

How Proctors Create and Monitor a Proctor Session (TestNav)

If the school-based test coordinator has not pre-defined proctor groups, you will create one 'on the fly' for the students who will test in your room. Only a few quick steps are needed.

What you'll need:

- Review the *PRoPL Administration Guide* before test day
- To learn about the Proctor Dashboard before test day, review the [Monitor and Use the Proctor Dashboard](#)
- Proctor Group Creation Login card with the test code specific for the content area you will administer (do NOT give this test code to students)
- Test tickets from the school-based test coordinator or alternate list of students and their identifier (which is not always the Student ID)
- Knowledge of any student in the class who should test with a different proctor group and therefore a different test code (such as for accommodations)

Step 1: Create Your Own Proctor Group

Shortly before students will test:

1. On a browser students cannot see, go to <https://adamexam.com/#/proctor>
2. Enter the unassigned test code and proctor password you were provided (on the Proctor Group Creation Login card), then press **Submit**

3. Complete the New Proctor Group form, then click **Confirm** to open the Proctor Dashboard

Be sure to include your last name in the group name.

Step 2: Start the Administration

Read aloud the testing instructions to students (these are in the *PRoPL Administration Guide*) and distribute the test tickets.

In the Proctor Dashboard, find the test code at the top right of the page in the Actions section. Write this where students can see it when you are ready for them to start testing. As students enter TestNav, their name will appear on the Proctor Dashboard.



Note: If you logged into the proctor dashboard too early and you now need to get back in to start the tests, find the email sent to you after completing the New Proctor Group form. An email was sent to the email address you entered on the form. This email has a unique test code and proctor password that you will enter here:

<https://adamexam.com/#/proctor>