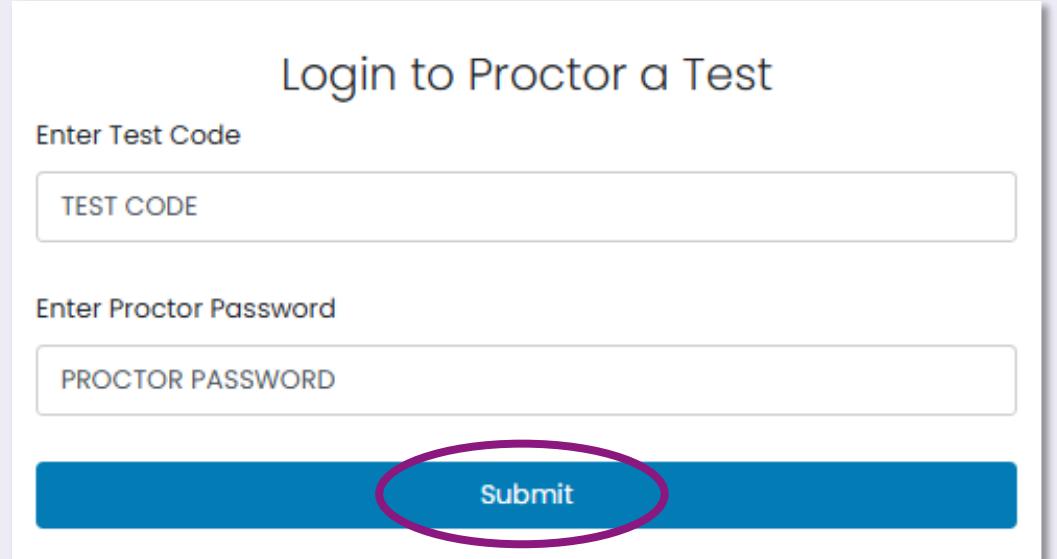
1. Navigate to <https://ltr.adamexam.com/#/proctor>.
2. Enter the test code & proctor password (provided by the Test Coordinator).
3. Select **Submit**.

Login to Proctor a Test

Enter Test Code

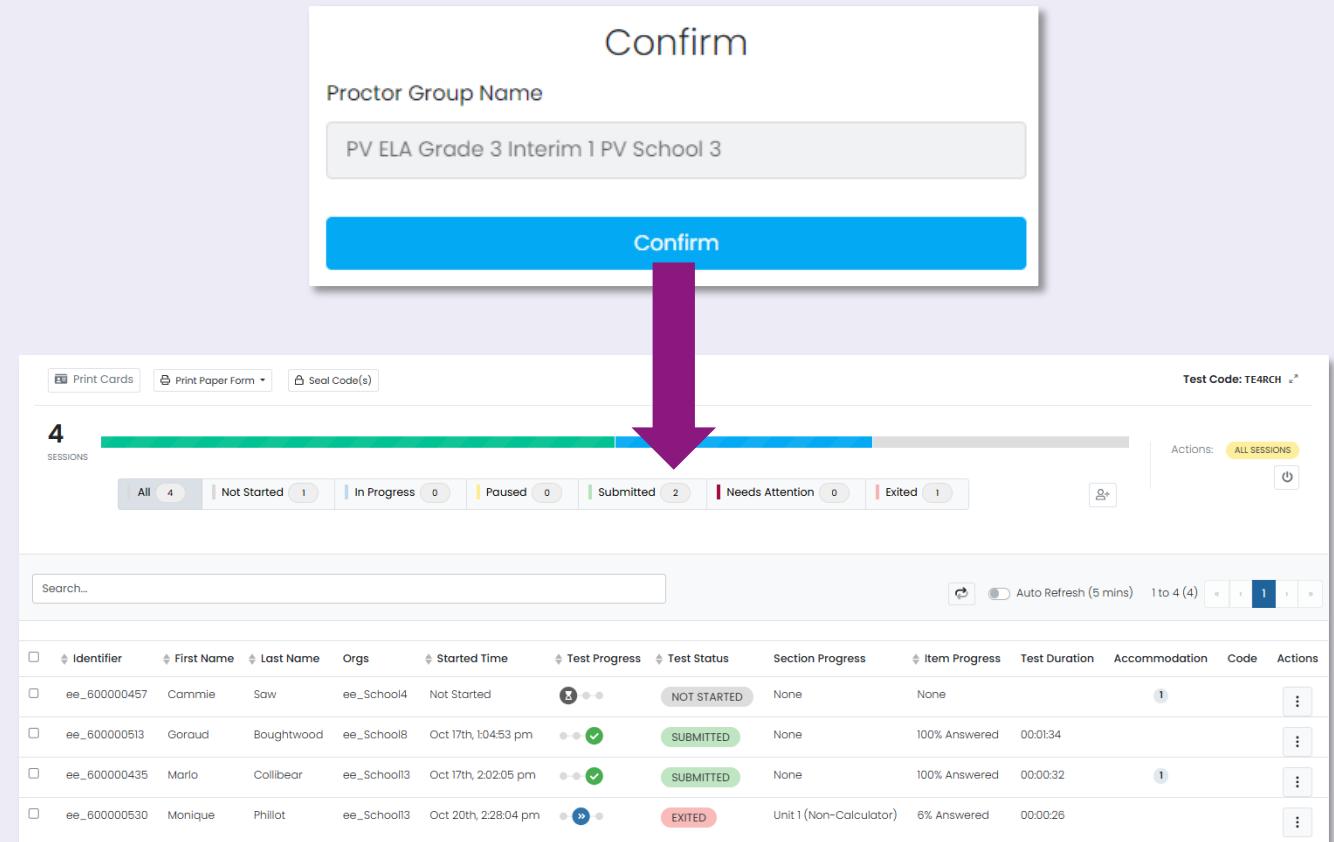
Enter Proctor Password

**Submit**



# Proctor Login

4. Select **Confirm** on the next screen.
5. Type your proctor first name & last name.
6. Select **Save**.
7. Proctor dashboard will then load.



The image shows a screenshot of a web-based proctoring application. At the top, a modal dialog box is displayed with the title 'Confirm' and the sub-label 'Proctor Group Name'. The input field contains the text 'PV ELA Grade 3 Interim 1 PV School 3'. Below the dialog is a large blue button labeled 'Confirm'. A large purple arrow points downwards from the 'Confirm' button on the dialog to the 'Confirm' button on the main dashboard page. The main dashboard page has a header with 'Test Code: TE4RCH' and a search bar. Below the header is a summary bar showing '4 SESSIONS' with a green progress bar. The summary bar includes buttons for 'All' (4), 'Not Started' (1), 'In Progress' (0), 'Paused' (0), 'Submitted' (2), 'Needs Attention' (0), and 'Exited' (1). A purple arrow points to the 'Submitted' button. Below the summary bar is a table with columns for Identifier, First Name, Last Name, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions. The table contains four rows of data, each with a checkbox in the first column and a detailed row below it. The first row shows 'ee\_600000457' with 'Carmie' as the first name and 'Saw' as the last name. The second row shows 'ee\_600000513' with 'Goraud' as the first name and 'Boughtwood' as the last name. The third row shows 'ee\_600000435' with 'Mario' as the first name and 'Collibear' as the last name. The fourth row shows 'ee\_600000530' with 'Monique' as the first name and 'Phillot' as the last name. The 'Test Status' column for the first three rows shows 'NOT STARTED' with a red 'X' icon, while for the fourth row it shows 'EXITED' with a red 'X' icon. The 'Test Duration' column shows '00:00:34' for the second row, '00:00:32' for the third row, and '00:00:26' for the fourth row.

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
ee_600000457	Carmie	Saw	ee_School4	Not Started	0%	NOT STARTED	None	None	00:00:34	1		
ee_600000513	Goraud	Boughtwood	ee_School8	Oct 17th, 10:45:33 pm	100%	SUBMITTED	None	100% Answered	00:00:34			
ee_600000435	Mario	Collibear	ee_School3	Oct 17th, 2020:05 pm	100%	SUBMITTED	None	100% Answered	00:00:32	1		
ee_600000530	Monique	Phillot	ee_School3	Oct 20th, 2:28:04 pm	0%	EXITED	Unit 1 (Non-Calculator)	6% Answered	00:00:26			

# Monitoring Proctor Groups

School Test Coordinators can monitor student testing status by selecting **View** under Proctor Groups on the admin card, then selecting **Proctor** under Actions for a particular proctor group. This will take you to the proctor dashboard for that proctor group.

The screenshot shows the PDT Math Grade 3 Practice Test dashboard. At the top, it displays '286 STUDENTS' and a 'PROCTOR GROUPS' button, which is circled in purple. Below this, a progress bar indicates 9 assigned students and 277 unassigned students. A large purple arrow points down to this progress bar. The bottom section shows a table with columns for Students, Test Code, Proctor Pw, Test Progress, and Actions. The 'Actions' column for the first row has a 'Proctor' button, which is also circled in purple. The table includes rows for '5T7WTP' and 'GTX4J6'.

# ADAM Proctor Dashboard

Print Cards Print Paper Form Seal Code(s) Test Code: TE4RCH

4 SESSIONS Actions: ALL SESSIONS

All 4 Not Started 1 In Progress 0 Paused 0 Submitted 2 Needs Attention 0 Exited 1

Search... Refresh Auto Refresh (5 mins) 1 to 4 (4) 1

Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
ee_600000457	Cammie	Saw	ee_School4	Not Started	⌚	NOT STARTED	None	None		1		⋮
ee_600000513	Goraud	Boughtwood	ee_School8	Oct 17th, 1:04:53 pm	⌚	SUBMITTED	None	100% Answered	00:01:34			⋮
ee_600000435	Marlo	Collibear	ee_School13	Oct 17th, 2:02:05 pm	⌚	SUBMITTED	None	100% Answered	00:00:32	1		⋮
ee_600000530	Monique	Phillot	ee_School13	Oct 20th, 2:28:04 pm	⌚	EXITED	Unit 1 (Non-Calculator)	6% Answered	00:00:26			⋮

# Proctor Dashboard Details

- Assessment Information – Here you can view information about the test, test configuration, and select an action.
  1. Testing Information – Includes Test, Administration, and Proctor Group
  2. Config Information – Includes Test Window, Proctor Name, and Kiosk Only field
  3. Actions – Includes Test Code, Proctor Password, Seal Codes, and Print Cards link
- Student Session List – Here you can view, filter, search for students in your proctor group and manage their sessions and apply accountability codes as needed. Students that can access the test appear in the Tester column.

