

Test Day Execution in ADAM

When Test Day arrives, there are additional activities that can be performed by District/Site coordinators – and activities that will need to be performed by Anonymous Proctors. This document covers those “Test Day Execution” activities that are essential to a successful and satisfactory testing experience.

These activities include:

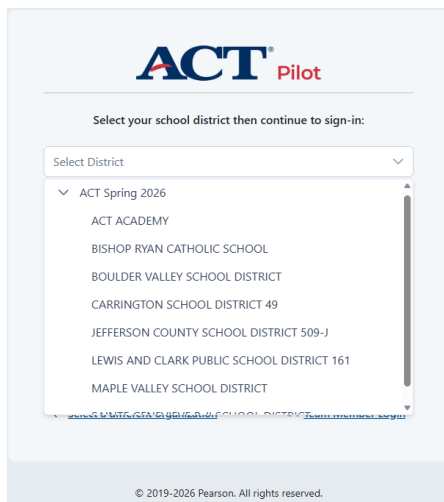
- 1) Accessing Proctor Instructions/Scripts
- 2) Start/Monitor Testing via Proctor Dashboard – Anonymous Proctor
- 3) Start/Monitor Testing via Proctor Dashboard – ADAM user
- 4) Using the Session Explorer to view/export specific test session information
- 5) Apply/Modify Accountability Codes
- 6) View the Progress Report
- 7) View the Activity Report

Accessing ADAM via LaunchPad

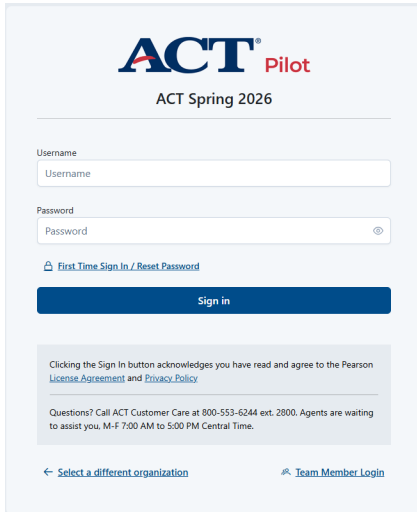
Login to LaunchPad

1. In your web browser, navigate to <https://launchpad.pearson.com/accountselect/act>

Select your school district, then click the “Continue to Sign In” button.

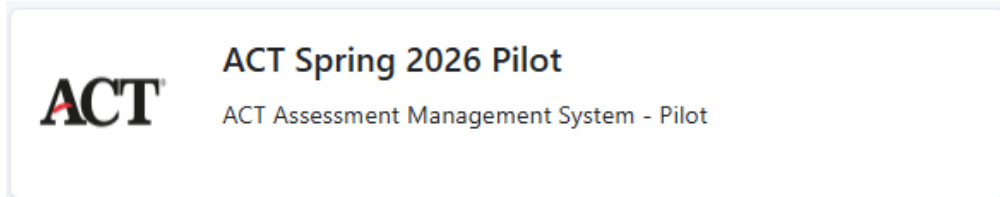


2. As an ADAM user, enter the Username and Password for your LaunchPad account and click the 'Sign in' button.

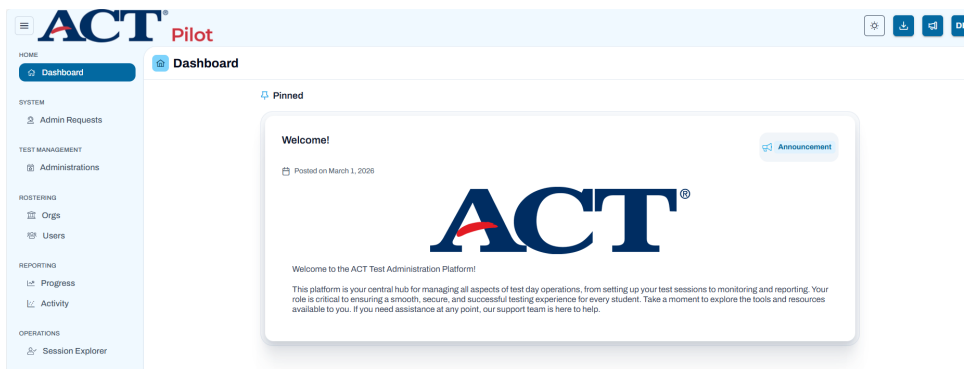


The image shows a login form for ACT Spring 2026. At the top is the ACT Pilot logo. Below it is the text "ACT Spring 2026". There are two input fields: "Username" and "Password". Below the password field is a link for "First Time Sign In / Reset Password". A blue "Sign in" button is centered below the fields. At the bottom, there is a disclaimer: "Clicking the Sign In button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy." Below that is a support line: "Questions? Call ACT Customer Care at 800-553-6244 ext. 2800. Agents are waiting to assist you. M-F 7:00 AM to 5:00 PM Central Time." At the very bottom are two links: "Select a different organization" and "Team Member Login".

On the LaunchPad home screen, click the tile for "ACT Spring 2026 Pilot" to access the ADAM platform via single sign on (SSO).



The ADAM Dashboard for the ACT Spring 2026 Pilot will appear.

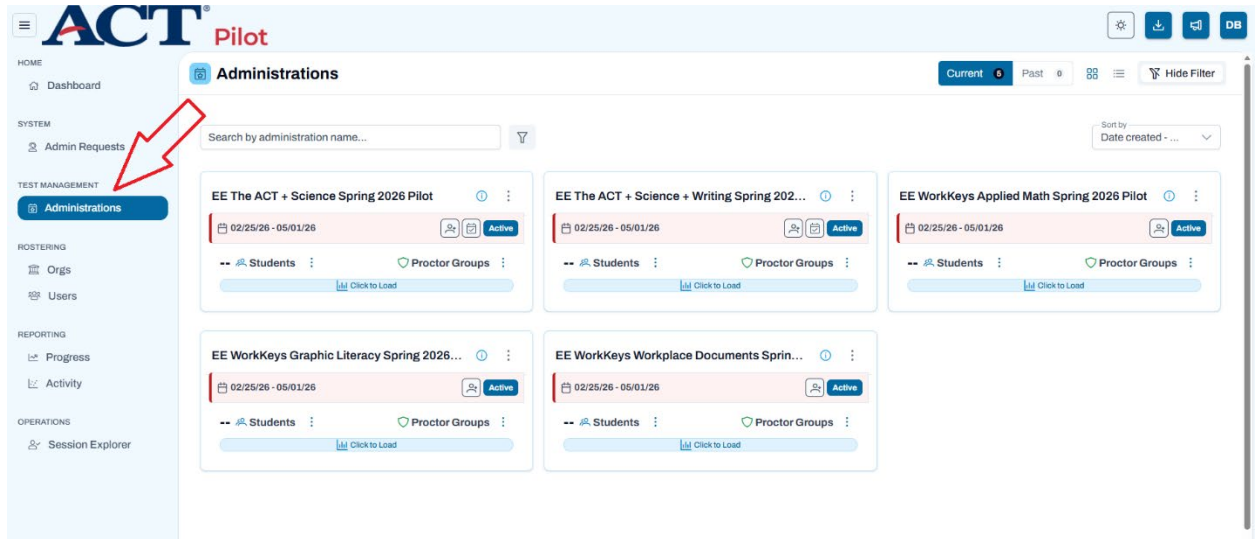


All of the following Test Day Execution topics will assume the District/Site Test Coordinator is able to successfully login to ADAM via LaunchPad.

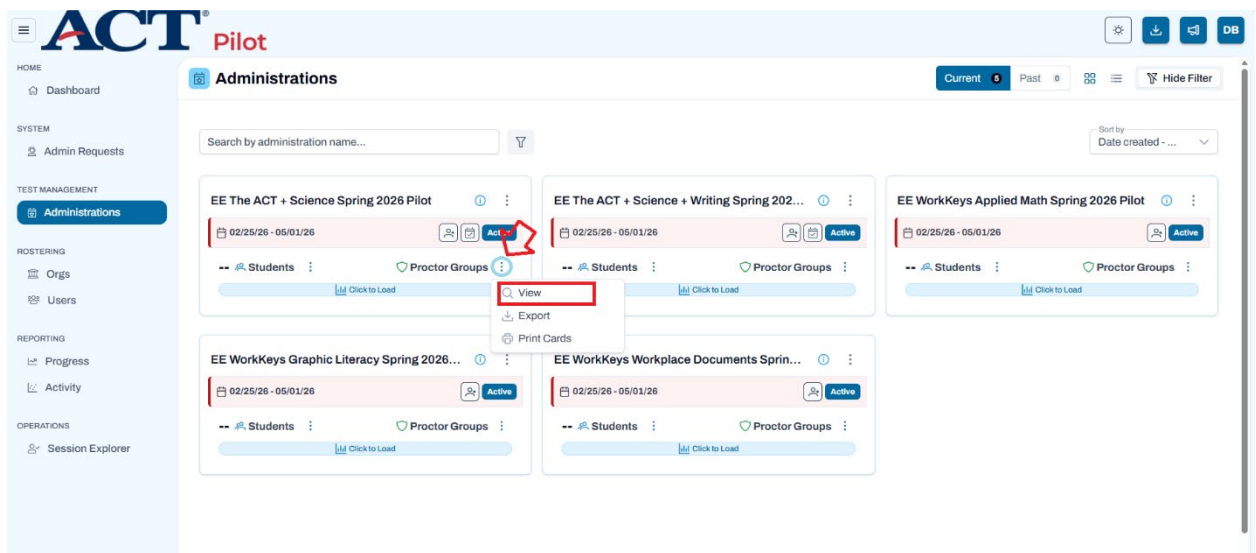


Access Proctor Instructions/Scripts (ADAM User)

1. On the ADAM user dashboard page, click 'Administrations' in the left navigation menu. The **Administrations** page will appear showing any existing Administration cards.



