



Proctor User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2024

ADAM
Assessment Delivery and Management

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Introduction

This Proctor User Guide provides necessary information for school and SAU personnel serving as assessment proctors in preparation for and during the Spring 2024 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 system 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.

This document is part of a suite of guides and manuals available through Maine DOE for the Spring 2024 Maine Science Assessment, including:

- [Accessibility Guide](#)
- [ADAM Platform User Guide](#)
- Assessment Administration Manuals, one each for [grade 5](#), [grade 8](#), and [3rd year high school](#)
- [Device, System, and Lockdown Browser Installation Guide](#)
- [Principal and Assessment Coordinator Manual](#)
- [Proctor User Guide \(THIS DOCUMENT\)](#)
- [Quick Guide – Starting your Maine Science Assessment](#)

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 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

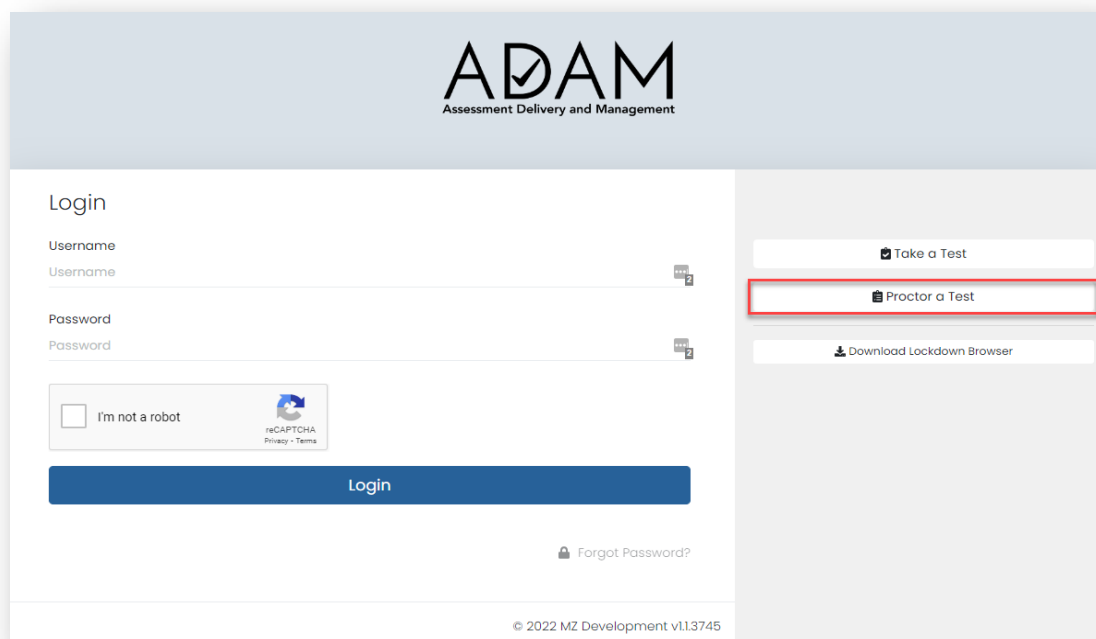
In the Maine Science Assessment context, a proctor is any authorized person who manages a group of students participating in the assessment. Proctors will have additional responsibilities which are not directly managed through ADAM. See the *Maine Science Assessment Administrator's Manual (AAM)* for additional information.

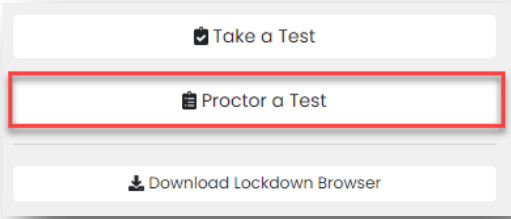
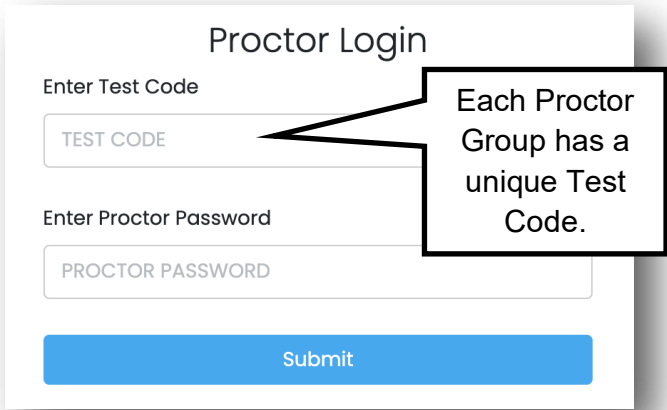
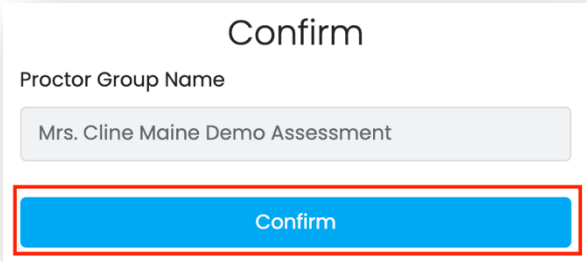
The following activities and capabilities in the ADAM system are included in the role of a proctor.

