

Pearson Review of Progress and Learning Interim Assessment

Administration Guide

2024-2025

Change Log

Date	Change Description
7/31/2024	Updated document for new features and changes for BTS.

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Overview of the Pearson Review of Progress & Learning (PRoPL)

The Pearson Review of Progress & Learning (PRoPL) is a computer-based interim assessment intended to be administered three times throughout the school year to measure student growth. PRoPL proportionally covers a typical summative assessment blueprint providing information to students and educators on what students know and can do. PRoPL is an untimed test, although most students complete a PRoPL assessment in about 35 minutes.

For the 2024-2025 school year, PRoPL includes the following tests:

- Reading Grades K-8 and HS Reading 1
- Mathematics Grades K-8, HS: Algebra I, Geometry, and Algebra II

PRoPL uses Pearson's online delivery system, TestNav, for test administration and Pearson's assessment management platform, ADAM, for assigning students and viewing reports.

This test administration guide provides an overview of how to prepare for and administer the PRoPL assessments. All testing coordinators and proctors should read the guide in advance of testing.

2024-2025 Administration Windows

Administration	Time Period
Fall Administration	September 9, 2024 – November 1, 2024
Winter Administration	December 9, 2024 – February 21, 2025
Spring Administration	March 17, 2025 – May 16, 2025

All test sessions can be scheduled at any time within the test administration window.

Test Administration Roles and Access

There are five different user roles within ADAM.

Role	ADAM Access
Proctor	Can access the Proctor Dashboard in ADAM but not the student reports or other functions permitted for the teacher role.
Teacher	Access to the proctor dashboard for administration, in addition to editing classes and accessing class and individual student reports.
School Admin	Access to rostering functions, proctor groups and reports and report exports.
District Admin	Includes all access as School Admin plus additional administrative functions.
District Admin Plus	Includes all access as District Admin plus ability to log in as another user.

Security Policy

To ensure fair student results, PRoPL is a secure online assessment where students will not have access to other applications. To maintain a secure testing environment, proctors must not:

- Allow students to have access to phones or other devices during testing
- Access, read, or photocopy the PRoPL test questions or reading passages
- Provide direct assistance to students that may influence their response
- Allow students to discuss test questions or reading passages during any breaks
- Allow for talking or other disruptions that distracts students and compromises test security

If a proctor believes that a security violation has occurred, they should alert their school or district testing coordinator. **The testing coordinator is responsible for notifying Pearson of the violation.**

Student Confidentiality

Student records, including test results, are protected by the Family Education Rights and Privacy Act (FERPA). All school personnel are responsible for maintaining the

privacy and security of all student records. Individual test scores, as well as all other aspects of a student's record, are confidential.

Please also consult any local (district/school) policies regarding student privacy and FERPA.

Test Design

The PRoPL blueprint is a proportionate representation of a common state summative blueprint. For grades 3-8, each assessment comprises two sections: an on-grade section and an extended section that will measure prerequisite skills or provide challenge content depending on the students' performance with the on-grade content.

Note: The extended section results are included in the total score and used to track growth but will not be used when creating a link to a state's summative scores.

High School Math forms include a review of eighth grade content.

For grades 3-8 in reading and math and HS reading and Algebra 1, PRoPL is computer adaptive.

- In math, the test is question-level adaptive. This means that as a student moves through the test, each subsequent question is selected based on how the student responded to the previous question. Therefore, on the math test students will not be able to go back to previously answered questions.
- In reading, there are a set of single questions at the beginning of the test in the fall administration. The responses to these questions are used to select the most appropriate passage for the student to read. Subsequent passage sets are selected based on responses to the previous passage set. Therefore, students will not be able to go back to a previously answered passage set of questions to change their responses. However, a student may go back to a question within the current passage. At the end of a passage set, students will be presented with a reminder advising them that they may return to review the responses within that passage set before proceeding to the next passage set.

Tests for grades K-2, Geometry, and Algebra 2 are fixed forms. All students will see the same questions in the same sequence.

PRoPL Question Types

The PRoPL assessments are composed of a variety of question types. These include multiple-choice, multi-select, and various technology-enhanced interaction types, including the following:

- Drag-and-drop
- Text entry
- Graphing (bar, point/line)
- Hot spot inline choice
- Matching

All PRoPL items are worth one point.

Administration Duration

All PRoPL assessments are untimed but designed to be completed within a class period, averaging approximately **35-40** minutes for most students. The actual time to complete an assessment depends on a number of factors, including assessment content area, student grade level, etc.

Practice Tests

PRoPL practice tests are available in the ADAM platform and from this link <https://support.assessment.pearson.com/x/qQAYBw>.

Students may use the practice tests to familiarize themselves with the item types and interactions that will be used on the PRoPL tests. All practice tests consist of non-secure items.

A video is available for students in grades K-2 to learn how to interact with the test delivery system. There is also a short practice test for K-2 students to practice interacting with the platform and item types.

Accessibility Features and Accommodations

A complete list of accommodations available for PRoPL tests can be found in the PRoPL Accommodations and Accessibility document.

For information about how to assign accommodations in ADAM, review [Modifying Test Accommodations](#).

Preparation for Testing and Proctor Tasks

Preliminary Preparation

Inform students that they will be taking the PRoPL assessments by explaining that these assessments are an opportunity for students to show what they know and can do at several checkpoints throughout the year. Encourage students to try their best and prepare by getting a good night's rest and eating a healthy breakfast the day of testing.

The [PRoPL practice tests](#) will provide an opportunity for students to become familiar with the types of questions on the assessments and the features and tools available in TestNav.

