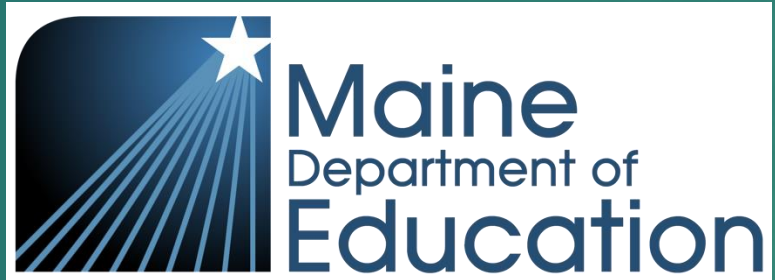




New Meridian

Science Exchange



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 reseal 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 reseal 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

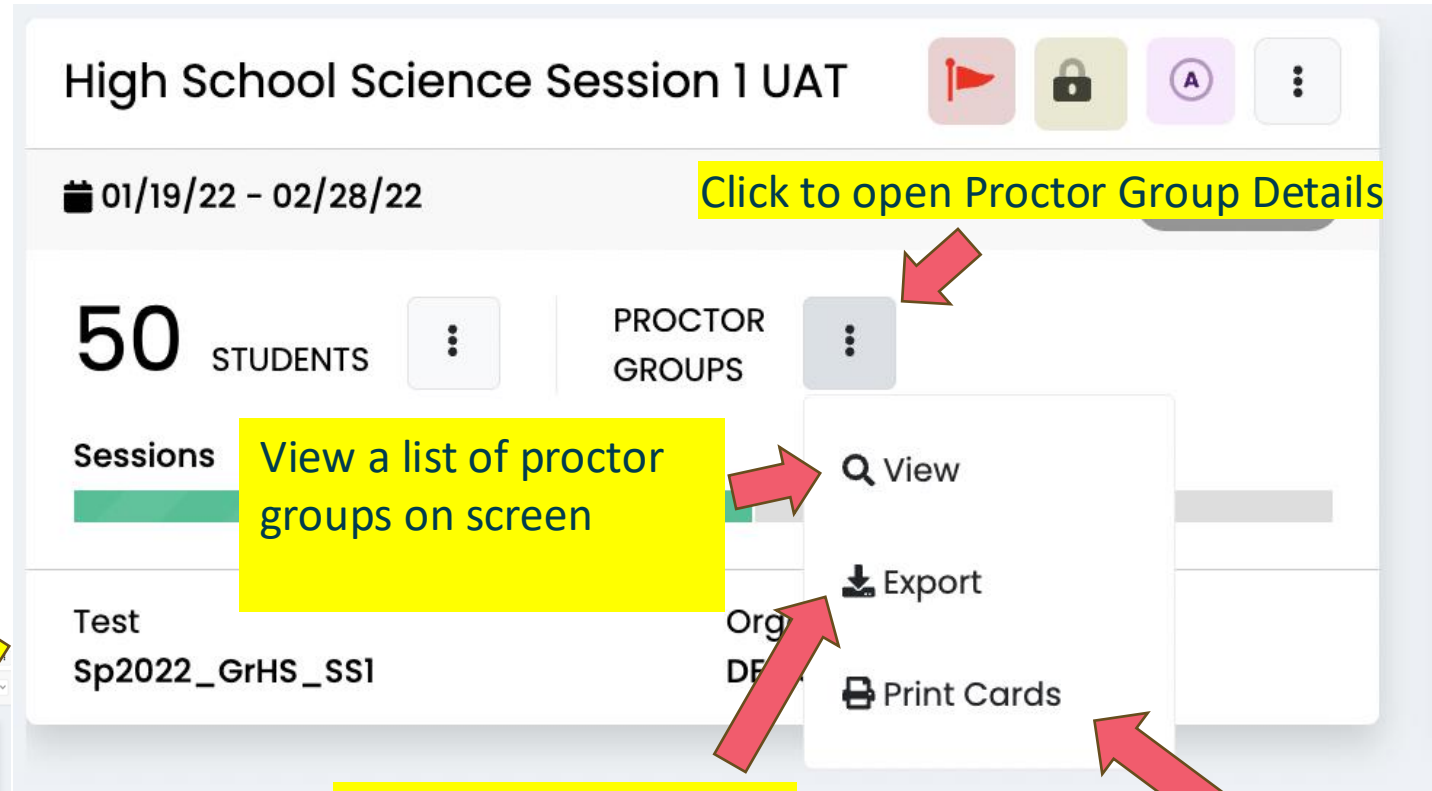
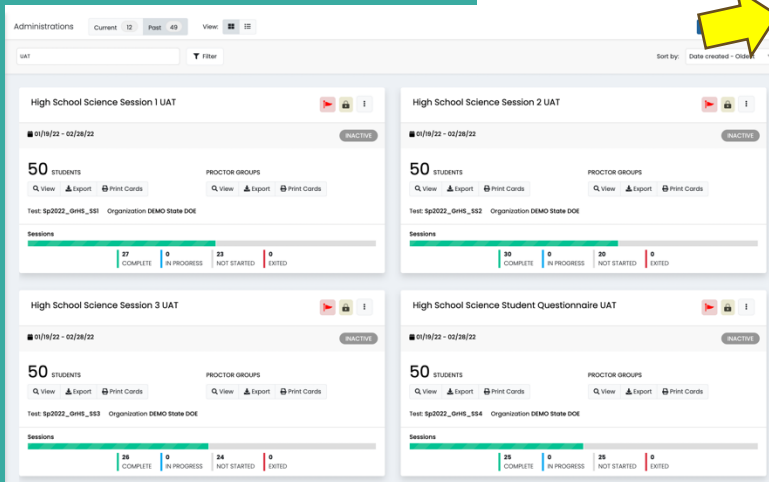
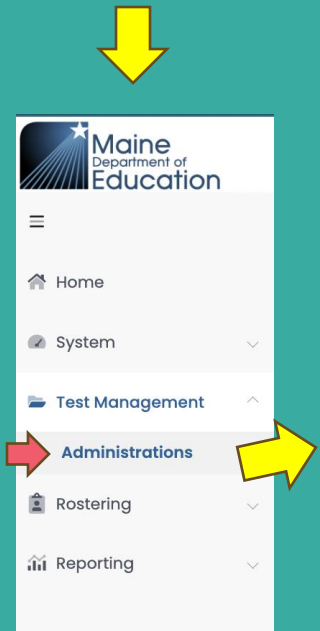
For information about how to create and manage proctor groups, view the “Preparing for Administration” Training Module