2. To view existing Proctor Groups, click the kabob next to "Proctor Groups" for the applicable administration card. In this example, we will view the proctor groups for the "EE The ACT + Science Spring 2026 Pilot" administration. Select the "View" option in the pop-up menu.



The **Proctor Groups** page will appear showing any existing Proctor Groups for the "EE The ACT + Science Spring 2026 Pilot" administration.



- Find the applicable Proctor Group. In this example, we will access proctor instructions for the “Benzing – Room A” proctor group.

Proctor Groups: EE The ACT + Science Spring 2026 Pilot

7 PROCTOR GROUPS | 163 TOTAL STUDENTS | 163 ASSIGNED | 0 UNASSIGNED

Search for group, school, or test code... [Click to view all sessions](#) [Refresh](#)

1 to 7 (7) 20 << < (1 of 1) > >>

| Name ↑↓ | Testing School ↑↓ | Students | Test Code | Proctor Password | Test Progress | Active | Actions |
|-------------------------|------------------------|----------|-----------|------------------|---------------------------------|-------------------------------------|---------|
| Online Room A | EE Seaside High School | 27 | HUXXW4 | 24H7VE | <div style="width: 20%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Online Room B | EE Seaside High School | 60 | Z2S742 | 3F5XRR | <div style="width: 10%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Paper Room C | EE Seaside High School | 39 | XWYEVY | HVYXQT | <div style="width: 30%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Paper Room D | EE Seaside High School | 26 | VPV64X | NNACCP | <div style="width: 15%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Benzing - Room A | EE Seaside High School | 1 | T3BC2N | NADTJF | <div style="width: 5%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Benzing - Room B | EE Seaside High School | 5 | UUQZ2D | HSNBQK | <div style="width: 10%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Benzing - Room C | EE Seaside High School | 5 | 4QUFJA | GHZC2K | <div style="width: 10%;"></div> | <input checked="" type="checkbox"/> | ⋮ |

- Click the kabob under the “Actions” column for the Proctor Group and select the “Proctor” option in the pop-up menu.

Proctor Groups: EE The ACT + Science Spring 2026 Pilot

7 PROCTOR GROUPS | 163 TOTAL STUDENTS | 163 ASSIGNED | 0 UNASSIGNED

Search for group, school, or test code... [Refresh](#)

1 to 7 (7) 20 << < (1 of 1) > >>

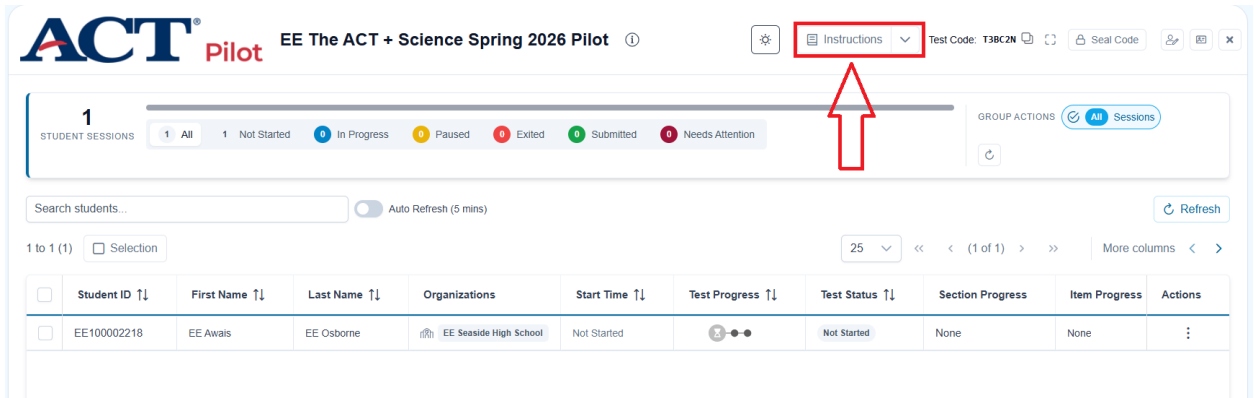
| Name ↑↓ | Testing School ↑↓ | Students | Test Code | Proctor Password | Test Progress | Active | Actions |
|-------------------------|------------------------|----------|-----------|------------------|---------------------------------|-------------------------------------|---------|
| Online Room A | EE Seaside High School | 27 | HUXXW4 | 24H7VE | <div style="width: 20%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Online Room B | EE Seaside High School | 60 | Z2S742 | 3F5XRR | <div style="width: 10%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Paper Room C | EE Seaside High School | 39 | XWYEVY | HVYXQT | <div style="width: 30%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Paper Room D | EE Seaside High School | 26 | VPV64X | NNACCP | <div style="width: 15%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Benzing - Room A | EE Seaside High School | 1 | T3BC2N | NADTJF | <div style="width: 5%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Benzing - Room B | EE Seaside High School | 5 | UUQZ2D | HSNBQK | <div style="width: 10%;"></div> | <input checked="" type="checkbox"/> | ⋮ |
| Benzing - Room C | EE Seaside High School | 5 | 4QUFJA | GHZC2K | <div style="width: 10%;"></div> | <input checked="" type="checkbox"/> | ⋮ |

Students

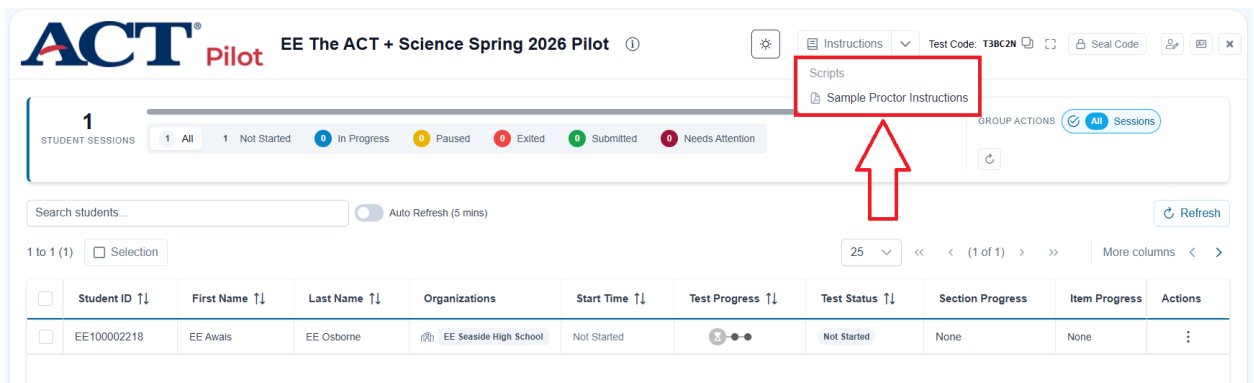
Proctor



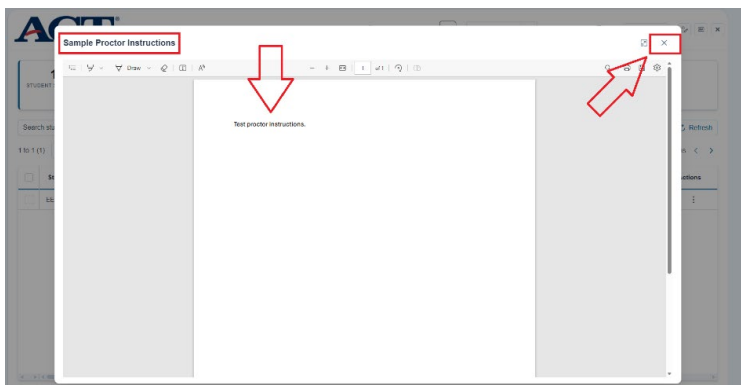
- On the Proctor Dashboard, click the “Instructions” button at the top of the page (located next to the Test Code).



- Under “Scripts”, select the Proctor Instructions document (Note: although this example only shows one document, multiple documents can be made available to the proctor in this list).

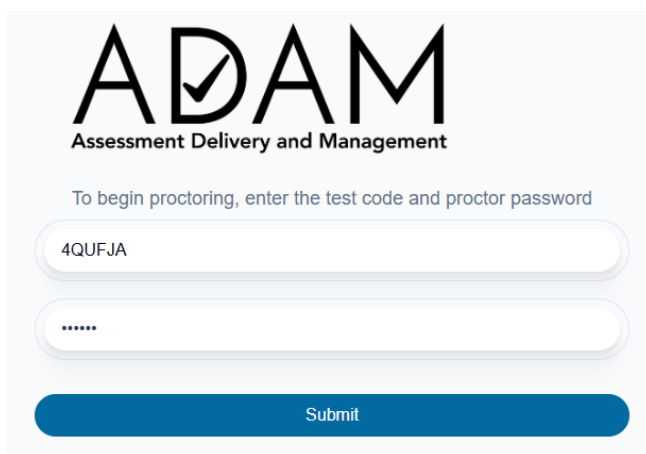


- The selected document will be displayed; close the window when finished reviewing the document by clicking the “x” in the upper right corner.