Proctors should become familiar with all administration procedures before testing.

Preparing for Administration

Prepare the testing room by ensuring the following:

- Headphones are available for students in grades K-2 and students requiring dynamic text-to-speech.
- Student workstations are ready for testing; including ensuring computers or laptops are fully charged.
- Computer monitors are positioned to prevent students from seeing each other's work.
- Students have the Test Code and login information.
- The room has adequate lighting.

During Testing

All appropriate school staff are responsible for knowing and applying the following general testing protocols:

- There must always be at least one Proctor in each testing room.
- Proctors must remain attentive in the room during the entire testing session.
- The use of cellphones or any electronic devices during the testing session is strictly prohibited.
- Proctors should remind students to complete all test questions and to check to be sure they have completed and submitted the assessment.

Testing Disruptions

Proctors must allow time for students to complete a PRoPL test. Students should be allowed to leave the testing room to use the restroom as needed during the

administration. Proctors should monitor classes to minimize any disruptions. Proctors can resume student testing should the student need to stop and continue at another time within the testing window.

Proctors may not help students in any way, except during the general instructions or as specified in this manual. Proctors may assist a student if a technology issue occurs. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

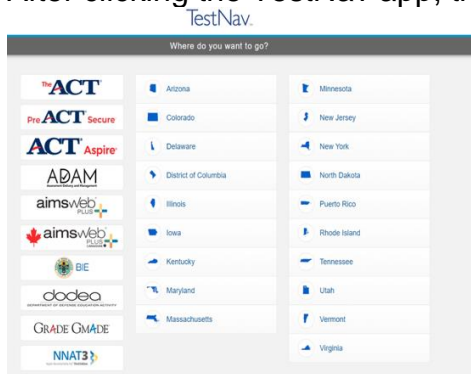
Testing Day Proctor Directions and Script

For all students say:

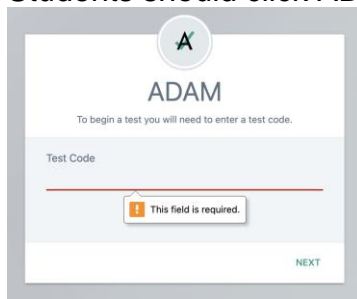
Today you will be taking the PRoPL (math or reading) assessment. This should take you about 35 minutes to complete, but you may take longer if needed. The results from this test will help you identify what you know and can do at this point in the year. Therefore, it is important that you try your best. Click on the TestNav app and enter the credentials I have provided you.

Using TestNav

1. After clicking the TestNav app, the following screen displays.

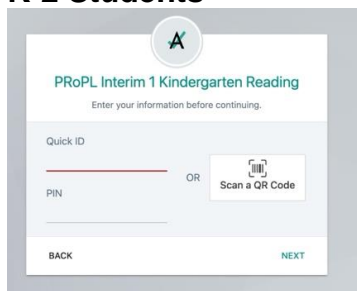


2. Students should click ADAM to open the Welcome screen.

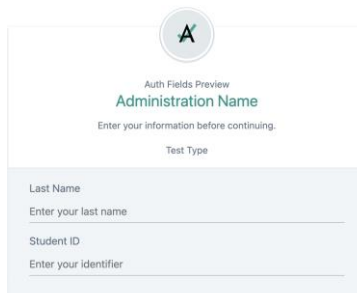


3. Instruct students to enter the test code and click Next.

K-2 Students



3rd Grade and Above



4. Instruct students to enter the requested information.

5. Click **Next**.

Once all students are logged into TestNav, continue with the testing script.

For students in **grades K-1** say:

You have the option to listen to the reading passages and questions by clicking the audio arrow. You will need to click it for each question you want read to you. As you answer questions, you may go back at any time and review questions you've already answered. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grade 2 reading** say:

Some reading questions require clicking the audio arrow to hear the instructions. You will need to click it for each question you want read to you. As you answer questions, you may go back at any time and review questions you've already answered. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grade 2 math** say:

Read the directions for each question and then select the best response. You may select test questions that you want to go back and review your answers. You may go back at any time to review previously answered questions. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grades 3-8 reading** say:

Read the directions for each question and then select the best response. Within a passage set or set of questions related to the same passage, you may go back and review your answers. Once you have completed the passage set, you will not be able to go back and review your answers or change your responses. You will see a STOP sign page at the end of each passage reminding you that you may go back and review or move to the next passage.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **grades 3-8 math** say:

Read the directions for each question and then select the best response. Once you have clicked to go to the next question, you will not be able to go back and review the previous question.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

For students in **High School** say:

Read the directions for each question and then select the best response. You may select test questions that you want to go back and review your answers. You may go back at any time to review previously answered questions. Remember to answer all of the questions.

Once you have completed all the questions, you must click "Submit Final Answers."

You may begin.

Proctoring or Monitoring a Tests

Proctors can access the Proctor Dashboard to monitor students as they complete the assessment. Proctors should remind all students to make sure they officially submit their test in TestNav.

Details about proctoring and monitoring tests in progress are available here:
<https://support.assessment.pearson.com/as/proctoring-or-monitoring-tests-102761341.html>

After Testing

Reports are available immediately after students have submitted their assessments. For details regarding reports, see the Report Interpretation Guide:
<https://support.assessment.pearson.com/x/qQAYBw>

Additional Support

For additional support with ADAM, visit the ADAM support site:
<https://support.assessment.pearson.com/as/adam-support-100204590.html>

For additional support with TestNav, visit the TestNav support site:
<https://support.assessment.pearson.com/TN/testnav-8-online-support-16908292.html>