- 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

Login

Username
Username

Password
Password

Login

Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy.

Take a Test

Proctor a Test

Download Lockdown Browser

ADAM
Assessment Delivery and Management

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

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name
Proctor First Name

Proctor Last Name
Proctor Last Name

Save

Login to Proctor a Test

Enter Test Code
TEST CODE

Enter Proctor Password
PROCTOR PASSWORD

Submit

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

Layout Grouping 1 Proctor Groups: 7 Pages: 1


Sequential Stacked

Maine Science Barker_HS Sp2022_GrHS_SSI	Maine Science UAT High School Sp2022_GrHS_SSI
High School Science Session 1 UAT	High School Science Session 1 UAT
s vg	Zac Henrich
Test Code ABC123	Test Code ABC123
Proctor Password 123ABC	Proctor Password 123ABC
High School Science Session 1 Use these credentials to login to this proctor group	High School Science Session 1 Use these credentials to login to this proctor group

Maine Science Mrs. Louis Parker Sp2022_GrHS_SSI	Maine Science Mrs. Carpenter Sp2022_GrHS_SSI
High School Science Session 1 UAT	High School Science Session 1 UAT
Zac Henrich	zac henrich
Test Code ABC123	Test Code ABC123
Proctor Password 123ABC	Proctor Password 123ABC
High School Science Session 1 Use these credentials to login to this proctor group	High School Science Session 1 Use these credentials to login to this proctor group

Maine Science Alias Proctor Group Name	Maine Science Extended Time Room DEMO Northview High School
High School Science Session 1 UAT	High School Science Session 1 UAT
Test Code ABC123	Test Code ABC123
Proctor Password 123ABC	Proctor Password 123ABC
High School Science Session 1 Use these credentials to login to this proctor group	High School Science Session 1 Use these credentials to login to this proctor group

The Proctor Dashboard



Proctor Group Details

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 - 03/29/24

Proctor Name:

 DEMO Proctor

Kiosk Only:

Yes


Test and Proctor Codes

Test Code:

ABC123

Proctor Password:

123ABC

 Print Cards

Status Bar

Progress bar with green, blue, and grey segments

All 30

Not Started 26

In Progress 2

Paused 0

Submitted 2

Exited 0

Group Actions:



Filter by Status

 Auto 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					

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 – 03/29/24
Proctor Name:  DEMO Proctor
Kiosk Only: Yes

Actions

Test Code: ABC123
Proctor Password: 123ABC
[Print Cards](#)

Student State ID

Student Name

School Name

Progress Data

Group Actions:



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

Search...												
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					

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 - 03/12/24
Proctor Name: DEMO P
Kiosk Only:

ABC123
123ABC


Auto Refresh Button
** Set to Yes **

 ☒ Auto Refresh (5 mins)

Group Actions:



Search...