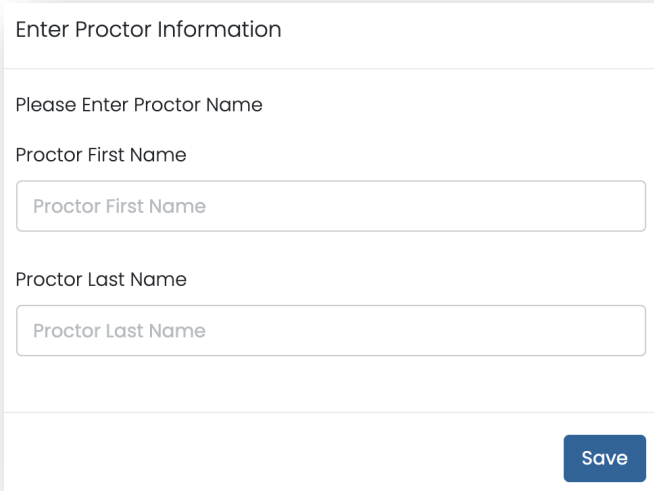
1. Log in to ADAM with the proctor code received from your school/district assessment coordinator or other administrator.
2. View your proctor dashboard.
3. Manage your proctor group(s)
 - a. View the students in your proctor group(s).
 - b. Find the test code(s) for each session.
 - c. Check for students' assigned supports/accessibility accommodations.
 - d. Print out 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>.

