



Proctor User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2025

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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 2025 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 or 207-215-6528.

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

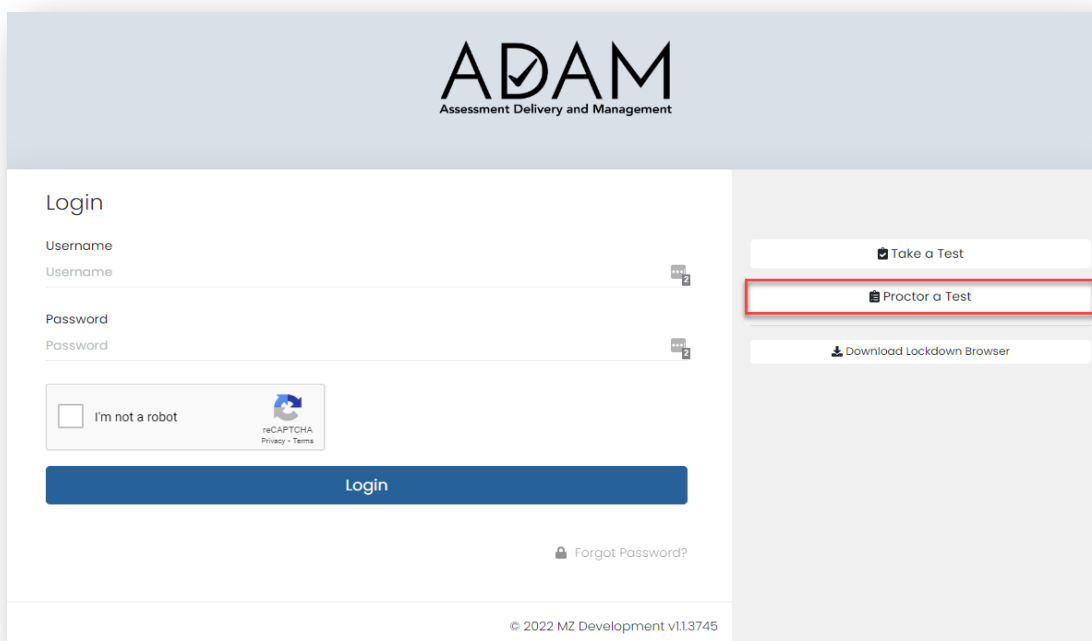
Proctoring Overview

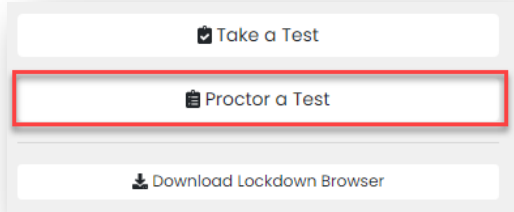
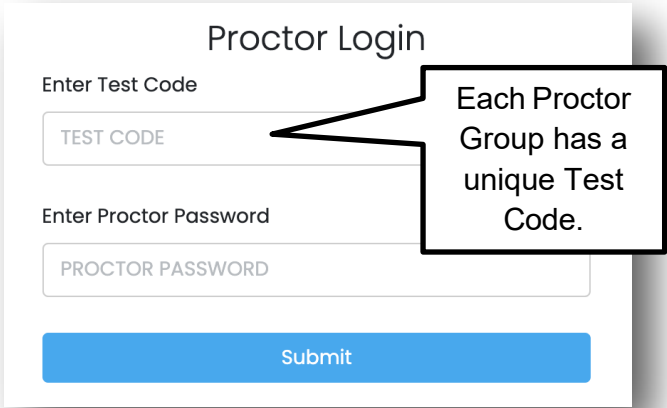
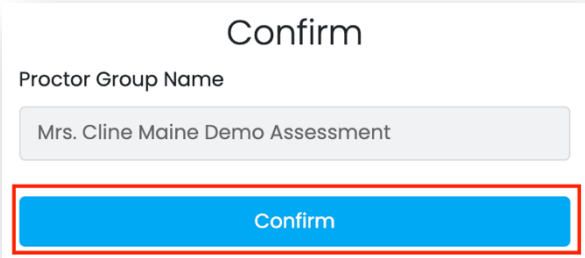
The following activities and capabilities in the ADAM system are included in the role of a proctor:

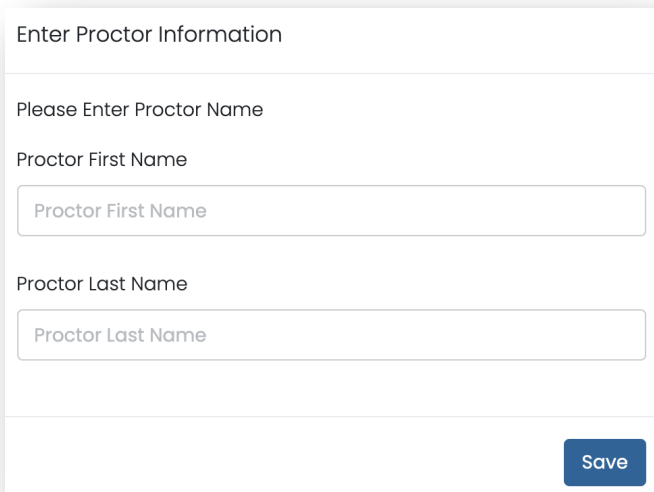
1. Log in to ADAM with the proctor code received from your school/district assessment coordinator or other administrator.
2. View your proctor dashboard.
3. Manage your proctor group(s):
 - a. View the students in your proctor group(s).
 - b. Find the test code(s) for each session.
 - c. Check for students'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

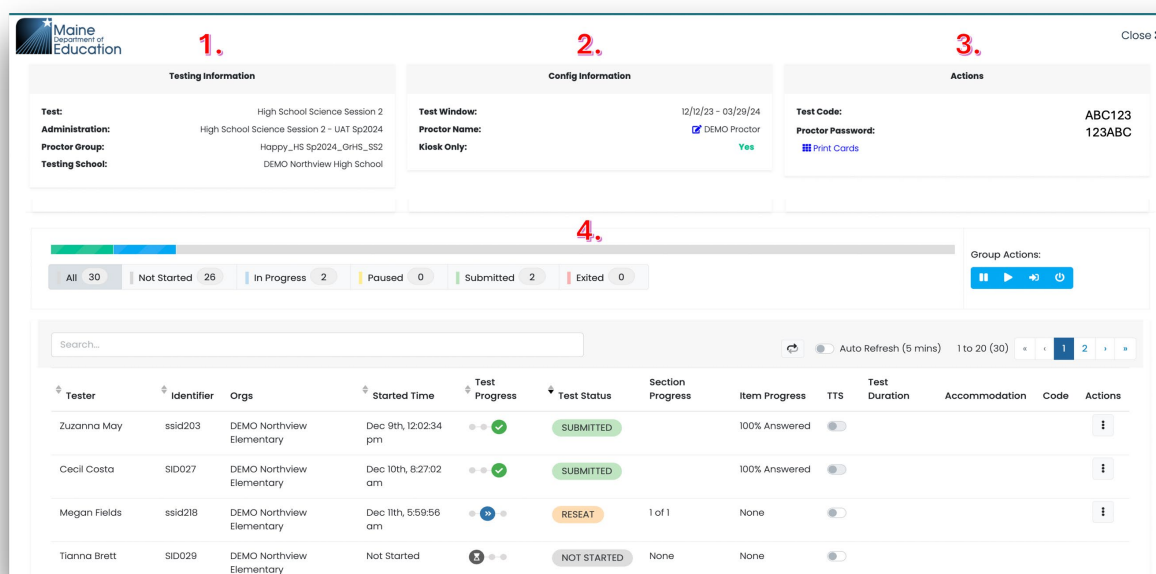
A screenshot of the ADAM (Assessment Delivery and Management) login page. The page has a light blue header with the ADAM logo and the text "Assessment Delivery and Management". Below the header is a white login form. The form has a "Login" heading, followed by "Username" and "Password" labels, each with a corresponding input field. Below the input fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. A blue "Login" button is at the bottom of the form. To the right of the login form is a grey sidebar with three buttons: "Take a Test", "Proctor a Test" (highlighted with a red border), and "Download Lockdown Browser". At the bottom of the sidebar is a "Forgot Password?" link. The footer of the page shows the copyright notice "© 2022 MZ Development v1.13745".

2	Select "Proctor a Test."	
3	<p>Complete the Proctor Login form with the test code and password provided by the Assessment Coordinator:</p> <p>A. Enter the test code.</p> <p>B. Enter the proctor password.</p> <p>C. Select "Submit" to continue.</p>	
4	<p>Confirm that 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.



The screenshot shows the Proctor Dashboard interface. It is divided into three main sections at the top: Testing Information (1), Config Information (2), and Actions (3). Below these is a progress bar (4) and a table of student sessions.

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	100%	SUBMITTED		100% Answered					
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am	100%	SUBMITTED		100% Answered					
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am	0%	RESEAT	1 of 1	None					
Tianna Brett	SID029	DEMO Northview Elementary	Not Started	0%	NOT STARTED		None					

The following information sections appear on the proctor dashboard:

1. Testing Information

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

2. Config Information

This area provides the assessment window for the 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 open the ADAM lockdown browser by selecting the ADAM icon on their device.