# Test Status

The Test Status column displays the students' progress as one of the following:

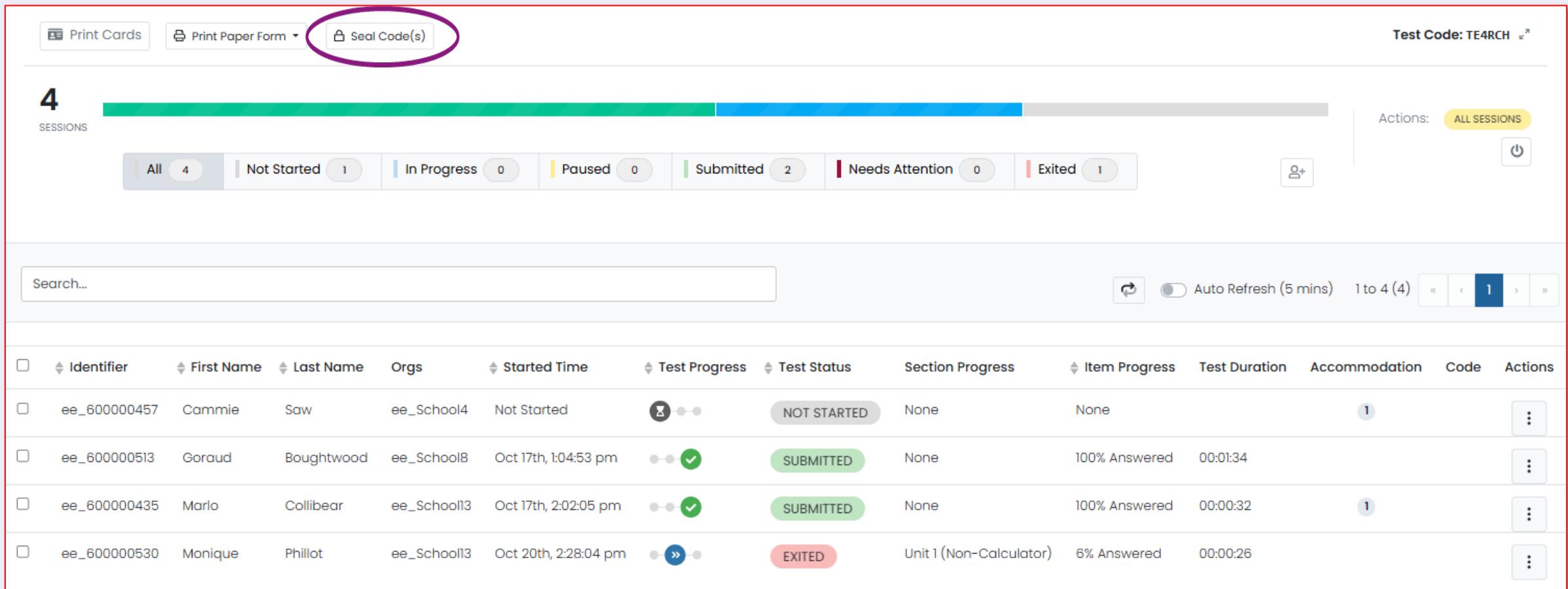
- **Not Started** – The student has not signed in to test. No action is needed by the proctor.
- **Needs Attention** – The student requires action by the proctor, such as needing their test approved by the proctor.
- **In Progress** - The student has signed in to the test. No action is needed by the proctor.
- **Submitted** - The student has completed the test and submitted their answers.
- **Reseat** – The proctor has reseated the student. The student has not yet signed back in to the session. No action is needed by the proctor.
- **Exited** - The student has exited TestNav and the proctor must reseat them before they can log in to the test again.

# Actions

After the assessment session has started, a set of options appears in the Actions column for each student. Proctors use these options to control individual student's sessions:

- **Approve Session** – Proctors will need to select Approve Session for any student with a Needs Attention status for the student to begin their test in TestNav.
- **Reseat Session** – Proctors can select this if a student exits TestNav before submitting their test or if something interrupts a student's session. This might include a computer issue, session timeout, or an unexpected error. Reseating allows the student to re-enter their test code and login ID to continue taking their test.
- **Submit Session** – Proctors can select this if a student finishes their test but does not submit the test before exiting.
- **Unsubmit Session** – Proctors can select this if a student mistakenly submits their test.

# Seal Codes



Print Cards Print Paper Form **Seal Code(s)** Test Code: TE4RCH 

4 SESSIONS Actions: ALL SESSIONS 

All 4 | Not Started 1 | In Progress 0 | Paused 0 | Submitted 2 | Needs Attention 0 | Exited 1 

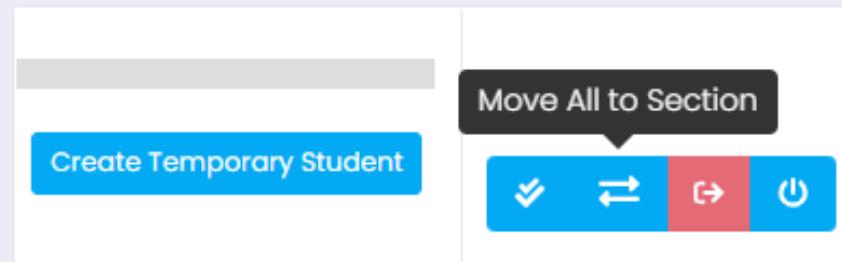
Search...  Auto Refresh (5 mins) 1 to 4 (4)  1 

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	ee_600000457	Cammie	Saw	ee_School4	Not Started	  	NOT STARTED	None	None		1		
<input type="checkbox"/>	ee_600000513	Goraud	Boughtwood	ee_School8	Oct 17th, 1:04:53 pm	  	SUBMITTED	None	100% Answered	00:01:34			
<input type="checkbox"/>	ee_600000435	Marlo	Collibear	ee_School13	Oct 17th, 2:02:05 pm	  	SUBMITTED	None	100% Answered	00:00:32	1		
<input type="checkbox"/>	ee_600000530	Monique	Phillot	ee_School13	Oct 20th, 2:28:04 pm	  	EXITED	Unit 1 (Non-Calculator)	6% Answered	00:00:26			

The test administrator will distribute seal codes for each test unit.

# Move to Section

- Spring Summative tests are multi-section/multi-unit assessments, so proctors have the option to define the section/unit a student starts in. Once the proctor moves a student, the next time the student logs into the test they will start in the new section/unit.
- All students can be moved to the same section in bulk using the **Move All to Section** button in the header of the Proctor Dashboard, or students can be assigned to start in a section using the **Move to Section** action in the kabob menu.



# Move to Section

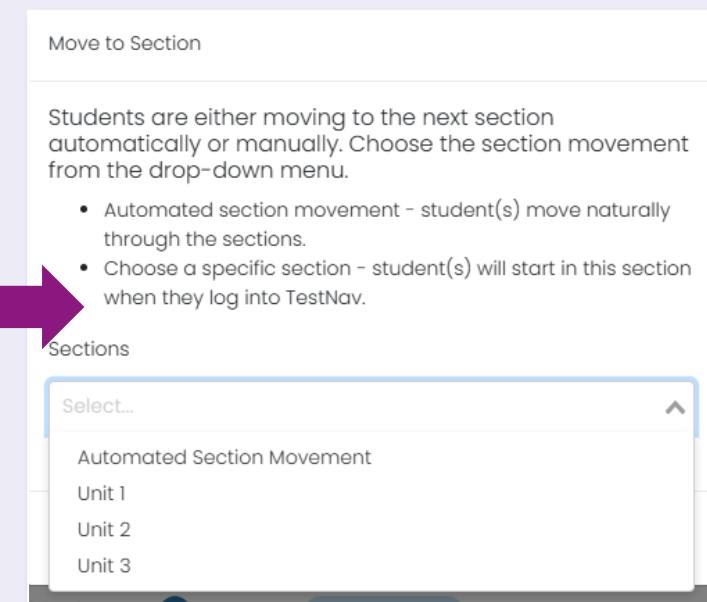
Proctors or Test Coordinators should only move students to a specific section or unit of a test for the following reasons:

1. A student was absent for a day of testing and needs to start on a specific section/unit to test with their proctor group.
2. A student completed certain sections/units of the test during scheduled testing time but was unable to complete the test due to unforeseen issues, such as an illness, and will need to finish during scheduled makeup testing.

Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
RESEAT	None	None				<span>⋮</span>
IN PROGRESS	None	None				<span>⋮</span>
IN PROGRESS	None	None				<span>⋮</span>
NOT STARTED	None	None				<span>⋮</span>

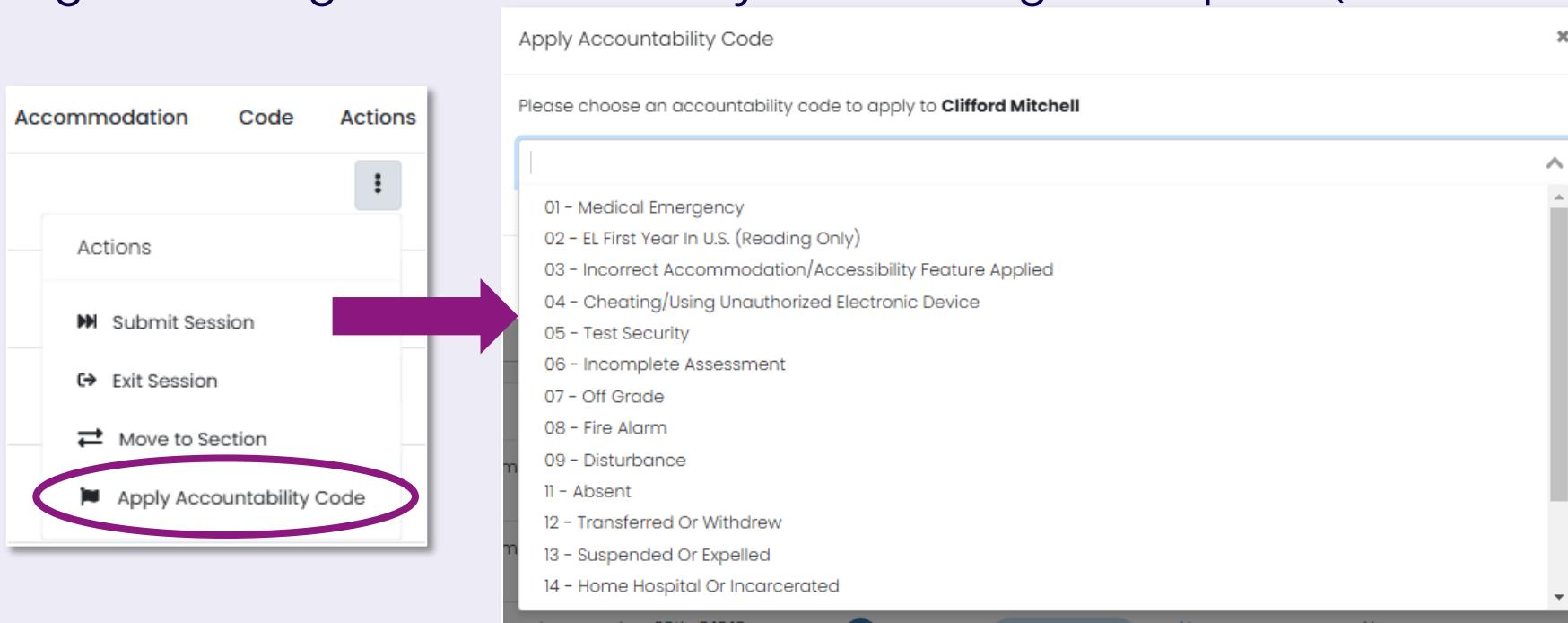
Actions

- Submit Session
- Exit Session
- Move to Section**
- Apply Accountability Code



# Accountability Codes

Accountability codes provide a way for designated users to tag students who should not test, or who were tested but should not appear in reporting. The available codes, what they do, and who can add them depends on your site implementation. These can be applied in the proctor dashboard or from any administration student list. Accountability codes can be applied during the testing window or directly after testing is complete (no later than May 8).



