



# Proctor User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2026

**ADAM**  
Assessment Delivery and Management

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## Introduction

This Proctor User Guide provides necessary information for school and School Administrative Unit personnel serving as assessment proctors in preparation for and during the Spring 2026 Maine Science Assessment administration.

The online administration of the Maine Science Assessment will be delivered by the Maine Department of Education (DOE) using the Assessment Delivery and Management (ADAM) platform. This guide details

1. How to log in to the ADAM platform as a proctor.
2. How to access and manage assessment session dashboards.
3. How to confirm which students are in your assessment proctoring group.
4. How to start, pause, and end an assessment session.

ONLY proctors monitoring student assessments in the online ADAM platform need to review this Proctor User Guide. For assessment administration directions and scripts, please see the [Assessment Administration Manual](#).

If questions arise, or if any situation occurs that could cause any part of the science assessment administration to be compromised, assessment administrators should contact **Krista Averill, Assessment Coordinator at the Maine Department of Education**, at [krista.averill@maine.gov](mailto:krista.averill@maine.gov) or 207-215-6528.

If after reading this guide you still need assistance, contact the Maine Science Support Desk at: <https://mescience.zendesk.com>.

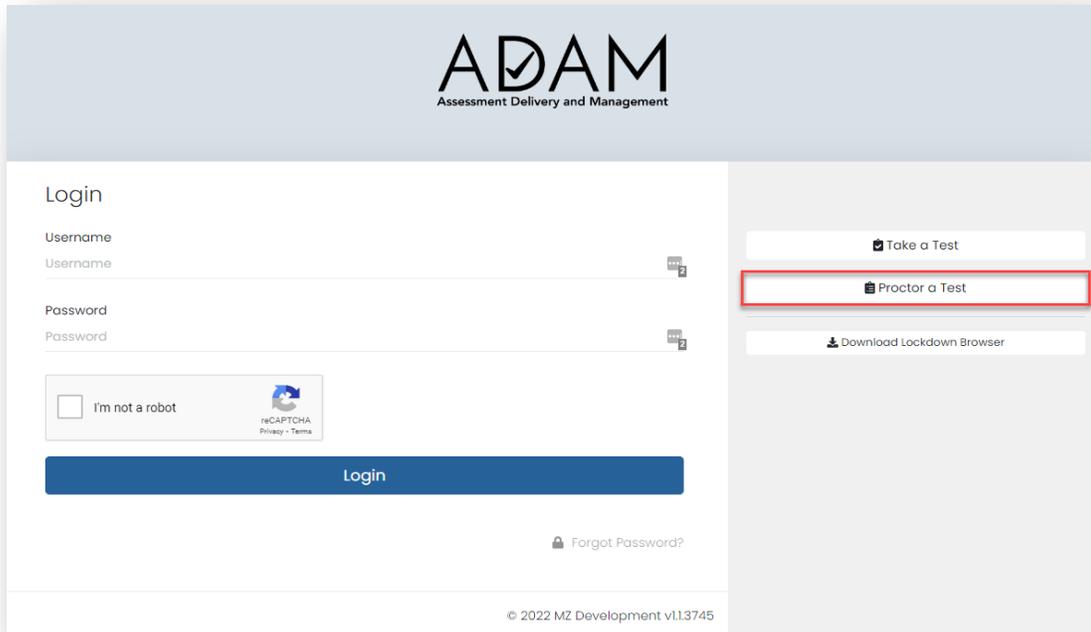
## Proctoring Overview

The following activities and capabilities in the ADAM system are included in the role of a proctor:

