Best Practices for Successful PRoPL Assessment Administration

Please review this document and the **PRoPL Administration Guide** (link provided below) in advance of student testing. You may wish to modify and distribute this document with local details.

Important Dates

The assessment windows are listed in the table below.

Interim	Dates
Fall Administration	September 9–November 1, 2024
Winter Administration	December 9-Feb 21, 2025
Spring Administration	March 17-May 16, 2025

Key Terms

- **Pearson Review of Progress & Learning (PRoPL)** – the interim assessment

- **TestNav** – the testing platform used to deliver PRoPL tests to students

- **LaunchPad** – the authentication tool that educators will use to access ADAM

- **ADAM** – the assessment management platform where test coordinators manage test administrations, and all educators can review PRoPL results
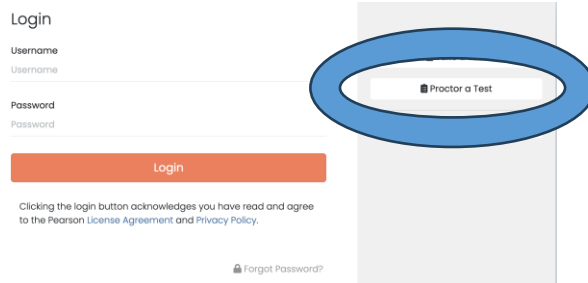
Resources

- For assistance with sending your roster data to Pearson: Email **Launchpad@pearson.com.**
- **PRoPL information:** Visit https://propl.mypearsonsupport.com/resources.html to view support documentation, such as the PRoPL Administration, Accessibility and Accommodations, and Report Interpretation guides, training modules and videos, and PRoPL practice tests
- **PRoPL support**: Call 602-813-2377

System Access

Depending on the user, there are different ways to access the appropriate platform. For example, students use TestNav and not ADAM.

Proctors

1. Enter **https://www.adamexam.com/#/** into your browser to open **ADAM**.
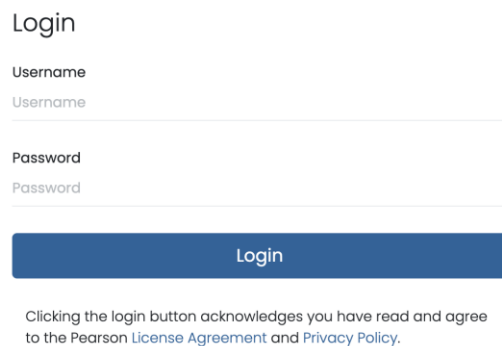   **Note**: Do not login.
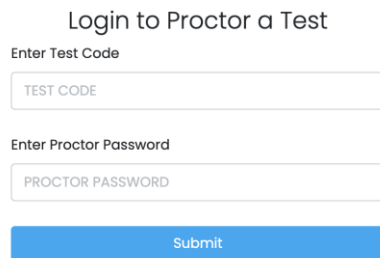
2. Click **Proctor a Test.**

3. Enter the **Test Code** and **Proctor Password.**
4. Click **Submit** to open the **Proctor Dashboard.**

Educators

1. Click the **LaunchPad** link in your applications portal to open the **Log In** window.
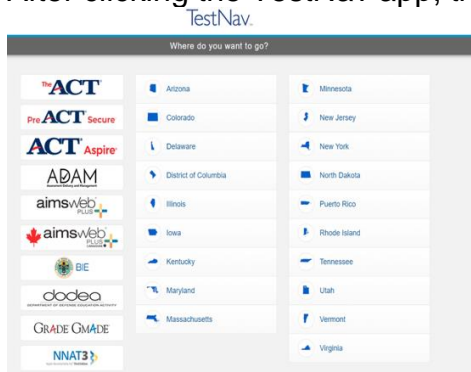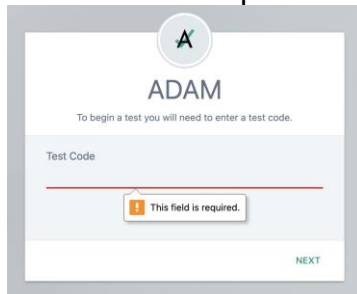

2. Enter your **Username** and **Password.**
3. Click **Login**.

Students

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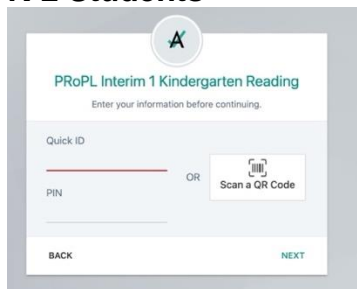

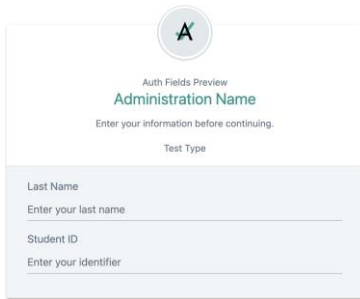2. Click ADAM to open the Welcome screen.

3. Instruct students to enter the test code.

4. Click **Next.**

   K-2 Students

3rd Grade and Above

5. Instruct students to enter the requested information.
6. Click **Next.**

Preparing for the Assessment: Technology Team Tasks

- See the [Technology Personnel](#) section of the **PRoPL Portal** for information on system requirements, guidelines, and installation steps.

- If a testing device has not been previously used for a TestNav test, the TestNav app must be installed.

- Testing devices previously used for a TestNav test must be running the most current version of the TestNav app. Depending on the operating system (OS), TestNav might require a manual update. *The [TestNav App Updates](#) page provides details.*

- For grade K-HS students ***using a Spanish math form***, see the yellow note box on the **Technology Personnel** page for instruction links by OS.

Preparing for the Assessment: District Assessment Lead Tasks

From the **Resources** page:

- Review the **PRoPL Administration Guide** and the **Accessibility and Accommodations Guide**

- Read and then provide school test coordinators with the **School Test Coordinator Tasks (Eligibility Scheduling Method)**

- Optionally, send the **PRoPL Introductory Family Letter**

- Assign accommodations to students as needed at least a day before students' test using the instructions on the Updating Accommodations (DTAs ONLY) page **Note**: Math includes universal dynamic text to speech.

Confirm all school-based test coordinators have the School Admin role in ADAM:

1. Open **Rostering** > **Users.**

2. Filter by **Role** and select **School Admin**,

3. If any school test coordinators are missing from the list (and have the role of teacher instead), send a list of their names to your Pearson Project Manager who will grant them the needed user permissions in ADAM.

Preparing for the Assessment: Tasks for the School Test Coordinator

From the **Resources** page, review the:

- **School Test Coordinator Tasks (Eligibility Scheduling Method)** PDF to determine the proctor method and take the necessary steps to prepare.

Preparations for the Proctor

- Review the **Create and Monitor a Proctor Session (TestNav) PDF**, if you need to create proctor sessions.

- Review the **Monitor and Use the Proctor Dashboard** (scroll down on the page to view – the instructions on this page show how to access when logged in, but for this administration, login is not required).