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

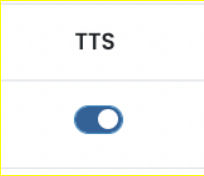
Refresh Now

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	<input type="checkbox"/>				
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am		100% Answered	<input type="checkbox"/>				
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am		None	<input type="checkbox"/>	1 of 1			
Tianna Brett	SID029	DEMO Northview Elementary	Not Started		None	<input type="checkbox"/>	None			

Accommodations Information

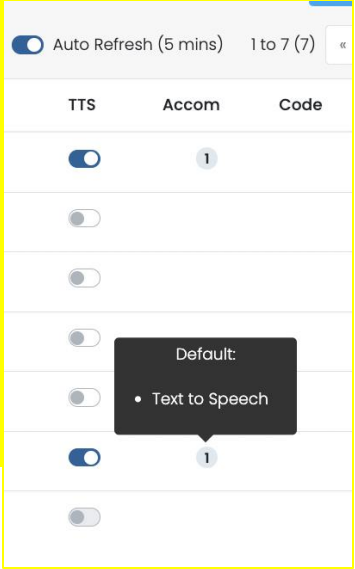
Text to Speech (TTS) Accommodation/Support ***












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			
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
-  Reset 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

All 30

Not Started 26

In Progress 2

Paused 0

Submitted 2

Exited 0

Group Actions:

PAUSE ALL

RESUME ALL

RESET ALL

Search...

Auto Refresh (5 mins)

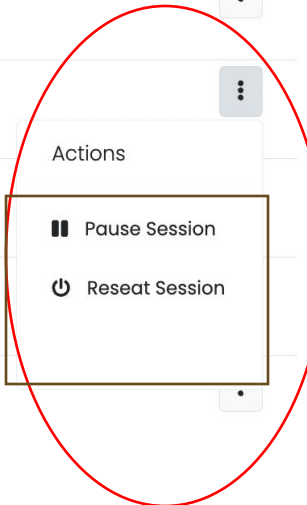
1 to 20 (30)

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test	Code	Actions
Deanna Gay	ssid217	DEMO Northview Elementary	Dec 11th, 6:06:42 am	<div></div>	IN PROGRESS	1 of 1	5 of 16			<div>STUDENT ACTION OPTIONS (click to expand menu)</div>
Austen Legge	SID038	DEMO Northview Elementary	Not Started	<div></div>	NOT STARTED	None	None	<div></div>	1	
Luqman Haynes	ssid210	DEMO Northview Elementary	Not Started	<div></div>	NOT STARTED	None	None	<div>PAUSE STUDENT</div>		
Ines Baker	ssid209	DEMO Northview Elementary	Not Started	<div></div>	NOT STARTED	None	None	<div></div>		
Amber-Rose Whitmore	SID032	DEMO Northview Elementary	Not Started	<div></div>	NOT STARTED	None	None	<div></div>	2	<div>RESET STUDENT</div>

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		⋮



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				⋮



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		⋮



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

RESEAT ALL

Group Actions:

⏸

▶

↺

🔌

ABC123

123ABC

« ‹ 1 2 › »

Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test	Code	Actions
Dec 11th, 6:06:42 am	<div><div>▶▶</div></div>	IN PROGRESS	1 of 1	5 of 16	<div><div></div></div>		<div><div>⋮</div></div>
Not Started	<div><div>⌛</div></div>	NOT STARTED	None	None	<div><div></div></div>	1	
Not Started	<div><div>⌛</div></div>	NOT STARTED	None	None	<div><div></div></div>		
Not Started	<div><div>⌛</div></div>	NOT STARTED	None	None	<div><div></div></div>		
Not Started	<div><div>⌛</div></div>	NOT STARTED	None	None	<div><div></div></div>	2	

STUDENT ACTION OPTIONS

⏸ Pause Session

🔌 Reseat Session

RESEAT STUDENT

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.