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

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.

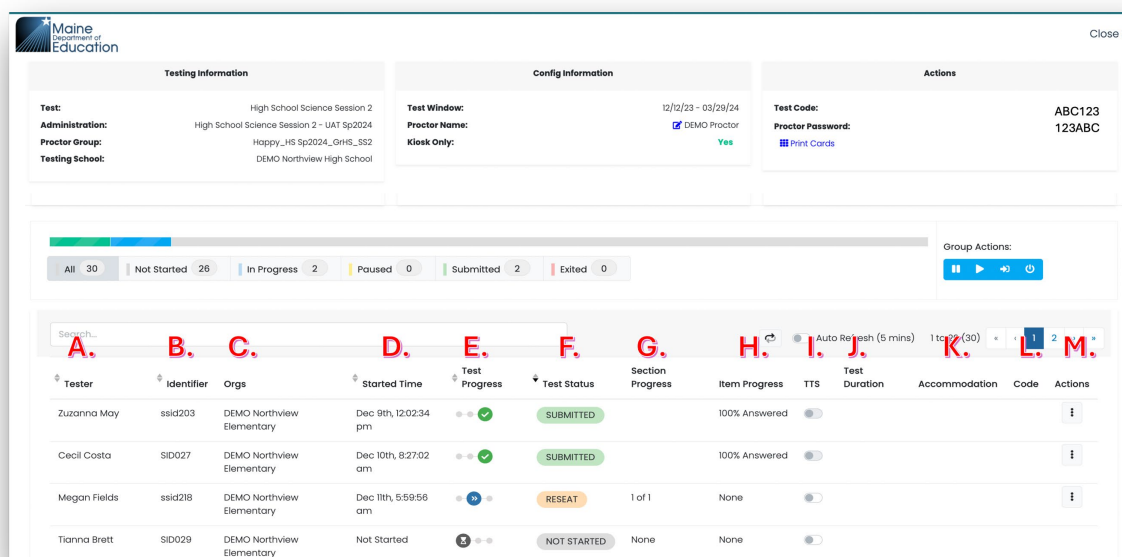
B. Print Cards

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, student 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 displays the Proctor User Interface with the following sections:

- Testing Information:**
 - Test: High School Science Session 2
 - Administration: High School Science Session 2 - UAT Sp2024
 - Proctor Group: Happy_HS Sp2024_GHS_SS2
 - Testing School: DEMO Northview High School
- Config Information:**
 - Test Window: 12/12/23 - 03/28/24
 - Proctor Name: DEMO Proctor
 - Kiosk Only: Yes
- Actions:**
 - Test Code: ABC123
 - Proctor Password: 123ABC
 - Print Cards

Below these sections is a progress bar and a table of student sessions:

Group Actions: [Pause] [Play] [Refresh] [Power]

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	100%	SUBMITTED	100%	Answered	100%				
Cecil Costa	SID027	DEMO Northview Elementary	Dec 10th, 8:27:02 am	100%	SUBMITTED	100%	Answered	100%				
Megan Fields	ssid218	DEMO Northview Elementary	Dec 11th, 5:59:56 am	0%	RESEAT	1 of 1	None	0%				
Tianna Brett	SID029	DEMO Northview Elementary	Not Started	0%	NOT STARTED	None	None	0%				

A. Tester

The name of the student.

B. Identifier

The student identifier of the student.

C. Orgs

Lists the school or other organization associated with the student.

D. Started Time

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

E. 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.**

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

Test
Progress



F. 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.
- **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.
- **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, or the session was auto-submitted at the end of a previous day.
- **Not Started** – The student has not logged into the assessment, 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 “reseated” by the proctor before they can log back in to the assessment.

G. Section Progress

Shows the section progress of the students. Each Maine Science Assessment session is a single section, 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.

H. 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 attemptedness indicator will update after the browser is refreshed.

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. Test Duration – Not used for the Maine Science Assessment

K. 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 [Accessibility Guide](#) provides further information about designated supports and accommodations, as well as directions for proctoring sessions for students using text-to-speech.





