New Meridian
Science Exchange

Maine Department of Education

Maine Science Assessment Training Module:
Proctoring in the ADAM Platform

Sponsor: Krista Averill, Assessment Coordinator, Maine DOE

Presented by: Science Assessment Technical Program Support

New Meridian

School Year 2024 - 2025

Session Overview

- Proctor Roles in ADAM
- Proctor Groups Overview
- Proctoring an Assessment Session
- Using the Proctor Dashboard

Proctoring Roles

Teachers and other Proctors

- Do not have individual personal account logins
- Access the proctor dashboard with a test code and proctor code unique to each proctor group per session
- View and manage only the students in that specific proctor group and session
- Have authority to pause, resume, and reseat student test sessions
- Can not create or manage proctor groups

District Assessment Coordinators and School Assessment Coordinators

- Access the proctor dashboard through the test admin cards when logged in to ADAM
- View and manage multiple proctor groups in their school or district
- Have authority to pause, resume, and reseat student test sessions
- Create and manage proctor groups

Rostering-Related Roles and Permissions

	District Assessment Coordinator	District Technology Coordinator	School Assessment Coordinator	School Technology Coordinator	Teacher	Proctor
User access						
Make user accounts for district users	x					
Make user accounts for school users	x	x	x			
Student rostering						
Change student preferred name	x	x	x	x		
Add/remove/edit students' accommodations	x	x	x	x		x - TTS only
Request paper accommodation	x					
Create/delete/edit a class	x	x	x	x		
Add/remove/change students class assignment	x	x	x	x		
Test assignment						
View test assignments/test admins	x	x	x	x		
Change student test assignment	x	x	x	x		
View/print test tickets	x	x	x	x		x
View/print roster lists	x	x	x	x		x
Test proctoring						
View test progress	x	x	x	x		x
Reseat a student	x	x	x	x		x
Unsubmit a test						
Request to unsubmit a test	x					
View student test progress	x	x	x	x		x
Add/remove TTS for student's current session	x	x	x	x		x
Activity reports						
View/export activity/progress for district	x	x				
View/export activity/progress for schools	x	x	x	x		

Proctor Groups Overview

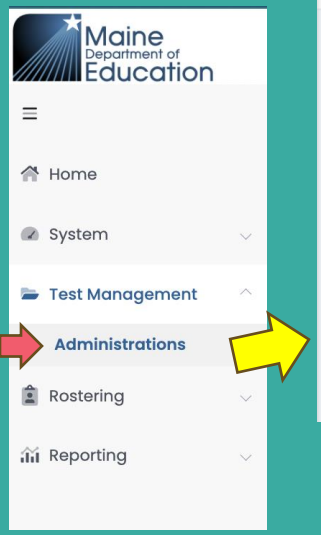
For information about how to create and manage proctor groups, view the "Preparing for Administration" Training Module

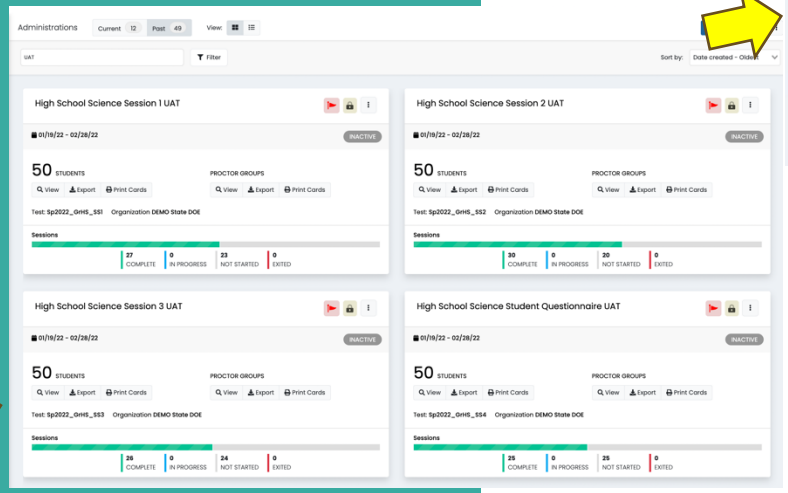
- Proctor groups are groups of students who test together. All students in a proctor group have the same Test Code.
- Default proctor groups are created based on classes, from information entered by the SAU
- Additional proctor groups can be created by DACs and SACs for test administration convenience
- Students in additional proctor groups are still associated with their original class rosters and reports
- Common reasons for setting up additional proctor groups include: accommodations (e.g., extended time group), testing location (e.g., library group), make up group of students who were absent, other
- Default proctor groups can be modified by DACs and SACs through the class dashboard.
- Additional proctor groups can be modified by DACs and SACs through the proctor group details page