Close X

chool Science Session 2
Session 2 - UAT Sp2024
_HS Sp2024_GrHS_SS2
Northview High School

Test Window:
12/12/23 - 03/29/24
Proctor Name:
Kiosk Only:

Test Code:
ABC123
ABC

ess 2

Paused 0

Submitted 2

Exited 0

Are you sure you want to reseat this student's session?

Cancel

Reseat

Auto Refresh (5 mins)

1 to 20 (30)

« 1 2 »

	Started Time	Test Progress	Test Status	Section Progress	Item Progress	TTS	Test Duration	Accommodation	Code	Actions
iew	Dec 9th, 12:02:34 pm	<div><div></div><div></div><div></div><div></div><div></div></div>	SUBMITTED		100% Answered	<div><div></div></div>				<div></div>
iew	Dec 10th, 8:27:02 am	<div><div></div><div></div><div></div><div></div><div></div></div>	SUBMITTED		100% Answered	<div><div></div></div>				<div></div>
iew	Dec 11th, 5:59:56 am	<div><div></div><div></div><div></div><div></div><div></div></div>	RESEAT	1 of 1	None	<div><div></div></div>				<div></div>
iew	Not Started	<div><div></div><div></div><div></div><div></div><div></div></div>	NOT STARTED	None	None	<div><div></div></div>				<div></div>

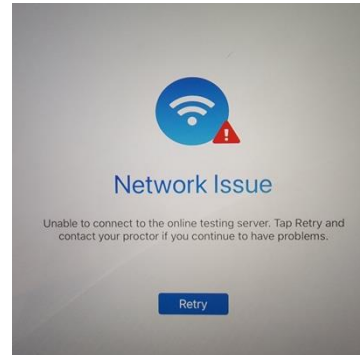
Actions

Pause Session

Reseat Session

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)

Confirm

Click **Next** when you are ready.

Test
Sp2024_GrHS_SS2

Your Name
Anniyah Avila

QUIT NEXT

Session In Use
This session is already in use. Please ask your proctor to reseat you.

Grade 5 Science Session 1

Enter your information before continuing.

State Student ID
SSID001

BACK NEXT

The test is blocked
You are prevented from taking this test.

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

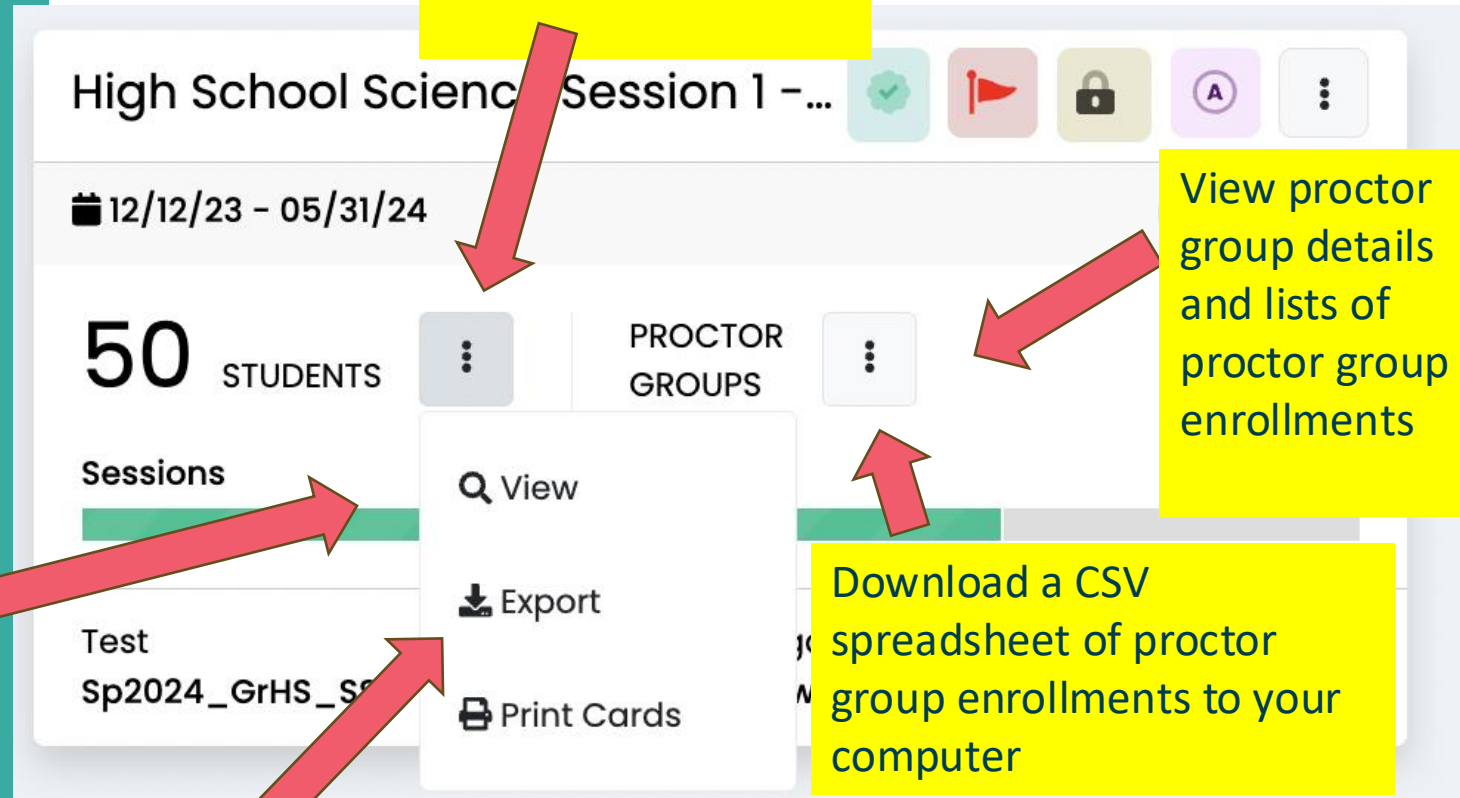
Click to expand the menu to View the roster details of students in the Administration

