

Test Preparation in ADAM

Once all students/candidates have been rostered in the ADAM assessment administration platform and all appropriate accommodations have been assigned (see Module 1 training for more info), further Test Preparation activities can begin.

There are several additional steps required to prepare for Test Day. These activities include:

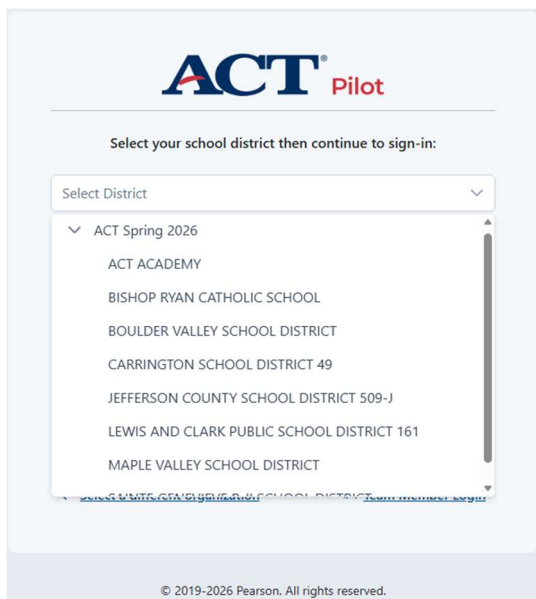
- 1) Registering Students to Test Administrations
- 2) Test Window Selection for each Testing Organization (School)
- 3) Printing Claim Code Cards
- 4) Creating Proctor Groups
- 5) Assigning Students/Candidates to a Proctor Group
- 6) Printing Proctor Cards
- 7) Printing Student Testing Cards

Access 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.



The screenshot shows the ACT Pilot account selection page. At the top is the ACT Pilot logo. Below it, the text reads "Select your school district then continue to sign-in:". A dropdown menu is open, showing a list of school districts under the heading "ACT Spring 2026". The visible options are: ACT ACADEMY, BISHOP RYAN CATHOLIC SCHOOL, BOULDER VALLEY SCHOOL DISTRICT, CARRINGTON SCHOOL DISTRICT 49, JEFFERSON COUNTY SCHOOL DISTRICT 509-J, LEWIS AND CLARK PUBLIC SCHOOL DISTRICT 161, and MAPLE VALLEY SCHOOL DISTRICT. At the bottom of the page, there is a copyright notice: "© 2019-2026 Pearson. All rights reserved."





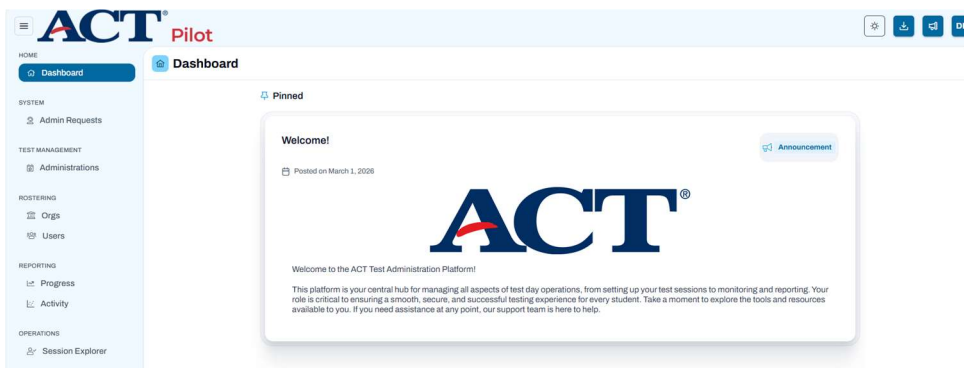
2. As a District/Site Test Coordinator user, enter the Username and Password for your LaunchPad account and click the 'Sign in' button.

The image shows a login form for ACT Spring 2026. At the top is the ACT Pilot logo and the text "ACT Spring 2026". Below this are two input fields: "Username" and "Password". There is a link for "First Time Sign In / Reset Password" and a blue "Sign in" button. A disclaimer states: "Clicking the Sign In button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy". A support note says: "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 bottom are links for "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.



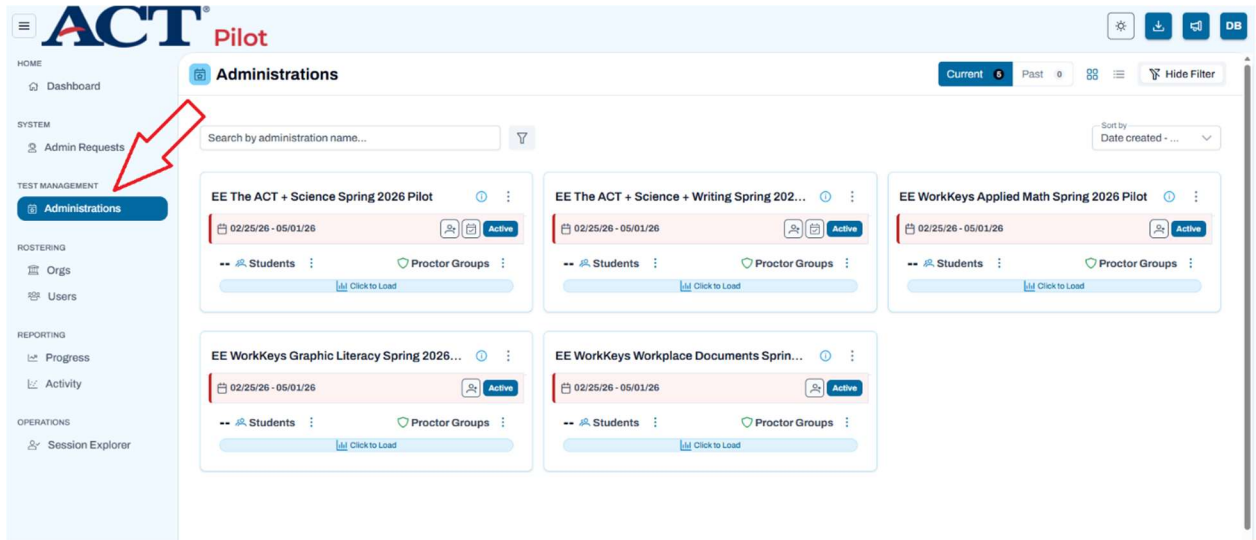
All of the following Test Preparation topics will assume the District/Site Test Coordinator is able to successfully login to ADAM via LaunchPad.



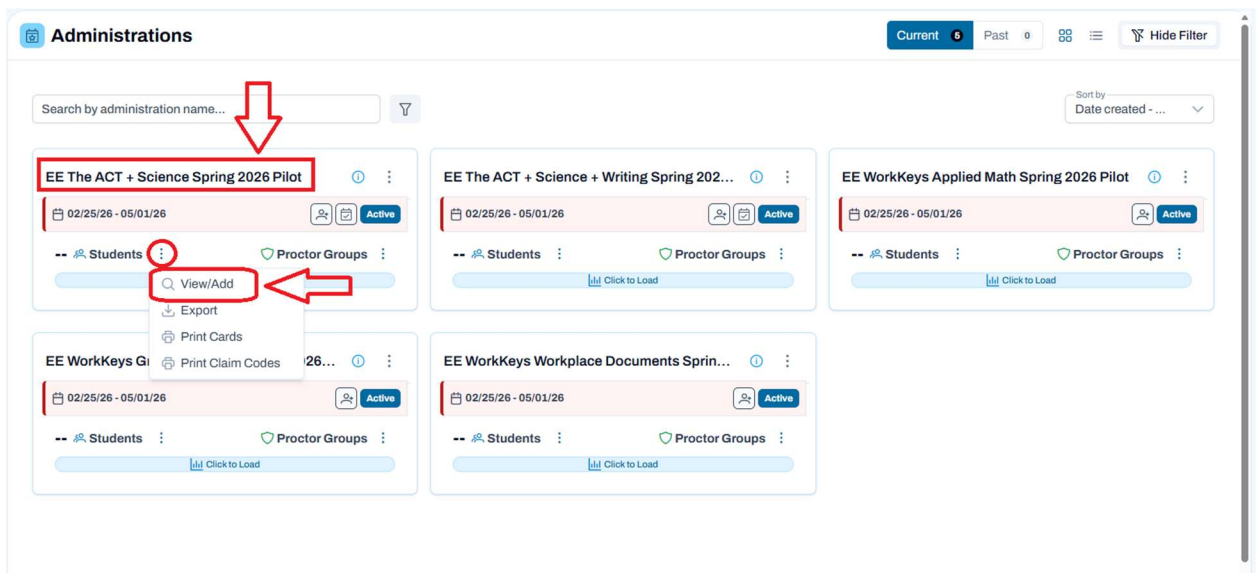
Register Students to Test Administrations

Method 1: Add/Remove Students

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



2. To view existing students for a given administration, click the kabob next to "Students" for the administration card. In this example, we will view the students for the "EE The ACT + Science Spring 2026 Pilot" administration. Select the "View/Add" option in the pop-up menu.



- The **Students** page will appear. Click the “Add/Remove Students” button in the upper right corner.

Students: EE The ACT + Science Spring 2026 Pilot

Bulk Upload | **Add/Remove Students**

FORM TYPE

163 Students | 0 Accommodated | 163 Regular

View by Form Type: Select

Search [] [Filter]

Refresh

1 to 25 (163) | 25 | << < (1 of 7) > >> | More columns < >

First Name ↑↓	Last Name ↑↓	Orgs	Testing School	Test Progress ↑↓	Test Status ↑↓	Form Type ↑↓	Auth Fields (Family Nam	Actions
EE Willard	EE Blanchard	EE Seaside High School	EE Seaside High School	●●●●	Submitted	Regular	EE Blanchard, 990021716	⋮
EE Omar	EE Kerr	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Kerr, 9891953970	⋮
EE Oskar	EE Carney	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Carney, 7858721143	⋮
EE Bernice	EE Doyle	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Doyle, 4397915906	⋮
EE Rufus	EE Gates	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Gates, 0521720309	⋮
EE Angela	EE Martinez	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Martinez, 4282256509	⋮
EE Eva	EE Howard	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Howard, 8429088644	⋮
EE Lucie	EE Erickson	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Erickson, 9302496877	⋮
EE Claire	EE Dixon	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE Dixon, 4864477850	⋮
EE Gethin	EE McIntyre	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE McIntyre, 3311021797	⋮
EE Farrah	EE McIntosh	EE Seaside High School	EE Seaside High School	⊗●●●	Not Started	Regular	EE McIntosh, 8543930043	⋮



- The **Add/Remove Students** page will appear. On the “Add/Remove Students” page, select students from the list of eligible students (those that have not yet been assigned to this administration). Use the filters at the top of the page as needed to locate the students to be added. In this example, the “Grades” filter is set to ‘09’ and the “Select Schools” filter is set to ‘EE Crystal River Secondary School’. To select a student, click the check box on the row for that student (next to ‘First Name’). For each student selected, be sure to set the testing mode in the ‘Online/Paper’ column. (Note: Setting the testing mode is only required for The ACT administrations.) After all applicable students have been selected, click the “Add Selected Students” button in the lower right corner.

	First Name	Last Name	Identifier	Orgs	Grades	Accommodations	Online/Paper
<input checked="" type="checkbox"/>	EE Martin	EE Archer	EE100001432	EE Crystal River Secondary School	09		Online
<input checked="" type="checkbox"/>	EE Kamran	EE Barker	EE100001428	EE Crystal River Secondary School	09		Paper
<input type="checkbox"/>	EE Lottie	EE Barnes	EE100001403	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Jak	EE Barrett	EE100001412	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Mina	EE Bowman	EE100001421	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Mila	EE Camacho	EE100001449	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Saira	EE Cantrell	EE100001400	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Sulayman	EE Cole	EE100001446	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Milly	EE Colon	EE100001416	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	EE Renee	EE Dawson	EE100001439	EE Crystal River Secondary School	09		Select mode
<input type="checkbox"/>	FF Awaic	FF Foster	FF100001436	FF Crystal River Secondary School	09		Select mode



- Verify the selected students were added successfully to the administration. In this example, the students selected above are now found in the list of students registered to the “EE The ACT + Science Spring 2026 Pilot” administration. Note: The number of registered students increased from 163 to 165.