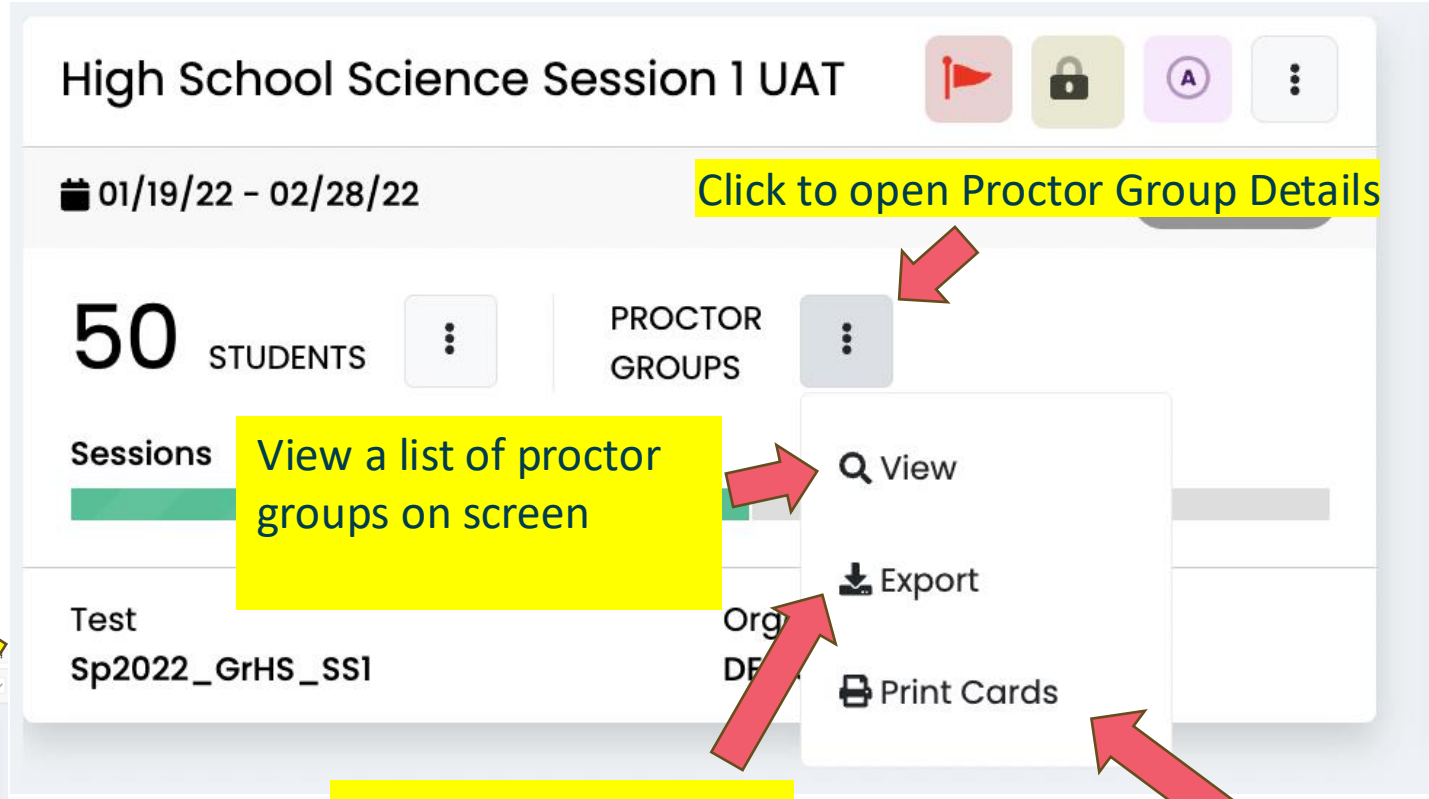
Accessing the Proctor Dashboard

For District and School Coordinators

1. Go to:
Administrations Dashboard





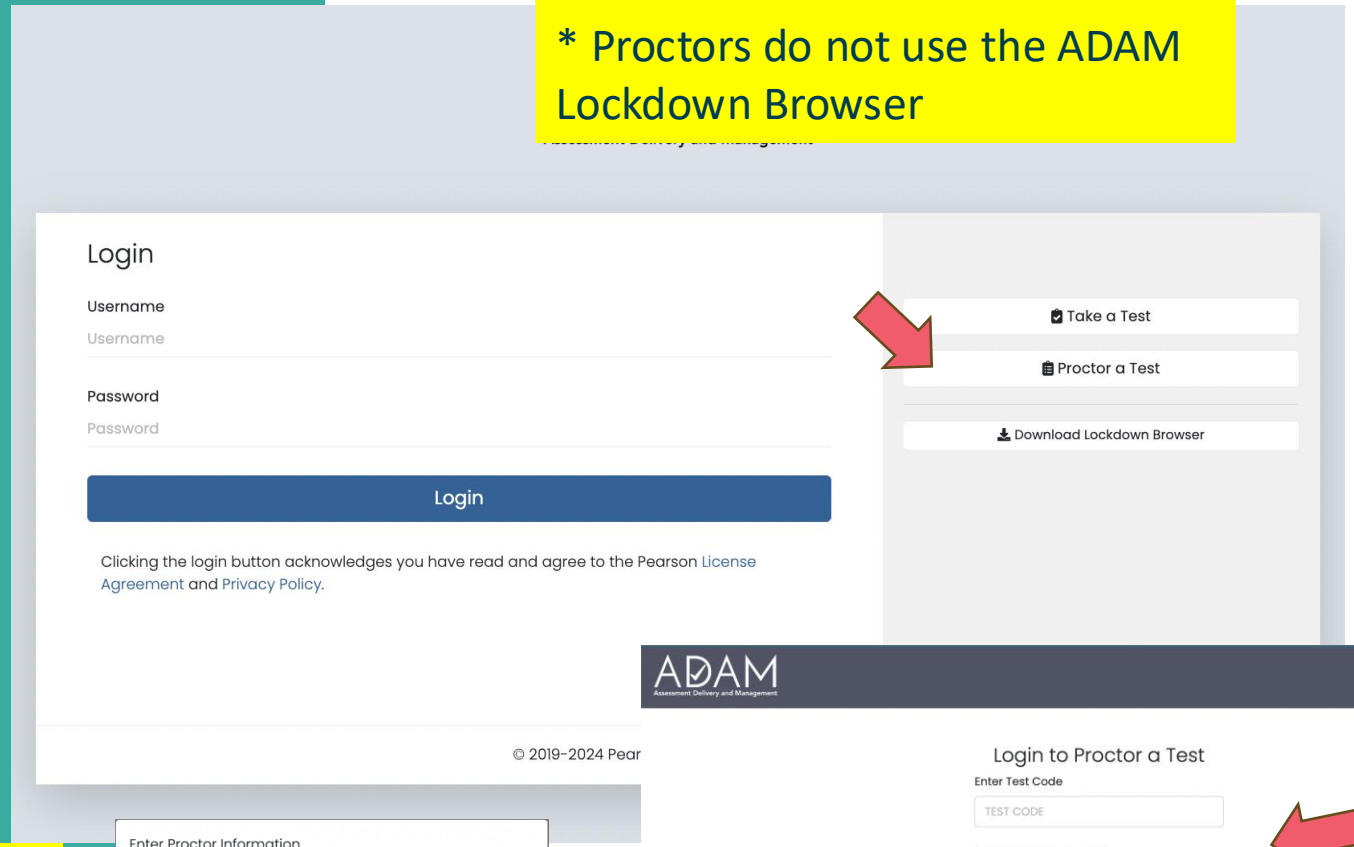


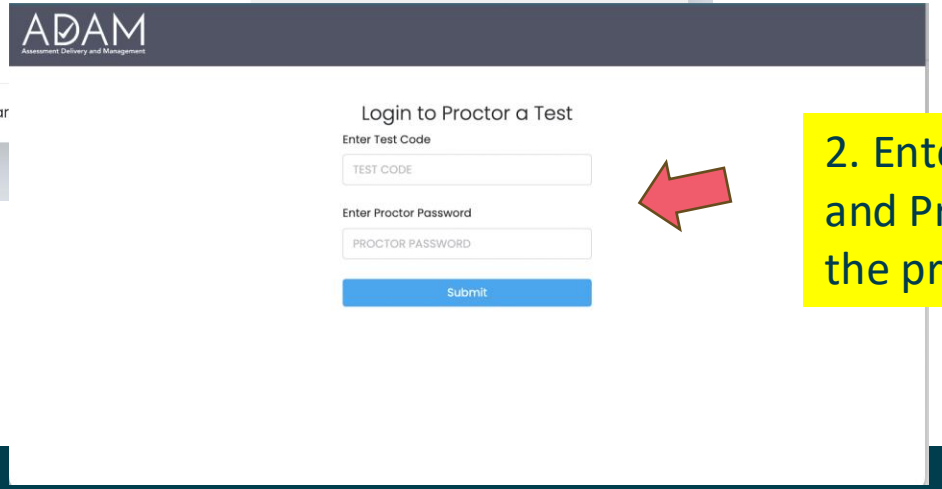
Accessing the Proctor Dashboard

For Proctors

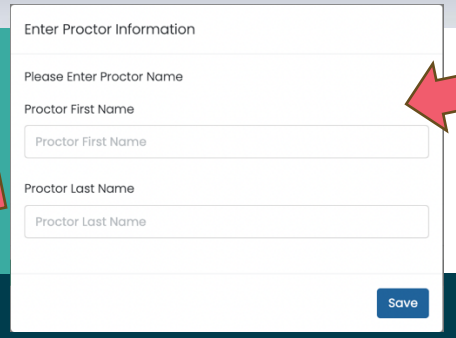
1. Go to: https://adamexam.com

* Proctors do not use the ADAM Lockdown Browser



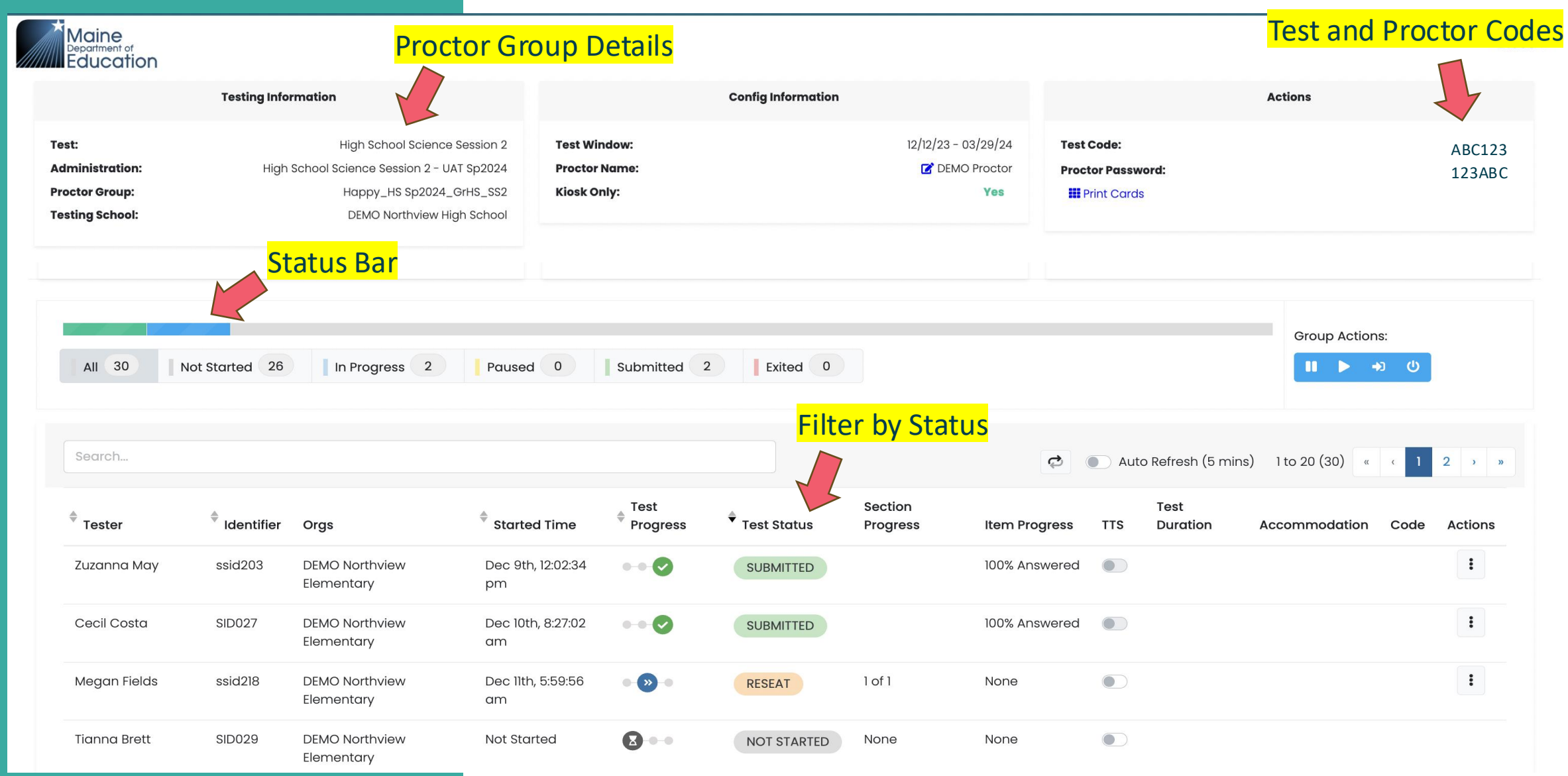


2. Enter the Test Code and Proctor Code from the proctor session card



3. The Proctor may be prompted to enter their first and last name.

The Proctor Dashboard



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Close ✖

Testing Information		Config Information		Actions	
Test:	High School Science Session 2	**Test Window:**	12/12/23 - 03/29/24	**Test Code:**	ABC123
Administration:	High School Science Session 2 - UAT Sp2024	**Proctor Name:**	DEMO Proctor	**Proctor Password:**	123ABC
Proctor Group:	Happy_HS Sp2024_GrHS_SS2	**Kiosk Only:**	Yes	Print Cards	
Testing School:	DEMO Northview High School				

Student State ID

All 30 | Not Started 26 | In Progress 2 | Paused 0 | Submitted 2 | Exited 0

Group Actions:

School Name

Student Name

Progress Data .

Search...

to Refresh (5 mins) 1 to 20 (30) « ‹ 1 2 › »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	TTS	Test Duration	Accommodation	Code	Actions
Zuzanna May	ssid203	DEMO Northview Elementary	Dec 9th, 12:02:34 pm		SUBMITTED		100% Answered					
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am		SUBMITTED		100% Answered					
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am		RESEAT	1 of 1	None					
Tianna Brett	SID029	DEMO Northview Elementary	Not Started		NOT STARTED	None	None					

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Close ✖

Testing Information