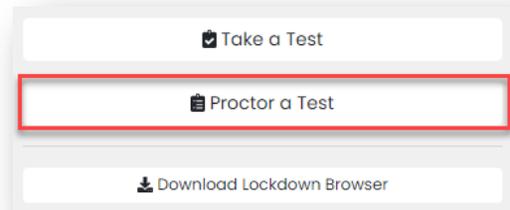
1. Log in to ADAM with the proctor code received from your school/district assessment coordinator or other administrator.
2. View your proctor dashboard.
3. Manage your proctor group(s):
  - a. View the students in your proctor group(s).
  - b. Find the test code(s) for each session.
  - c. Check for students' assigned supports/accommodations.
  - d. Print assessment cards.
4. Proctor your assessment session(s):
  - a. Pause and resume an assessment session.
  - b. Pause, resume, and submit a student's assessment.
  - c. Reseat a student.
  - d. Track students' status through the assessment with the proctor controls.

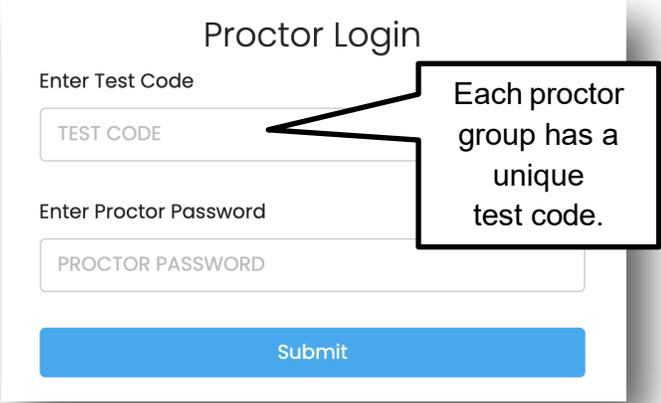
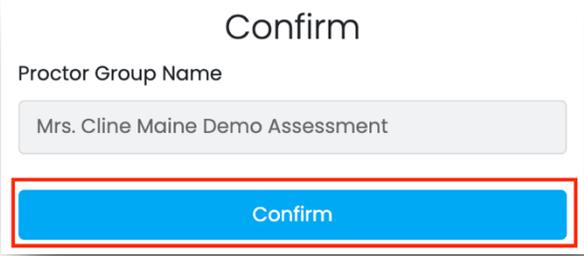
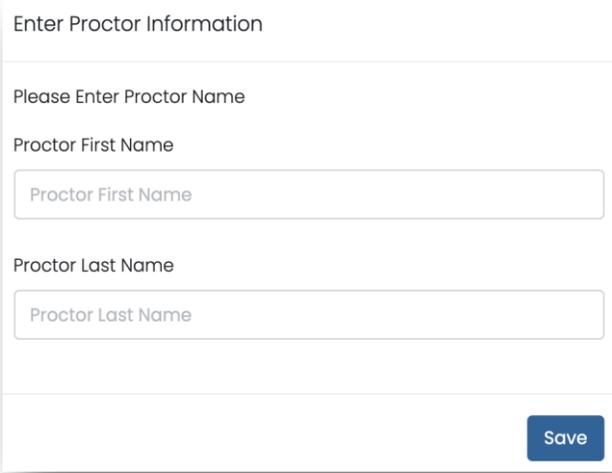
# How to Log in to ADAM