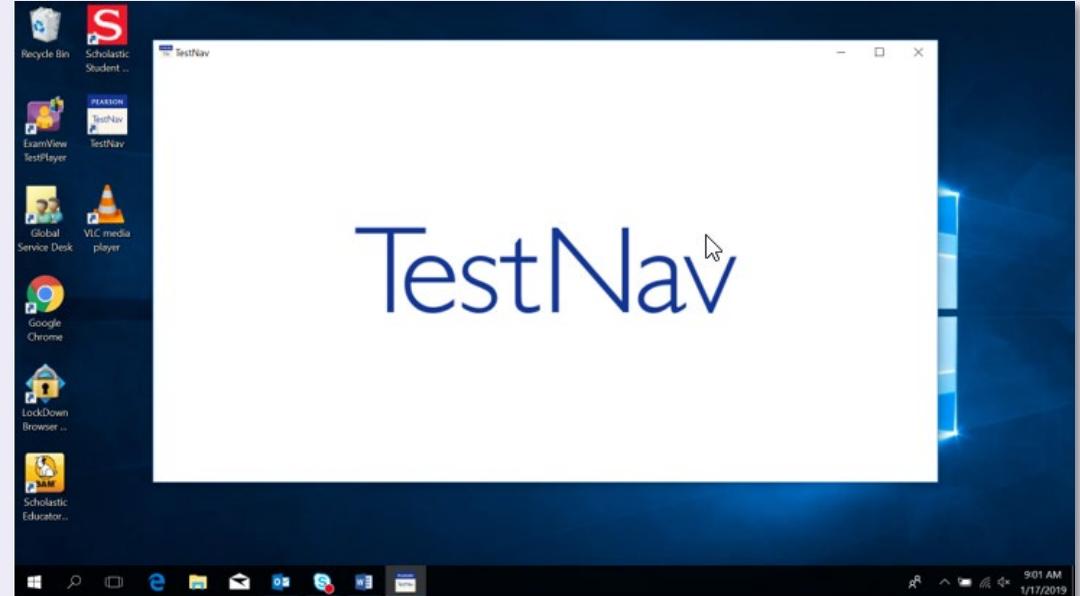
)(Pearson



# TestNav

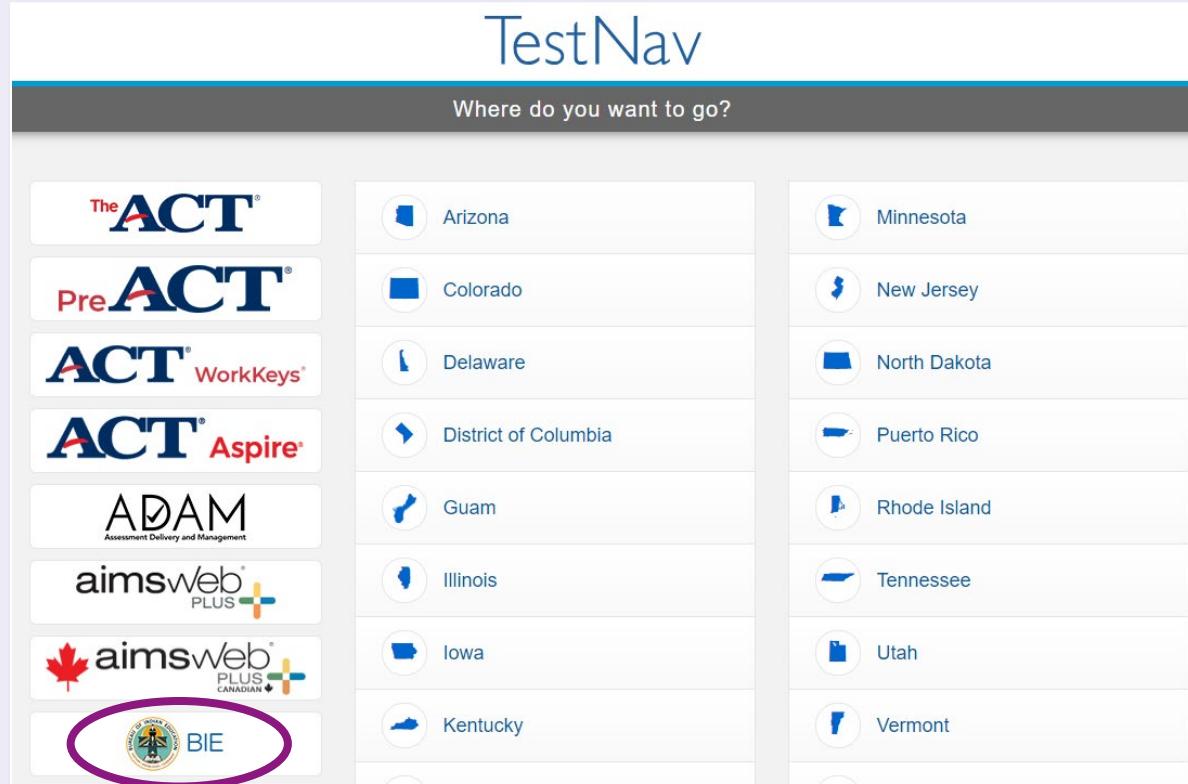
# TestNav Access

Students will select the TestNav icon from their computer desktop.



# TestNav Access

If not already chosen, students will need to select BIE from the customer list.



# TestNav Sign-In

Students input the Test Code provided by the proctor & Last Name and NASIS ID from their test card. The student will then confirm the information is correct and select next to begin their test.

The image shows three sequential screens from the TestNav sign-in process:

- Screen 1: Test Code**

Bureau of Indian Education

To begin a test you will need to enter a test code.

Test Code: JC6Z6G

TEST AUDIO

**NEXT**
- Screen 2: ELA Grade 3 Summative**

ELA Grade 3 Summative

Enter your information before continuing.

Last Name: Enter your last name

Identifier: NASIS ID

**BACK** **NEXT**
- Screen 3: Confirm**

Confirm

Click **Next** when you are ready.

Test: INternal Demo test

Your Name: Destiny Jones

**QUIT** **NEXT**

Two large purple arrows point from left to right, indicating the flow of the sign-in process.

# TestNav Blocklist

The TestNav application will be blocked from opening if any of the below applications are running on a student device:

1. Firefox
2. Google Chrome
3. Internet Explorer
4. Safari
5. Microsoft Edge
6. Cisco Webex
7. Cisco Jabber
8. Citrix GoToMeeting
9. Facebook Messenger
10. Yahoo Messenger
11. Google Talk
12. Outlook
13. Snap Chat
14. Skype
15. Teams
16. WhatsApp
17. Zoom
18. Amazon Music
19. iTunes
20. Pandora
21. iHeartRadio
22. Spotify

# TestNav Troubleshooting

If Students are experiencing issues logging into their test in TestNav, here are some common troubleshooting tips:

- ✓ Confirm the student is using the login information provided on their test card.
- ✓ Check to see if the student is in a Needs Attention status in the proctor dashboard and, if so, approve their test.
- ✓ Confirm that no blocked applications are currently running on the student's device.
- ✓ Ensure that your school's network is stable and ready to support Computer-based testing (perform the recommended Infrastructure Trial prior to testing or work with IT staff if available).
- ✓ If a student login to TestNav fails, or if a student exits the test, Reseat the student in the proctor dashboard.
- ✓ If issues persist, take note of the error code or error message provided in TestNav and contact Pearson Customer Support.

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# During Testing Checklist

# Test Environment

The testing environment must:

- Be adequately lit, quiet, free of distractions, and heated or cooled.
- Provide an adequate writing surface (Paper-based).
- Be free of electronic devices and music.
- “Do Not Disturb/Only Authorized Personnel Allowed” sign must be placed on the door during test sessions.

# Test Environment

- No food or drinks are allowed on desks or near test materials.
- The testing environment must be free of any content related posters or aids that suggest possible answers to students:
  - Word walls.
  - Steps for solving math equations.
  - Any content related materials.
  - Any resource that defines, explains, or illustrates terminology or concepts.
- When in doubt, cover it.

# Display Testing Time

Display unit testing time for students as in the example below:

Algebra II, Unit 1	
Unit Testing Time:	70 Minutes
Starting Time:	9:00 AM
Stopping Time:	10:10 AM

# Student-to-Test Administrator Ratio

- Student-to-Test Administrator ratio must not exceed 30 to 1.
  - Test Administrator must be able to actively monitor the space within the physical testing environment.
- Test Administrators must:
  - Actively proctor.
  - Remain attentive and in the room during the entire testing unit.
  - Circulate throughout the room during the test.
  - See students working but not see student work.

# Testing Room Configuration

- Students should not be able to see each other's work from a normal testing position.
- Consider the following seating configurations to maintain test security:
  - Seat students in every other seat (useful in a computer lab setup).
  - Arrange monitors back-to-back.
  - Seat students back-to-back.
  - Seat students in a semicircle (useful for schools using laptops).
  - Seat students in widely spaced rows or in every other row (appropriate for a classroom setup).
- Dividing screens or other privacy materials may be used if students cannot be placed far enough away from each other.

# Headphones for Computer-based Testing

## Text-to-Speech for ELA & Math

- To be in a testing room with other students, headphones must be worn.
- Students must be tested separately if they are not able to wear headphones.

# Unauthorized Visitors & the Media

- Only students, Test Administrators/proctors, and authorized school, district, state personnel, or state-sanctioned test monitors may be in testing areas during administration.
- Media are not allowed to have access to the tests before, during, or after test administration, or take pictures or video of testing materials or testing students.
- Parents are not allowed in the testing room with their child.

# Test Coordinator Tasks

## Day of testing checklist:

- ✓ Distribute test materials.
- ✓ Ensure Test Administrators have a computer device to administer the test.
- ✓ Monitor test activity.
- ✓ Be available to Test Administrators.
- ✓ Collect materials from Test Administrators after each test, as needed.

# Test Administrator Tasks

## Before testing begins:

- Prepare the test environment and situate the students.
- Follow directions and read the script in the Test Administrator Manual (TAM) to initiate the test session.
- Hand out student test cards and scratch paper when directed (by the TAM script).
- Assist students in logging into TestNav.

## After testing is completed:

- Collect student testing cards and scratch paper.
- Confirm students have logged out of TestNav.
- Confirm ALL tests are in a Submitted status after final day of testing.

# Active Monitoring

## **Test Administrators/Teachers should:**

- Ensure students have all necessary materials for each test.
- Follow test administration scripts exactly as written.
- Move throughout the room during testing to ensure students are on task.

## **Test Administrators MAY NOT:**

- Provide feedback or clarify test questions.
- Answer content related questions.
- Interact with students in any way that would impact student responses.