L. 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.

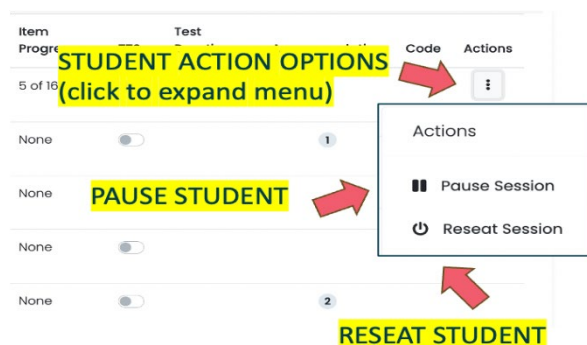
M. Actions



This 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:

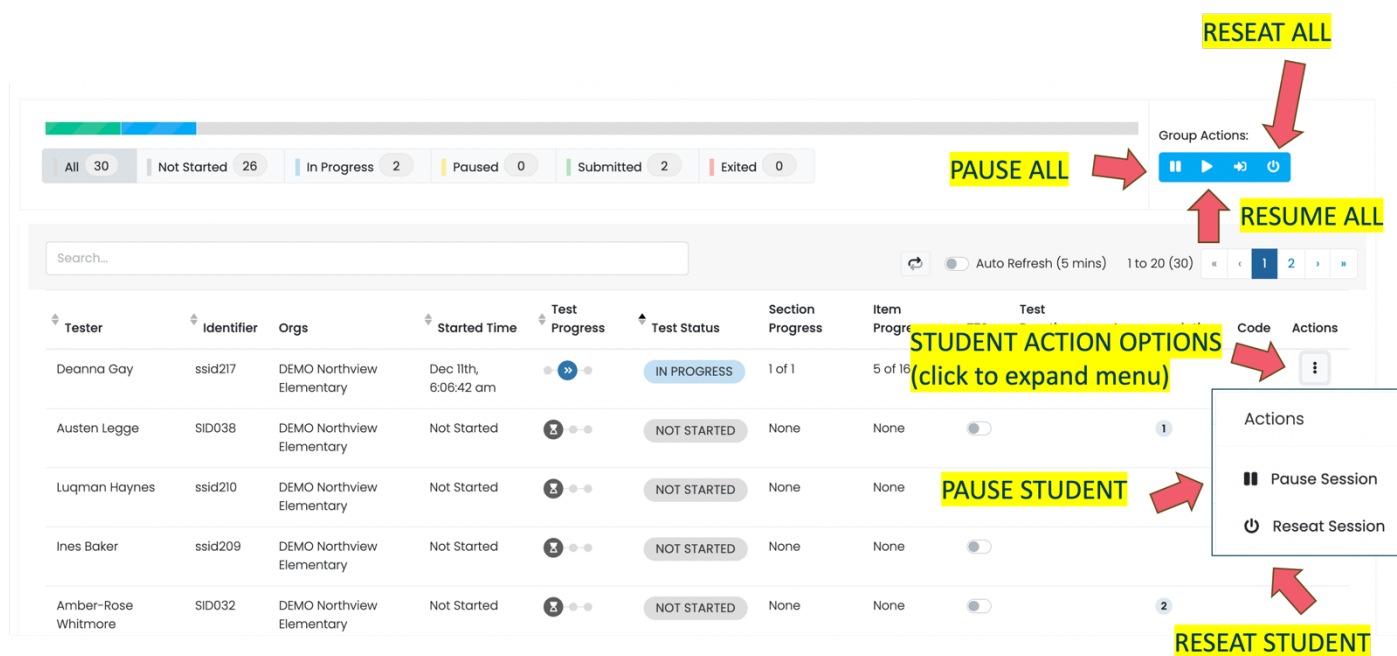


	<p>Pause All Students – Proctors can pause all students’ sessions. The proctor must resume the session for students to resume participating in their assessment.</p>
	<p>Resume All Students – Proctors will use this button to resume all students’ sessions, allowing students whose assessments were paused to continue their sessions.</p>
	<p>Reseat All Students – Proctors will use this button as a group action to reseat all students’ sessions currently in Needs Attention status, allowing students in Reseat status to log back in and 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>

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:



	Pause Student – Proctors can pause an individual student session. The proctor must resume the session for the student to resume participating in their assessment.
	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.



RESEAT ALL

PAUSE ALL

RESUME ALL

STUDENT ACTION OPTIONS
(click to expand menu)

PAUSE STUDENT

RESEAT STUDENT

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		IN PROGRESS	1 of 1	5 of 16			
Austen Legge	SID038	DEMO Northview Elementary	Not Started		NOT STARTED	None	None			
Luqman Haynes	ssid210	DEMO Northview Elementary	Not Started		NOT STARTED	None	None			
Ines Baker	ssid209	DEMO Northview Elementary	Not Started		NOT STARTED	None	None			
Amber-Rose Whitmore	SID032	DEMO Northview Elementary	Not Started		NOT STARTED	None	None			

END OF GUIDE