Students: EE The ACT + Science Spring 2026 Pilot

165 Students | 0 Accommodated | 165 Regular

Search

1 to 25 (165)

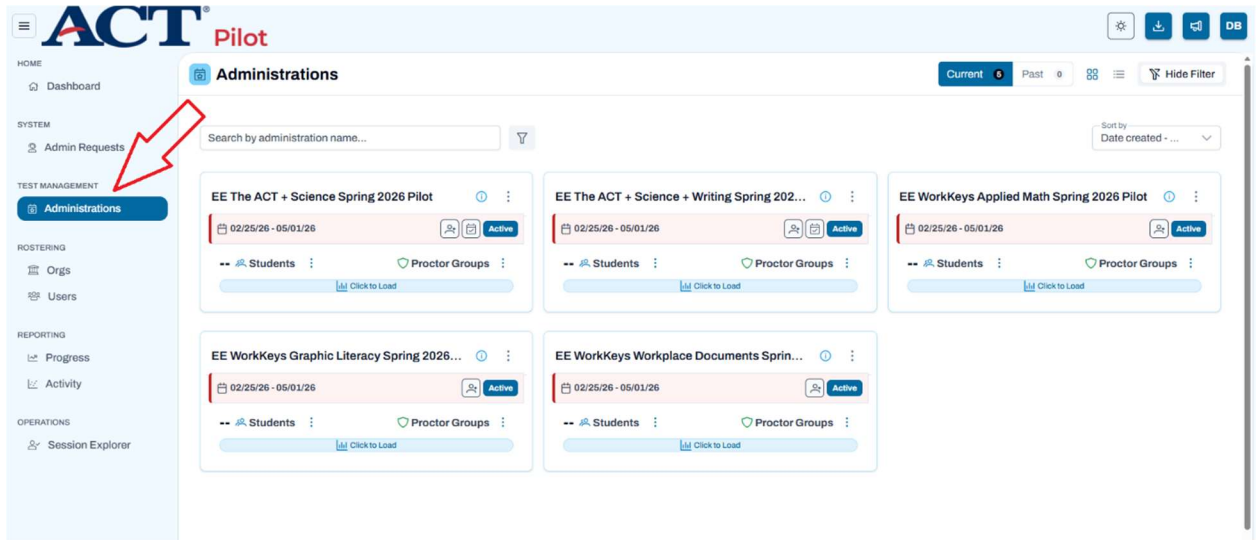
First Name	Last Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Auth Fields (Fai)	Actions
EE Macauley	EE Abbott	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Abbott, 1748	⋮
EE Sydney	EE Acosta	EE Elk Creek Elementary	EE Seaside High School	●●●●	Not Started	Regular	EE Acosta, 7528	⋮
EE Kaya	EE Acosta	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Acosta, 4861	⋮
EE Bessie	EE Alvarado	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Alvarado, 161	⋮
EE Kabir	EE Anderson	EE Seaside High School	EE Seaside High School	●●●●	Reset	Regular	EE Anderson, 53	⋮
EE Martin	EE Archer	EE Crystal River Secondary School	None	●●●●	Not Started	Regular	EE Archer, 12335	⋮
EE Robbie	EE Armstrong	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Armstrong, 8	⋮
EE Summer	EE Baker	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Baker, 43978	⋮
EE Haleema	EE Ballard	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Ballard, 7744	⋮
EE Kasey	EE Barker	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Barker, 23008	⋮
EE Earl	EE Barker	EE Seaside High School	EE Seaside High School	●●●●	Not Started	Regular	EE Barker, 75911	⋮
EE Kamran	EE Barker	EE Crystal River Secondary School	None	●●●●	Not Started	Regular	EE Barker, 67663	⋮



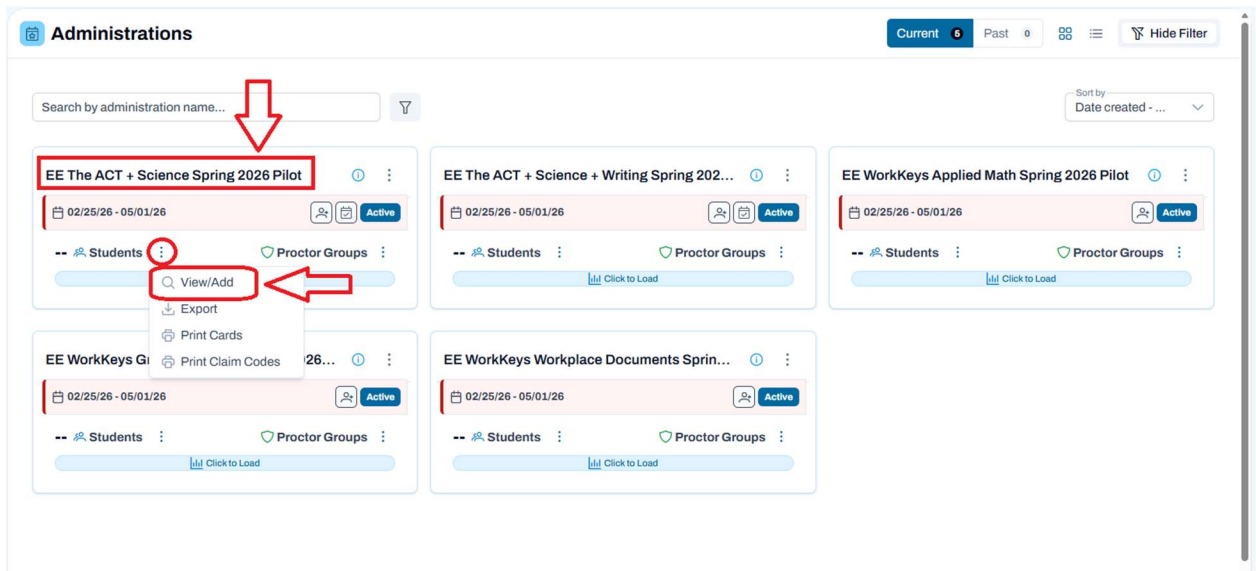
Register Students to Test Administrations

Method 2: Bulk Upload

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



2. To view existing students for a given administration, click the kabob next to "Students" for the administration card. In this example, we will view the students for the "EE The ACT + Science Spring 2026 Pilot" administration. Select the "View/Add" option in the pop-up menu.



- The **Students** page will appear. Click the “Bulk Upload” button in the upper right corner.

First Name	Last Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Auth Fields (Far	Actions
EE Macauley	EE Abbott	EE Seaside High School	EE Seaside High School	●●●●●	Not Started	Regular	EE Abbott, 1748	⋮
EE Sydney	EE Acosta	EE Elk Creek Elementary	EE Seaside High School	●●●●●	Not Started	Regular	EE Acosta, 7528	⋮
EE Kaya	EE Acosta	EE Seaside High School	EE Seaside High School	●●●●●	Not Started	Regular	EE Acosta, 4861	⋮
EE Bessie	EE Alvarado	EE Seaside High School	EE Seaside High School	●●●●●	Not Started	Regular	EE Alvarado, 161	⋮

- The **Manual Student Assignment** page will appear. Note: The Bulk Upload process involves four (4) steps: 1) select students, 2) generate a template file, 3) add testing modes (The ACT only), and 4) upload modified file.

Step 1 – Select Students

To select students from the administration’s eligible population, click the “Select Students” button.

Select students, generate a template, add testing modes, and upload

Step 1: Select Students

Select students from the administration's eligible population

[Select Students](#)

Step 2: Generate Template

Student UUID | Org Identifier | First Name

Last Name | Mode

Only the Mode column needs to be filled in

[Generate Template](#)

Template includes 0 pre-selected students

Step 3: Add Testing Modes

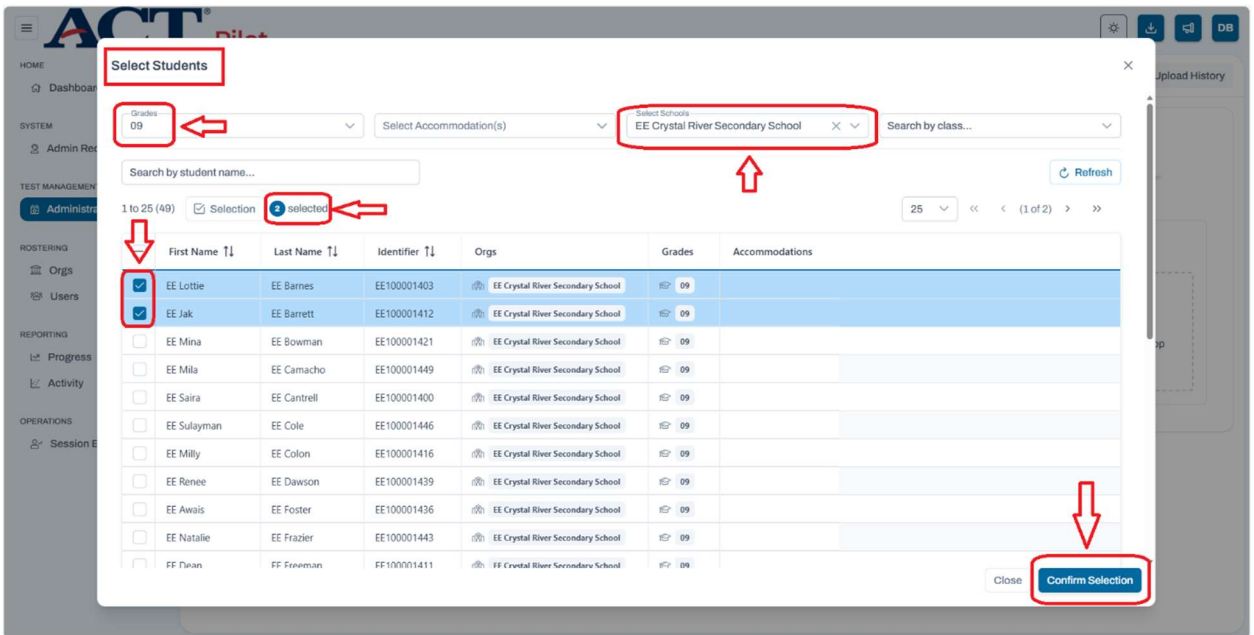
- Open the downloaded file in Excel, Sheets, or Numbers.
- Fill in the Mode column with "Online" or "Paper".
- Do not modify other columns or headers.
- Save as .csv format.

Step 4: Upload Modified File

Choose a CSV file or drag & drop here




The **Select Students** page will appear. On the “Select Students” page, select students from the list of eligible students (those that have not yet been assigned to this administration). Use the filters at the top of the page as needed to locate the students to be added. In this example, the “Grades” filter is set to ‘09’ and the “Select Schools” filter is set to ‘EE Crystal River Secondary School’. To select a student, click the check box on the row for that student (next to ‘First Name’). After all applicable students have been selected, click the “Confirm Selection” button in the lower right corner.



Note that in this example, two students were selected. If necessary, use the “Change Selection” button to change the list of students selected for upload.

Step 1

Select Students



Select students from the administration's eligible population

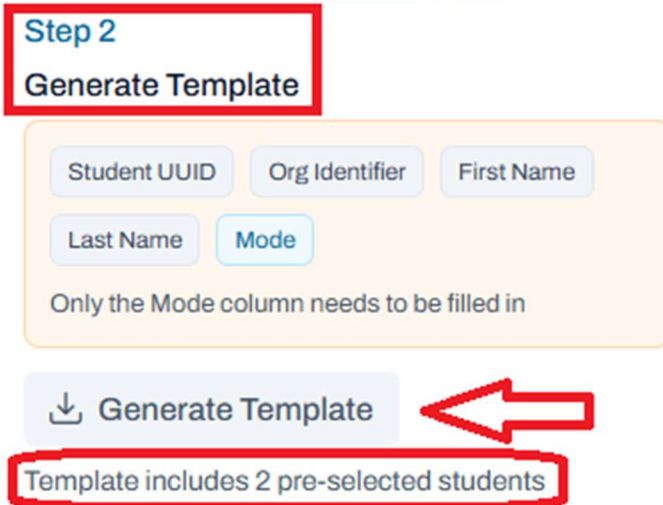
2 student(s) selected

[Change Selection](#)



Step 2 – Generate Template

Click the “Generate Template” button.



Step 2
Generate Template

Student UUID Org Identifier First Name

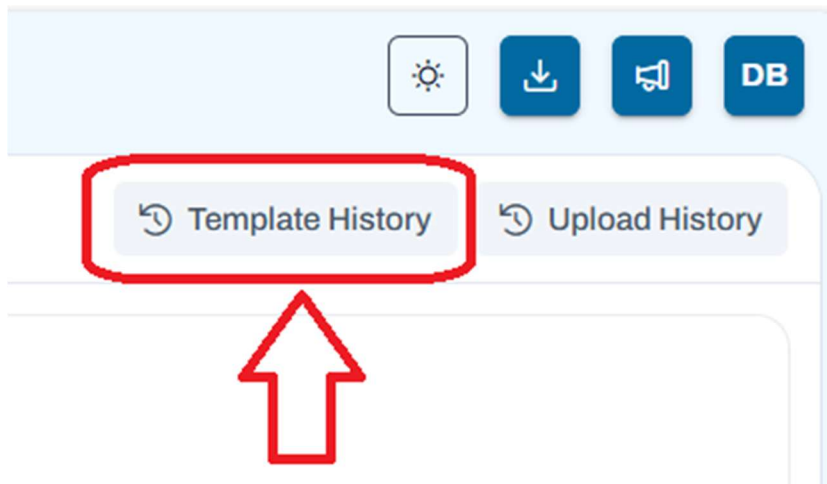
Last Name Mode

Only the Mode column needs to be filled in


↓ Generate Template

Template includes 2 pre-selected students


Next, click the “Template History” button in the upper right corner to download the generated template file when ready.