Test:	High School Science Session 2
Administration:	High School Science Session 2 - UAT Sp2024
Proctor Group:	Happy_HS Sp2024_GrHS_SS2
Testing School:	DEMO Northview High School

Config Information

Test Window:	12/12/23 - 03/
Proctor Name:	DEMO P
Kiosk Only:	

ABC123
123ABC

Auto Refresh Button
**** Set to Yes ****

Auto Refresh (5 mins)

All 30 | Not Started 26 | In Progress 2 | Paused 0 | Submitted 2 | Exited 0

Group Actions:

Search...

Auto Refresh (5 mins) 1 to 20 (30) « ‹ 1 2 › »

Refresh Now

Tester	Identifier	Orgs	Started Time	Test Progress		Item Progress	TTS	Test Duration	Accommodation	Code	Actions
Zuzanna May	ssid203	DEMO Northview Elementary	Dec 9th, 12:02:34 pm			100% Answered					
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am	SUBMITTED		100% Answered					
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am	RESEAT	1 of 1	None					
Tianna Brett	SID029	DEMO Northview Elementary	Not Started	NOT STARTED	None	None					

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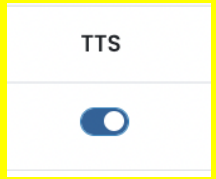
Accommodations Information

Text to Speech (TTS) Accommodation/Support

***

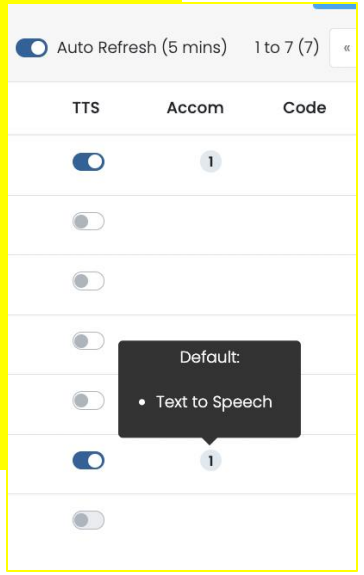
Setting can be toggled on for the student session if student is eligible



Accommodation/Support Indicator

***

Hover on the number to expand the information



SID140	DEMO Northview High School	Not Started	Not Started	Not Started	None	None		Paper Only	
SID150	DEMO Northview High School	Submitted	Dec 20th, 12:26:24 pm	Submitted		100% Attempted	1		
SID141	DEMO Northview High School	In Progress...	Mar 28th, 12:16:17 am	Active	1 of 1	1 of 18			
SID138	DEMO Northview High School	Submitted	Dec 27th, 4:26:05 am	Submitted		100% Attempted	1		
SID145	DEMO Northview High School	Submitted	Dec 18th, 10:02:05 am	Submitted		0% Attempted			