1 Navigate to <https://adamexam.com>.



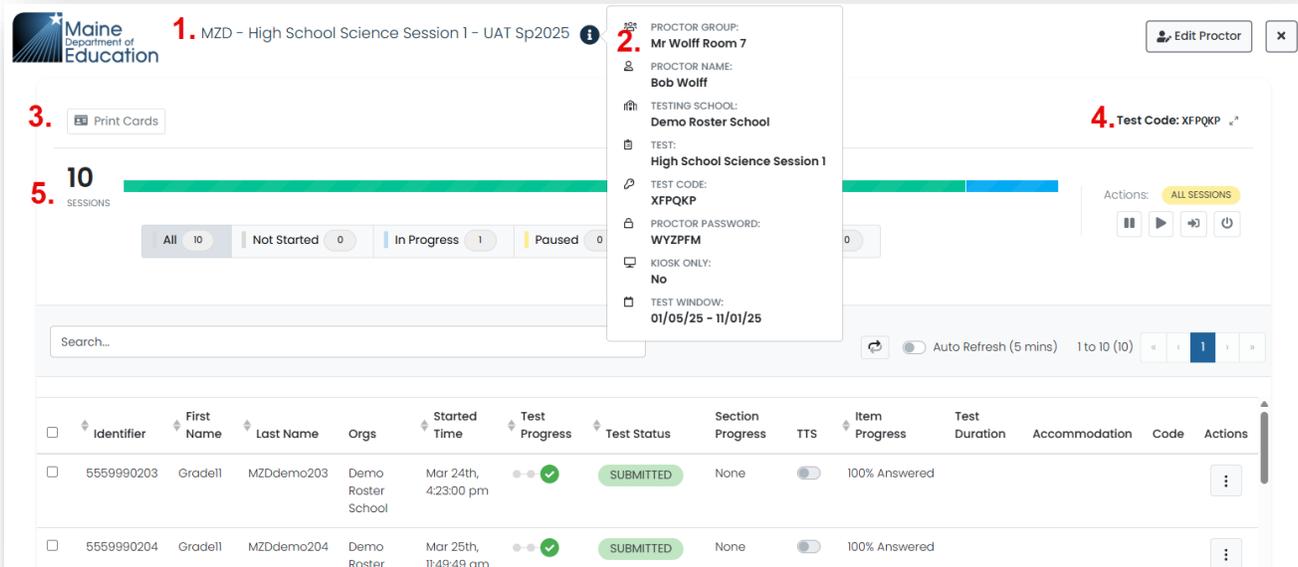
2 Select "Proctor a Test."



<p>3</p>	<p>Complete the Proctor Login form with the test code and password provided by the Assessment Coordinator:</p> <ul style="list-style-type: none"> <li>A. Enter the test code.</li> <li>B. Enter the proctor password.</li> <li>C. Select “Submit” to continue.</li> </ul>	
<p>4</p>	<p>Confirm that the “Proctor Group Name” is correct.</p> <p>Select “Confirm” to continue.</p>	
<p>5</p>	<p>Enter your first and last name (if prompted).</p> <p>Select “Save” to continue.</p>	
<p>6</p>	<p>View your proctor dashboard.</p>	<p>Upon successful log in, your proctor dashboard page will appear on the screen.</p>

## The Proctor Dashboard Page

During assessment administration, the proctor manages the assessment sessions for all the students in their proctor group. A proctor uses the proctor dashboard to administer the assessment session and assist the students as they progress through the assessment.



Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	TTS	Item Progress	Test Duration	Accommodation	Code	Actions
5559990203	Gradell	MZDdemo203	Demo Roster School	Mar 24th, 4:23:00 pm	100%	SUBMITTED	None	Off	100% Answered				
5559990204	Gradell	MZDdemo204	Demo Roster	Mar 25th, 11:49:49 am	100%	SUBMITTED	None	Off	100% Answered				

The following information sections appear on the proctor dashboard:

### 1. Testing Information

The administration’s name, located at the top of the page, should correspond to the grade level, session number, and name of the proctor group.

### 2. Configuration

Additional information obtained by hovering over the **i** icon includes the proctor group, proctor name, testing school, assessment name, assessment code, proctor password and assessment window.

In addition, proctors will see a field called “Kiosk Only,” which for the Maine Science Assessment will always be “Yes.” “Kiosk Only” indicates that the TestNav lockdown browser should be installed on the students’ devices. At the beginning of the assessment session, students will open the TestNav lockdown browser by selecting the TestNav icon on their device.

For more information, please see the [TestNav Lockdown Browser Installation article](#).