The **Template History** page will appear. Verify the file creation process has completed – and verify the number of students included in the file. In this example, we have two (2) students that were selected and included in the manual student template file.

Name ↑↓	Students ↑↓	Status ↑↓	Progress ↑↓	Created By ↑↓	Created ↑↓
manual_student_template_03_15_2026.csv 	2	COMPLETED	100%	Benzing, Darren	2026-03-15 06:15:40 pm

To download the manual student template file, click the “Download File” button next to the filename in the ‘Name’ column.

Name ↑↓	Students ↑↓	Status ↑↓	Progress ↑↓
manual_student_template_03_15_2026.csv 	2	COMPLETED	100%

Click the “x” in the upper right corner to close the Template History page.

Step 3 – Add Testing Modes

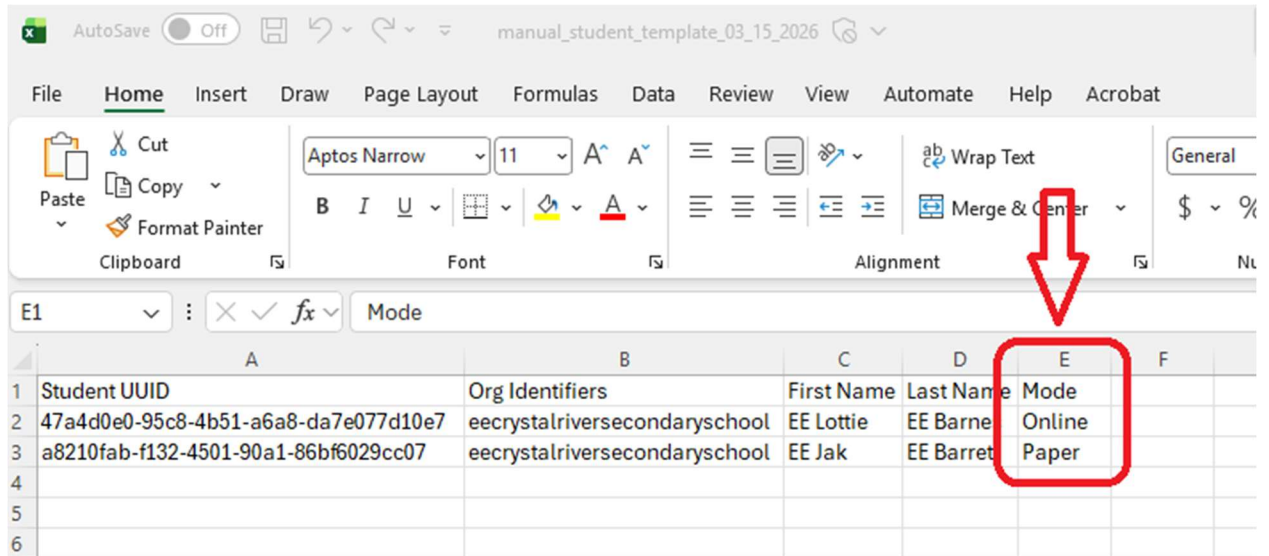
Step 3

Add Testing Modes

- Open the downloaded file in Excel, Sheets, or Numbers.
- Fill in the Mode column with "Online" or "Paper".
- Do not modify other columns or headers.
- Save as .csv format.



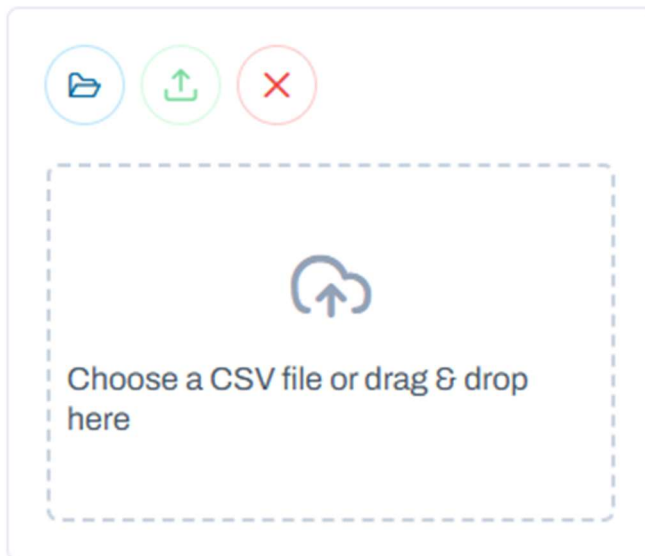
Open the manual student template file, add the testing mode (Online or Paper) for each student included in the file, then save the file as .csv format. Note: Do **not** modify any other information in the file – including the header information.



Step 4 – Upload Modified File

Step 4

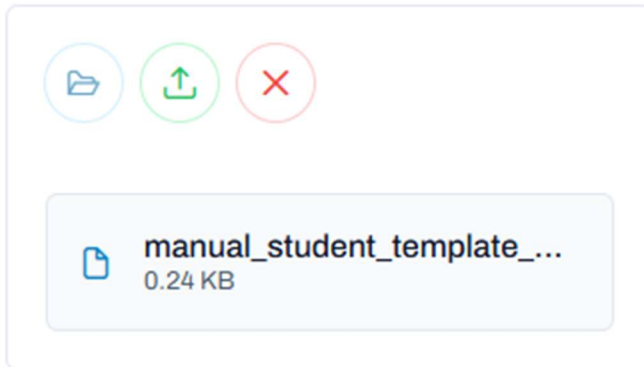
Upload Modified File



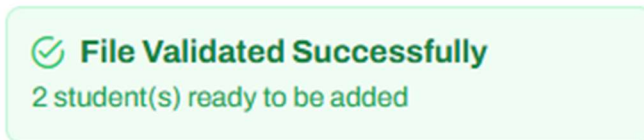
Choose a CSV file or drag & drop the modified manual student template file to the drop zone on the **Manual Student Assignment** page.

Step 4

Upload Modified File

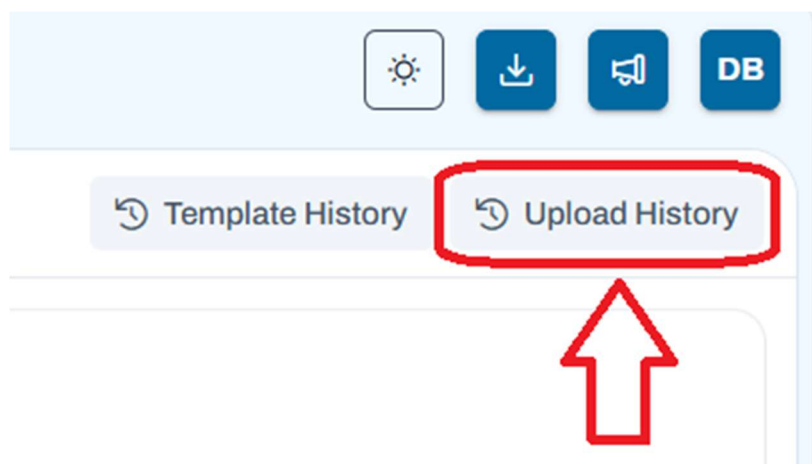


The interface shows a file upload area with three circular icons at the top: a folder icon, an upload icon, and a delete icon. Below these icons is a file card for 'manual_student_template_...' with a size of 0.24 KB.



A green message box with a checkmark icon, containing the text: **File Validated Successfully**
2 student(s) ready to be added

Click the “Upload the selected file” button to upload the modified file. Click the “Upload History” button to verify the upload was successful.



The screenshot shows a navigation bar with icons for settings, download, and a 'DB' button. Below the bar are two buttons: 'Template History' and 'Upload History'. The 'Upload History' button is highlighted with a red rounded rectangle, and a red arrow points upwards to it.



The **Upload History** page will appear. Verify the file upload process has completed – and verify the number of students included in the file upload. In this example, we have two (2) students that were selected and included in the manual student template file.

Upload History ×

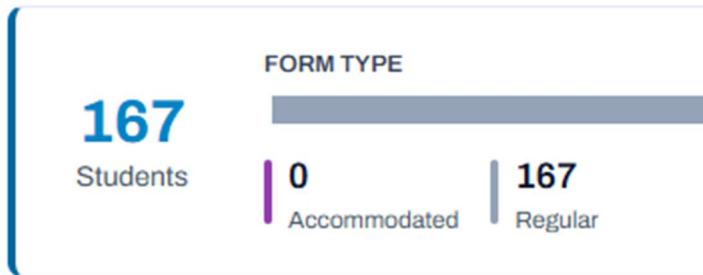
File Name Refresh

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

Name ↑↓	Students ↑↓	Status ↑↓	Progress ↑↓	Created By ↑↓	Created ↑↓
manual_student_template_03_15_2026.csv	2	COMPLETED	100%	Benzing, Darren	2026-03-15 07:27:45 pm

Click the “x” in the upper right corner to close the Template History page.

Verify the selected students were added successfully to the administration.



← | **Students: EE The ACT + Science Spring 2026 Pilot**

EE Summer	EE Baker	EE Seaside High School	EE Seaside High School
EE Haleema	EE Ballard	EE Seaside High School	EE Seaside High School
EE Kasey	EE Barker	EE Seaside High School	EE Seaside High School
EE Earl	EE Barker	EE Seaside High School	EE Seaside High School
EE Kamran	EE Barker	EE Crystal River Secondary School	None
EE Lottie	EE Barnes	EE Crystal River Secondary School	None
EE Dawid	EE Barrera	EE Seaside High School	EE Seaside High School
EE Jak	EE Barrett	EE Crystal River Secondary School	None
EE Karim	EE Becker	EE Seaside High School	EE Seaside High School



Testing Window Selection

1. On the **Administrations** page, for the applicable administration card, click the “Testing Date Selection” button.

2. The **Org Date Selection Report** page will appear. Locate the school for which a testing window will be assigned. In this example, we will assign a testing window for EE Seaside High School. In the ‘Testing Window’ column, select the appropriate testing window.

Org Date Selection Report ✕

EE The ACT + Science Spring 2026 Pilot

4
Pending Selection

1
Date Selected

0
Not Testing

Status Window Export Report

Organization	Status	Testing Window	Selected By	Selected At
EE Crystal River Secondary School	Selected	Test Window 1 (04/07/2026 - 04/17/2026)	District Role	03/04/2026 15:58
EE Elk Creek Elementary	Pending	Select...	—	—
EE Independence Secondary School	Pending	Select...	—	—
EE Seaside High School	Pending	Select...	Darren Benzing	03/15/2026 19:50
EE Westbridge Elementary	Pending	— Pending — Test Window 1 (04/07/2026 - 04/17/2026) ← Test Window 2 (04/21/2026 - 05/01/2026) Not Testing	—	—

EE Seaside High School Selected Test Window 1 (04/07/2026 - 04/17/2026) Darren Benzing 03/15/2026 19:58



- Verify the desired testing window is now listed for the school on the **Org Date Selection Report** page.

Administrations

Search by administration name...