# Testing Exceptions & Security Breaches

## When to submit Form to Report Testing Exception or Security Breach:

- Students were grouped incorrectly – not same directions or time.
- Students were given an incorrect amount of time (more or less).
- Students were cheating.
- Students used an unapproved accommodation or were not given an accommodation with which they should have been provided.
  - Test read to students without the Human Reader / Read Aloud assigned.
- Test Administrator did not follow procedures.
- PBT students go past stop sign at the end of the unit.
- Large number of students involved in a technology related exception.
  - If technology issues cause testing to not be completed on one day.
- Test security has been breached.
- Student goes back into a unit on a different day and changes answers.

# Testing Exceptions & Security Breaches

## Monitoring and reporting security breaches and testing exceptions:

- All instances of security breaches and testing exceptions must be reported to the Test Coordinator.
- Test Coordinator will contact BIE Chief Academic Office immediately upon receiving notification.
- Testing Exceptions or Security Breach
  - Test Coordinator will complete the Form to Report a Testing Exceptions or Security Breach and provide to BIE.
  - See Appendix D of Test Coordinator Manual.

# Contaminated & Damaged Materials

**For paper-based testers, contaminated or damaged test materials that must be replaced:**

- Place Student preID label on replacement document or complete entire data grid.
- Record security barcode number of both the damaged and the new documents.
- Submit the Form to Report Contaminated Damaged, or Missing Materials to BIE.
- If possible, transcribe responses from contaminated test material into the replacement. If not, destroy contaminated material according to local biohazards protocols.

# Safety Threats & Severe Weather

Test Coordinators will create a plan and train staff for safety threats and severe weather.

## **Test Administrators:**

- Note the time of the disruption.
- Secure test materials as specified in your School Security Plan.
- Prepare students for the continuation of the unit and resume students' tests.
- Document the situation in writing.
- If the disruption will cause the unit to be carried over into the next day, notify BIE.

# Prohibited Devices

- ALL personal electronic equipment not related to testing (e.g., cell phones, iPods, personal document scanners, eBooks, electronic pens, smart watches, etc.) is PROHIBITED from the testing environment.
- Personal electronic equipment may not be used at any time during testing, including after a student has completed testing or during a break.

# Technology for Medical Monitoring

Students who use a phone, tablet, or other device to monitor their medical condition may have the device in the testing room.

- Documentation of medical necessity must be kept at the school.
- Plan for use of these devices must include:
  - Where the device is located and who has control of the device.
  - If the student has control, the device must always be visible and may not be used for any other purpose.
  - Procedures for if/when the device alerts and what action is necessary.
- If student must leave the testing environment, follow procedures for students who become ill.

# Early Finishers

## School decisions:

- Will students be able to leave when they have finished testing? (no minimum time)
- Sit quietly?
- Read (cannot use any electronic reading devices)?
- May students be released to location outside testing area?
- What to do when all students are completed with unit?

# Emergency Accommodation

A case where a student needs a new accommodation immediately due to unforeseen circumstances.

- Cases could include students who have a recently-fractured limb (e.g., arm, wrist, or shoulder); whose only pair of eyeglasses have broken; or a student returning from a serious or prolonged illness or injury.
- Emergency accommodation form must be completed and maintained.
- Contact BIE if a student requires a paper-based administration.
- Refer to Appendix G for Emergency Accommodation Form in the Accessibility Features and Accommodations Manual.

# Student Accommodation Refusal Form

- If a student refuses an accommodation, the school should document in writing that the student refused the accommodation.
- Refer to Appendix H of the AF&A Manual: Student Accommodation Refusal Form.
- The accommodation must be offered and remain available to the student during testing.
- Test Coordinators should send a copy of the form to parents when a student refuses an accommodation documented in an IEP, 504 Plan, or EL Plan.
- Forms are maintained in the student's record.

# Make-up Testing

- Students who are absent, become ill, or who can no longer test because of classroom, school, or technical interruptions during originally scheduled units, may utilize make-up testing.
  - Students may not return to previously answered questions.
- Test security and administration protocols apply.
- School Test Coordinators will establish the make-up testing schedules for their schools.
- ELA/Math units may be taken out of order for make-up testing only.
- Different grade level or course make-up tests for a specific content can be administered at the same time in the same room.
  - Special attention must be paid to unit testing time and teacher direction variations between grade levels.

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# After Testing Tasks

# After Testing Key Dates

Student test status clean-up must be completed in ADAM, and rejected paper test alerts must be resolved by May 8, 2026\*.

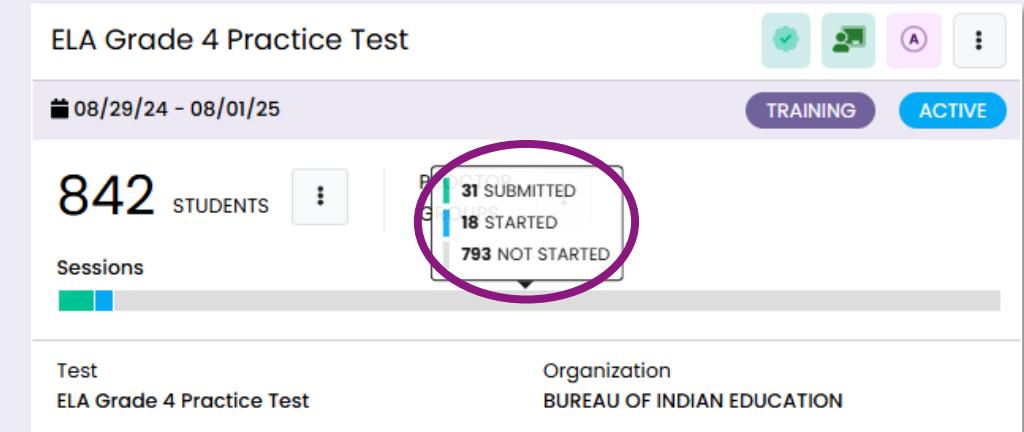
Online tests in the below statuses should be manually submitted in ADAM.

- In Progress
- Exited
- Reseat

\*Incomplete tests will NOT be scored or reported.

# Manual Test Submission in ADAM

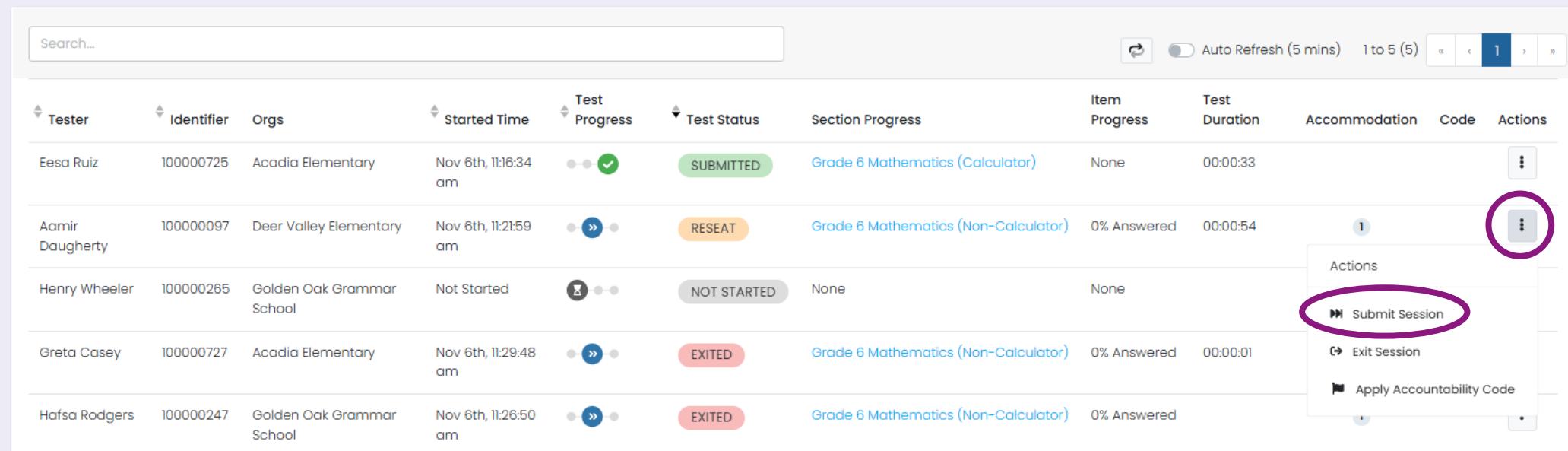
- If at the end of the testing window there are any students still in an Exited, In Progress, or Reseat status, those partial attempts must be manually submitted to be scored and reported.
- To determine if any student tests require manual submission, Test Coordinators can review the Sessions information located on the admin card for each individual test administration or use the Progress report.
- If any In Progress, Exited, or Reseat student statuses are listed under Sessions, these will need to be manually submitted in the proctor dashboard or in Session Explorer.
  - Students in an In Progress or Exited status will need to be Reseated before their test can be submitted.



# Manual Test Submission in ADAM

Test Coordinators can navigate to proctor dashboard, locate students in an Exited, In Progress, or Reseat status, select Actions, then select **Submit Session**.

- Any student in an Exited or In Progress status will need to be Reseated before their test can be submitted.



The screenshot shows a table of student test status from the ADAM proctor dashboard. The columns include: Tester, Identifier, Orgs, Started Time, Test Progress, Test Status, Section Progress, Item Progress, Test Duration, Accommodation, Code, and Actions. The rows show the following data:

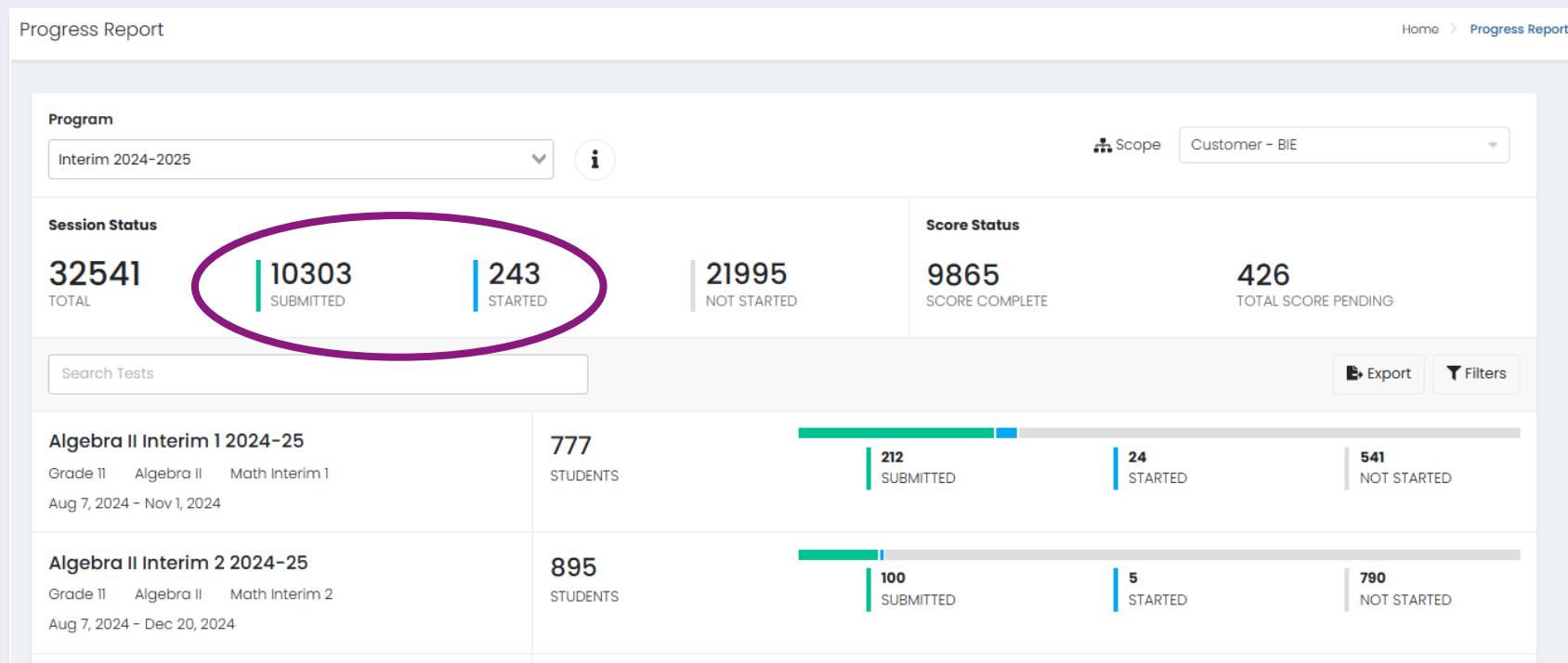
Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Eesa Ruiz	100000725	Acadia Elementary	Nov 6th, 11:16:34 am	● ● ✓	SUBMITTED	Grade 6 Mathematics (Calculator)	None	00:00:33			<span>⋮</span>
Aamir Daugherty	100000097	Deer Valley Elementary	Nov 6th, 11:21:59 am	● ➔ ●	RESEAT	Grade 6 Mathematics (Non-Calculator)	0% Answered	00:00:54	1		<span>⋮</span>
Henry Wheeler	100000265	Golden Oak Grammar School	Not Started	⌚ ● ●	NOT STARTED	None	None				
Greta Casey	100000727	Acadia Elementary	Nov 6th, 11:29:48 am	● ➔ ●	EXITED	Grade 6 Mathematics (Non-Calculator)	0% Answered	00:00:01			
Hafsa Rodgers	100000247	Golden Oak Grammar School	Nov 6th, 11:26:50 am	● ➔ ●	EXITED	Grade 6 Mathematics (Non-Calculator)	0% Answered				

A context menu is open for the student with Identifier 100000097 (Aamir Daugherty). The menu options are: Actions, Submit Session (circled in purple), Exit Session, and Apply Accountability Code.

# Progress Report for Submitted Tests

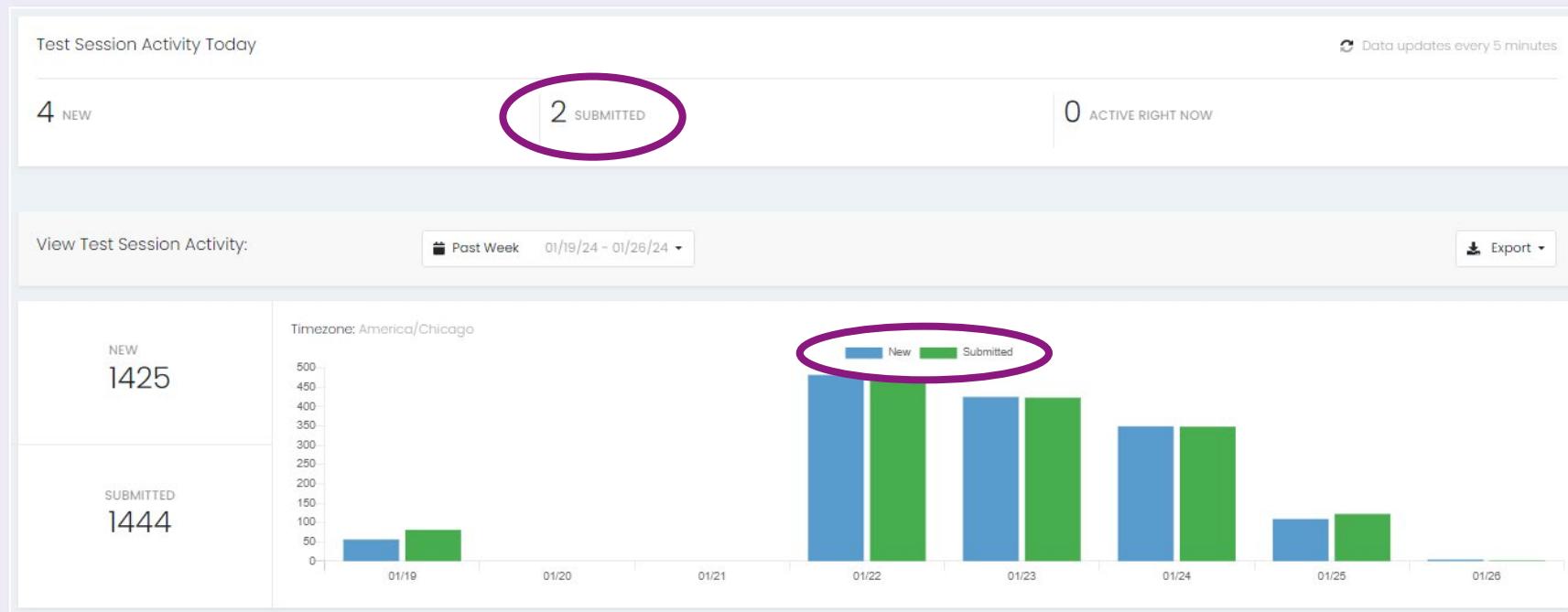
The number of tests submitted by test can be monitored using the Progress report.

- Navigate to Reporting, then select Progress. Here you can view session progress for any selected test, including the number of tests in a Submitted, In Progress, and Not Started status.

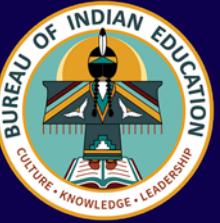


# Activity Report for Submitted Tests

- The number of tests submitted within a given window of time can be monitored using the Activity report.
- Navigate to Reporting, then select Activity. Here you can view the number of test sessions that have been submitted within a selected window.



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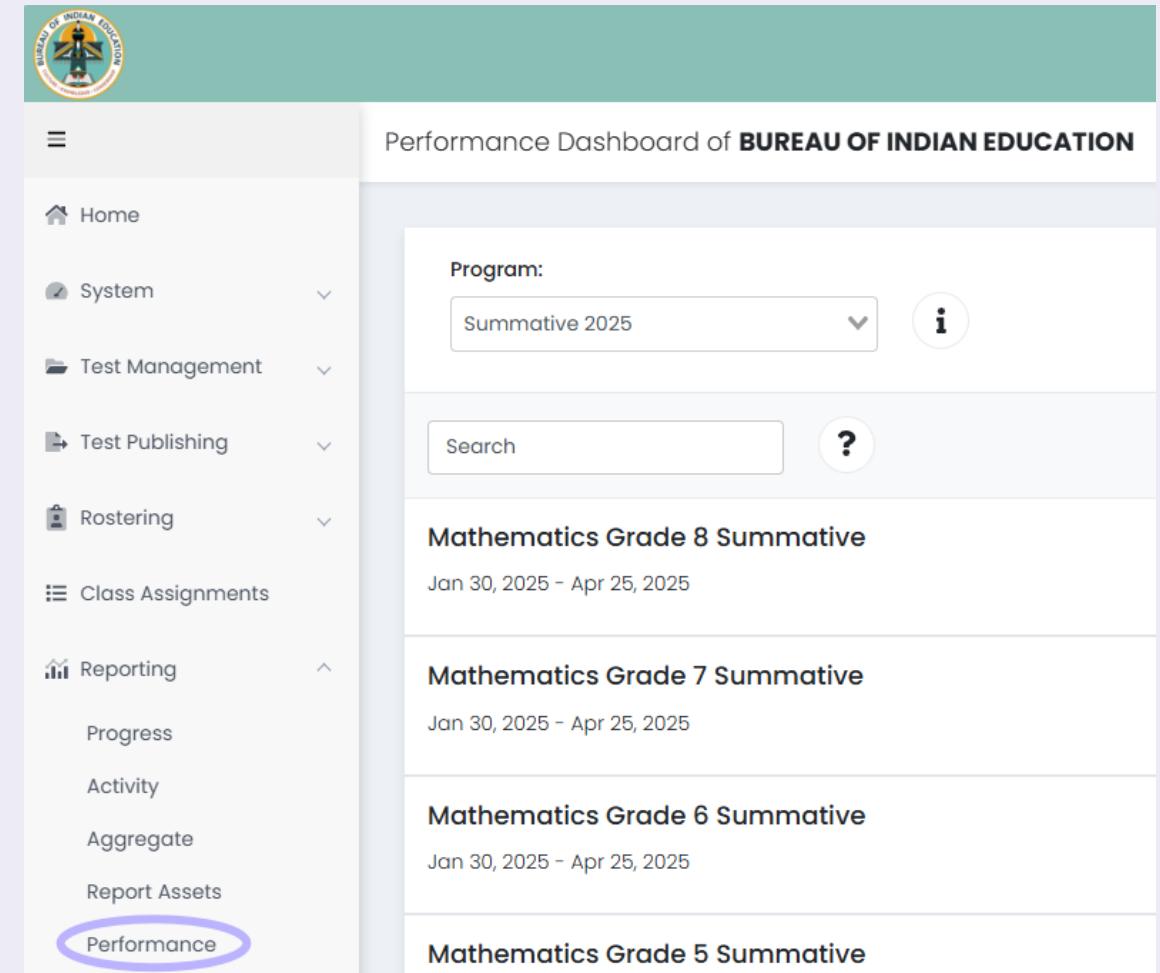
# Reporting

# Performance Reports in ADAM

Performance Reports will be available in ADAM after Standard Setting.