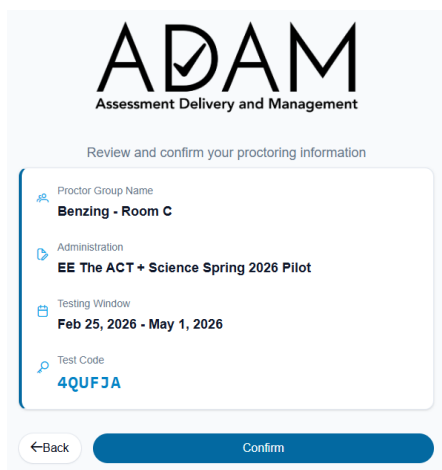
Access Proctor Instructions/Scripts (Anonymous Proctor)

1. In a browser, go to [ADAM Proctoring](https://preview-act-tester.adamexam.com/proctor) (https://preview-act-tester.adamexam.com/proctor).
2. On the anonymous proctor login page, enter the Test Code and Proctor Password for the proctor group (these were system generated when the proctor group was created). If already printed, refer to your Proctor Card for the Test Code and Proctor Password (see Test Preparation document for more information related to Printing Proctor Cards). Then click the “Submit” button.



The screenshot shows the ADAM (Assessment Delivery and Management) login interface. At the top, the ADAM logo is displayed with the tagline 'Assessment Delivery and Management'. Below the logo, a prompt reads 'To begin proctoring, enter the test code and proctor password'. There are two input fields: the first contains the test code '4QUFJA', and the second is a password field with masked characters. A blue 'Submit' button is located at the bottom of the form.

3. Review and confirm your proctoring information (Group Name, Administration, Testing Window, and Test Code). If all looks good, then click the “Confirm” button, else click the “Back” button to return to the login page.



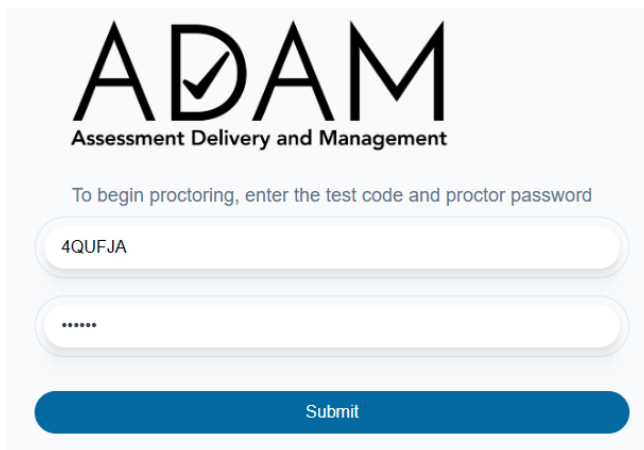
The screenshot shows the ADAM confirmation page. At the top, the ADAM logo is displayed with the tagline 'Assessment Delivery and Management'. Below the logo, a prompt reads 'Review and confirm your proctoring information'. A white box contains the following information: Proctor Group Name: Benzing - Room C; Administration: EE The ACT + Science Spring 2026 Pilot; Testing Window: Feb 25, 2026 - May 1, 2026; Test Code: 4QUFJA. At the bottom of the page, there are two buttons: a '←Back' button and a blue 'Confirm' button.

The **Proctor Dashboard** will appear. Access Proctor Instructions as discussed in steps 5-7 above.



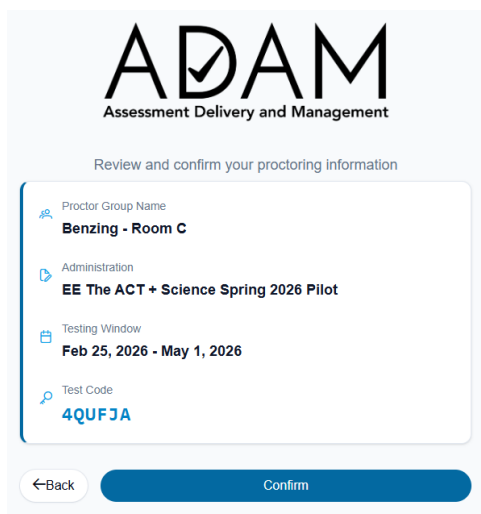
Start/Monitor Testing via Proctor Dashboard (Anonymous Proctor)

1. In a browser, go to [ADAM Proctoring](https://preview-act-tester.adamexam.com/proctor) (https://preview-act-tester.adamexam.com/proctor).
2. On the anonymous proctor login page, enter the Test Code and Proctor Password for the proctor group (these were system generated when the proctor group was created). If already printed, refer to your Proctor Card for the Test Code and Proctor Password (see Test Preparation document for more information related to Printing Proctor Cards). Then click the “Submit” button.



The screenshot shows the ADAM Proctoring login page. At the top is the ADAM logo with the tagline 'Assessment Delivery and Management'. Below the logo, a message reads: 'To begin proctoring, enter the test code and proctor password'. There are two input fields: the first contains the test code '4QUFJA' and the second is a password field with masked characters '.....'. A blue 'Submit' button is located at the bottom of the form.

4. Review and confirm your proctoring information (Group Name, Administration, Testing Window, and Test Code). If all looks good, then click the “Confirm” button, else click the “Back” button to return to the login page.



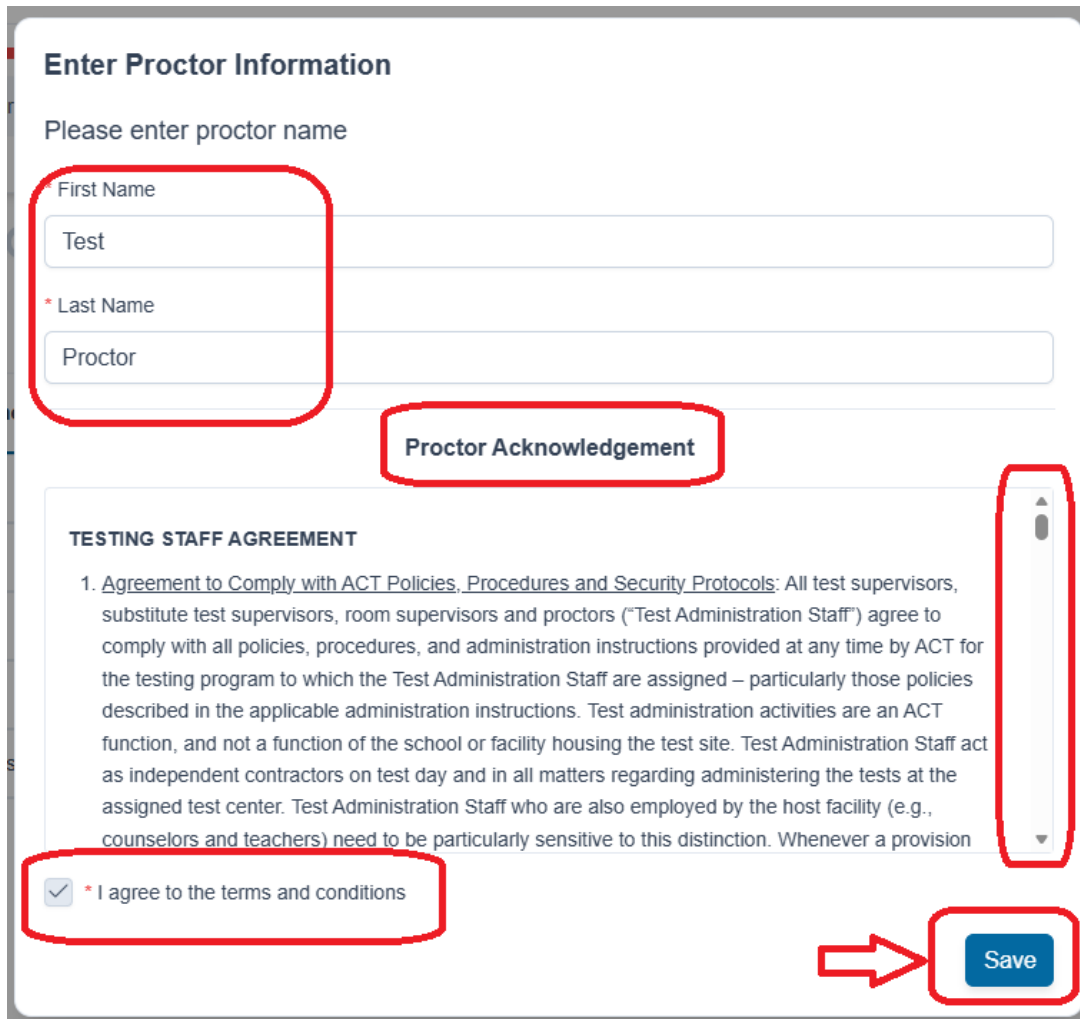
The screenshot shows the ADAM Proctoring confirmation page. At the top is the ADAM logo with the tagline 'Assessment Delivery and Management'. Below the logo, a message reads: 'Review and confirm your proctoring information'. A white box contains the following information:

- Proctor Group Name: **Benzing - Room C**
- Administration: **EE The ACT + Science Spring 2026 Pilot**
- Testing Window: **Feb 25, 2026 - May 1, 2026**
- Test Code: **4QUFJA**

At the bottom of the page, there is a blue 'Confirm' button and a white 'Back' button with a left-pointing arrow.