### 3. Print Cards

Proctors can do the following:

1. Print a roster and the student assessment cards (i.e., test tickets) for distribution to the students. A student assessment card is a physical piece of paper that can be handed to a student. Included on the card are the test code, student name, and SSID.
2. Use the print cards function to open a second window displaying the student assessment cards from this proctor group.

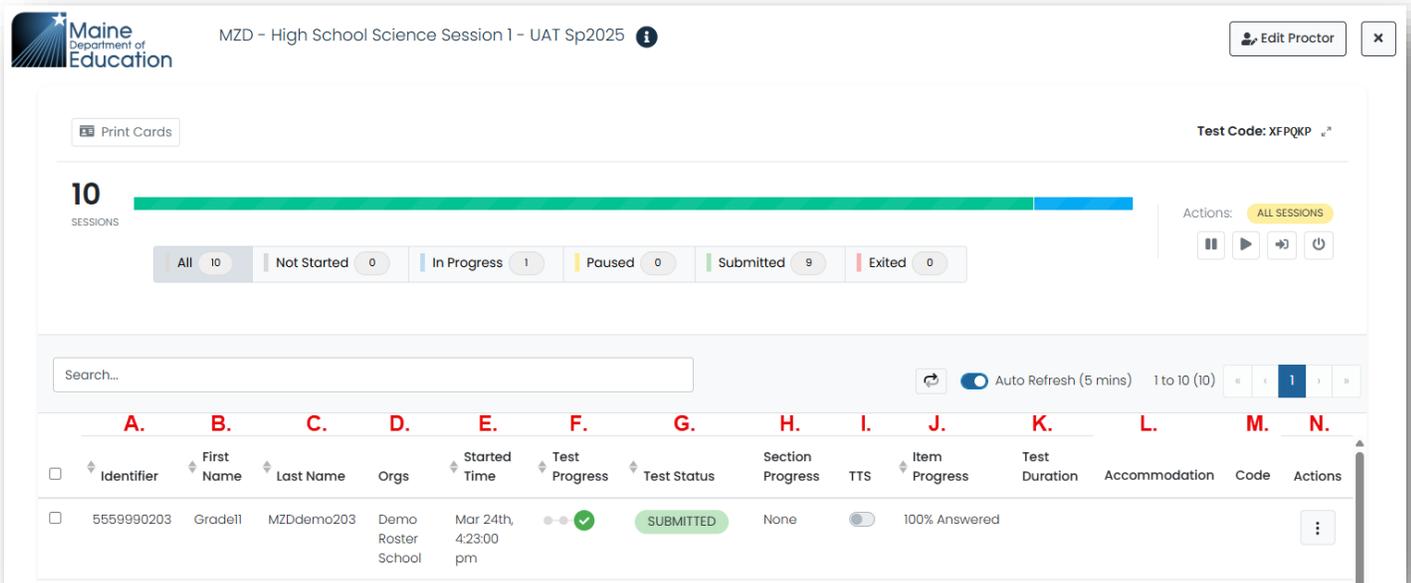
### 4. Test Code

All students in this proctor group use the test code to log in to the assessment.

- Select the *expand* arrows found next to the code to maximize the code to a full-screen view of the test code.
- Select the *minimize* arrows (on the expanded test code window) to return to the regular proctor dashboard page.

## 5. Session Management Area

In this area, you will be able to view, filter, and search for students in your proctor group and manage their sessions.



The screenshot displays the Proctor User Guide interface for session management. At the top, it shows the session title 'MZD - High School Science Session 1 - UAT Sp2025' and an 'Edit Proctor' button. Below this, there is a 'Print Cards' button and a 'Test Code: XFPQKP' field. A progress bar indicates 10 sessions, with a green bar for completed sessions and a blue bar for active sessions. A filter bar shows counts for 'All' (10), 'Not Started' (0), 'In Progress' (1), 'Paused' (0), 'Submitted' (9), and 'Exited' (0). A search bar is present, along with an 'Auto Refresh (5 mins)' toggle and a page indicator showing '1 to 10 (10)'. Below the search bar is a table with columns labeled A through N, corresponding to the legend below. The table contains one row of data for a student with identifier 5559990203, first name Gradell, last name MZDdemo203, and orgs Demo Roster School. The student's test progress is shown as 'SUBMITTED' with a green checkmark icon, and the item progress is '100% Answered'.