To access Summative Performance reports:

1. Select Reporting
2. Select **Performance**
3. Choose Program: Summative 2026
4. Select Grade and Subject
5. Select Performance Summary, Item Analysis, or Standard Performance



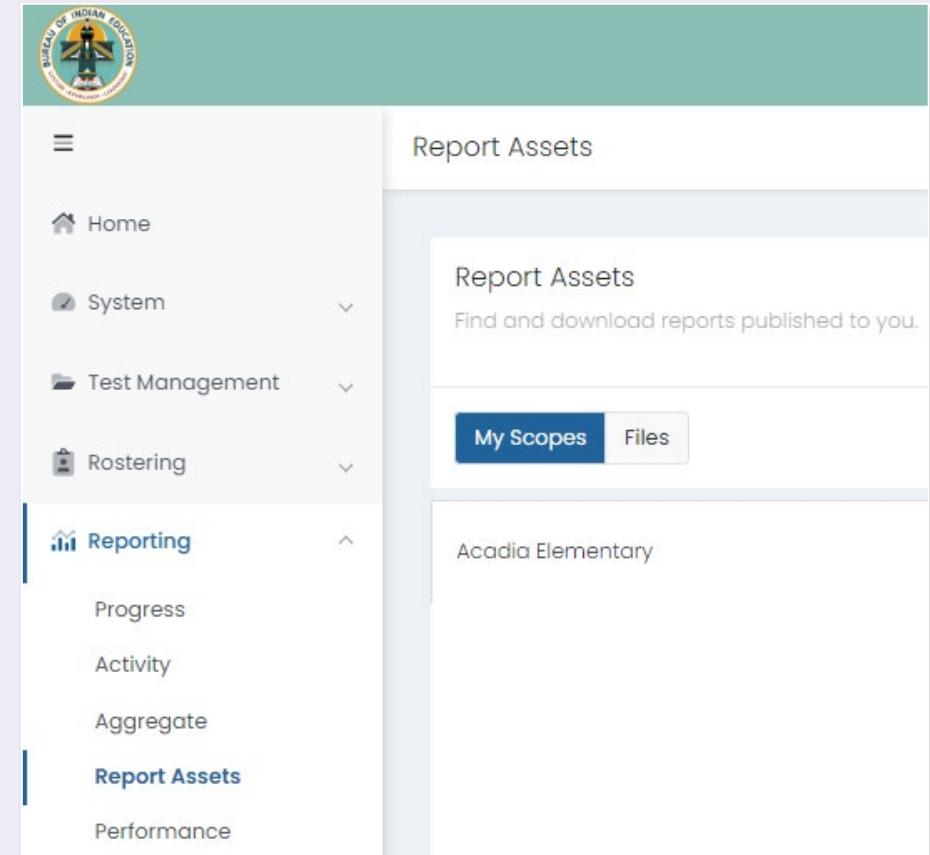
The screenshot shows the ADAM Performance Dashboard. At the top, there is a green header bar with the Bureau of Indian Education logo and the text "Performance Dashboard of BUREAU OF INDIAN EDUCATION". On the left, a sidebar menu lists various modules: Home, System, Test Management, Test Publishing, Rostering, Class Assignments, Reporting (which is expanded to show Progress, Activity, Aggregate, Report Assets, and Performance), and a search bar. The "Performance" option under the Reporting module is highlighted with a blue oval. The main content area displays a list of summative programs: Mathematics Grade 8 Summative (Jan 30, 2025 - Apr 25, 2025), Mathematics Grade 7 Summative (Jan 30, 2025 - Apr 25, 2025), Mathematics Grade 6 Summative (Jan 30, 2025 - Apr 25, 2025), and Mathematics Grade 5 Summative.

# Summative Reports in ADAM Report Assets

Once Summative reports begin posting in ADAM, they can be accessed from Report Assets.

To access Summative reports:

1. Select Reporting
2. Select Report Assets
3. Locate and view reports either by selecting **My Scopes** or **Files**



# Summative Reports

## Final online reports:

- Item Analysis
- Performance Summary
- Standard Performance
- Individual Student Reports (ISRs)

## Final printed reports:

- 2 ISRs per student per subject.
- 2 copies of school-wide grade level report with aggregate student proficiency data

*\*Please note that Growth will not be reported. Reports will not be available until after Standard Setting meetings.*

# Summative Reports

**Summative Reports will now primarily be available in ADAM Performance Reports:**

- Item Analysis
- Performance Summary
- Standard Performance
- Individual Student Reports (ISRs)

**These reports that were available in previous years will no longer be created:**

- Reporting Category Roster
- Evidence Statement Analysis
- Reporting Category Summary
- Demographic Performance Level Summary
- School Content Standards Roster
- Spotlight Video Student Reports

*Reports will not be available until after Standard Setting meetings are complete and cut scores/performance level descriptors are finalized.*

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# After Testing Checklist

# After Testing Tasks for Computer-based Testing

## **Test Administrators/Proctors after each day of testing:**

- Collect materials (student testing cards, scratch paper, etc.).
- Ensure students have logged out of TestNav correctly.
- Return Materials to the Test Coordinator, as needed.
- Notify Test Coordinator of absent students.

# After Testing Tasks for Computer-based Testing

## **Test Administrators/Proctors & Test Coordinators on final day of testing:**

- Collect materials (student testing cards, scratch paper, etc.).
- Ensure student test units have been submitted/completed.
- Securely destroy materials that need to be destroyed.

# After Testing Tasks for Paper-based Testing

**Test Administrators/Proctors on each day of testing after each test:**

- Collect materials (test booklets, answer documents, scratch paper, etc.).
- Ensure names are on test materials.
- Return materials to the Test Coordinator using chain of custody form.
- Notify Test Coordinator of absent students and/or students who need transcriptions.

# After Testing Tasks for Paper-based Testing

## Test Coordinators on final day of testing:

- Collect materials (test booklets, scratch paper, etc.).
- Ensure preID labels are affixed or data grids are completed.
- Return scorable materials to Pearson as soon as possible (no later than May 4, 2026).
- Securely destroy materials as outlined in the Test Coordinator Manual.

NOTE: If scorable materials are NOT picked up by May 4, 2026 there is NO GUARANTEE that paper-based tests will be scored.

# Rejected Tests

- If there is no preID label affixed to a Paper answer document the answer document will be scanned into ADAM.
- ADAM will then match the test to the student by First name, Last name, DOB, & Student ID. The system will attempt to auto-resolve any answer docs without a preID label.
- Any tests that are cannot be auto-resolved in ADAM will appear as a rejected test and must be resolved by May 8, 2026.
- If rejected tests are not resolved by the deadline Pearson cannot guarantee the test(s) will be scored & reported.

# Rejected Tests in ADAM

In ADAM, under Operations, you'll be able to select Rejected Tests and review any rejected tests for your school and resolve by assigning to the correct student record in ADAM.

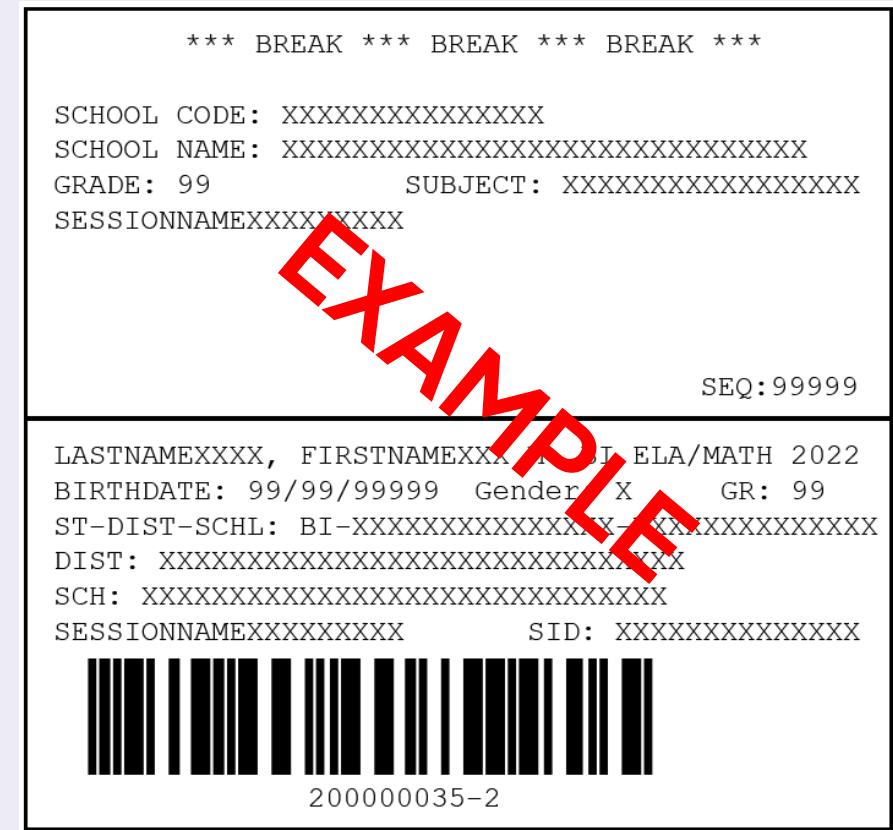
Rejected Tests								Home > Rejected Tests
Results		1 to 7 (?)						1
Batch	Student ID	Last Name	First Name	DOB	Test Code	Progress	Updated	Actions
Clear Search	KH3313400	HERZOG	EMIL	01/05/2001	MAT08	Requires Manual Matching	2024-06-25 09:57:18 pm	
Student ▾	KH3313400	HERZOG	EMIL	01/05/2001	MAT08	Requires Manual Matching	2024-06-25 10:17:31 pm	
Type to search...	KH3313400	Additional Info		Wunsch	Jacquelyn	Auto Resolved	2024-06-25 11:17:43 pm	
Organization ▾		School Code: 14d79073-fac6-43cf-bf5e-723a3ed3ed79	District Code: b4838ff-e19c3-4c34-a01c-84ae6b95740e	Form Code: 23MA08SPONEN005	Date Scanned: 06/25/2024	Barcode: 4841867296	Session ID: 62213d69-a33c-4992-ae87-7ecd773ef24	Requires Manual Matching
Progress ▾	C9312400	C9312400	PVPRTYALLN	PVPRTYALFN	SCI08	Error	2024-06-16 10:38:25 pm	
Filter by Progress	C8812400	2405000014	PVPRTYAOLN	PVPRTYANFN	SCI08	Manually Resolved	2024-06-16 10:38:25 pm	
Test or Form Code ▾	C4312400	2405000011	PVPRTYAKLN	PVPRTYAKFN	SCI08	Auto Resolved	2024-06-16 10:38:25 pm	
Type to search...	C4312400	Additional Info		PVPRTYAOLN	PVPRTYANFN	Requires Manual Matching	2024-06-16 10:38:25 pm	
Sent to PASS ▾		School Code: 14d79073-fac6-43cf-bf5e-723a3ed3ed79	District Code: b4838ff-e19c3-4c34-a01c-84ae6b95740e	Form Code: 23MA08SPONEN005	Date Scanned: 06/25/2024	Barcode: 4841867296	Session ID: 62213d69-a33c-4992-ae87-7ecd773ef24	Requires Manual Matching
<input type="checkbox"/> Show Sent to PASS Only								

# Rejected Tests in ADAM

- Go to Operations > Rejected Tests.
- You can search for a test by:
  - Student – Enter a student's first and/or last name or the student's ID.
  - Test – Enter a Test name or form code.
  - Org – Select an organization.
- Click a rejected test to open the Rejected Test Assignment popup.
- Search for and select the appropriate student, and then click the **Assign to Student** button to assign the test to the selected student.

# Student PreID Labels

- Student preID labels will only be shipped for students assigned the Paper accommodation in ADAM by February 4, 2026.
- This is extremely important for any student needing a paper accommodation.
- Student preID label will go directly on the student's test booklet (grade 3) or answer document (grades 4-8 & 11). Using a label helps ensure we have the correct information for the student to complete scoring.
- If a student preID label is not used and Pearson is unable to match the student to a record in ADAM, an alert will be created. This may need to be resolved by the school.