- The first time an anonymous proctor attempts to login to a proctor group, they will be challenged to agree to the Proctor Acknowledgment. The **“Enter Proctor Information”** page will display.



Enter Proctor Information

Please enter proctor name

First Name
Test

* Last Name
Proctor

Proctor Acknowledgement

TESTING STAFF AGREEMENT

1. Agreement to Comply with ACT Policies, Procedures and Security Protocols: All test supervisors, substitute test supervisors, room supervisors and proctors (“Test Administration Staff”) agree to comply with all policies, procedures, and administration instructions provided at any time by ACT for the testing program to which the Test Administration Staff are assigned – particularly those policies described in the applicable administration instructions. Test administration activities are an ACT function, and not a function of the school or facility housing the test site. Test Administration Staff act as independent contractors on test day and in all matters regarding administering the tests at the assigned test center. Test Administration Staff who are also employed by the host facility (e.g., counselors and teachers) need to be particularly sensitive to this distinction. Whenever a provision

* I agree to the terms and conditions

Save

- Enter the proctor name (First Name and Last Name), read the Proctor Acknowledgement, check the checkbox next to the statement “I agree to the terms and conditions” – and click the “Save” button in the lower right corner of the page. Note: The proctor is only required to agree to the Proctor Acknowledgement one time – all subsequent logins will bypass this step.



- The **Proctor Dashboard** will appear and display information pertaining to the specific proctor group (e.g. “Benzing – Room C”) associated with the Test Code ‘4QUFJA’. Note: The Test Code is displayed in the top right and can be expanded if necessary for display purposes.

In this example, there are five (5) students in the proctor group – all from “EE Seaside High School” – and none of the test sessions have started – all five test sessions show Test Status = “Not Started”.

| Student ID | First Name | Last Name | Organizations | Start Time | Test Progress | Test Status | Section Progress | Item Progress | Actions |
|-------------|-------------|------------|------------------------|-------------|---------------|-------------|------------------|---------------|---------|
| EE100002236 | EE Arun | EE Kidd | EE Seaside High School | Not Started | 0/100 | Not Started | None | None | ⋮ |
| EE100002185 | EE Earl | EE Banker | EE Seaside High School | Not Started | 0/100 | Not Started | None | None | ⋮ |
| EE100002203 | EE Florence | EE Branch | EE Seaside High School | Not Started | 0/100 | Not Started | None | None | ⋮ |
| EE100002217 | EE Tamsin | EE Crosby | EE Seaside High School | Not Started | 0/100 | Not Started | None | None | ⋮ |
| EE100002221 | EE Wilbur | EE Hawkins | EE Seaside High School | Not Started | 0/100 | Not Started | None | None | ⋮ |

Please refer to the image below for the following discussion about three other key features available on the Proctor Dashboard.

Key features highlighted in the dashboard:

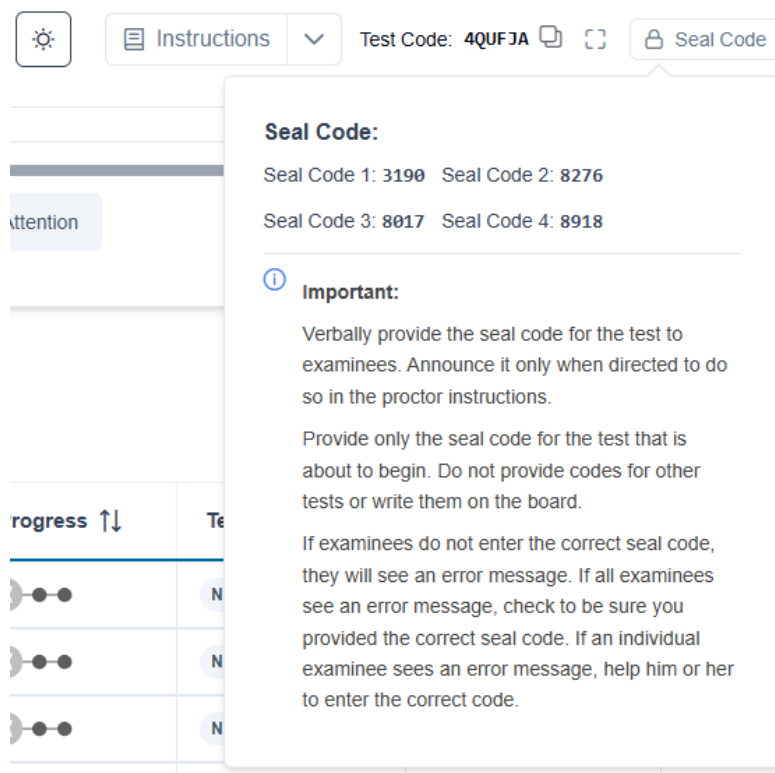
- Seal Code:** Located in the top right corner, used for security verification.
- GROUP ACTIONS:** A menu in the top right that allows for managing the group, including a 'Sessions' button.
- Auto Refresh:** A toggle switch in the search area that can be set to refresh the student list every 5 minutes.



- The “Auto Refresh” toggle can be turned on – this will refresh the Proctor Dashboard every 5 minutes.



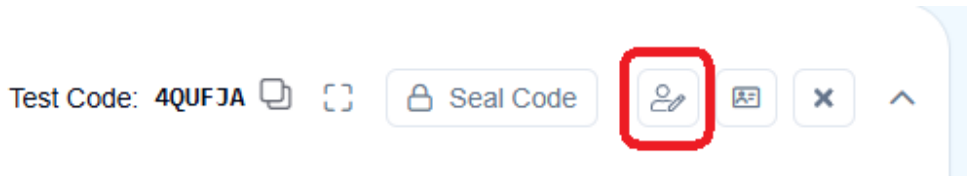
- The applicable Seal Codes for the test can be displayed by clicking the “Seal Code” button in the upper right area of the page. These are the codes that each test examinee will need to enter before beginning a new section of the test.



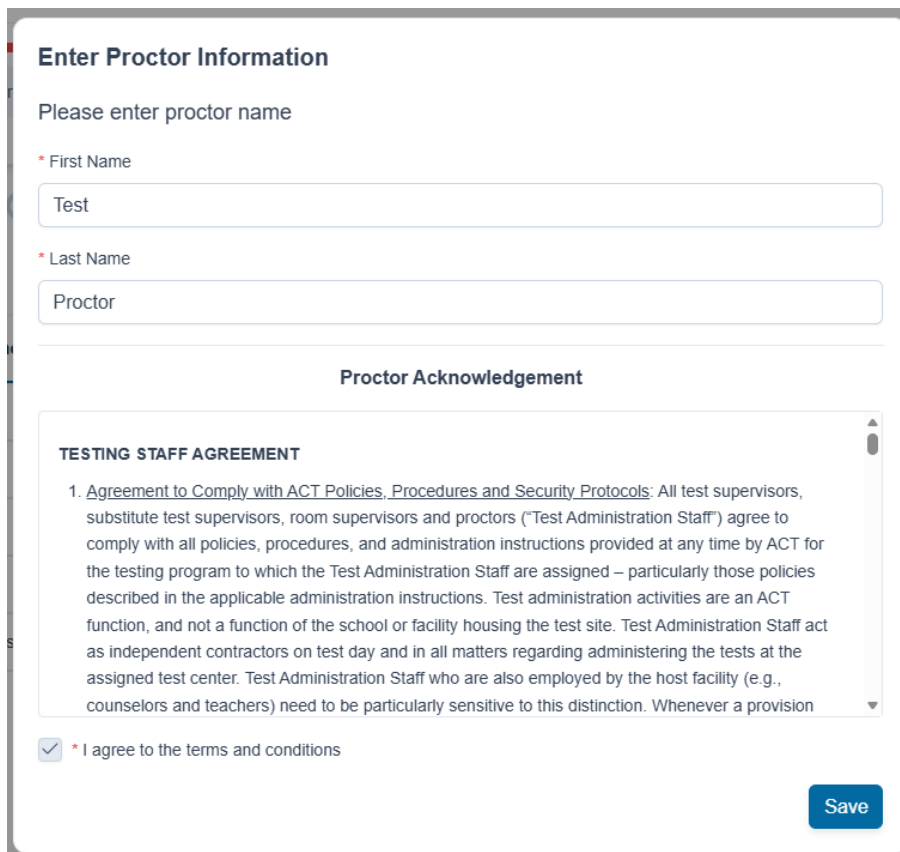
- In the “GROUP ACTIONS” area on the right side of the page, the “Reset All Sessions” button can be used to reset all applicable test sessions for this proctor group.



- If, for any reason, the original proctor for the proctor group is not available, or unable to perform the proctoring duties on test day, another proctor can be assigned to the proctor group. However, the second, or substitute, proctor should agree to the terms and conditions included in the Proctor Acknowledgement prior to beginning testing. This is accomplished by clicking the “Edit Proctor” button in the upper right corner of the dashboard.