EE The ACT + Science Spring 2026 Pilot

02/25/26 - 05/01/26

167 Students

Proctor Groups

Submit Sessions

Org Date Selection Report

Org Date Selection Report

EE The ACT + Science Spring 2026 Pilot

3 Pending Selection

2 Date Selected

0 Not Testing

Status

Window

Export Report

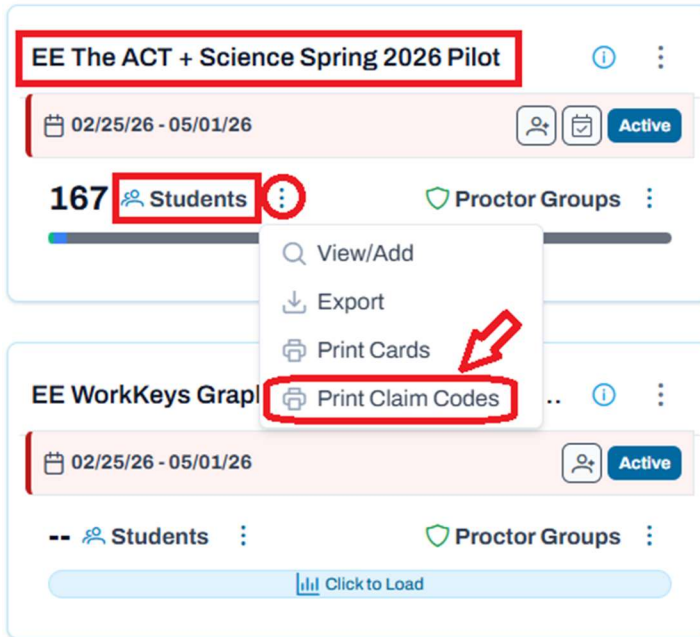
Organization	Status	Testing Window	Selected By	Selected At
EE Crystal River Secondary School	Selected	Test Window 1 (04/07/2026 - 04/17/2026)	District Role	03/04/2026 15:58
EE Elk Creek Elementary	Pending	Select...	—	—
EE Independence Secondary School	Pending	Select...	—	—
EE Seaside High School	Selected	Test Window 1 (04/07/2026 - 04/17/2026)	Darren Benzing	03/15/2026 19:58
EE Westbridge Elementary	Pending	Select...	—	—



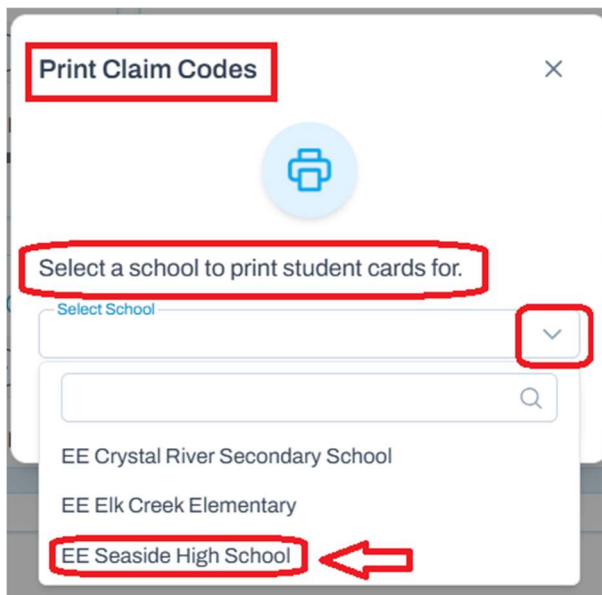
Print Claim Code Cards

<Insert Summary of Claim Codes>

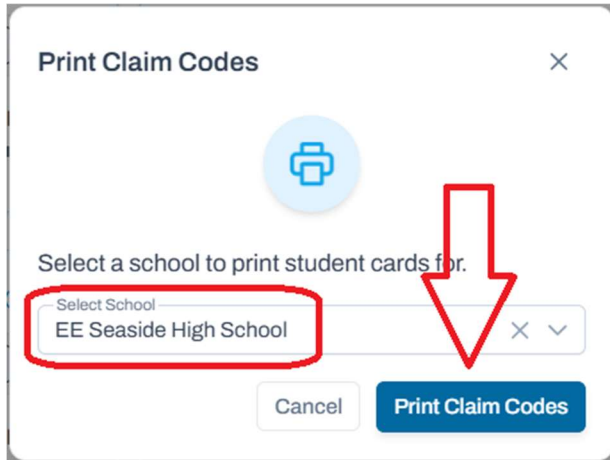
1. Select the “Print Claim Codes” option on the **Students** menu.



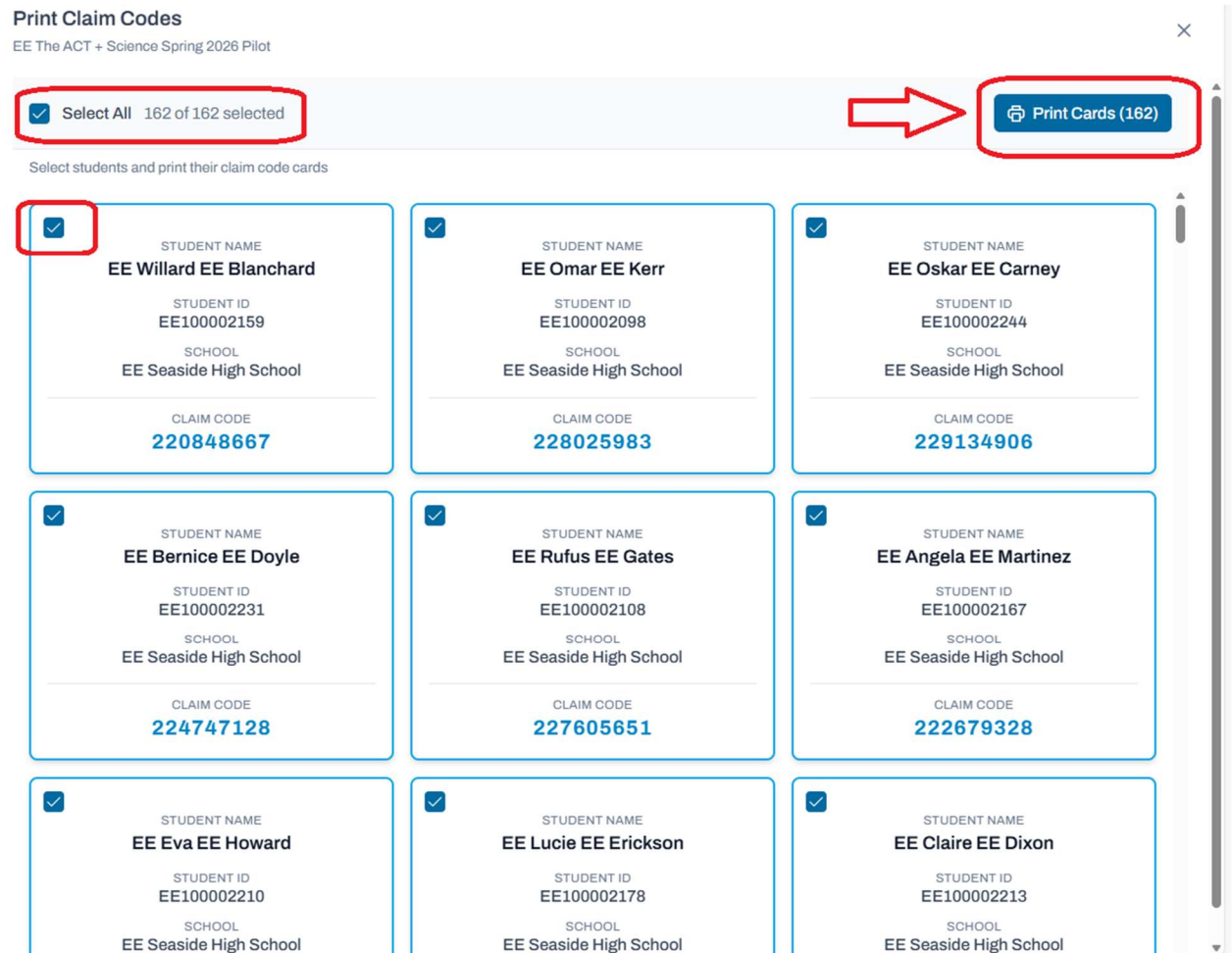
2. Select a school for which to print claim code cards.



3. Click the "Print Claim Codes" button.



4. Select the students for which to print claim code cards.



5. Click the “Print Cards (###)” button to print the Claim Code cards for the selected students. Select desired Printer and click the “Print” button to print the Claim Code cards.

Print ?
Total: 11 sheets of paper

Printer
Microsoft Print to PDF

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only
 e.g. 1-5, 8, 11-13

Color
Color

[More settings](#) ∨
[Print using system dialog... \(Ctrl+Shift+P\)](#)

Print Cancel

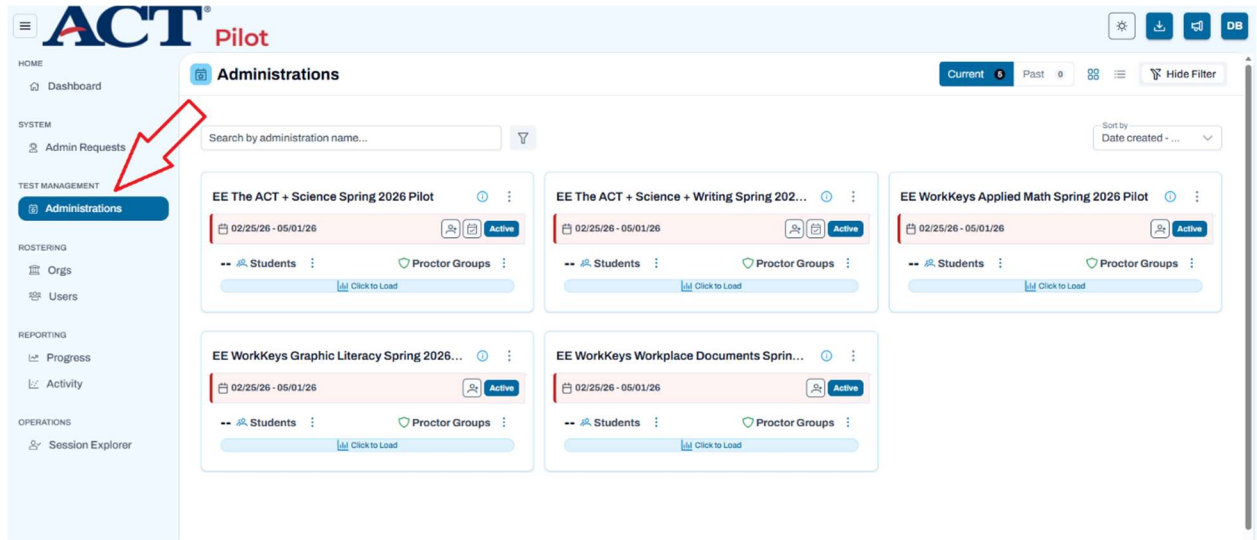
EE Willard EE Blanchard STUDENT ID: EE100002159 SCHOOL: EE Seaside High School CLAIM CODE: 220848667	EE Omar EE Kerr STUDENT ID: EE100002098 SCHOOL: EE Seaside High School CLAIM CODE: 228025983	EE Oskar EE Carney STUDENT ID: EE100002244 SCHOOL: EE Seaside High School CLAIM CODE: 229134906
EE Bernice EE Doyle STUDENT ID: EE100002231 SCHOOL: EE Seaside High School CLAIM CODE: 224747128	EE Rufus EE Gates STUDENT ID: EE100002108 SCHOOL: EE Seaside High School CLAIM CODE: 227605651	EE Angela EE Martinez STUDENT ID: EE100002167 SCHOOL: EE Seaside High School CLAIM CODE: 222679328
EE Eva EE Howard STUDENT ID: EE100002210 SCHOOL: EE Seaside High School CLAIM CODE: 228365321	EE Lucie EE Erickson STUDENT ID: EE100002178 SCHOOL: EE Seaside High School CLAIM CODE: 225034037	EE Claire EE Dixon STUDENT ID: EE100002213 SCHOOL: EE Seaside High School CLAIM CODE: 228072399
EE Gethin EE McIntyre STUDENT ID: EE100002208 SCHOOL: EE Seaside High School CLAIM CODE: 229931085	EE Farrah EE Mcintosh STUDENT ID: EE100002235 SCHOOL: EE Seaside High School CLAIM CODE: 225510344	EE Kabir EE Anderson STUDENT ID: EE100002164 SCHOOL: EE Seaside High School CLAIM CODE: 221854958
EE Melissa EE O'Doherty STUDENT ID: EE100002132 SCHOOL: EE Seaside High School CLAIM CODE: 221348336	EE Malaika EE Mayo STUDENT ID: EE100002176 SCHOOL: EE Seaside High School CLAIM CODE: 225359471	EE Moshe EE Goodwin STUDENT ID: EE100002129 SCHOOL: EE Seaside High School CLAIM CODE: 223936261
EE Sara EE Marshall STUDENT ID: EE100002165 SCHOOL: EE Seaside High School CLAIM CODE: [REDACTED]	EE Haaris EE Coffey STUDENT ID: EE100002130 SCHOOL: EE Seaside High School CLAIM CODE: [REDACTED]	EE Kiera EE James STUDENT ID: EE100002243 SCHOOL: EE Seaside High School CLAIM CODE: [REDACTED]



Create Proctor Group

Method 1: + Create Group

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

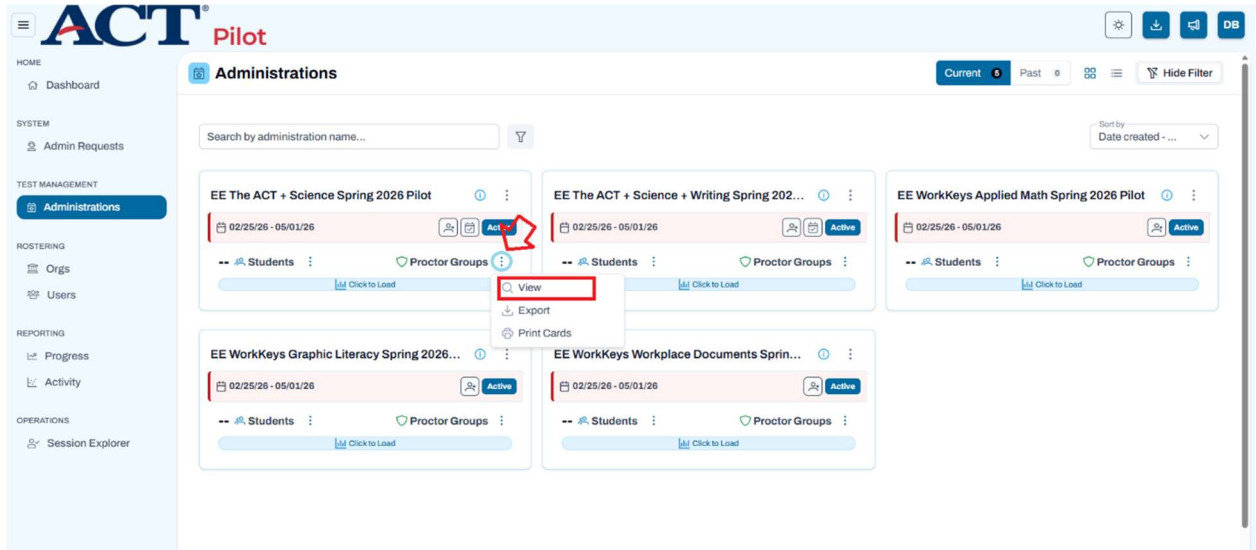


The screenshot displays the ACT Pilot user interface. On the left, a navigation menu is visible with categories: HOME (Dashboard), SYSTEM (Admin Requests), TEST MANAGEMENT (Administrations), ROSTERING (Orgs, Users), REPORTING (Progress, Activity), and OPERATIONS (Session Explorer). The 'Administrations' menu item is highlighted with a red arrow. The main content area is titled 'Administrations' and features a search bar, a 'Current' filter, and a 'Hide Filter' button. Below these are five administration cards, each representing a test session. Each card includes the test name, dates, an 'Active' status, and options to view 'Students' and 'Proctor Groups'. A 'Click to Load' button is present at the bottom of each card.