### A. Identifier

The student's State Student ID (SSID).

### B. First Name

The first name of the student.

### C. Last Name

The last name of the student.

### D. Orgs

The student's attending school or program.

### E. Started Time

Captures the time the student started the assessment session. Proctors will not need to monitor this information.

### F. Test Progress

An icon that represents the progress of the students' assessment will display one of the following.

**Note that the proctor does not "start" the assessment from the proctor dashboard.** Once instructed to do so by the proctor, students will start their

assessment session by launching the ADAM application on their devices and entering their SSID and the test code from their test ticket.

	<p><b>Submitted</b> – The student has submitted the assessment session, or the session was auto-submitted at the end of a previous day.</p>
	<p><b>Started</b> – The student has logged into the assessment session, and no action is needed by the proctor.</p>
	<p><b>Not Started</b> – The student has not logged into the assessment session.</p>

### G. Test Status

Test Status indicates the student’s current level of interaction with the assessment. Test Status can be one of seven values:

- **In Progress** – The student has logged into the assessment, and no action is needed by the proctor.
- **Paused** – The proctor has paused one or all sessions. The student sees the “Test Paused” message on their screen. There is a time delay of about 30 seconds between pressing the pause button and the student being paused. The proctor must “resume session” before the student is allowed back into the session. If the student has paused their own session and sees the “Test Paused” message on their screen, the proctor can resume the student’s session, or the student can select the resume button on their screen to resume the assessment.
- **Breached / Needs Attention** – The student has exited the lockdown browser, or the session has timed out. The proctor needs to “reseat” the student before they can log back into the assessment. For more information on reseating, please see [page 14](#).
- **Reseat** – The proctor has “reseated” the student(s). The student has not yet logged back into the session, and no action is needed by the proctor.
- **Submitted** – The student has submitted the assessment session, or the session was auto-submitted at the end of a previous day.
- **Not Started** – The student has not logged into the assessment session, and no action is needed by the proctor.
- **Exited** – The student exited the lockdown browser by closing the browser. The student will need to have their session “reseeded” by the proctor before they can log back in to the assessment.

#### H. **Section Progress**

Shows the section progress of the students. Each Maine Science Assessment session is considered a single section in ADAM, so this display indicator will be “1 of 1” for all “In Progress” students, “None” for all “Not Started” sessions, and blank for all “Submitted” sessions.

#### I. **TTS**

When a student has the text to speech accommodation, the slider is moved to the right, and the TTS player is enabled for the student in the ADAM lockdown browser.

#### J. **Item Progress**

The item progression shows which question the student is working on.

Once the student submits the test, the item progression is changed to a percentage of questions attempted. The item progress indicator will update after the browser is refreshed.

#### K. **Test Duration** – Not used for the Maine Science Assessment

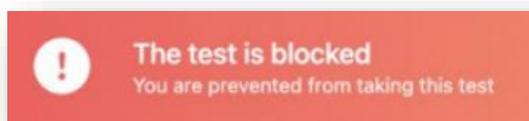
#### L. **Designated Supports and Accommodations**

Designated supports and accommodations assigned by a school or School Administrative Unit for the Maine Science Assessment will be displayed in the Accom column. The count of a student’s supports and accommodations are displayed in a bubble in the column. Hovering over the bubble opens a dialogue window showing the full description(s).

Examples of designated supports and accommodations relevant to the assessment administration include, but are not limited to, text-to-speech, scribe, and extended time. The [Accessibility Guide](#) provides further information about designated supports and accommodations available for the Maine Science Assessment.