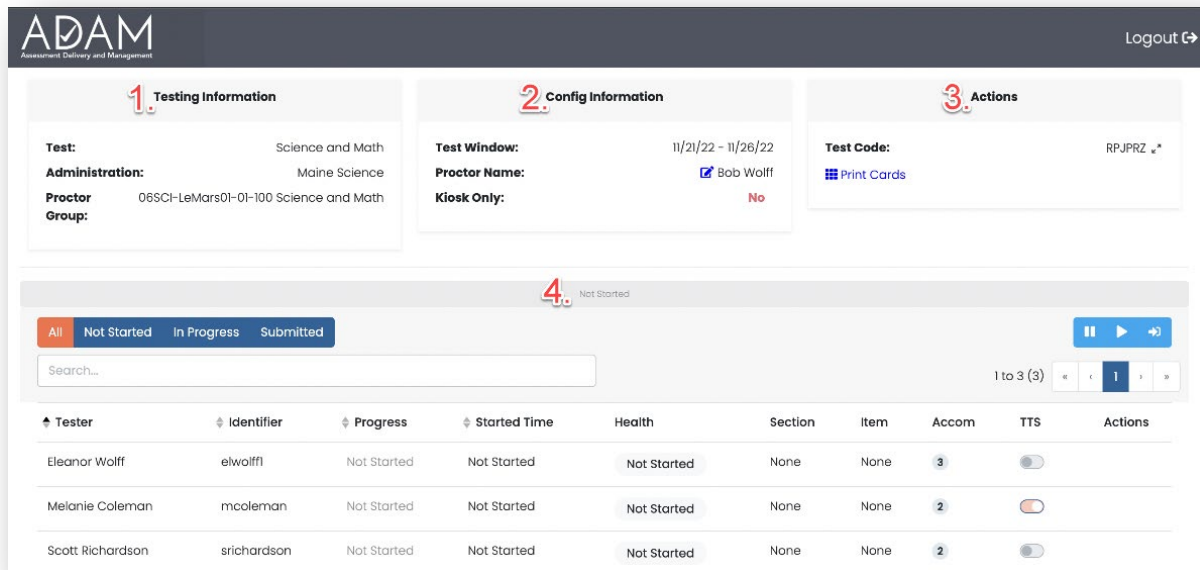


2	<p>Select “Proctor a Test.”</p>	
3	<p>Complete the Proctor Login form with the test code and password provided by the School Assessment Coordinator:</p> <ul style="list-style-type: none"> A. Enter the test code. B. Enter the proctor password. C. Select “Submit” to continue. 	
4	<p>Confirm the “Proctor Group Name” is correct.</p> <p>Select “Confirm” to continue.</p>	

5	<p>Enter your first and last name (if it isn't already populated).</p> <p>Select "Save" to continue.</p>	
6	View your proctor dashboard.	Upon successful log in, your proctor dashboard page will appear on the screen.

The Proctor Dashboard Page

During an 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.



Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Eleanor Wolff	eiwolffl	Not Started	Not Started	Not Started	None	None	3	<input type="checkbox"/>	
Melanie Coleman	mcoleman	Not Started	Not Started	Not Started	None	None	2	<input type="checkbox"/>	
Scott Richardson	srichardson	Not Started	Not Started	Not Started	None	None	2	<input type="checkbox"/>	

The following information sections appear on the proctor dashboard:

1. Testing Information

This area includes the assessment’s name and the administration’s name, which should correspond to the grade level and session number and the name of the proctor group.

2. Config Information

This area provides the assessment window for the overall Maine Science Assessment, the proctor’s name, and a field called “Kiosk Only,” which for the science assessment will always be “Yes.” “Kiosk Only” indicates that the ADAM lockdown browser should be installed on the students’ devices. At the beginning of the assessment session, students will launch the ADAM assessment delivery

platform by opening the ADAM lockdown browser. For more information, please see the [Device, System, and Lockdown Browser Installation Guide](#).

3. Actions

This area contains the “Test Code” and the “Print Cards” functions.

A. 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.

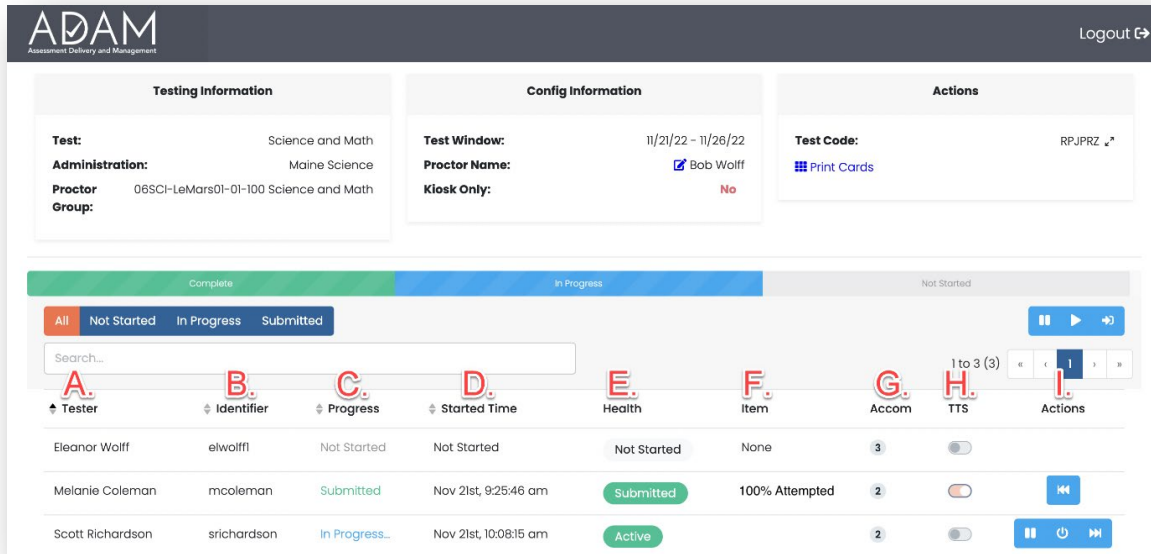
B. Print Cards

Proctors can do the following:

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

4. 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 shows the ADAM interface with the following sections:

- Testing Information:**
 - Test: Science and Math
 - Administration: Maine Science
 - Proctor: 06SCI-LeMars01-01-100 Science and Math
 - Proctor Group:
- Config Information:**
 - Test Window: 11/21/22 - 11/26/22
 - Proctor Name: Bob Wolff
 - Kiosk Only: No
- Actions:**
 - Test Code: RPJPRZ
 - Print Cards

Below these sections is a table of student sessions with columns: Tester, Identifier, Progress, Started Time, Health, Item, Accom, TTS, and Actions. The table shows three students: Eleanor Wolff (Not Started), Melanie Coleman (Submitted), and Scott Richardson (In Progress).