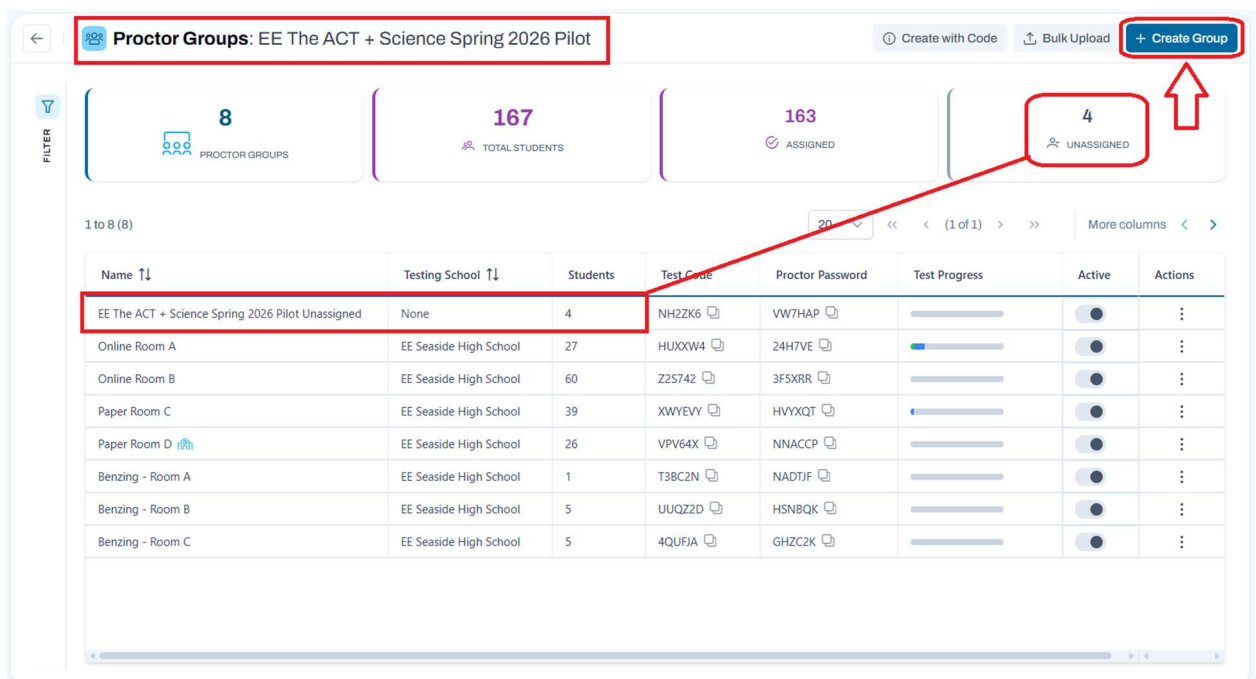
Administration Name	Dates	Status	Students	Proctor Groups
EE The ACT + Science Spring 2026 Pilot	02/25/26 - 05/01/26	Active	View	View
EE The ACT + Science + Writing Spring 202...	02/25/26 - 05/01/26	Active	View	View
EE WorkKeys Applied Math Spring 2026 Pilot	02/25/26 - 05/01/26	Active	View	View
EE WorkKeys Graphic Literacy Spring 2026...	02/25/26 - 05/01/26	Active	View	View
EE WorkKeys Workplace Documents Sprin...	02/25/26 - 05/01/26	Active	View	View



- 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.



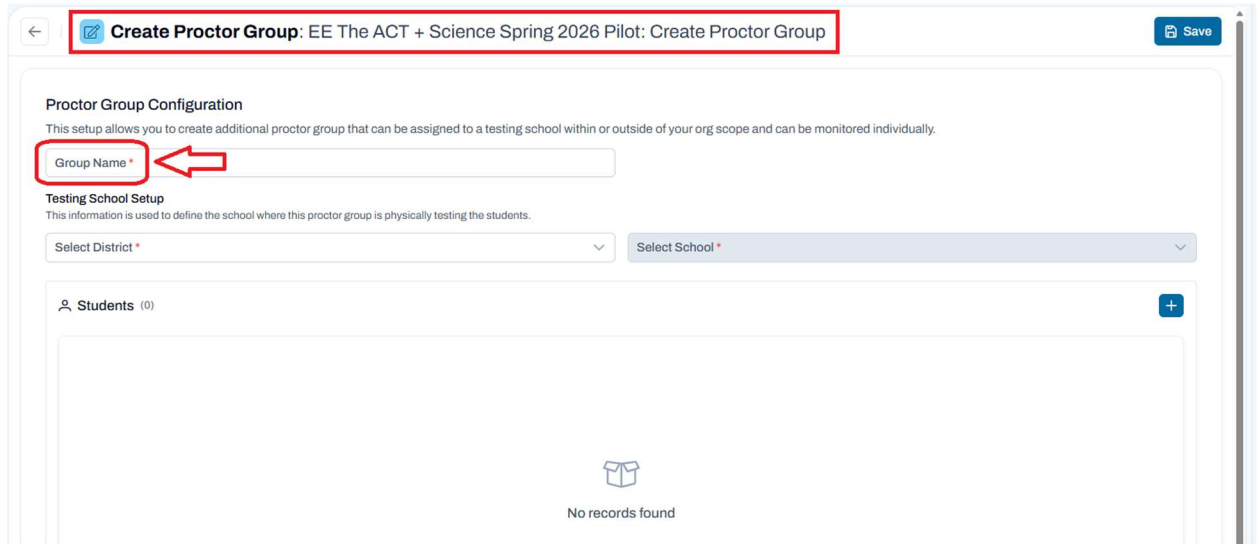
The **Proctor Groups** page will appear showing any existing Proctor Groups for the “EE The ACT + Science Spring 2026 Pilot” administration.



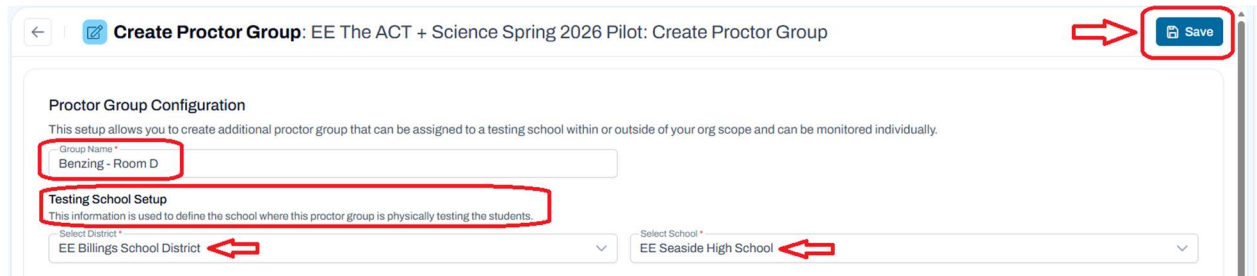
- Click the “+ Create Group” button in the upper right corner of the page.



- The **Create Proctor Group** page will appear. Enter a new Proctor Group Name.



- Select the District and the School where testing is to be performed.



- Save the Proctor Group by clicking the "Save" button in the upper right corner.



- Verify the new Proctor Group was added to the list on the Proctor Groups page. Note: No students have been added to the new Proctor Group yet.

Proctor Groups: EE The ACT + Science Spring 2026 Pilot

9 PROCTOR GROUPS | 167 TOTAL STUDENTS | 163 ASSIGNED | 4 UNASSIGNED

Click to view all sessions

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
EE The ACT + Science Spring 2026 Pilot Unassigned	None	4	NHZZK6	VW7HAP		●	⋮
Online Room A	EE Seaside High School	27	HUXW4	24H7VE		●	⋮
Online Room B	EE Seaside High School	60	Z25742	3F5XRR		●	⋮
Paper Room C	EE Seaside High School	39	XWYEVY	HVYXQT		●	⋮
Paper Room D	EE Seaside High School	26	VPV64X	NNACCP		●	⋮
Benzing - Room A	EE Seaside High School	1	T3BC2N	NADTJF		●	⋮
Benzing - Room B	EE Seaside High School	5	UUQZ2D	HSNBQK		●	⋮
Benzing - Room C	EE Seaside High School	5	4QUFJA	GHZC2K		●	⋮
Benzing - Room D	EE Seaside High School	0	VRCM3X	ZFXGZR	No Sessions	●	⋮

Create Proctor Group

Method 2: Bulk Upload

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

ACT Pilot

HOME: Dashboard

SYSTEM: Admin Requests

TEST MANAGEMENT: **Administrations**

ROSTERING: Orgs, Users

REPORTING: Progress, Activity

OPERATIONS: Session Explorer

Administrations

Search by administration name...

Sort by Date created - ...

EE The ACT + Science Spring 2026 Pilot (Active)

EE The ACT + Science + Writing Spring 202... (Active)

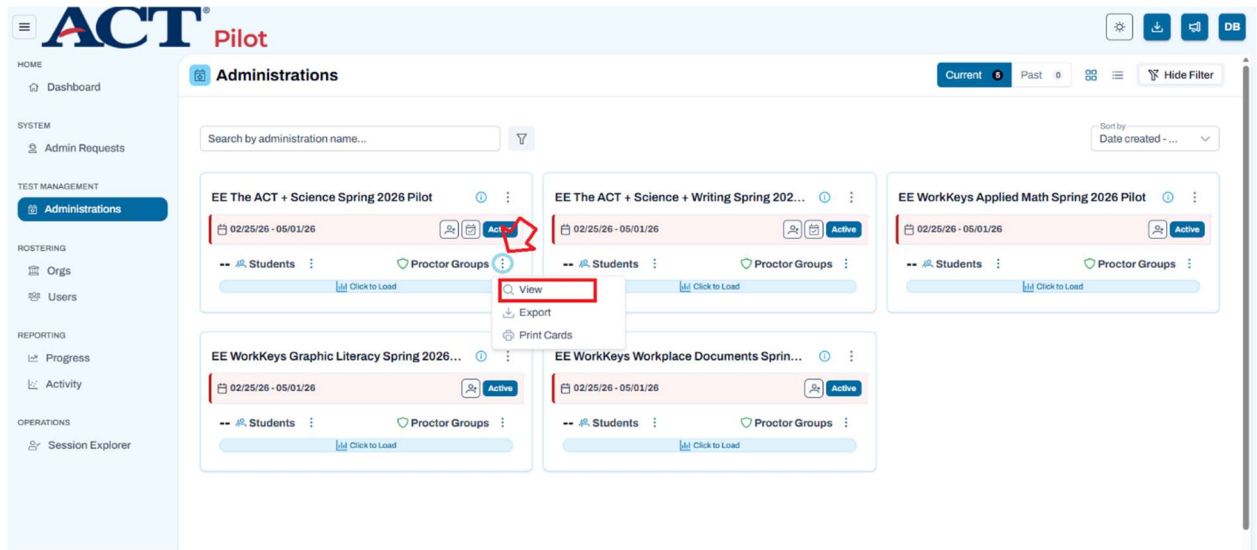
EE WorkKeys Applied Math Spring 2026 Pilot (Active)

EE WorkKeys Graphic Literacy Spring 2026... (Active)