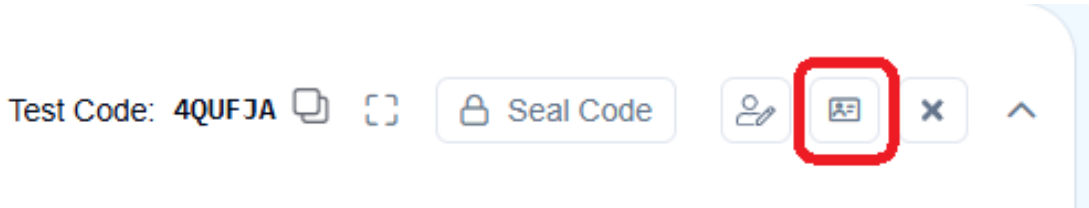
The “**Enter Proctor Information**” page will display.

A screenshot of the 'Enter Proctor Information' form. The form has a title 'Enter Proctor Information' and a sub-header 'Please enter proctor name'. It contains two text input fields: 'First Name' with the value 'Test' and 'Last Name' with the value 'Proctor'. Below these is a section titled 'Proctor Acknowledgement' containing a scrollable text area with the heading 'TESTING STAFF AGREEMENT' and a paragraph of text. At the bottom of the text area is a checked checkbox and the text '* I agree to the terms and conditions'. A blue 'Save' button is located in the bottom right corner of the form.

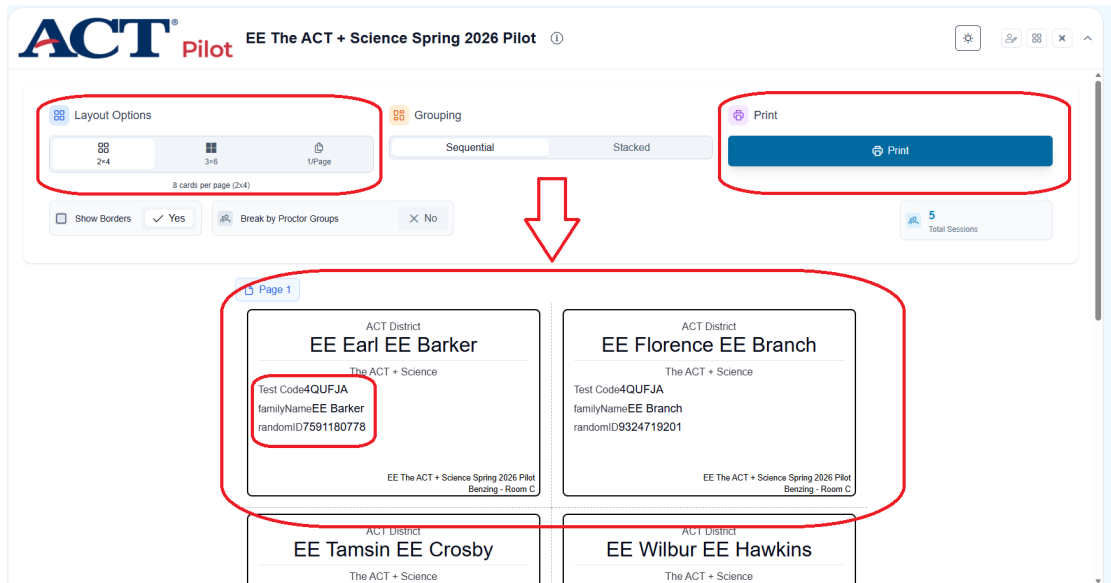
- Enter the proctor name (First Name and Last Name), read the Proctor Acknowledgement, check the checkbox next to the statement “I agree to the terms and conditions” – and click the “Save” button in the lower right corner of the page.



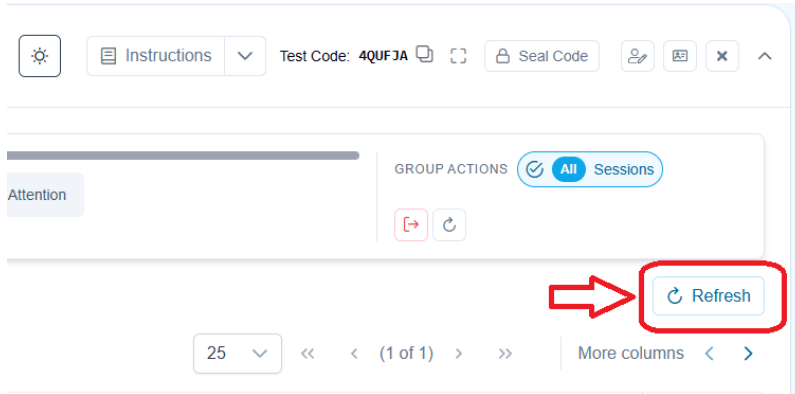
- If student login information is needed for any or all of the students in the proctor group prior to beginning testing, the proctor can use the “Switch to Print Cards View” button in the upper right corner of the dashboard to access the Student Cards.



- Only the students currently assigned to the proctor group will be displayed. Use the “Print” button to print cards, if necessary. Note: These student cards include the Test Code and the TestNav login credentials (familyName, randomID) needed to access the test.



13. Once testing begins, the proctor dashboard can be refreshed manually at any time using the “Refresh” button found on the middle right side of the page.



14. The proctor dashboard will display the current status of all student test sessions.

1 to 5 (5) Selection

25 << < (1 of 1) > >> More columns < >

| <input type="checkbox"/> | Student ID ↑↓ | First Name ↑↓ | Last Name ↑↓ | Organizations | Start Time ↑↓ | Test Progress ↑↓ | Test Status ↑↓ | Section Progress | Item Progress | Actions |
|--------------------------|---------------|---------------|--------------|------------------------|------------------|------------------|----------------|------------------|---------------|---------|
| <input type="checkbox"/> | EE100002236 | EE Arun | EE Kidd | EE Seaside High School | Not Started | 3 ●●● | Not Started | None | None | ⋮ |
| <input type="checkbox"/> | EE100002185 | EE Earl | EE Barker | EE Seaside High School | Not Started | 3 ●●● | Not Started | None | None | ⋮ |
| <input type="checkbox"/> | EE100002203 | EE Florence | EE Branch | EE Seaside High School | Mar 17, 11:22 AM | 10 ●●● | Reseat | English Test | 2% Answered | ⋮ |
| <input type="checkbox"/> | EE100002217 | EE Tamsin | EE Crosby | EE Seaside High School | Not Started | 3 ●●● | Not Started | None | None | ⋮ |
| <input type="checkbox"/> | EE100002221 | EE Wilbur | EE Hawkins | EE Seaside High School | Mar 18, 09:53 PM | 10 ●●● | Exited | English Test | 2% Answered | ⋮ |

15. Options available to the proctor for each individual test session can be accessed by clicking the ‘Actions’ menu.

| Test Status ↑↓ | Section Progress | Item Progress | Actions |
|----------------|------------------|---------------|---------|
| Not Started | None | None | ⋮ |
| Not Started | None | None | ⋮ |
| Reseat | English Test | 2% Answered | ⋮ |
| Not Started | None | None | ⋮ |
| Exited | English Test | 2% Answered | ⋮ |

- View Session Details
- Reseat
- Apply Accountability Code
- Session Review

A red arrow points from the left towards the 'Actions' menu dropdown.



16. Select “View Session Details” to see more information related to a specific student’s testing progress.

Session Details ×

EE Wilbur EE Hawkins Last updated Mar 18th, 11:27:56 pm

Student ID EE10002221

| | | | |
|----------------------------------|---|---------------|------------------------------|
| Test The ACT + Science | Test start Mar 18th, 9:53:10 pm | Test end - | Test status EXITED |
|----------------------------------|---|---------------|------------------------------|

Section Information

| Section ID ↑↓ | Section name ↑↓ | Type ↑↓ | Progress ↑↓ | Seal code ↑↓ | Section start ↑↓ | Section end ↑↓ |
|------------------------|---------------------|---------|-------------|--------------|----------------------|----------------------|
| AOP_P20_6943 | Pretest Information | Linear | ●●● | N | Mar 18th, 9:55:24 pm | Mar 18th, 9:58:40 pm |
| AOP_S20_6944 | Examinee Statements | Linear | ●●● | N | Mar 18th, 9:58:54 pm | Mar 18th, 9:59:53 pm |
| AEFY25N1900SF006_26810 | English Test | Linear | Ⓜ●● | Y | Not Started | Not Started |
| AMFY25N1900PF006_26543 | Mathematics Test | Linear | Ⓜ●● | Y | Not Started | Not Started |
| ARFY25N2300QF006_26836 | Reading Test | Linear | Ⓜ●● | Y | Not Started | Not Started |
| ASFY25N17000F008_27337 | Science Test | Linear | Ⓜ●● | Y | Not Started | Not Started |

178 ITEMS

3 VISITED

3 ANSWERED

175 REMAINING

[Close](#)