View proctor group details and lists of proctor group enrollments

Download a CSV spreadsheet of proctor group enrollments to your computer

Select "View" to open a list of student session assignments

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

← UAT – High School Science Session 1 – UAT Sp2025: **Students**

50
STUDENTS

FORM TYPE

4
ACCOMMODATED

46
REGULAR

View by Form Type: All (50)

Search...

1 to 25 (50)

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Amelia-Grace Leon	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Paper-Based Form	Sp2025_GrHS_SSI_FT0_Paper	SID140	ABC13	1		
Erika Guest	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SID143	ABC123	1		
Nev Neville-Edit	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	SSID037	ABC123	1		
Cain Lindsey	DEMO Northview High School	DEMO Northview High School	<div><div></div><div></div><div></div></div>	NOT STARTED	Regular	Sp2025_GrHS_SSI_FT0_Online	ssid237	ABC123			

← High School Science Session 1 – UAT Sp2024: **Proctor Groups**

3
PROCTOR GROUPS

Create Group

Upload Group

50
STUDENTS

50
ASSIGNED

Search by Proctor Group Name or Student Info

Hide Empty

1 to 3 (3)

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Mrs. Carpenter Sp2024_GrHS_SSI	DEMO Northview High School	13	ABC123	123ABC	<div><div></div></div>	<div><div></div><div></div></div>
Happy_HS Sp2024_GrHS_SSI	DEMO Northview High School	7	ABC123	123ABC	<div><div></div></div>	<div><div></div><div></div></div>
Patton_HS Sp2024_GrHS_SSI	DEMO Northview High School	30	ABC123	123ABC	<div><div></div></div>	<div><div></div><div></div></div>

High School Science Session 1 - ...

12/12/23 - 05/31/24

50 STUDENTS

PROCTOR GROUPS

INACTIVE

Sessions

View

Export

Print Cards

Organization

Meridian Master Org

Print student test cards

Print proctor group cards

Layout

Grouping

Sequential

Stacked

Choose Proctor Groups

Proctor Groups: 1

Pages: 6

Toggle title pages for each proctor group

Administration: High School Science Session 1 - UAT Sp2024

Proctor Group: Patton_HS Sp2024_GrHS_SSI

Test Code

ABC123

Proctor Password

123ABC

Student	State Student ID	Accommodations
1. Amelia Acosta	ssid236	
2. Keiren Bernal	SSID038	Text to Speech
3. Veer Boyce	SSID043	
4. Aron Bush	ssid231	
5. Pawel Camacho	SSID044	
6. Faraz Draper	SSID042	
7. Damon Fields	SSID041	
8. Joel Fischer	ssid238	
9. Otis Frye	ssid235	
10. Jermaine Giles	ssid241	
11. Deniz Green	SSID045	
12. Lucille Harris	ssid229	
13. Samina Hayden	SSID040	
14. Maria Hernandez	ssid228	Text to Speech
15. Darcey Lawrence	SSID036	Paper-Based Form
16. Damien Leach	ssid226	
17. Cain Lindsey	ssid237	
18. Sienna McCormick	ssid240	Paper-Based Form
19. Lawrence Merrill	ssid234	
20. Tomas Morrow	SSID039	Paper-Based Form

Printing Test Cards and Proctor 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...