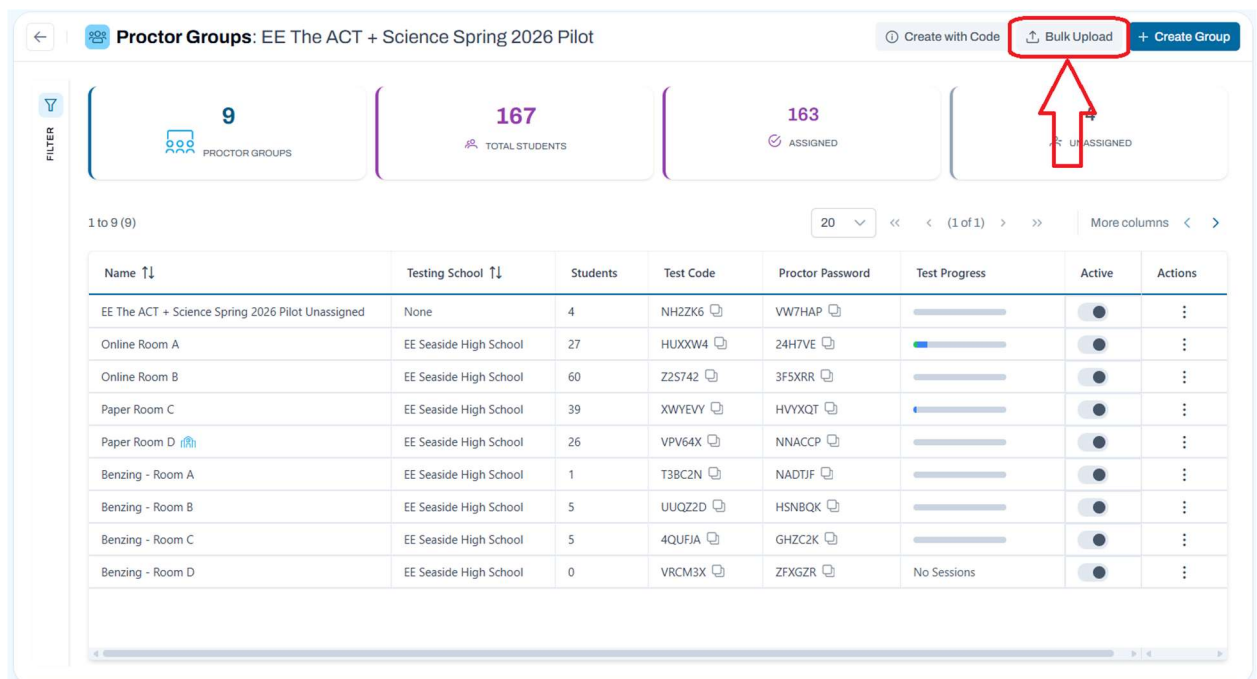
EE WorkKeys Workplace Documents Sprin... (Active)



- 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.



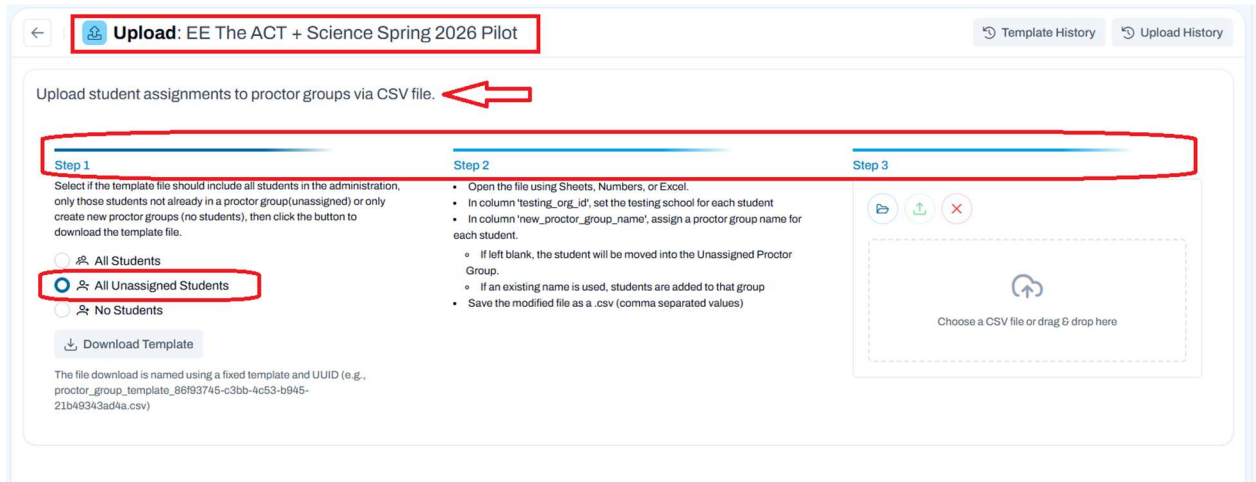
The **Proctor Groups** page will appear showing any existing Proctor Groups for the “EE The ACT + Science Spring 2026 Pilot” administration.



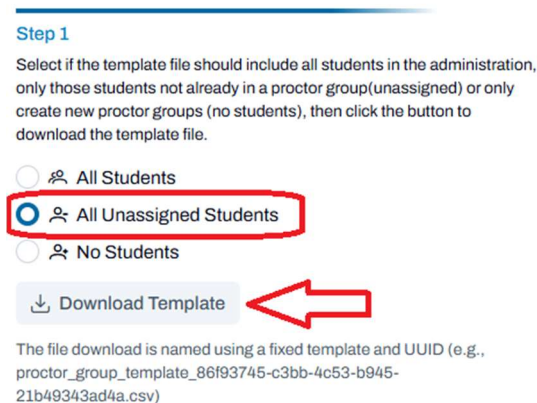
- Click the “Bulk Upload” button in the upper right corner of the page.



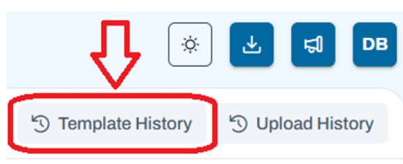
- The **Upload** page will appear. This page can be used to upload student assignments to proctor groups via CSV file. This is a three-step process: 1) Download a template file, 2) Modify the template file to include the testing school and new proctor group name for each student, and 3) Upload the modified template file. For this training example, we will add a couple of unassigned students to a new proctor group named “Benzing – Room E” for EE Seaside High School.



- For this example, in Step 1 we will select “All Unassigned Students” as our eligible students to be added to a new proctor group. Then, click the “Download Template” button.



Click the “Template History” button to find the template to download.



The **Template History** page will appear. Click the “Download File” button next to the filename to download the proctor group template file to your Downloads folder.

Template History
✕

Refresh

1 to 4 (4)
10
<< < (1 of 1) > >>
More columns < >

Name ↑↓	Number of Sessions ↑↓	Status ↑↓	Progress ↑↓	Created By ↑↓
proctor_group_template_a6d18a6f-021d-4454-91b8-33e8f1e8d994.csv ↓	4	COMPLETED	100%	Benzing, Darren
proctor_group_template_111770f9-ed11-4336-9018-2c75f92a132c.csv ↓	2	COMPLETED	100%	Benzing, Darren
proctor_group_template_fdfd8366-1f1a-4cef-adff-9a30157cd7fe.csv ↓	5	COMPLETED	100%	Benzing, Darren
proctor_group_template_9d11b117-0c61-406d-993f-90b2afedb8cd.csv ↓	0	COMPLETED	100%	Benzing, Darren

6. For this example, in Step 2 we will select two unassigned students to add to a new proctor group named “Benzing – Room E” for EE Seaside High School.

Step 2

- Open the file using Sheets, Numbers, or Excel.
- In column 'testing_org_id', set the testing school for each student
- In column 'new_proctor_group_name', assign a proctor group name for each student.
 - If left blank, the student will be moved into the Unassigned Proctor Group.
 - If an existing name is used, students are added to that group
- Save the modified file as a .csv (comma separated values)

Open the proctor group template file that you downloaded to your Downloads folder. For this example, we will delete rows 4 and 5, leaving two students to be added to the new proctor group.

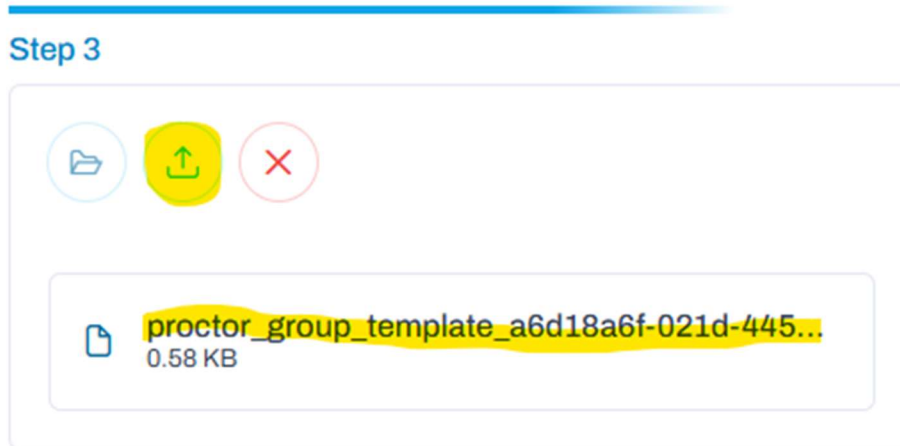
session_id	first_name	last_name	identifier	enrollment_org_identifiers	admin_name	existing_proctor_group_name	testing_org_id	new_proctor_group_name
12eda545-a0fc-497d-b96d-693f9d93c85	EE Lottie	EE Barnes	EE100001403	ecocrystalriversecondaryschool	EE The ACT + Science Spring 2026 Pilot	EE The ACT + Science Spring 2026 Pilot Unassigned		
6b5c731c-c521-4bfc-aa63-d237c83432b	EE Jak	EE Barrett	EE100001412	ecocrystalriversecondaryschool	EE The ACT + Science Spring 2026 Pilot	EE The ACT + Science Spring 2026 Pilot Unassigned		
8dbae62a-05b7-4625-99e2-a73288f44b2b	EE Martin	EE Archer	EE100001432	ecocrystalriversecondaryschool	EE The ACT + Science Spring 2026 Pilot	EE The ACT + Science Spring 2026 Pilot Unassigned		
63414962-e294-4bb6-85f1-49299d4e180a	EE Kamran	EE Barker	EE100001428	ecocrystalriversecondaryschool	EE The ACT + Science Spring 2026 Pilot	EE The ACT + Science Spring 2026 Pilot Unassigned		



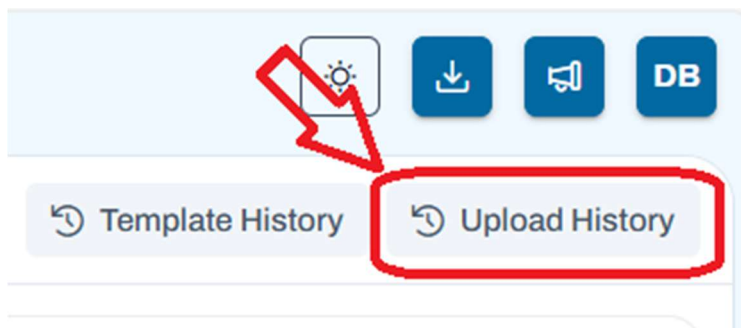
For this example, we will enter “**eeseasidehighschool**” as the org identifier for EE Seaside High School in the ‘testing_org_id’ column. And, for this example, we will enter “**Benzing – Room E**” as the new proctor group name in the ‘new_proctor_group_name’ column. Do not add any other columns or change any of the column header information in this proctor group template file.

A	B	C	D	E	F	G	H	I	J	K
session_id	first_name	last_name	identifier	enrollment_org_identifiers	admin_name	existing_proctor_group_name	testing_org_id	new_proctor_group_name		
12ada345-a6bc-497d-b96d-693f19d9c85	EE Lottie	EE Barnes	EE100001403	eeCrystalRiversecondaryschool	EE The ACT + Science Spring 2026 Pilot	EE The ACT + Science Spring 2026 Pilot Unassigned	eeseasidehighschool	Benzing - Room E		
565c731c-c521-4bfc-aa63-d237c83432b	EE Jak	EE Barrett	EE100001412	eeCrystalRiversecondaryschool	EE The ACT + Science Spring 2026 Pilot	EE The ACT + Science Spring 2026 Pilot Unassigned	eeseasidehighschool	Benzing - Room E		

7. For this example, in Step 3 we will upload the modified proctor group template file by dragging and dropping the file into the file drop zone under Step 3 on the **Upload** page.



Click the “Upload File” button to upload the file. Then, click the “Upload History” button to view the status of the file upload.



The **Upload History** page will appear. When the file upload is complete, the uploaded file should appear in the list with a Status = COMPLETED. The number of students included in the file for the new proctor group will be shown in the 'Rows in File' column.