17. Scroll down to see more information related to item progress.

Session Details ×

178 ITEMS

3 VISITED

3 ANSWERED

175 REMAINING

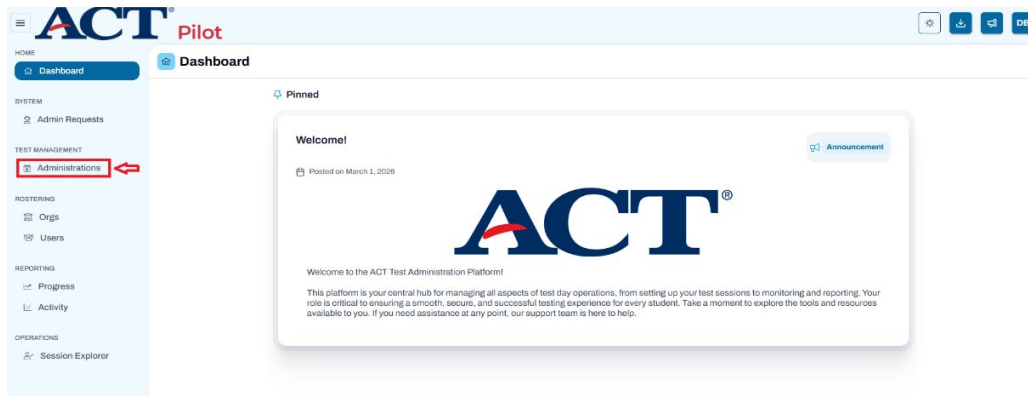
| # | Section ID ↑↓ | Sequence ↑↓ | Progress ↑↓ | Last update ↑↓ |
|----|------------------------|-------------|-------------|----------------------|
| 1 | AOP_P20_6943 | 1 | ANSWERED | Mar 18th, 9:58:22 pm |
| 2 | AOP_P20_6943 | 2 | ANSWERED | Mar 18th, 9:58:26 pm |
| 3 | AOP_S20_6944 | 1 | ANSWERED | Mar 18th, 9:59:49 pm |
| 4 | AEFY25N1900SF006_26810 | Web Content | REMAINING | Not Started |
| 5 | AEFY25N1900SF006_26810 | 2 | REMAINING | Not Started |
| 6 | AEFY25N1900SF006_26810 | 3 | REMAINING | Not Started |
| 7 | AEFY25N1900SF006_26810 | 4 | REMAINING | Not Started |
| 8 | AEFY25N1900SF006_26810 | 5 | REMAINING | Not Started |
| 9 | AEFY25N1900SF006_26810 | 6 | REMAINING | Not Started |
| 10 | AEFY25N1900SF006_26810 | 7 | REMAINING | Not Started |
| 11 | AEFY25N1900SF006_26810 | 8 | REMAINING | Not Started |

[Close](#)

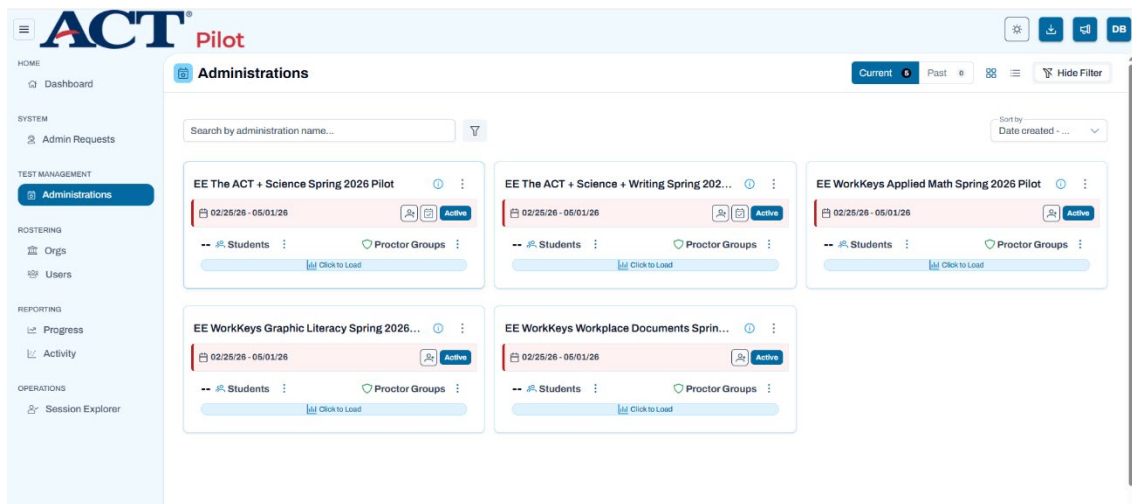


Start/Monitor Testing via Proctor Dashboard (ADAM user)

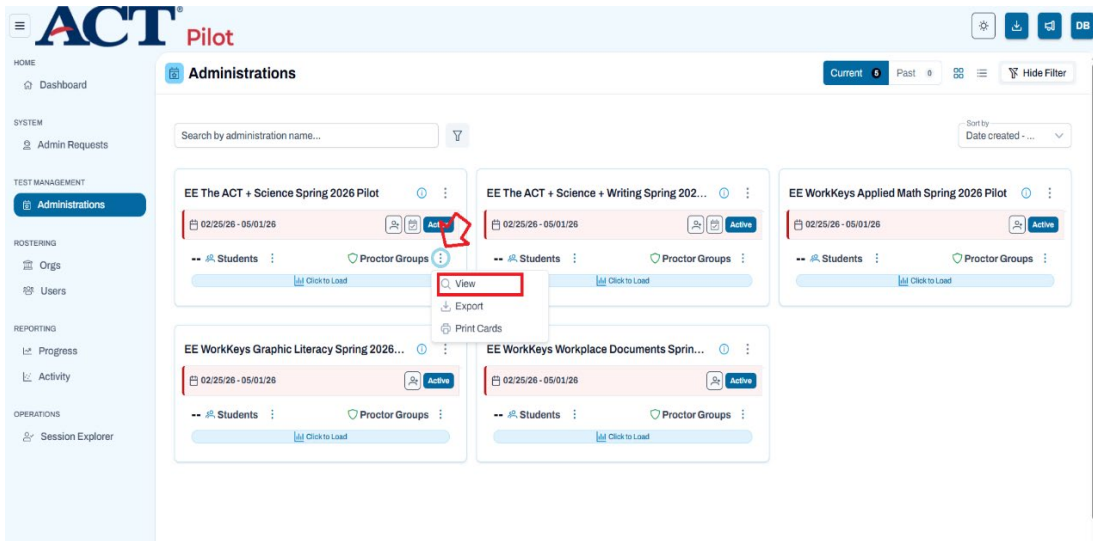
1. On the ADAM user dashboard page, click Administrations in the left navigation menu.



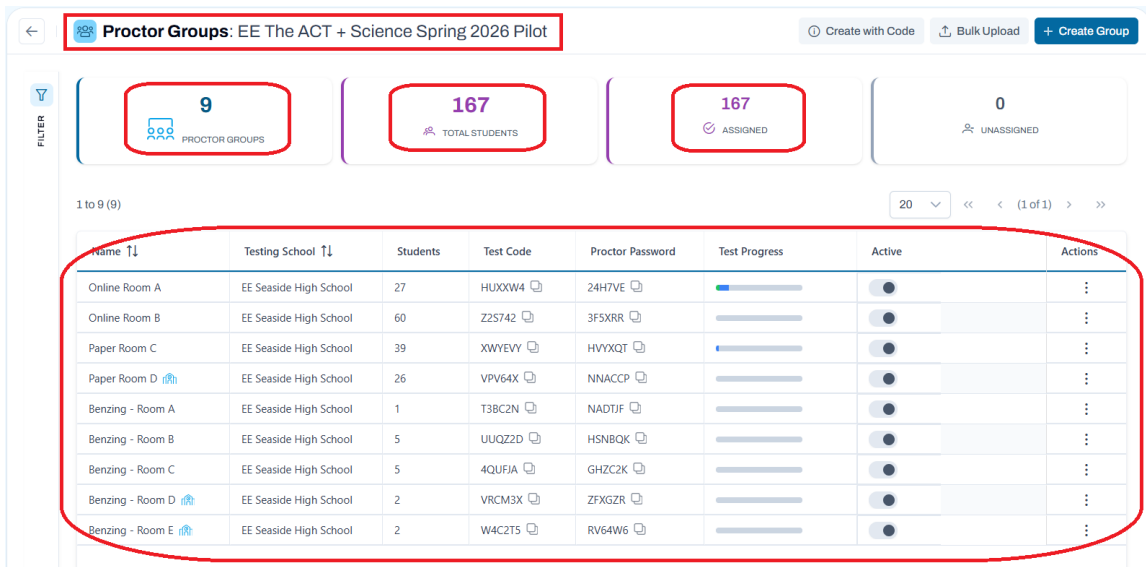
The Administrations screen will appear showing any existing Administration cards.



- To view existing Proctor Groups, click the kabob next to “Proctor Groups” for applicable administration card. In this example, we will view the proctor groups for the “EE The ACT + Science Spring 2026 Pilot” administration. Click the “View” option in the pop-up menu.



The **Proctor Groups** page will appear showing any existing Proctor Groups for the “EE The ACT + Science Spring 2026 Pilot” administration. In this example, we have nine (9) proctor groups, 167 total students – all of which are assigned to a proctor group. This page also shows the number of students assigned to each of the proctor groups (see ‘Students’ column in the list). The Test Code and Proctor Password can be found on this page as well for each group.



18. In this example, we will access the proctor dashboard for the proctor group named “Benzing – Room C” by clicking the ‘Actions’ menu at the far right of the applicable row in the list and selecting the “Proctor” option in the pop-up menu.