Layout

Grouping

Sequential

Stacked

Choose Proctor Groups

Proctor Groups: 3

Pages: 7

Page 1

Maine Science

Anniyah Avila

High School Science Session 1

Test Code

ABC123

State Student ID

SID141

High School Science Session 1 - UAT Sp2024

Mrs. Carpenter Sp2024_GrHS_SSI

Maine Science

Mercedes Co

High School Science Ses

Test Code

ABC123

State Student ID

SID139

High School Science Session 1 - UAT Sp2024

Mrs. Carpenter Sp2024_GrHS_SSI

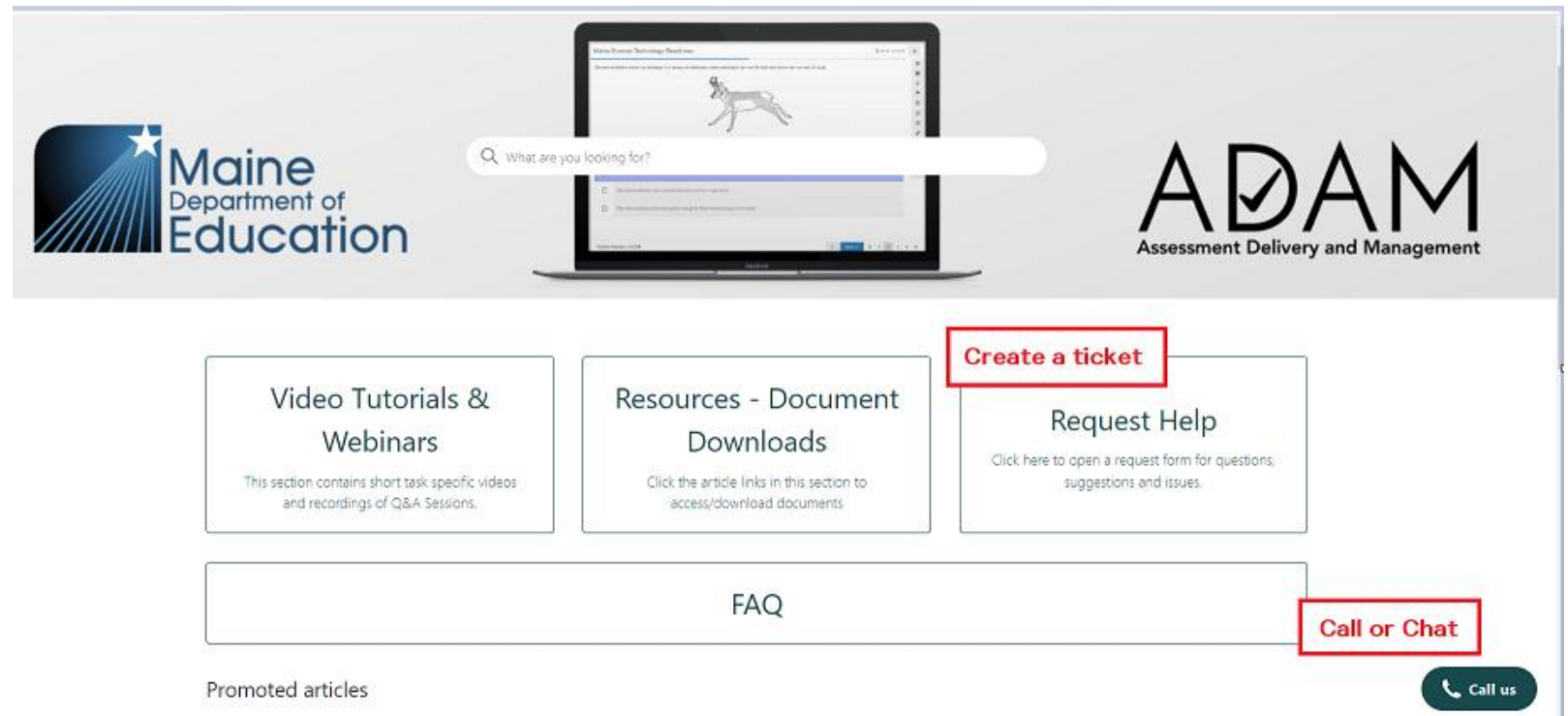
Print student test cards for selected proctor groups

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!