Upload History ✕

File Name Refresh

1 to 3 (3) 10 << < (1 of 1) > >> More columns < >

Name ↑↓	Rows in File ↑↓	Status ↑↓	Progress ↑↓	Created By ↑↓	Cr
proctor_group_template_a6d18a6f-021d-4454-91b8-33e8f1e8d994.csv	2	COMPLETED	100%	Benzing, Darren	20
proctor_group_template_111770f9-ed11-4336-9018-2c75f92a132c.csv	2	COMPLETED	100%	Benzing, Darren	20
proctor_group_template_fdfd8366-1f1a-4cef-adff-9a30157cd7fe.csv	5	COMPLETED	100%	Benzing, Darren	20

Click the “x” in the upper right corner to close the Upload History page and go back to the Proctor Groups page.

Verify the new proctor group has been added to the list of Proctor Groups with the expected number of students (see 'Students' column).

Proctor Groups: EE The ACT + Science Spring 2026 Pilot Create with Code Bulk Upload + Create Group

10 PROCTOR GROUPS
167 TOTAL STUDENTS
165 ASSIGNED
2 UNASSIGNED

1 to 10 (10) 20 << < (1 of 1) > >> More columns < >

Name ↑↓	Testing School ↑↓	Students	Test Code	Proctor Password	Test Progress	Active	Actions
EE The ACT + Science Spring 2026 Pilot Unassigned	None	2	NH2ZK6	VW7HAP		<input type="checkbox"/>	⋮
Online Room A	EE Seaside High School	27	HUXXW4	24H7VE		<input type="checkbox"/>	⋮
Online Room B	EE Seaside High School	60	Z25742	3F5XRR		<input type="checkbox"/>	⋮
Paper Room C	EE Seaside High School	39	XWYEVY	HVYXQT		<input type="checkbox"/>	⋮
Paper Room D	EE Seaside High School	26	VPV64X	NNACCP		<input type="checkbox"/>	⋮
Benzing - Room A	EE Seaside High School	1	T3BC2N	NADTJF		<input type="checkbox"/>	⋮
Benzing - Room B	EE Seaside High School	5	UUQZ2D	HSNBQK		<input type="checkbox"/>	⋮
Benzing - Room C	EE Seaside High School	5	4QUFJA	GHZC2K		<input type="checkbox"/>	⋮
Benzing - Room D	EE Seaside High School	0	VRCM3X	ZFXGZR	No Sessions	<input type="checkbox"/>	⋮
Benzing - Room E	EE Seaside High School	2	W4C2T5	RV64W6		<input type="checkbox"/>	⋮

Note: A new Test Code and associated Proctor Password was automatically generated for the new proctor group that was added.



Assign Students/Candidates to a Proctor Group

1. On the **Proctor Groups** page (see previous steps for how to access the Proctor Groups page for a given test administration), click the kabob under the 'Actions' column for the Proctor Group to which students/candidates will be added and select the "Students" option. For this example, we will add students to the "Benzing – Room D" proctor group.

The screenshot shows the 'Proctor Groups' page for 'EE The ACT + Science Spring 2026 Pilot'. At the top, there are summary cards for Proctor Groups (10), Total Students (167), Assigned (165), and Unassigned (2). Below is a table with columns: Name, Testing School, Students, Test Code, Proctor Password, Test Progress, Active, and Actions. The 'Benzing - Room D' row is highlighted with a red box, and its 'Actions' column is expanded to show 'Students', 'Proctor', and 'Delete' options. A red arrow points to the 'Students' option.

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
EE The ACT + Science Spring 2026 Pilot Unassigned	None	2	NH2ZK6	VW7HAP			⋮
Online Room A	EE Seaside High School	27	HUXXW4	24H7VE			⋮
Online Room B	EE Seaside High School	60	Z2S742	3FSXRR			⋮
Paper Room C	EE Seaside High School	39	XWVEVY	HVYXQT			⋮
Paper Room D	EE Seaside High School	26	VPV64X	NNACCP			⋮
Benzing - Room A	EE Seaside High School	1	T3BC2N	NADTJF			⋮
Benzing - Room B	EE Seaside High School	5	UUQZ2D	HSNBQK			⋮
Benzing - Room C	EE Seaside High School	5	4QUFJA	GHZC2K			⋮
Benzing - Room D	EE Seaside High School	0	VRCM3X	ZFXGZR	No Sessions		⋮
Benzing - Room E	EE Seaside High School	2	W4C2T5	RV64W6			⋮

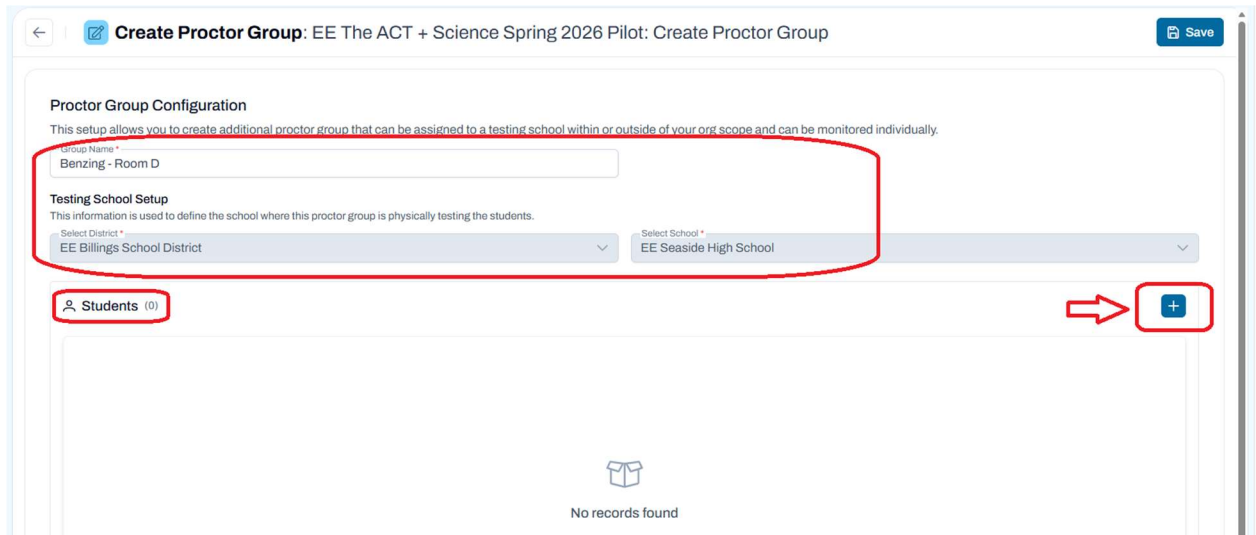
The Students page will appear.

The screenshot shows the 'Students' page for 'Benzing - Room D: Students'. At the top right, there is an 'Edit Proctor Group' button. Below is a summary of form types: 0 Students, 0 Accommodated, and 0 Regular. A search bar is present, and the page shows '0 to 0 (0)' records. At the bottom, there is a message 'No records found'.



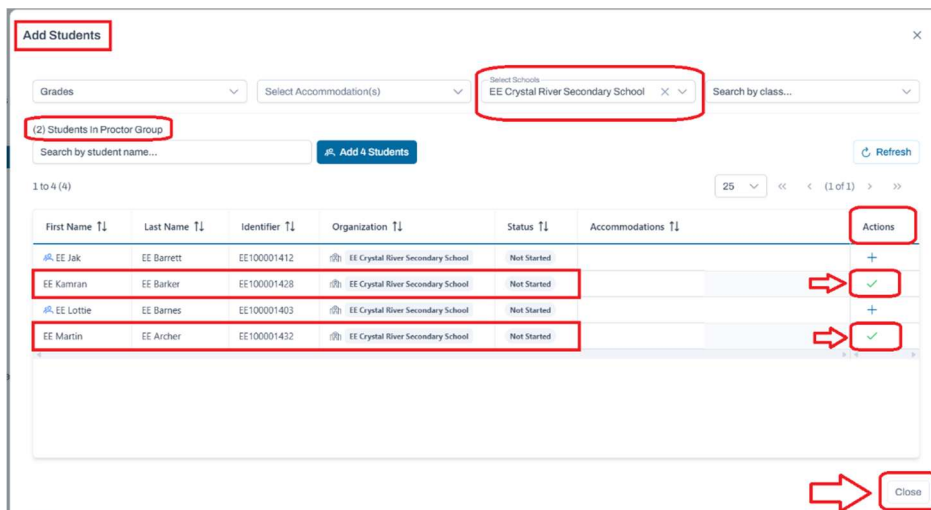
2. Click the “Edit Proctor Group” button in the upper right corner of the **Students** page.

The **Create Proctor Group** page will appear. Verify the Proctor Group Configuration: Group Name, District, and School information. Currently, there are no students assigned to this proctor group.



3. Click the “+” button on the middle right side of the **Create Proctor Group** page.

The **Add Students** page will appear. Use the filters at the top of the page to quickly find the students to be added to the proctor group. In this example, the “Select Schools” filter has been set to “EE Crystal River Secondary School”.



- In this example, we have selected two students (by clicking the “+” in the ‘Actions’ column) to be added to the proctor group. Note the message in the upper left which says “(2) Students in Proctor Group”. When all students have been selected, click the “Close” button in the lower right corner.

Verify the selected students have been added to the proctor group “Benzing – Room D” on the **Create Proctor Group** page.

Create Proctor Group: EE The ACT + Science Spring 2026 Pilot: Create Proctor Group

Proctor Group Configuration
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Group Name *
Benzing - Room D

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

Select District *
EE Billings School District

Select School *
EE Seaside High School

Students (2)

First Name ↓↑	Last Name ↓↑	Test Status ↓↑	Actions
EE Kamran	EE Barker	Not Started	⋮
EE Martin	EE Archer	Not Started	⋮

- Click the “Save” button in the upper right corner.

The user will be returned to the **Proctor Groups** page. Verify the two students added to the “Benzing – Room D” proctor group are now shown on the list.

Proctor Groups: EE The ACT + Science Spring 2026 Pilot

9 PROCTOR GROUPS

167 TOTAL STUDENTS

167 ASSIGNED

0 UNASSIGNED

1 to 9 (9)

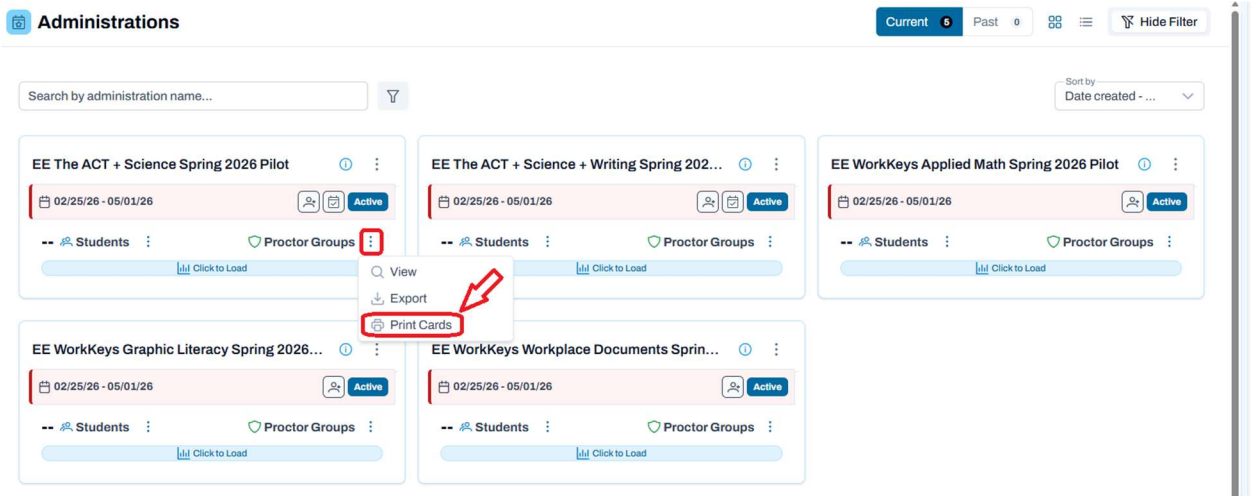
Name ↓↑	Testing School ↓↑	Students	Test Code	Proctor Password	Test Progress	Active	Actions
Online Room A	EE Seaside High School	27	HUXXW4	24H7VE	<div style="width: 100%;"></div>	●	⋮
Online Room B	EE Seaside High School	60	Z2S742	3F5XRR	<div style="width: 100%;"></div>	●	⋮
Paper Room C	EE Seaside High School	39	XWYEVY	HVYXQT	<div style="width: 100%;"></div>	●	⋮
Paper Room D	EE Seaside High School	26	VPV64X	NNACCP	<div style="width: 100%;"></div>	●	⋮
Benzing - Room A	EE Seaside High School	1	T3BC2N	NADTJF	<div style="width: 100%;"></div>	●	⋮
Benzing - Room B	EE Seaside High School	5	UUQZ2D	HSNBQK	<div style="width: 100%;"></div>	●	⋮
Benzing - Room C	EE Seaside High School	5	4QUFJA	GHZC2K	<div style="width: 100%;"></div>	●	⋮
Benzing - Room D	EE Seaside High School	2	VRCM3X	ZFXGZR	<div style="width: 100%;"></div>	●	⋮
Benzing - Room E	EE Seaside High School	2	W4C2T5	RV64W6	<div style="width: 100%;"></div>	●	⋮