Proctor Groups: EE The ACT + Science Spring 2026 Pilot

9 PROCTOR GROUPS | 167 TOTAL STUDENTS | 167 ASSIGNED | 0 UNASSIGNED

| Name | Testing School | Students | Test Code | Proctor Password | Test Progress | Active | Actions |
|-------------------------|------------------------|----------|---------------|------------------|----------------------------------|--------------------------|---------|
| Online Room A | EE Seaside High School | 27 | HUXXW4 | 24H7VE | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Online Room B | EE Seaside High School | 60 | Z25742 | 3F5XRR | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Paper Room C | EE Seaside High School | 39 | XWYEVY | HVYXQT | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Paper Room D | EE Seaside High School | 26 | VPV64X | NNACCP | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Benzing - Room A | EE Seaside High School | 1 | T3BC2N | NADTJF | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Benzing - Room B | EE Seaside High School | 5 | UUQZ2D | HSNBQK | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Benzing - Room C | EE Seaside High School | 5 | 4QUFJA | GHZC2K | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Benzing - Room D | EE Seaside High School | 2 | VRCM3X | ZFXGZR | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |
| Benzing - Room E | EE Seaside High School | 2 | W4C2T5 | RV64W6 | <div style="width: 100%;"></div> | <input type="checkbox"/> | ⋮ |

Students | Proctor

4. The **Proctor Dashboard** will appear for Test Code ‘4QUFJA’. Note: This is the same dashboard that was displayed to the anonymous proctor as described above in the “**Start/Monitor Testing via Proctor Dashboard (Anonymous Proctor)**” topic.

EE The ACT + Science Spring 2026 Pilot

5 STUDENT SESSIONS | 5 All | 5 Not Started | 1 In Progress | 0 Paused | 0 Canceled | 0 Submitted | 0 Needs Attention

Test Code: 4QUFJA

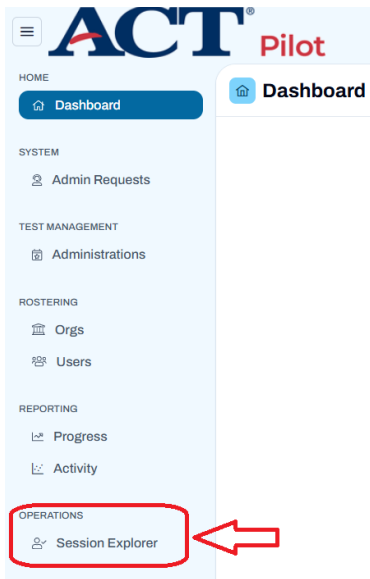
| Student ID | First Name | Last Name | Organizations | Start Time | Test Progress | Test Status | Section Progress | Item Progress | Actions |
|--------------|-------------|------------|------------------------|-------------|----------------------------------|-------------|------------------|---------------|---------|
| EE-100002236 | EE Arun | EE Koss | EE Seaside High School | Not Started | <div style="width: 100%;"></div> | Not Started | None | None | ⋮ |
| EE-100002185 | EE Earl | EE Barker | EE Seaside High School | Not Started | <div style="width: 100%;"></div> | Not Started | None | None | ⋮ |
| EE-100002203 | EE Florence | EE Branch | EE Seaside High School | Not Started | <div style="width: 100%;"></div> | Not Started | None | None | ⋮ |
| EE-100002217 | EE Tamsin | EE Crosby | EE Seaside High School | Not Started | <div style="width: 100%;"></div> | Not Started | None | None | ⋮ |
| EE-100002221 | EE Wilbur | EE Hawkins | EE Seaside High School | Not Started | <div style="width: 100%;"></div> | Not Started | None | None | ⋮ |

At this point, the ADAM user can perform all of the same functions described above for the anonymous proctor.

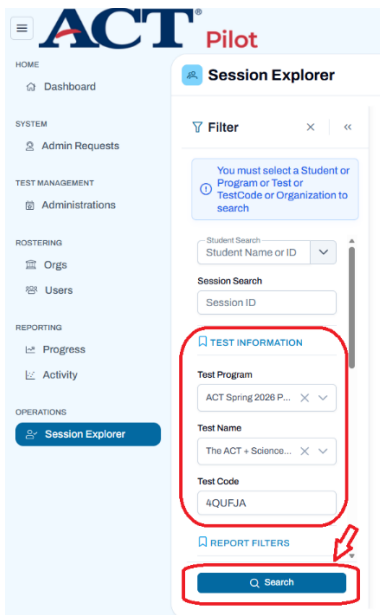


Session Explorer

1. On the ADAM user dashboard, under “OPERATIONS” in the left-hand navigation pane, click on the “Session Explorer” button.



2. On the **Session Explorer** page, use the **Filter** pane to indicate the test sessions you want to view. For example, set the **TEST INFORMATION** to
 - a. **Test Program** = 'ACT Spring 2026 Pilot'
 - b. **Test Name** = 'The ACT + Science Spring 2026 Pilot'
 - c. **Test Code** = '4QUFJA' ...and click the “Search” button.



This will display all of the test sessions associated with the Test Code '4QUFJA'.

Session Explorer

Filter: You must select a Student or Program or Test or TestCode or Organization to search.

Test Program: ACT Spring 2026 P...
Test Name: The ACT + Science...
Test Code: 4QUFJA

| Student ID | Student Name | Test Name | Test Progress | Test Status | Org | Actions |
|-------------|-----------------------|-------------------------------------|---------------|-------------|-----|---------|
| EE100002217 | EE Tamsin EE Crosby | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | | ⋮ |
| EE100002185 | EE Earl EE Barker | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | | ⋮ |
| EE100002221 | EE Wilbur EE Hawkins | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | | ⋮ |
| EE100002236 | EE Arun EE Kidd | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | | ⋮ |
| EE100002203 | EE Florence EE Branch | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | | ⋮ |

3. Click the kabob under the 'Actions' column to see the menu options available for each test session.

Test Status ↑↓ Org Actions

Not Started ⋮

- Session History
- Proctor Dashboard
- Proctor Students
- Print Card
- Apply Accountability Code
- Session Review

4. Test sessions can be exported into a .CSV file using the pop-up menu available in the upper right corner of the Session Explorer page. In this example, we will select the "Export Selected Sessions" option.

Export History

Export Selected Sessions

Export Selected Session Section

Bulk Apply Accountability Codes

Bulk Upload Reporting Orgs

1 to 5 (5) Selection All 5 selected

| Student ID | Student Name | Test Name | Test Progress | Test Status | Orgs | Actions |
|-------------------------------------|--------------|-----------------------|-------------------------------------|-------------|-------------|---------|
| <input checked="" type="checkbox"/> | EE100002217 | EE Tamsin EE Crosby | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | ⋮ |
| <input checked="" type="checkbox"/> | EE100002185 | EE Earl EE Barker | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | ⋮ |
| <input checked="" type="checkbox"/> | EE100002221 | EE Wilbur EE Hawkins | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | ⋮ |
| <input checked="" type="checkbox"/> | EE100002236 | EE Arun EE Kidd | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | ⋮ |
| <input checked="" type="checkbox"/> | EE100002203 | EE Florence EE Branch | The ACT + Science Spring 2026 Pilot | ●●●●○ | Not Started | ⋮ |



Apply/Modify Accountability Codes

1. Under “TEST MANAGEMENT” in the left-hand navigation pane, click on the “Administrations” button.
2. On the applicable administration card, select “View” on the Proctor Groups menu.
3. Find the applicable Proctor Group in the list displayed on the **Proctor Groups** page – or use the **Filter** pane to search for the proctor group. In this example, we will enter “Benzing – Room C” in the Search box. Note: The Proctor Group list will be automatically updated based on the Search performed.

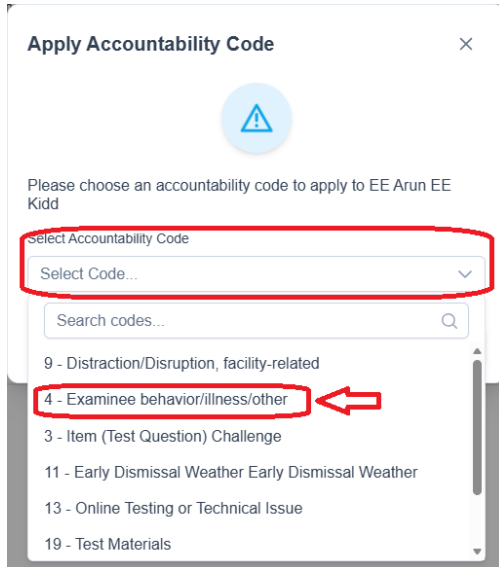
| Name | Testing School | Students | Test Code | Proctor Password | Test Progress | Actions |
|------------------|------------------------|----------|-----------|------------------|---------------|---------|
| Benzing - Room C | EE Seaside High School | 5 | 4QUFJA | GHZC2K | | |

4. On the ‘Actions’ menu for the proctor group, select the “Proctor” option.
5. On the Proctor Dashboard, find the student/candidate test session for which to apply an Accountability Code. In this example, we will apply an Accountability Code for student “EE Arun EE Kidd”. On the ‘Actions’ menu for the student test session, select the “Apply Accountability Code” option.

| Student ID | First Name | Last Name | Organizations | Start Time | Test Progress | Test Status | Section Progress | Item Progress | Actions |
|-------------|-------------|------------|------------------------|-------------|---------------|-------------|------------------|---------------|---------------------------|
| EE100002236 | EE Arun | EE Kidd | EE Seaside High School | Not Started | | Not Started | None | None | Apply Accountability Code |
| EE100002185 | EE Earl | EE Barker | EE Seaside High School | Not Started | | Not Started | None | None | Session Review |
| EE100002203 | EE Florence | EE Branch | EE Seaside High School | Not Started | | Not Started | None | None | |
| EE100002217 | EE Tamsin | EE Crosby | EE Seaside High School | Not Started | | Not Started | None | None | |
| EE100002221 | EE Wilbur | EE Hawkins | EE Seaside High School | Not Started | | Not Started | None | None | |



6. Select an Accountability Code from the drop-down list provided. For this example, we will choose Code '4 – Examinee behavior/illness/other' to indicate the student was ill and not present for testing on test day. Then click the "Apply" button in the lower right corner of the pop-up window.