Actions

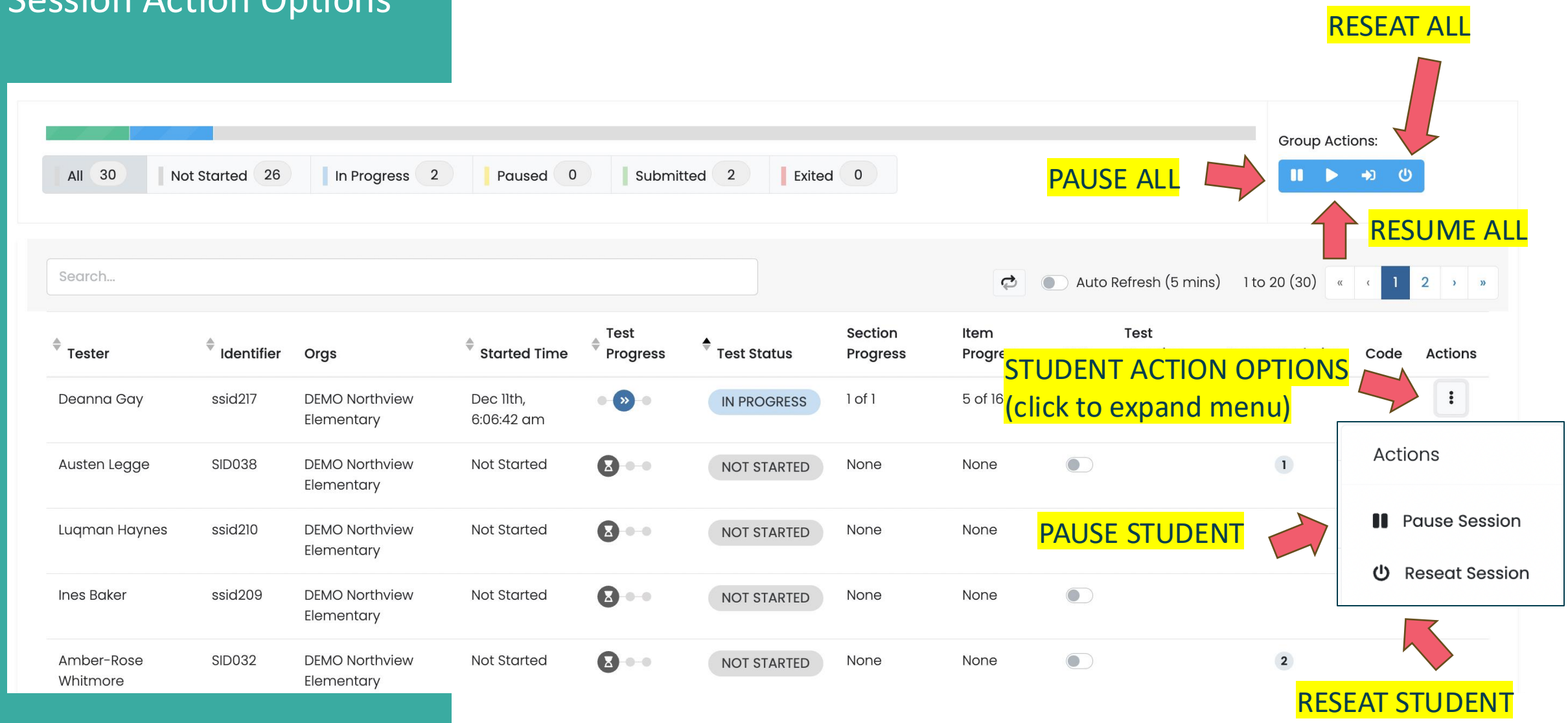
Pause Session

Reseat Session

PAPER TEST INDICATOR

Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

Session Action Options



Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted		1		
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted		1		
Not Started	Not Started	Not Started	None	None				
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted		1		
Not Started	Not Started	Not Started	None	None				
Submitted	Dec 26th, 11:45:29 am	Submitted		100% Attempted		1		

Actions

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted		1		
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted		1		
Not Started	Not Started	Not Started	None	None				
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted		1		
Not Started	Not Started	Not Started	None	None				

Actions

Pause Session

Reseat Session

Progress	Started Time	Health	Section	Item	TTS	Accom	Code	Actions
Submitted	Dec 15th, 2:39:39 pm	Submitted		65% Attempted		1		
In Progress...	Jan 4th, 6:59:11 am	No Activity		100% Attempted		1		
Not Started	Not Started	Not Started	None	None				
Submitted	Dec 20th, 12:10:55 pm	Submitted		100% Attempted		1		
Not Started	Not Started	Not Started	None	None				
Submitted	Dec 26th, 11:45:29 am	Submitted		100% Attempted		1		

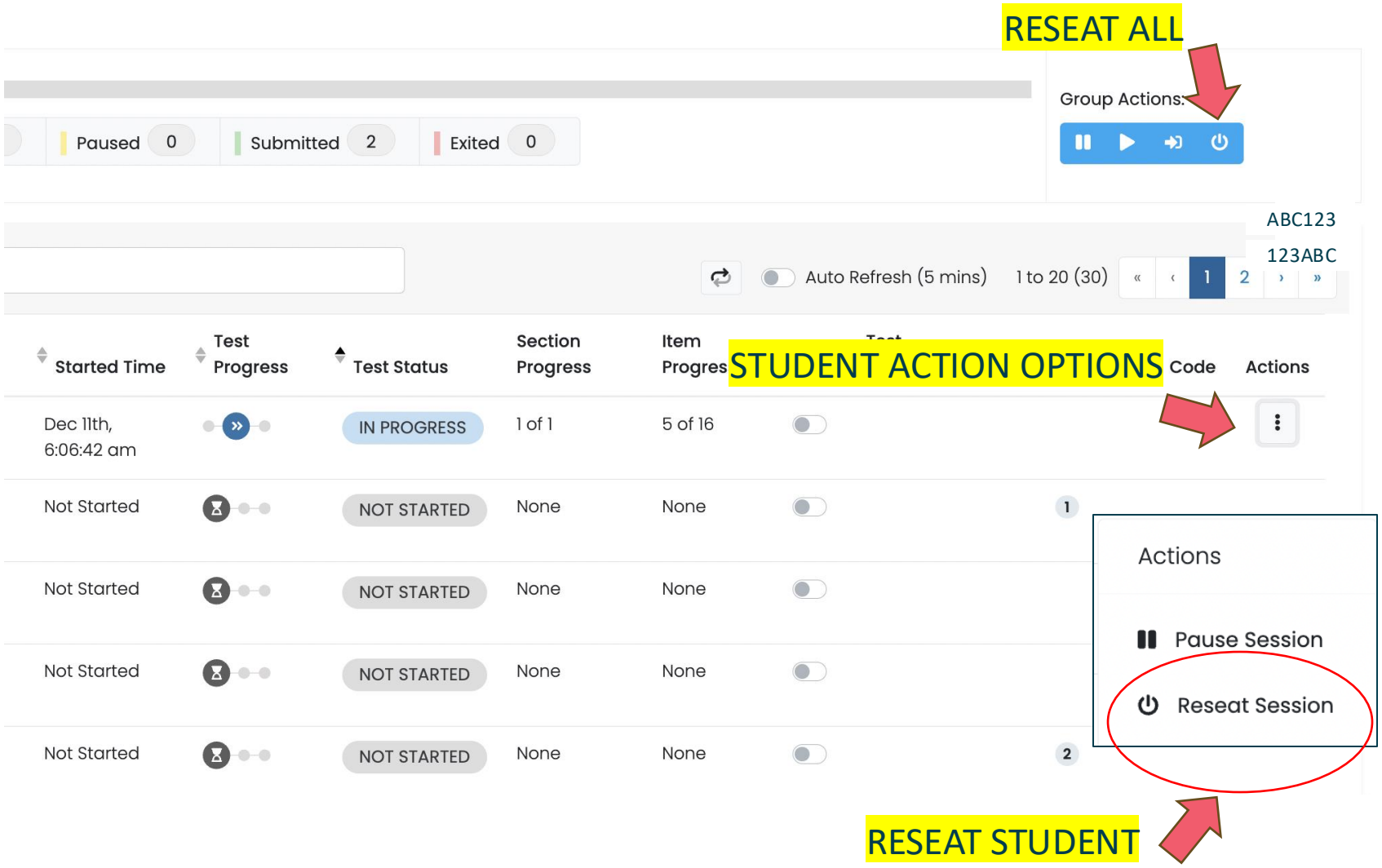
Actions

Available “Actions” change depending on the student’s progress /test status

Reseating Students

Scenarios:

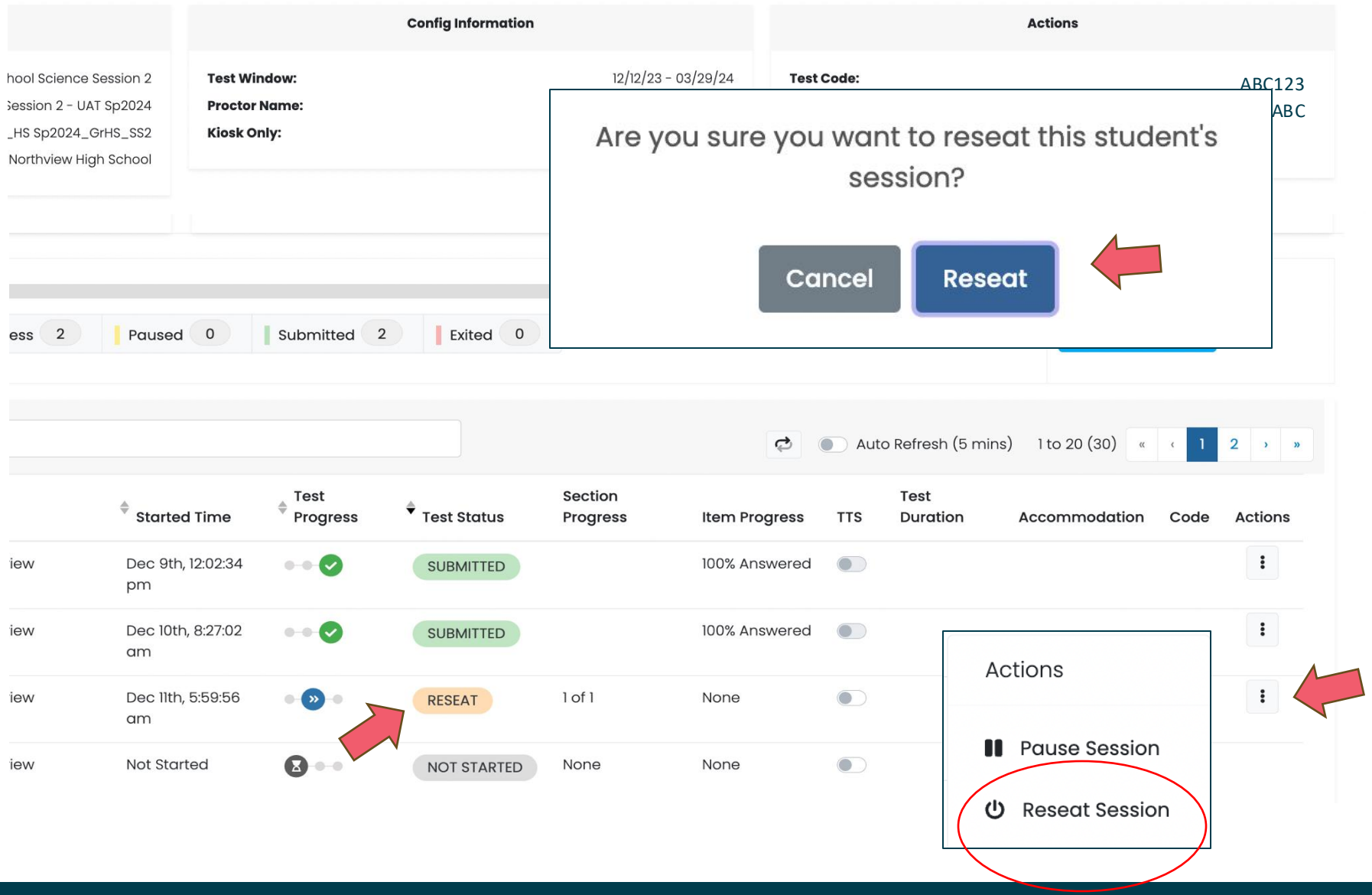
- Time-out / idle for too long
- Network disruption
- Student accidentally closed the test window
- System closed the test due to detection of unallowed program attempting to run at the same time



Reseating Students

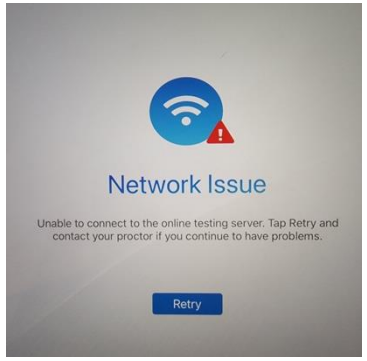
Scenarios:

- If reseating still doesn't allow the student to continue their test, it may have already been submitted.
- Unsubmitting / reopening a test requires MDOE approval.



Warning messages when launching the Lockdown Browser

- Not connected to the Internet
- Slow network
- Other applications running in background
- Not enough battery power
- Too many monitors
- Insufficient memory
- Low resolution display
- Microsoft Edge issues



System Startup Checks

The ADAM Lockdown Browser automatically verifies the following system requirements. If a device fails one of these checks, a summary of the issue is displayed on the screen, and when possible, the user will have an opportunity to resolve it. For example, if the lockdown browser detects that a device has two monitors, an alert will provide instructions with an option for the user to unplug one monitor and then select “Retry” to rerun the checks. Similar notifications are provided if the device has a low battery level or is not plugged into a power outlet.

Warning messages about hard drive space, screen resolution, and battery/power status may display when ADAM starts but do not prevent students from running the assessment.

- The student device must have access to the internet before the lockdown browser will initialize for student use.
- After the operating system check is complete, a final network check is needed based on how long it takes for the first page of the lockdown browser to load. If the initial page load exceeds the limit set, the system check will fail.

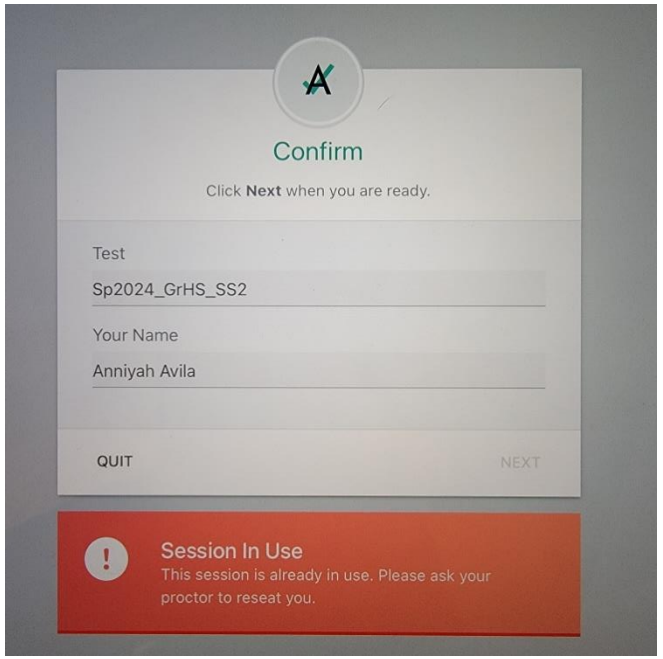
Microsoft Edge on Windows-Based Devices

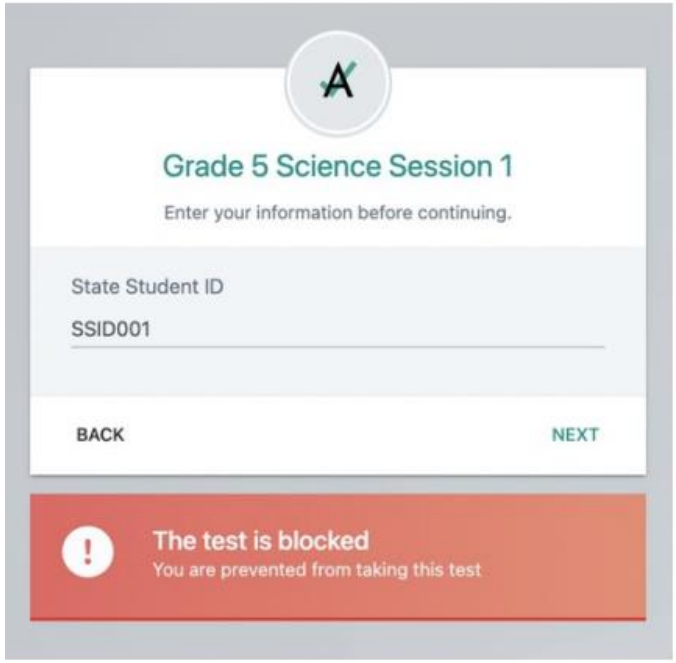
For Windows-based devices, it is recommended that prior to starting the assessment, school IT administrators disable the system setting that allows the Edge browser to "continue running background extensions and apps when Microsoft Edge is closed".