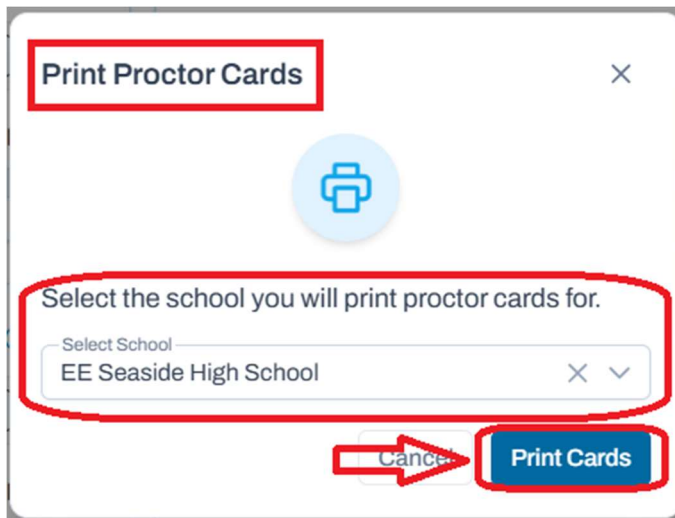
Print Proctor Cards

<Insert summary>

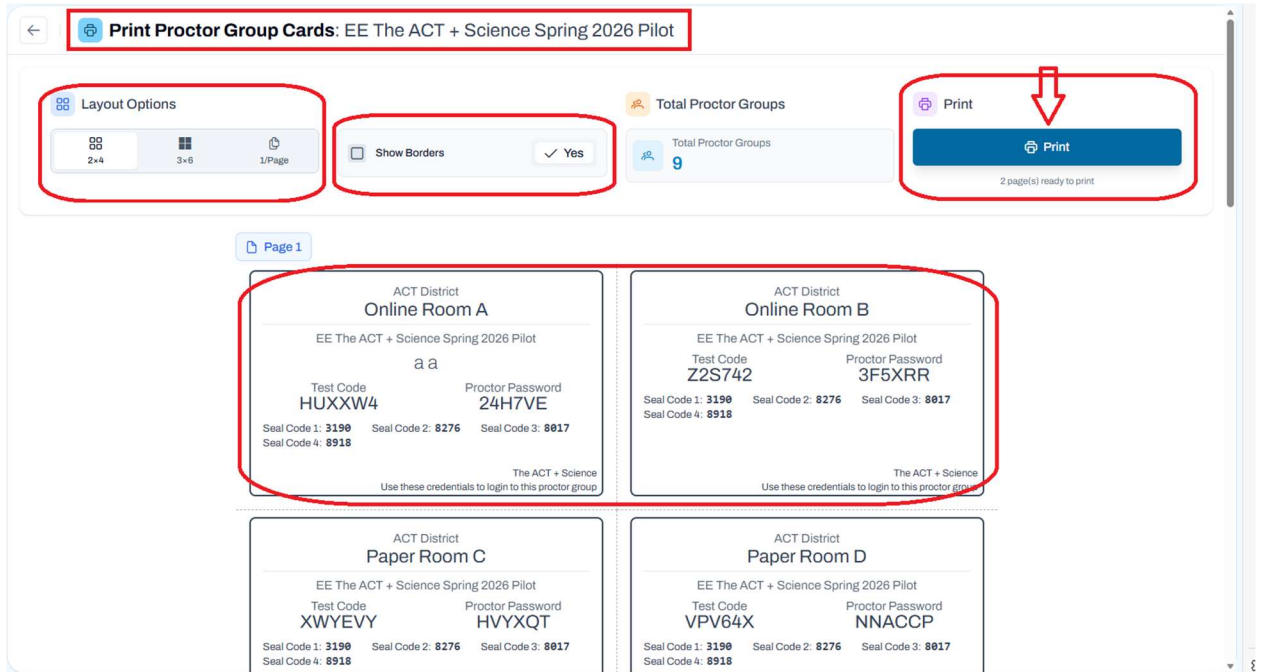
1. Select “Print Cards” on the **Proctor Groups** menu.



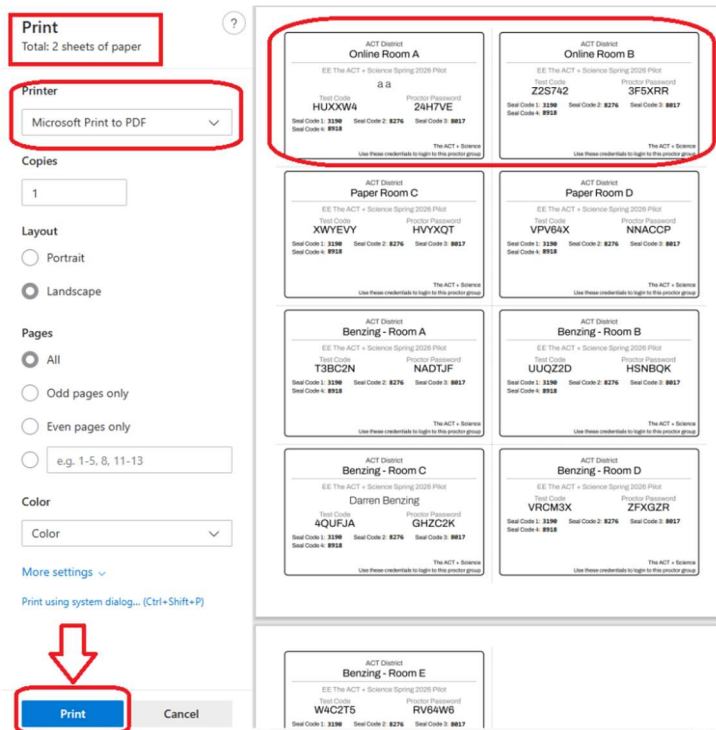
2. The “Print Proctor Cards” pop-up will be displayed. Select the school you will print proctor cards for and click the “Print Cards” button.



- The **Print Proctor Group Cards** page will appear. On this page, set your desired Layout Option [2x4, 3x6, or 1/Page], toggle the “Show Borders” option [Yes or No] – then click the “Print” button.



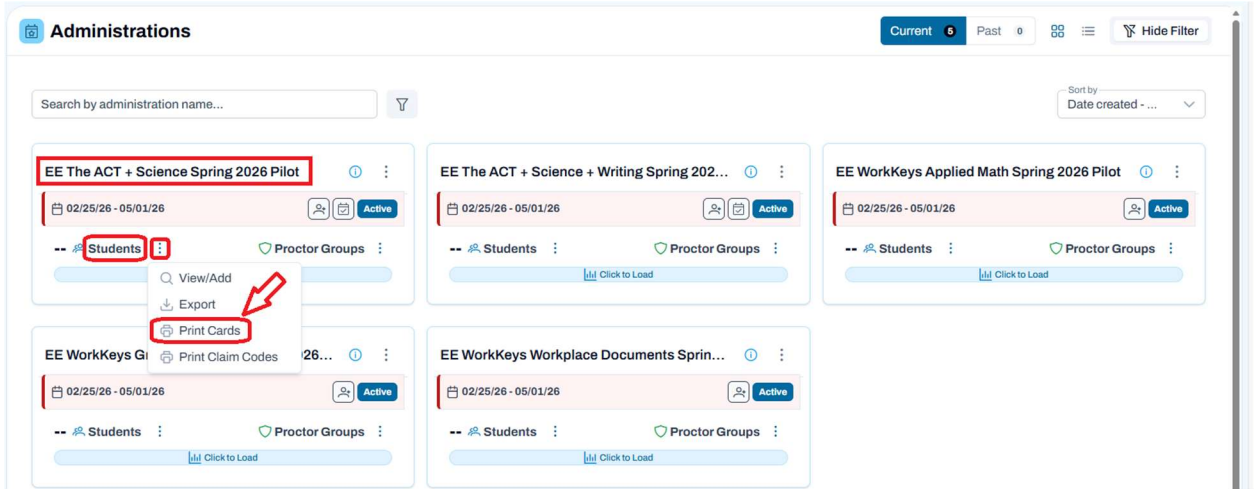
- Select the Printer and click the “Print” button to print the proctor cards.



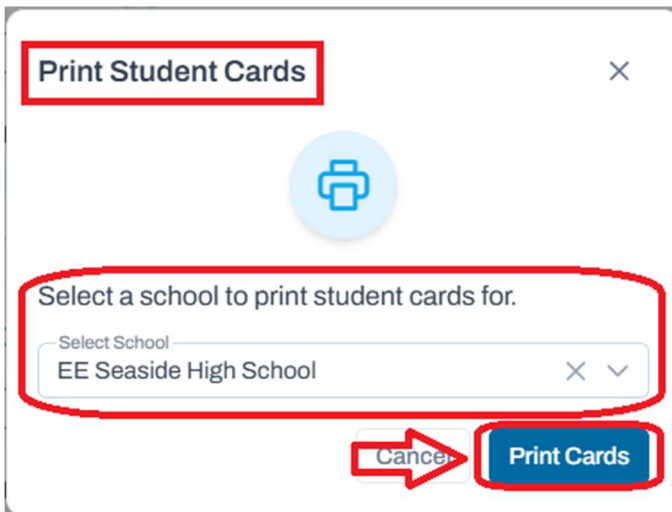
Print Student Testing Cards

<Insert Summary>

1. Select “Print Cards” on the **Students** menu.



2. The “Print Student Cards” pop-up will be displayed. Select the school you will print student cards for and click the “Print Cards” button.



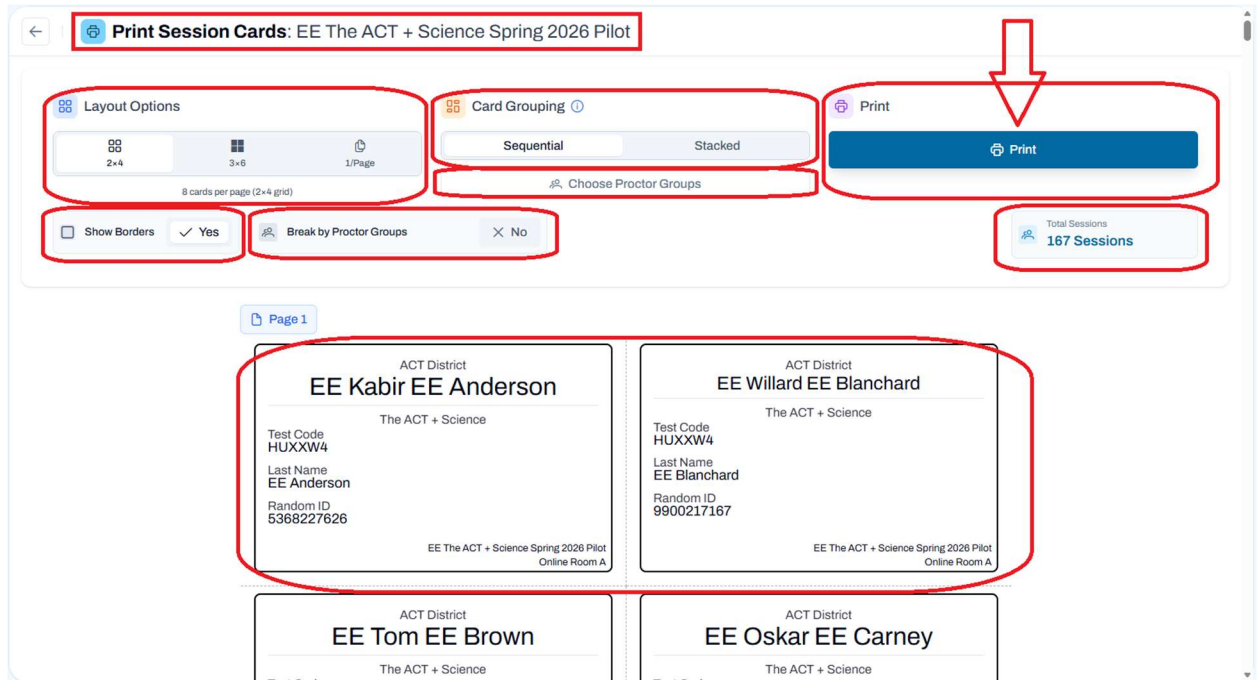
3. The **Print Session Cards** page will appear. On this page, set your desired Layout Option [2x4, 3x6, or 1/Page], set Card Grouping [Sequential or Stacked],



toggle the “Show Borders” option [Yes or No], toggle the “Break by Proctor Groups” option [Yes or No] – if set to Yes, then also toggle the “Display Accommodations in New Line option [Yes or No].

Optional: Choose Proctor Groups (i.e. only print cards for chosen groups).

Then click the “Print” button.



4. Select the Printer and click the “Print” button to print the proctor cards.