A. Tester

The name of the student.

B. Identifier

The student identifier of the student.

C. Progress

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.”

- **Not Started** – The student has not logged into the assessment.
- **In Progress** – The student has logged into the assessment, and no action is needed by the Proctor.
- **Breached** – The student has exited the lockdown browser. The proctor needs to “reset” the student before they can log back into the assessment.

- **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.
- **Tester Paused** – The student has paused their own session, and the student sees the “Test Paused” message on their screen. The proctor can restart the student’s session, or the student can select the resume button to resume the assessment.
- **Reseat** – The proctor, has “reseeded” the student(s). The student has not yet logged back into the session, and no action is needed by the proctor.

D. **Started Time**

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

E. **Health**

Health helps the proctor know if the student is interacting with the assessment. Health can be one of three values:

- **Not Started** – The student has not logged into the assessment, and no action is needed by the Proctor.
- **Active** – The student has logged into the assessment or has recently interacted with the assessment.
- **No Activity** – The student has not interacted with the assessment for at least 90 seconds. This could indicate that the student has
 1. 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 into the assessment.
 2. The student is still in the assessment but hasn’t interacted with the application.
 - No action is needed by the proctor, provided the student is still in the lockdown browser.

F. Section and Item

Section and Item display the progress of the students. All Maine Science assessments are single sections, and 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. Attemptedness displays after the browser is refreshed.

G. Designated Supports and Accommodations

Designated supports and accommodations assigned by a school or SAU 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 text-to-speech, read aloud, scribe, and extended time. The [Maine Science Assessment Administration Manuals \(AAM\)](#) provide further information about designated supports and accommodations as well as, directions for proctoring sessions for students using text-to-speech.



H. 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.

I. Actions

This toolbar at the top of the student sessions list is used for actions applied to ALL student sessions:







	<p>Pause All Students – Proctors can pause all students’ sessions. The proctor must resume the session for students to resume participating in their assessment.</p>
	<p>Resume All Students – Proctors will use this button to resume all students’ sessions, allowing students whose assessments were paused to continue their sessions.</p>

	<p>*Not used for the Maine Science Assessment</p> <p>Release All to Next Section – When assessments have a structured stop and release between sections, proctors use this key to allow students to move on to the next section of the assessment.</p>
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Once the assessment session has started, a set of buttons will appear in the Action column for each student. Proctors can use these buttons to control individual student sessions:




	<p>Pause Student – Proctors can pause an individual student session. The proctor must resume the session for the student to resume participating in their assessment.</p>
	<p>Reseat Student – To be used if a student has something occur that interrupts the session (e.g., computer issue, session timeout, unexpected error). Reseating allows the student to reenter their test code and SSID to resume their assessment session.</p>
	<p>Submit Student – To be used if a student finishes their assessment session but fails to submit the assessment before exiting.</p>
	<p>Unsubmit Student – To be used if a student mistakenly submits their assessment. This action is available to the proctor on the day of the assessment. Otherwise, this is reserved for the Maine DOE.</p>




Assessment (ZK7F4H) Exit

Not Started

Test Sessions 

Search... State

1 to 8 (6) 

Tester	State	Acc	Actions
Carla Barker	In Progress	TTS	
Jasmine James	In Progress	TTS	
Joshua Jackson	In Progress	TTS	
Ruth Tucker	Not Started	TTS	
Steven Arnold	Not Started	TTS	
Virginia Hill	Not Started	TTS	

Callouts:

- Resume all students (points to the right arrow icon)
- Pause all students (points to the pause icon)
- Leave the proctor page (points to the Exit button)
- Pause a student (points to the pause icon in the Actions column)
- Reseat a student (points to the refresh icon in the Actions column)
- Submit a student session (points to the right arrow icon in the Actions column)

END OF GUIDE