#### M. **Code**

When a student has a paper test accommodation, the code “Paper Only” will appear in this column. For a student with a Paper Only code, the test will not be available for the student to take online. If login is attempted, an alert message will indicate that the test is blocked.



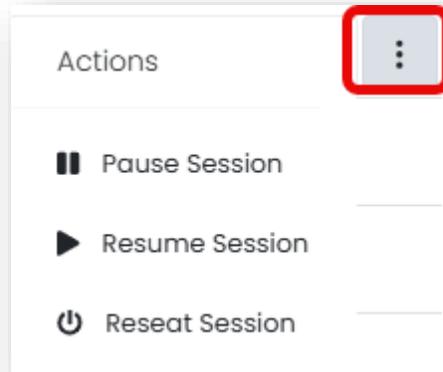
## N. Actions

The screenshot shows a dashboard with 40 sessions. A summary bar at the top indicates: All 40, Not Started 33, In Progress 0, Paused 1, Submitted 6, Exited 0. A search bar and navigation controls are also visible. The main table lists sessions with columns for Identifier, First Name, Last Name, Orgs, Started Time, Test Progress, Test Status, Section Progress, TTS, Item Progress, Test Duration, Accommodation, Code, and Actions. A red box highlights the 'Actions' toolbar in the top right corner, which includes buttons for 'ALL SESSIONS', 'Pause Session', 'Resume Session', and 'Reset Session'.

The Group Actions toolbar at the top of the student sessions list in the upper righthand corner is used for actions applied to ALL student sessions:

	<p><b>Pause All Students</b> – Proctors can pause all students’ sessions. The proctor must resume the session for students to resume participating in their assessment.</p>
	<p><b>Resume All Students</b> – Proctors will use this button to resume all students’ sessions, allowing students whose assessments were paused to continue their sessions.</p>
	<p><i>*Not used for the Maine Science Assessment</i> Release All to Next Section</p>
	<p><b>Reset All Students</b> – Proctors will use this button as a group action to reset all students’ sessions currently in Needs Attention status, allowing students in Reset status to log back in and continue their sessions.</p>

Once the assessment session has started, a menu with three dots will appear in the Action column for each student. Proctors can use these actions to control individual student sessions:



	<p><b>Pause Student</b> – Proctors can pause an individual student session. The proctor must resume the session for the student to resume participating in their assessment.</p>
	<p><b>Resume Session</b> – Proctors can resume an individual student session allowing the student’s whose assessments were paused to continue their session.</p>
	<p><b>Reset Student</b> – To be used if a student has something occur that interrupts the session (e.g., computer issue, session timeout, unexpected error). Resetting allows the student to re-enter their test code and SSID to resume their assessment session.</p>

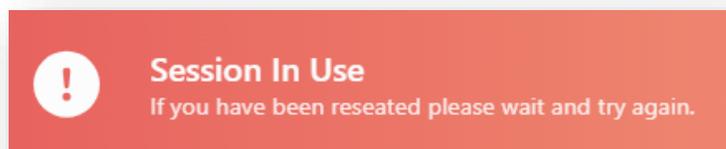
## 6. More Information About Reseating

Reseating occurs when the student's assessment session was interrupted or exited before the session was submitted as complete, and the secure browser has logged out the student for security purposes. Scenarios that require the proctor to reseat a student include:

- Session time-out or idle for too long
- Network disruption
- Student accidentally closed the assessment window
- Secure browser closed the test session due to the detection of an unallowed program attempting to run at the same time

The need for a student to be reseated will generally be indicated by a message on the student's screen that they need to be reseated by their proctor.

Alternately, a student may need to be reseated if a Session in Use message appears on their screen before they have logged in.



Once reseated, a student's Test Status will change to Reseat in the proctor dashboard, and the student can then login with the test code and student ID from their student assessment card.

## END OF GUIDE