# Student PreID Labels

- The student preID label will override any bubbled demographic information.
- Set aside student preID labels that were not used to be securely destroyed/shredded.
- If a preID label is not available, grid all the fields on the data grid (must match info in ADAM).
  - Incomplete or incorrect bubbling will lead to rejected student tests that must be resolved.

# After Testing Tasks

## **Test Coordinators after your school completes ELA/Math testing:**

- Organize and return nonscorable test materials.
  - Identify transcribed and damaged test materials as “Do Not Score.”
- Complete a Post-Test Certification.
- Resolve any rejected test alerts in ADAM by **May 8, 2026**.
- Destroy/shred scratch paper and used Mathematics and ELA Reference Sheets.
- Keep records for three years.

# After Testing Tasks for Paper-based Testing

## Transcription guidelines:

- Complete Contaminated Document if needed.
- At least two persons must be present during any transcription of student responses.
  - One person to transcribe.
  - One person to verify the transcription.
- The Test Administrator shall transcribe the student responses.
- The other must be a certified BIE educator to verify the transcription.
- The student's responses must be transcribed verbatim into the Answer Document.
- Note for Braille transcription: Only a Braille certified proctor may transcribe student responses.
- After transcription, shred any responses made from an assistive technology device.

# Separating Material Returns

- Scorable and nonscorable are returned separately.
- DO NOT mix these materials in boxes.
- Different colored labels by program for scorable and non-scorable.

Assessment	Scorable	Nonscorable
ELA/Math	Red	Purple

# Return Shipping Labels

- Ensure that you have return shipping labels.
  - These are shipped with the school coordinator kits.
- These will not be overnighted, so make sure that you have these in time to return materials.
  - Scorable picked up by May 4, 2026\*
  - Nonscorable picked up by May 15, 2026

\*If scorable materials are NOT picked up by May 4, 2026 there is NO GUARANTEE  
Paper-based tests will be scored.

# Preparing Materials for Shipping

## **Checklist to prepare materials for packing:**

- Scorable test booklets/answer documents have a Student preID label or hand-gridded student demographic and school data.
- Scorable and nonscorable materials are packed separately for ELA/Math and are in the boxes in which they were delivered.
- Boxes are not overfilled (under filled boxes are packed with crumpled paper).
- One return shipping label (scorable or nonscorable) and one UPS label is placed on the top of each box.

# Returning Secure Materials

## Secure materials must be returned

- Every test booklet, answer document, and paper test book used as a human reader script has a secure barcode and will be tracked.
- Every secure test item must be returned, including test books used as human reader scripts.
- Make sure that all materials are accounted for and returned.
- If something must be destroyed locally (contaminated) then communicate with the BIE prior to destruction for further instructions.
- Keep track of your UPS tracking numbers when shipping back materials.

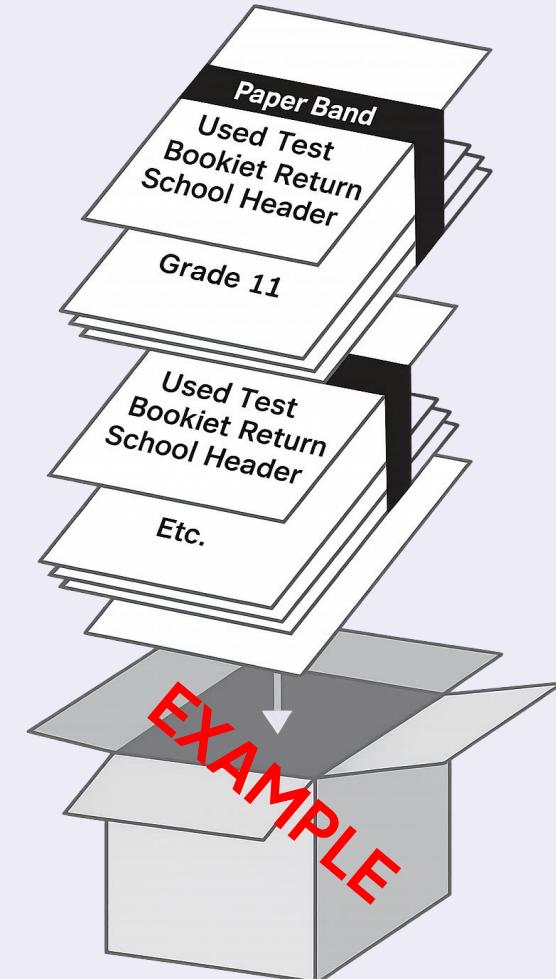
# Packaging Reminders

## Packing Scorable materials:

- Used test booklets (Gr 3).
- Used answer documents (Gr 4-8 & 11).
- Transcribed into test booklets (Gr 3) or answer documents (Gr 4-8 & 11).

## Packing Scorable materials for Return Shipment:

- Do not mix Scorable and Nonscorable materials in the same box.
- One school, per box. Do not combine two schools' test materials in one box.
- Use appropriate shipping labels.
- Once all materials are in boxes, indicate the sequence of boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on the return shipping label.



# Returning Nonscorable Materials

## **Nonscorable materials:**

- Unused test booklets (including for absent students).
- Unused answer documents (grades 4-8 & 11).
- Used test booklets (grade 3) and answer documents (grades 4-8 & 11) that have been marked “Do Not Score.”
- Used ELA/Math test booklets (grades 4-8 & 11).
- Large print test booklets (transcribed into scorable).
- Braille test booklets (transcribed into scorable).

# Arranging for UPS Pickup

Contact UPS at **800-823-7459** to schedule pickup:

- Pickups must be scheduled at least 24 hours in advance.
- UPS customer service is available 24/7 - tell UPS you are calling about a pickup request for Pearson and will be using their “Return Service”.
- Once pickup is confirmed, you will get a confirmation number from UPS that can be referenced if questions or changes arise.

NOTE: If scorable materials are NOT picked up by May 4, 2026, there is NO GUARANTEE that Paper-based tests will be scored.

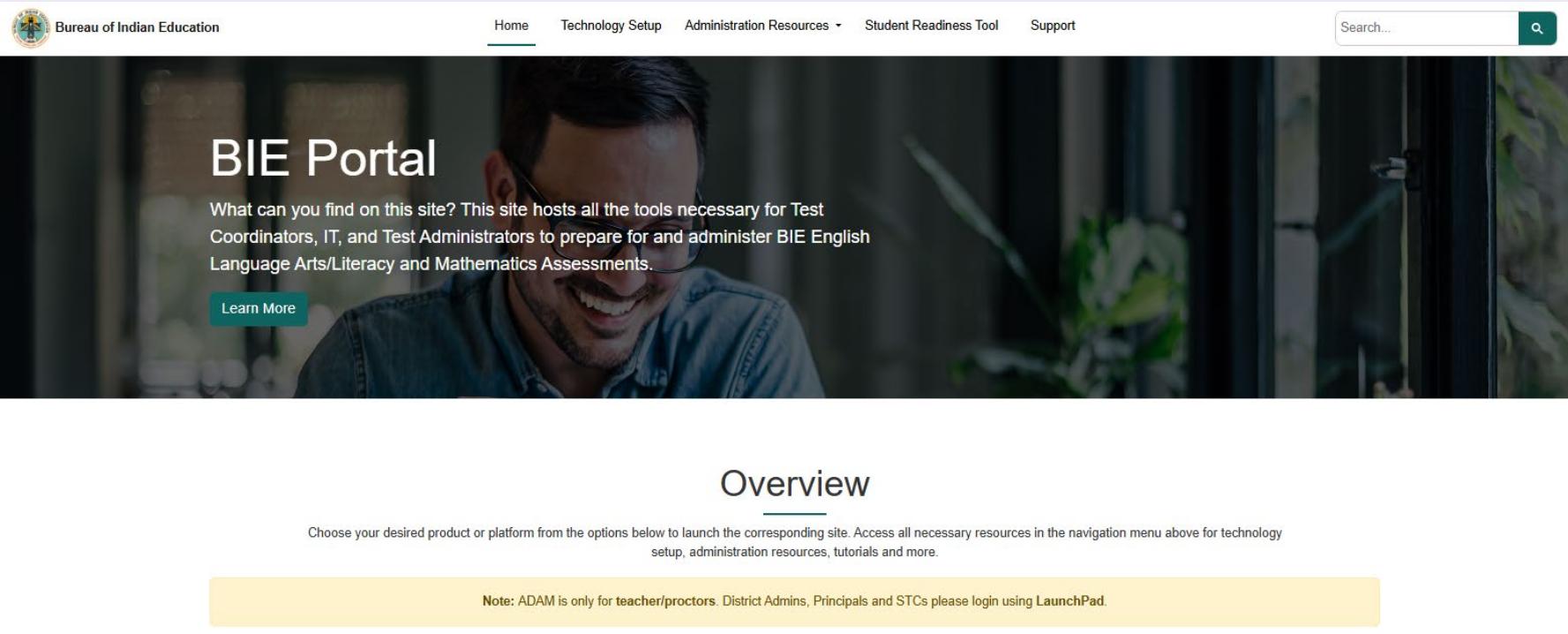
Pearson



# Resources

# Support Site Resources

Practice tests, User documentation and guides are all available on the BIE customer portal at <https://bie.mypearsonsupport.com>.



**BIE Portal**

What can you find on this site? This site hosts all the tools necessary for Test Coordinators, IT, and Test Administrators to prepare for and administer BIE English Language Arts/Literacy and Mathematics Assessments.

[Learn More](#)

**Overview**

Choose your desired product or platform from the options below to launch the corresponding site. Access all necessary resources in the navigation menu above for technology setup, administration resources, tutorials and more.

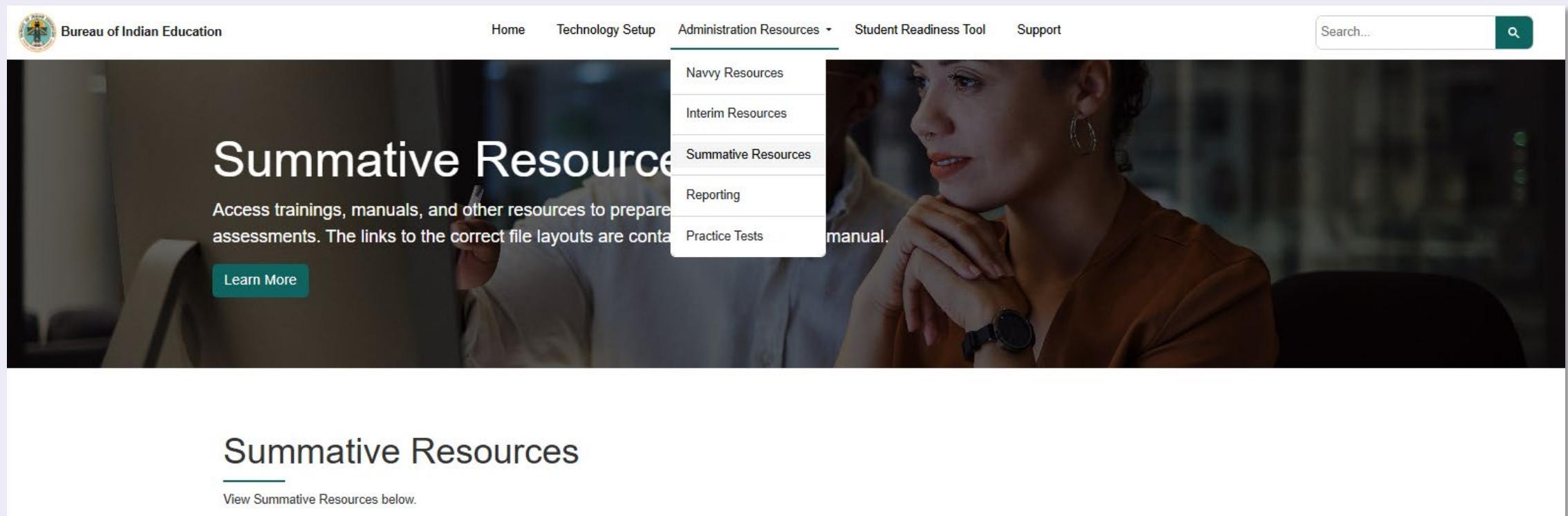
**Note:** ADAM is only for teacher/proctors. District Admins, Principals and STCs please login using LaunchPad.