1. Ensure the device is running the latest version of Edge
2. Go to ... -> Settings -> System and performance
    - Disable "Startup boost"
    - Disable "Continue running background extensions and apps when Microsoft Edge is closed"

Warning messages when launching the test

- Student not found
  - Re-enter SSID
  - Check student roster
- Test not found
  - Re-enter test code
  - Check code on test ticket
- Test is already in session
  - Reseat the student
- Test is blocked (paper-only students)
  - Administer the student's assigned paper test
- Session is already submitted
  - Student completed the test
  - Student accidentally submitted the test and needs to be unsubmitted (requires Maine DOE approval)
  - Student started but did not complete the test and was autosubmitted at end of day (requires Maine DOE approval to reopen test on a subsequent day)

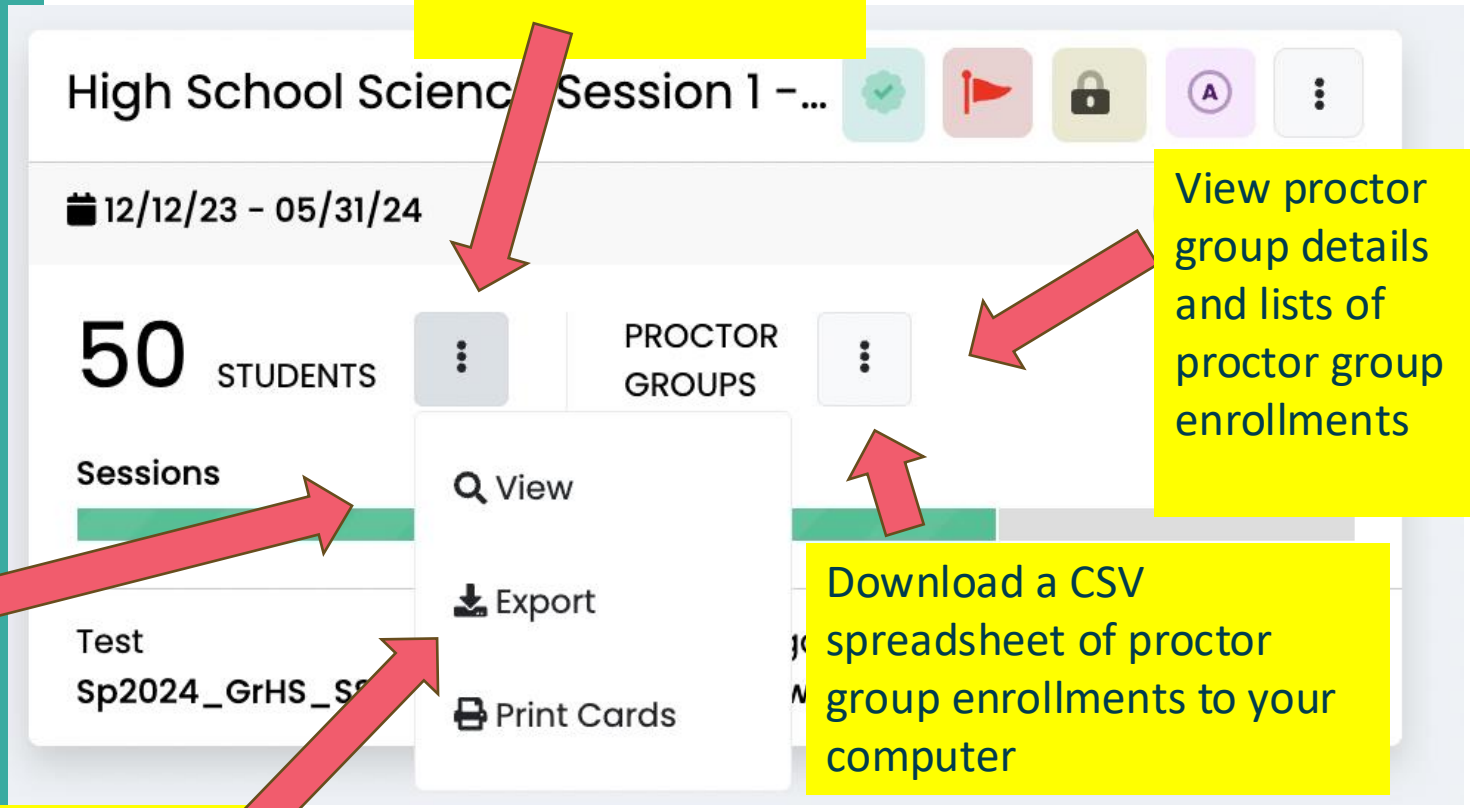




Should a student receiving a paper-based accommodation attempt to login to the online platform the following alert message will appear on the screen: *The test is blocked, you are prevented from taking this test.*

View or Export Student Rosters

Click to expand the menu to View the roster details of students in the Administration



View proctor group details and lists of proctor group enrollments

Select “View” to open a list of student session assignments

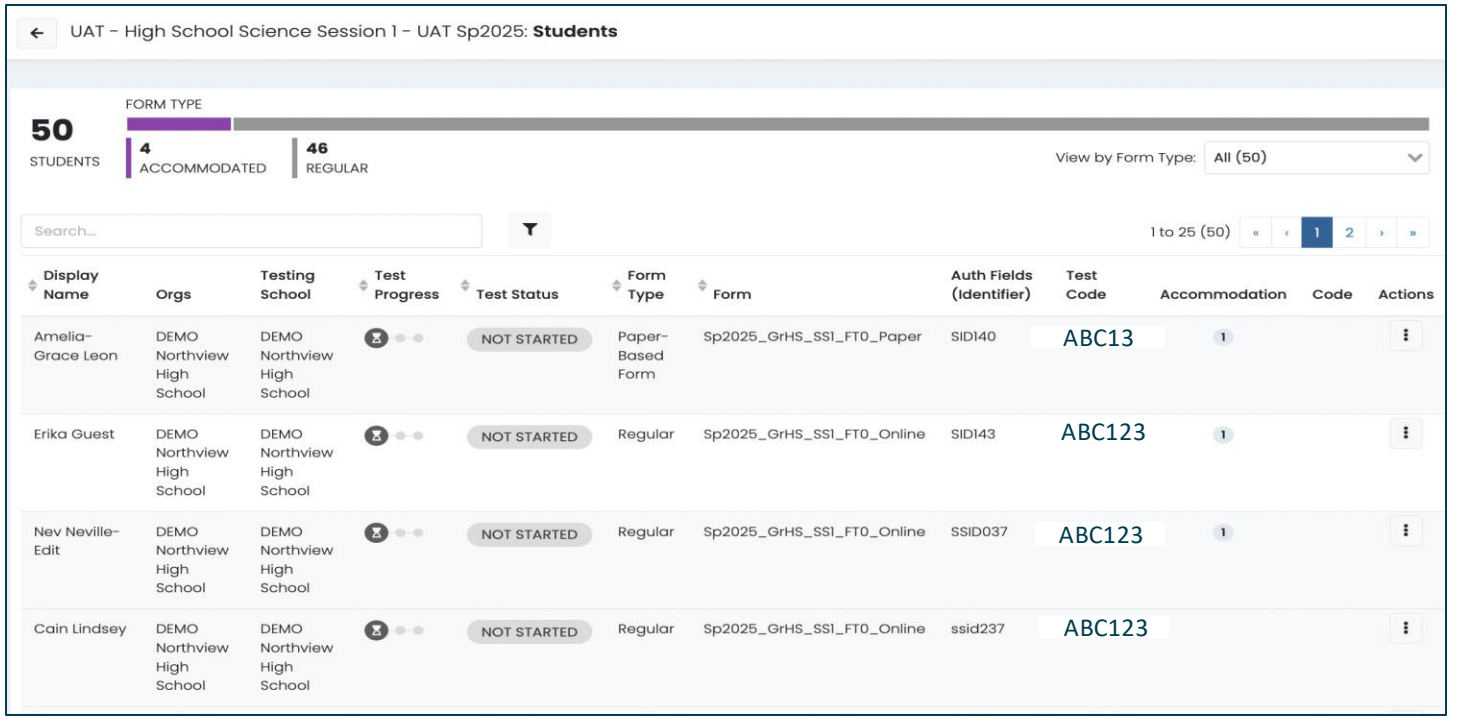
Download a CSV spreadsheet of proctor group enrollments to your computer