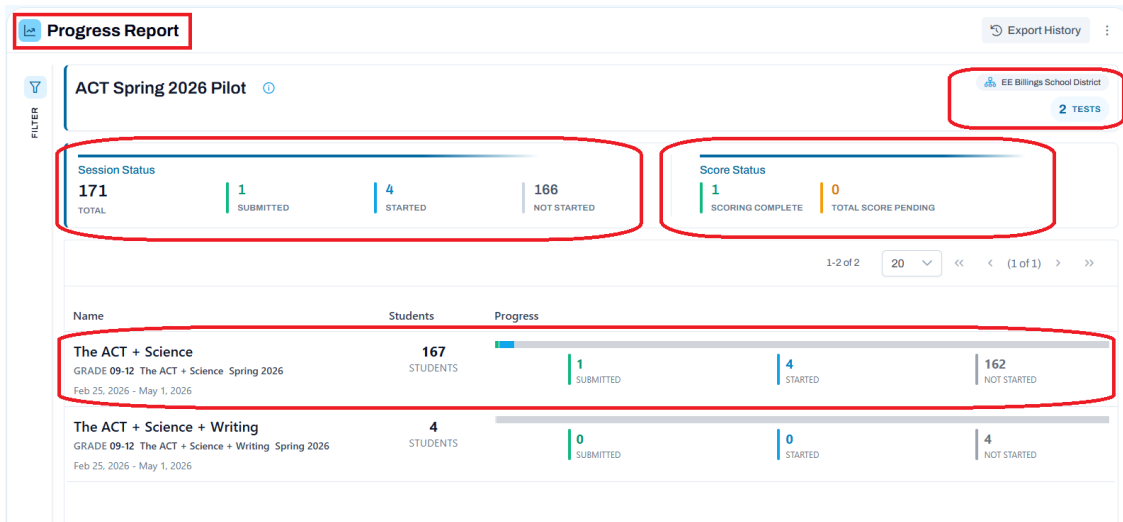
On the Proctor Dashboard, verify the Accountability Code was applied for the student.

| Test Duration | Accommodations | Code | Actions |
|---------------|----------------|------|---------|
| | | 4 | ⋮ |

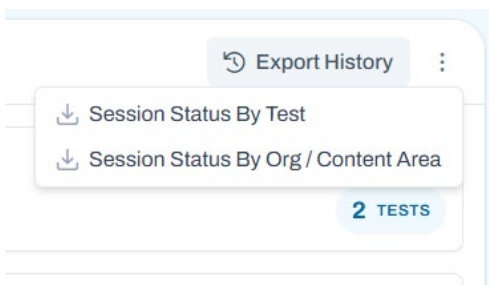


Progress Report

1. Under “REPORTING” in the left-hand navigation pane, click on the “Progress” button.
2. The **Progress Report** page for the district/site will be displayed. In this example, testing progress for the “EE Billings School District” is reported. The Progress Report includes statistics related to Overall Session Status, Overall Score Status, and individual test administration status.



3. Click on a given Test Administration (e.g. “The ACT + Science”) to see more information for that administration.
4. Available exports include: Session Status By Test and Session Status By Org / Content Area. For this example, we will select the “Session Status By Test” option.



- Click the “Export History” button to download the export file. The **Export History** page will be displayed. Verify the export file process is complete and note the number of records included in the file. For this example, we expect two records because we have two test administrations. Click the “Download File” button next to the filename to download the export file to your “Downloads” folder.

Export History
✕

Refresh

1 to 1 (1)
10
<< < (1 of 1) > >>
More columns < >

| Name ↑↓ | Job Type ↑↓ | No of Records ↑↓ | Status ↑↓ | Progress ↑↓ | Cre |
|---|-------------------------|------------------|-----------|-------------|------|
| progress_report_test_export_2026-03-17T05-03-03.csv | PROGRESS_BY_TEST_EXPORT | 2 | COMPLETED | 100% | Ben: |

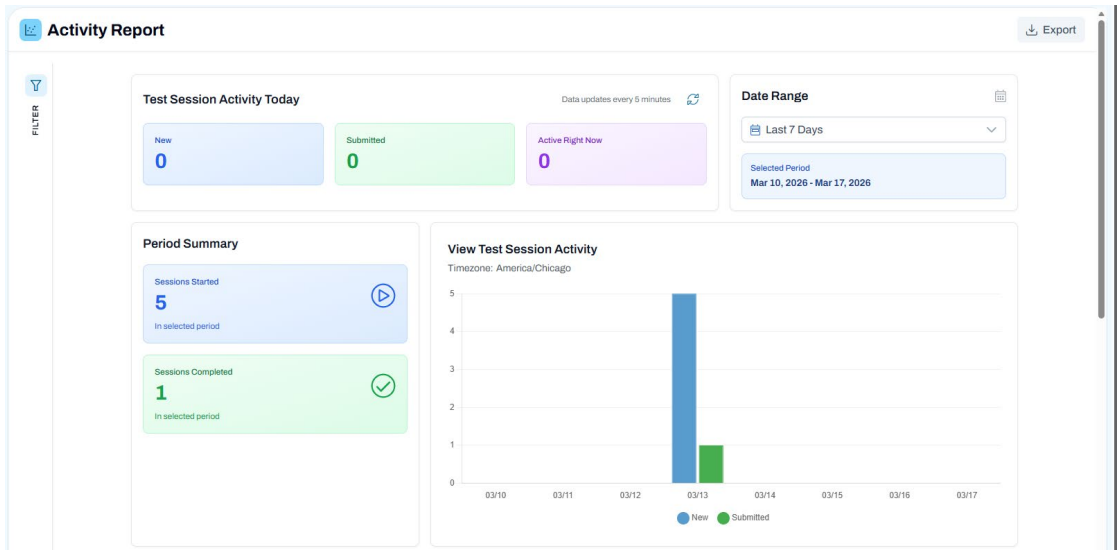
- Open the file that was downloaded to view the exported data.

| name | total | submitted | submitted_percentage | started | started_percentage | not_started | not_started_percentage | score_complete | score_pending |
|-----------------------------|-------|-----------|----------------------|---------|--------------------|-------------|------------------------|----------------|---------------|
| The ACT + Science | 167 | 1 | 0.60% | 4 | 2.40% | 162 | 97.01% | 1 | 0 |
| The ACT + Science + Writing | 4 | 0 | 0% | 0 | 0% | 4 | 100% | 0 | 0 |



Activity Report

1. Under “REPORTING” in the left-hand navigation pane, click on the “Activity” button.
2. The **Activity Report** page for the district/site will be displayed. In this example, testing activity for the “EE Billings School District” is reported. The Activity Report includes statistics related to test session activity for a specified date range. In this example, we are viewing test session activity for the Last 7 days.



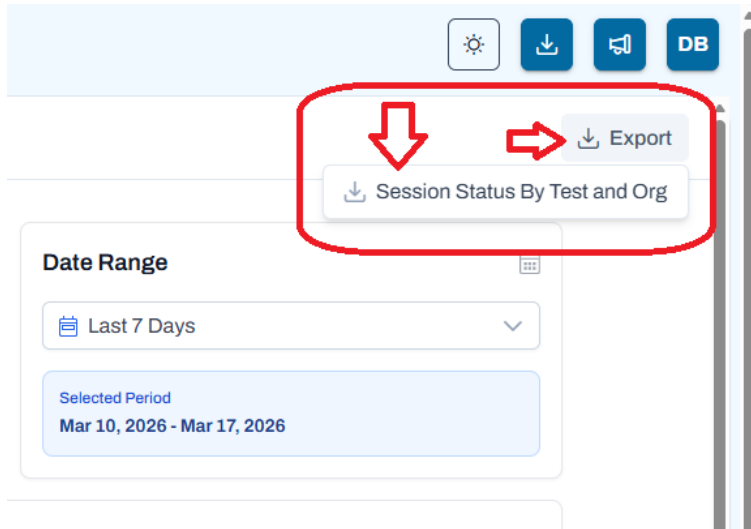
The screenshot shows the 'Activity Report' dashboard with two tables: 'Sessions by Test' and 'Sessions by Org'.

| Test | New | Submitted |
|-------------------|-----|-----------|
| The ACT + Science | 5 | 1 |

| Org | New | Submitted |
|--|-----|-----------|
| EE Billings School District (district) | 5 | 1 |



3. Available export: **Session Status By Test and Org**. Initiate this export by clicking the “Export” button in the upper right corner of the Activity Report page. Then click on “Session Status By Test and Org”. This will initiate an automatic file download to the user’s “Downloads” folder.



4. Open the file that was downloaded to view the exported data.

| A | B | C | D | E | F |
|-------------------|------------------------|-----------------------------|---------------------|---------|-----------|
| test | org | org_sourced | org_identifier | started | submitted |
| The ACT + Science | EE Seaside High School | lpi:prd:a7rb8d13:org:ee_shs | eeseasidehighschool | 5 | 1 |
| | | | | | |