## BIE Support Site

- Technology requirements
- Training manuals
- Testing documentation
- Practice tests

# Support Site Resources

All Test Administration Manuals, Test Coordinator Manual, test scripts, and other tools and forms will be available in the Summative Resources under Administration Resources.



The screenshot shows the Bureau of Indian Education website. The top navigation bar includes links for Home, Technology Setup, Administration Resources (which is currently selected and has a dropdown menu), Student Readiness Tool, and Support. A search bar is also present. The main content area features a dark background image of two people in an office setting. Overlaid on this image is the text "Summative Resources" and a descriptive paragraph about access to trainings and manuals. A "Learn More" button is visible. The "Administration Resources" dropdown menu is open, showing options: Navvy Resources, Interim Resources, Summative Resources (which is highlighted in blue), Reporting, Practice Tests, and a link to the "Test Coordinator Manual". Below the main content, a section titled "Summative Resources" with a "View Summative Resources below." link is shown.

Bureau of Indian Education

Home Technology Setup Administration Resources Student Readiness Tool Support

Search...

Summative Resources

Access trainings, manuals, and other resources to prepare for assessments. The links to the correct file layouts are contained in the Test Coordinator manual.

Learn More

Navvy Resources

Interim Resources

Summative Resources

Reporting

Practice Tests

Test Coordinator Manual

## Summative Resources

View Summative Resources below.

# Support Site Resources

Practice tests and additional resources can be found in Practice Tests under Administration Resources.

The screenshot shows the Bureau of Indian Education website. At the top, there is a navigation bar with links for Home, Technology Setup, Administration Resources (which is currently selected and has a dropdown menu), Student Readiness Tool, and Support. A search bar is also present. The main content area features a large image of two students, one in a blue jacket and one in a grey hoodie, looking at a computer screen. Overlaid on this image is the text 'Summative Practice' and a description: 'Explore a range of valuable resources, including practice tests designed to empower educators in effectively preparing students for the summative assessment.' A 'Learn More' button is visible. The 'Administration Resources' dropdown menu is open, showing options: Navvy Resources, Interim Resources, Summative Resources, Reporting, and Practice Tests. Below this, the 'BIE Summative Practice Tests' page is shown, with a note about system requirements and buttons for English Language Arts and Mathematics.

Bureau of Indian Education

Home Technology Setup Administration Resources Student Readiness Tool Support

Search...

Summative Practice

Explore a range of valuable resources, including practice tests designed to empower educators in effectively preparing students for the summative assessment.

Learn More

Navvy Resources

Interim Resources

Summative Resources

Reporting

Practice Tests

## BIE Summative Practice Tests

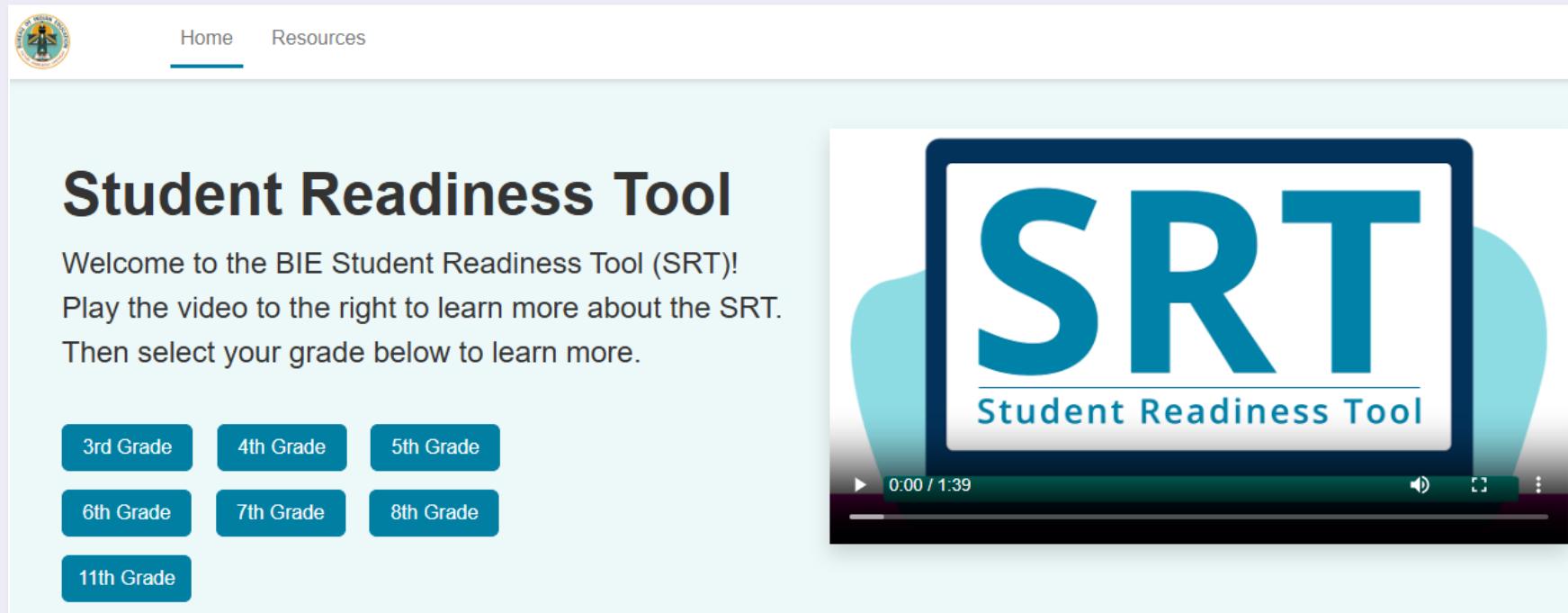
Wait! Before you start, does your computer, laptop, or tablet have what it takes? The CCRS Summative assessment works with many devices and browsers, but not all. [Review the system requirements for TestNav 8 here.](#)

English Language Arts

Mathematics

# Student Readiness Tool (SRT)

The Student Readiness Tool provides students an opportunity to become familiarized with the tools they'll use in TestNav, based on their grade level <https://srt.testnav.com/bie/bie-srt.html>.



Home Resources

## Student Readiness Tool

Welcome to the BIE Student Readiness Tool (SRT)!  
Play the video to the right to learn more about the SRT.  
Then select your grade below to learn more.

3rd Grade 4th Grade 5th Grade

6th Grade 7th Grade 8th Grade

11th Grade

**SRT**  
Student Readiness Tool

# Infrastructure Trial

- The **Infrastructure Trial** is dress rehearsal for the operational administration of computer-based tests utilizing the practice tests available in Training Administrations in ADAM. This is **strongly** recommended by the BIE.
- February 3 - February 27, 2026.
- This trial provides an opportunity for schools to:
  - Check network bandwidth.
  - Ensure TestNav is downloaded on all student devices.
  - Ensure participating staff know what to do during computer-based testing, including creating proctor groups and adding students.
  - Allow students to familiarize themselves with the TestNav tools and format.

# Infrastructure Trial

Find more information and the Infrastructure Trial Guide on the BIE support page.

## Technology Resources

View the information below on hardware and software requirements for administering online tests, along with the user guides that provide technical instructions and troubleshooting.

- TestNav Resources
- ADAM Resources
- Infrastructure Trial

Use the Infrastructure User Guide to prepare for online testing.

- Infrastructure Trial Guide

- LaunchPad

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# Next Steps & Looking Ahead

# Next Steps

- ✓ Train all staff involved with Summative testing using today's presentation and related resources.
- ✓ Read the Test Coordinator Manual, Test Administration Manual, and Accessibility Features and Accommodations Manual (each manual has checklists for testing).
- ✓ Verify and update student accommodations in ADAM by February 4, 2026.
- ✓ Prepare student testing devices.

# Forms for Administration

## Prior to testing

- Security Agreement

## During testing

- Irregularity Report
- Contaminated, Damaged, or Missing Materials
- School Chain of Custody (maintained locally)

## After testing

- Post Test Certification Form

All forms can be found at <https://bie.mypearsonsupport.com/training-resources/>.

# Summative Reports Training

## Fall 2026

- Individual Student Reports (ISR)
- School-wide grade level aggregate proficiency data report
- Performance Reports in ADAM

# Standard Setting Recruitment

## Help Shape the Future of Student Achievement!

The Bureau of Indian Education (BIE) invites passionate and experienced educators to play a vital role in shaping student achievement standards for the upcoming BIE Unified English Language Arts (ELA) and Mathematics Summative Assessment. The Standard Setting Meetings are scheduled for July 6–10, 2026 (tentative) and will be held virtually.

achievement standards for the upcoming BIE Unified English Language Arts (ELA) and Mathematics Summative Assessment. The Standard Setting Meetings are scheduled for July 6–10, 2026 (tentative) and will be held virtually.

### Responsibilities

- Align them with grade-level expectations and academic rigor
- Help define performance standards that reflect equity, clarity, and high expectations for BIE students

### Why Participate?

- Make your voice count on a critical educational initiative
- Collaborate with fellow educators and content experts from across bureau-funded schools
- Support fair and meaningful outcomes for student assessments
- Receive expert training and professional development

### Who Should Apply?

- Teachers, specialists, coaches, and instructional leaders
- Experience in ELA or Math (grades 3–8, 11)
- Represent diverse school communities

[Register here!](#)

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# Support & Contacts

# Pearson Customer Support

## Customer Support

**1-833-302-9587**

### Monday – Friday

3:30 am – 4:30 pm (PT)

4:30 am – 5:30 pm (MT)

5:30 am – 6:30 pm (CT)

6:30 am – 7:30 pm (ET)

# BIE Contacts

For general questions related to the ELA and Math assessment:

**Aurelia Shorty**, Education Program Specialist, [aurelia.shorty@bie.edu](mailto:aurelia.shorty@bie.edu)

For questions related to assessment data files:

**Dr. Rebecca Izzo**, Research Analyst, [rebecca.izzo@bie.edu](mailto:rebecca.izzo@bie.edu)

» Pearson