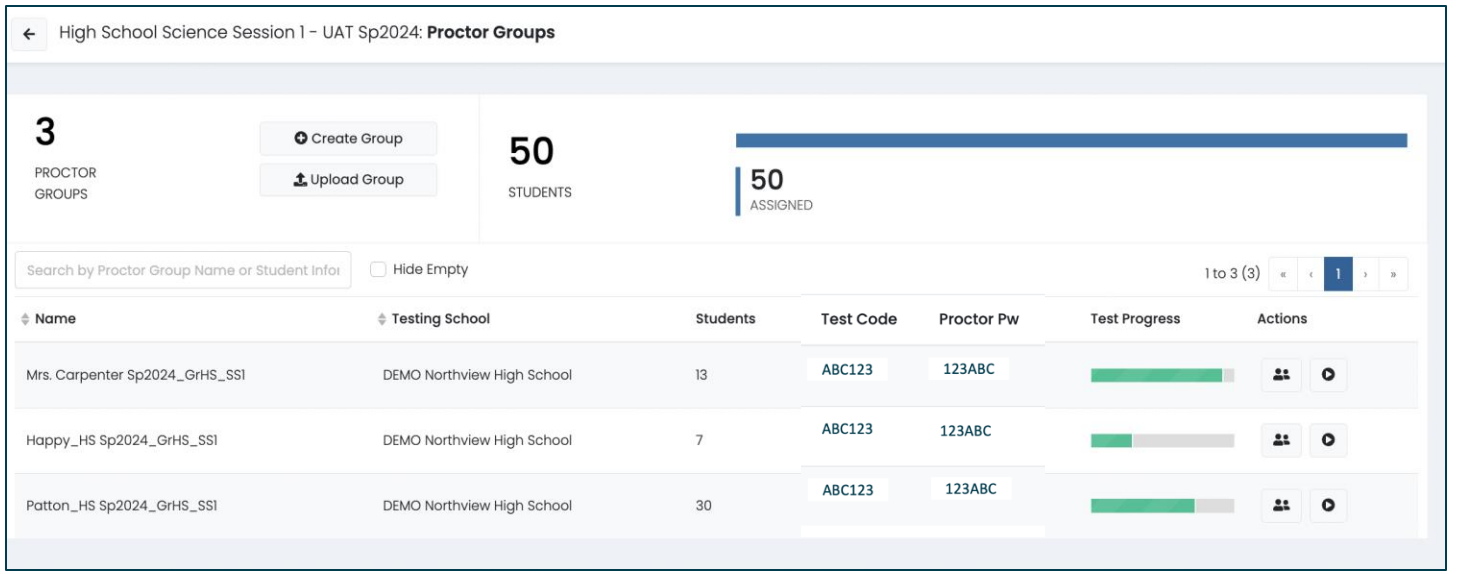
Select ”Export” to download a CSV spreadsheet of students in the Administration to your computer

View Student Roster and Proctor Group Details

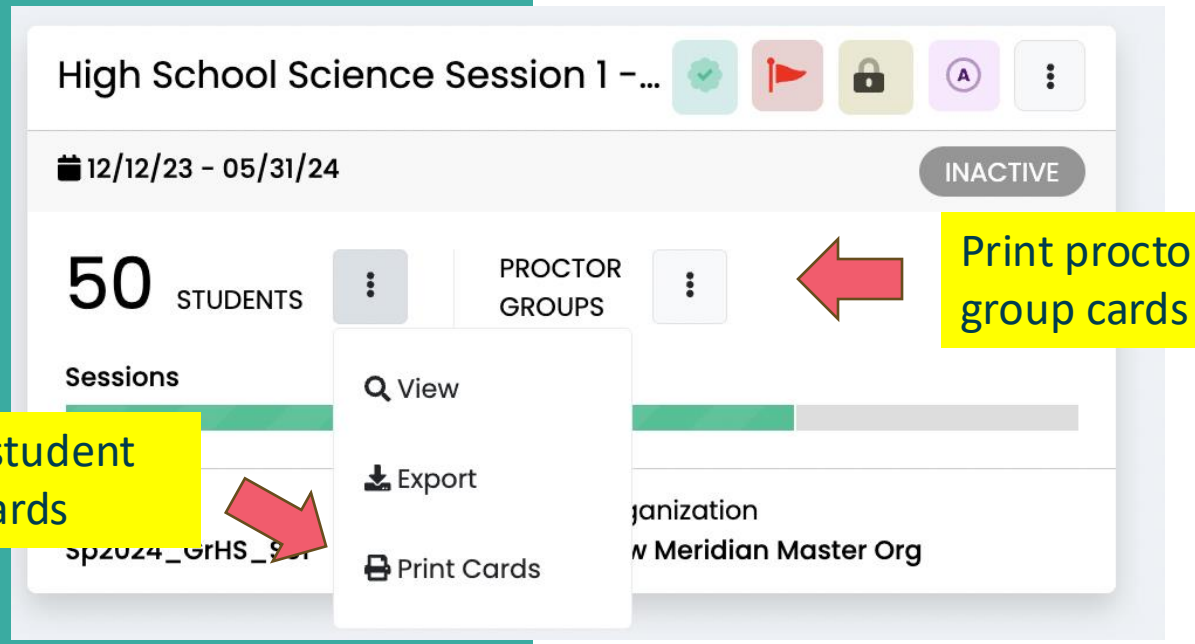
View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments



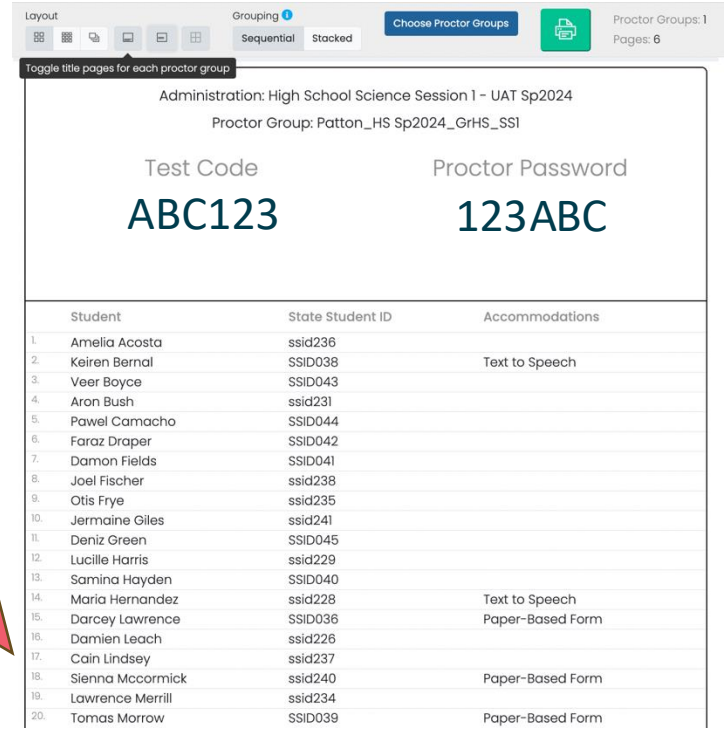


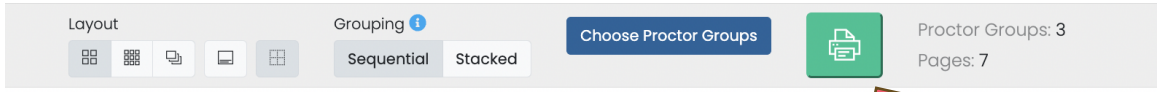
Printing Test Cards and Proctor Cards



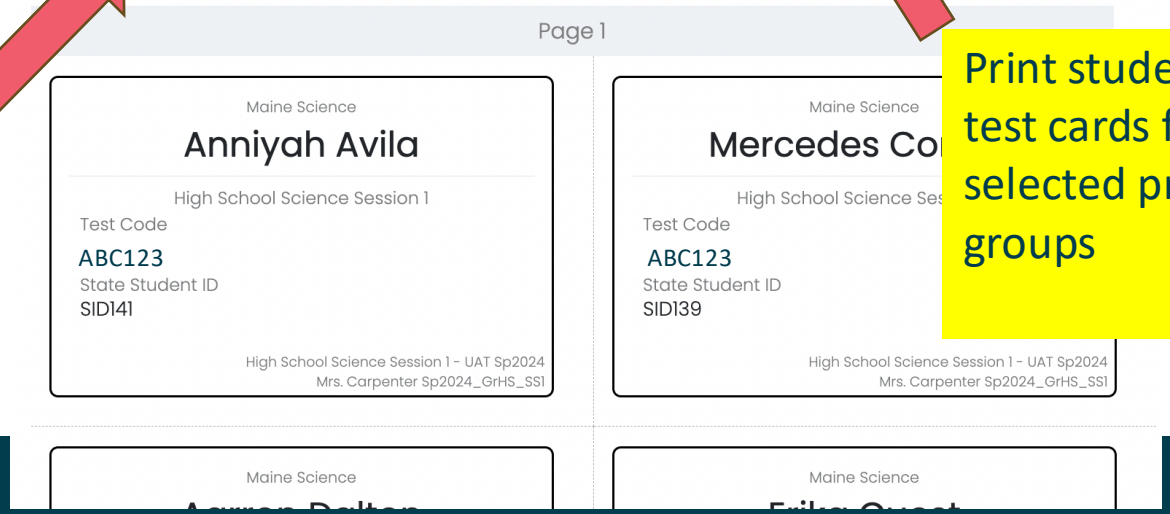
Print student test cards

Print proctor group cards





There are a variety of options for print layout of the test cards including one per page, 3x6, 2x4, sequential, stacked, and by proctor group title page...



Print student test cards for selected proctor groups

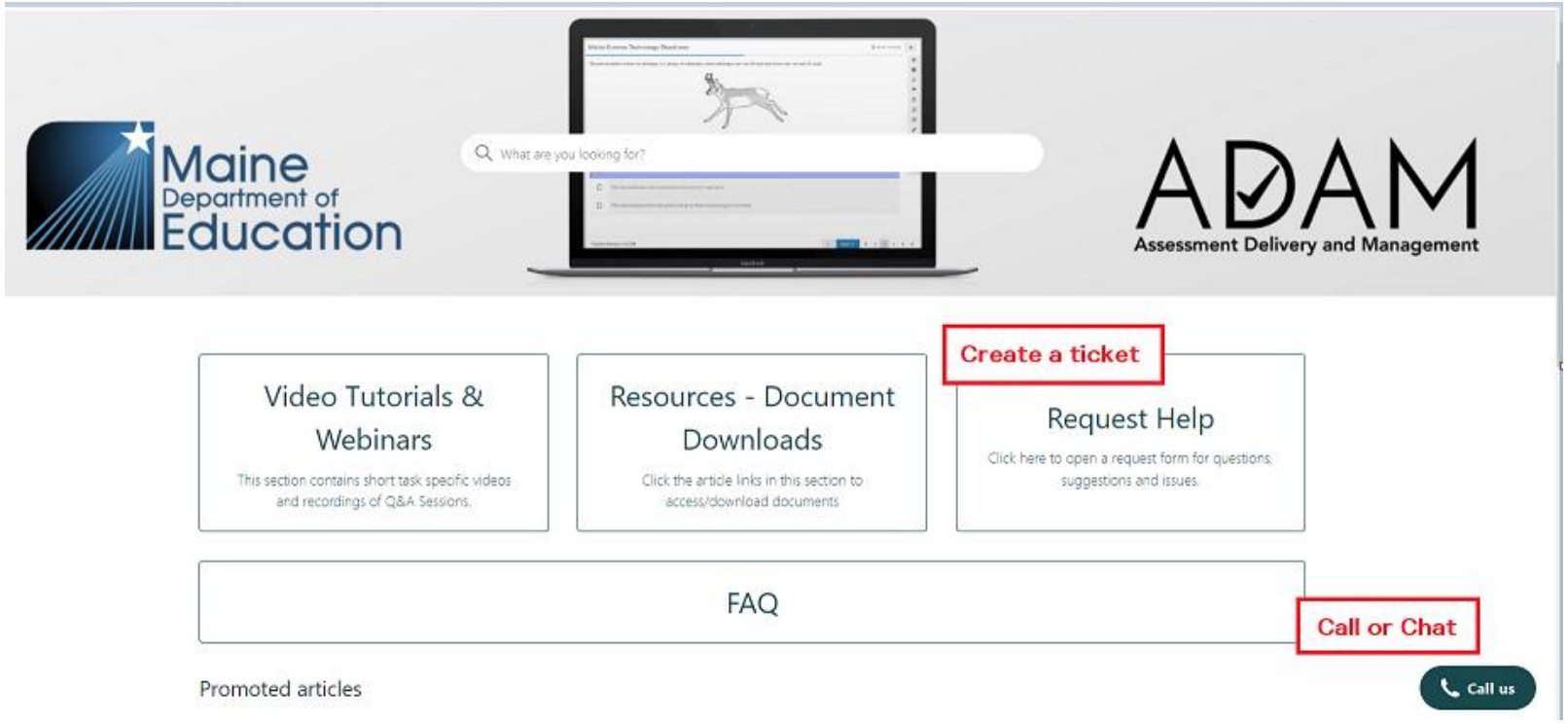
Maine Science Assessment Program

Support Desk

Maine Science Support Desk is Full of Up-to-Date Information

Toll Free Number: 855-544-0842 *or*

Online Self-Service: https://mescience.zendesk.com



SAU Science Assessment Administration Support

Maine Department of Education

Science Assessment Coordinator

Krista.Averill@maine.gov

Maine Science | Department of Education – Resource Page

- Accommodations, irregularities, and policy questions

New Meridian/MZD

Toll Free Number: 855-544-0842 *or*

Online Self-Service: https://mescience.zendesk.com

- Lockdown Browser (LDB) installation issues, LDB not working
- Log in credentials & Support
- Rostering information and support

New Meridian
Science Exchange

Thank you!