Test Administration Manual

utah Aspire ACT® PLUS

Spring 2026

Contents

How to Contact the Pearson Help Desk and the Utah State Board of Education (USBE)

Pearson Help Desk Hours of Operation	
Monday through Friday	6:30 a.m. – 4:00 p.m. MT
Test Administration Window	6:30 a.m. – 7:00 p.m. MT

Phone and Email

Test Administration, ADAM, Technology Issues, Packaging and Delivery, Test Materials, Test Procedures, Reporting, Editing Test Accommodations, Additional Orders	**Contact Pearson Help Desk** Phone: (877) 227-5009 Chat Help Desk Support Form
General Information	**Contact Aliese Fry** Phone: (801) 538-7568 Email: aliese.fry@schools.utah.gov
Testing Ethics Policy	**Contact Scott Roskelley** Phone: (801) 538-7663 Email: scott.roskelley@schools.utah.gov
Accommodations and Special Education	**Contact Jessica Wilhelm** Phone: (801) 538-7565 Email: jessica.wilhelm@schools.utah.gov

Information to have available that will be helpful when contacting the Pearson Help Desk:

- LEA (district or charter) or school testing administrator name
- SSID(s) of affected student(s)
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration, if known:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup.

If you are calling the Pearson Help Desk about any of the following, provide the listed information.

ADAM

- Are you using a PC or a Mac?
- What is your role (school test administrator, technical coordinator, teacher, proctor)?
- What screen are you on? Provide the path, if possible.
- What task were you trying to complete when you encountered an error?
- What was the error message? If there was not an error message, what are you unable to do?
- If you were working from the manual, what page were you on?

TestNav

- What type of device is the student using (e.g., desktop, laptop, tablet, Chromebook) and what OS?
- What task was the student trying to complete in TestNav when he or she encountered an error?
- Did an error code or message appear?
- Can you provide a log file?
- What is the IP address of the proctor caching computer?
- Have the TestNav URLs been allowed through your firewall/content filter?

Introduction

The Utah State Board of Education adopted the assessment, Utah Aspire Plus, which is a hybrid of ACT Aspire and Utah Core test items. This is a computer delivered, fixed form high school assessment for students in grades 9 and 10. The assessment includes subtests for Reading, English, Math, and Science. Utah Aspire Plus is used to calculate student academic growth between 9th and 10th grades, and it provides students with a predictive score for the ACT, which is taken by all Utah grade 11 students and is the most commonly submitted college readiness assessment for local universities.

This manual outlines the testing policies and procedures for Utah Aspire Plus.

This Manual

As required by [Board Rule R277-404](#), all staff members involved in the administration of Utah Aspire Plus assessments must follow the directions for administering the test as outlined in this document. For questions concerning information presented in this manual or about administration of the Utah Aspire Plus, please contact your School Test Administrator or Local Education Agency (LEA) Test Administrator.

Note: The following terms are used in this manual.

- LEA – the term used for Local Education Agency that includes school districts and charter schools.
- District – organization level in ADAM that contains all schools in the LEA.
- School – organization level in ADAM where students are rostered.
- Charter schools with only one school in their LEA will be assigned both district and school level user accounts in ADAM.

What's New in ADAM

- [Cookie Banner](#) appearing on initial ADAM login if browser cache is cleared or on a new device. The steps walking through the cookie banner can be found in [Log into ADAM](#).

- Ability to print single testing cards/tickets- previously able to only print an entire class. This can be done either by locating the student on the [Student Dashboard](#) or in [Session Explorer](#).

- Edit Proctor Group updated to a button and can be found in [Add Students to Proctor Groups](#).

- Ability to filter reports by class/teacher (example is in the Educator Score Interpretation Guide)

Purpose

It is important to follow the procedures outlined in this manual to ensure that the Utah Aspire Plus is administered securely and uniformly. If you have questions about policies or procedures not covered in this manual, please contact Scott Roskelley, Testing and Data Coordinator at scott.roskelley@schools.utah.gov or Aliese Fry, Test Administration Specialist, at aliese.fry@schools.utah.gov.

Confidentiality and Security

Utah Aspire Plus assessments are **secure** assessments that follow the Utah Aspire Plus blueprints for each assessed subject area. **Utah Aspire Plus assessments are summative end-of-grade-level assessments.** All test items are secured items and may not be reviewed with students, discussed as a class, or reviewed during instructional conversations. Discussing, reviewing, recording, or transcribing test questions in any format is a violation of test security. All test security requirements of Utah Aspire Plus must be met. Personnel involved in test administration must follow and complete the Utah State Board of Education Standard Test Administration and Testing Ethics Policy.

For information regarding the Standard Test Administration and Testing Ethics Policy Training, please contact Scott Roskelley at scott.roskelley@schools.utah.gov.

Remote Testing Eligibility Guidelines and Policies

If your student is testing remotely, they need to follow the guidelines below:

- 100% of student learning needs to be online.
- Students requiring a paper test (i.e., LP, Braille, Human Reader) won't be eligible for remote testing.
- If you have a group of students testing together in one proctor group, the maximum allowed number of students is 10.

USBE requires two proctors for every 10 students in a proctor group. Both proctors must be in the same physical location and able to converse with each other during the entire testing session.

Standard Test Administration and Testing Ethics Training

It is extremely important that every staff member involved in the administration of the Utah Aspire Plus assessments receive training in testing ethics and follow the directions for administration carefully as outlined in the *Standard Test Administration and Ethics Policy.* Ethics training is provided under the direction of each LEA Assessment Director. This policy is approved by the Utah State Board of Education and updated as needed.

- For more information regarding the Standard Test Administration and Testing Ethics Training, please contact Scott Roskelley at scott.roskelley@schools.utah.gov.
- Test Administration Manual

Testing personnel must read through the test administration manual and be familiar with the online support information about the online test management system, ADAM, and the online testing platform, TestNav. Refer to the following resources as you continue to prepare for administering the assessment:

- Utah Aspire Plus Spring 2026 Test Administration Manual,
- ADAM Online Support, and

- [TestNav 8 Online Support](#)

Suspected or documented irregularities must be reported to USBE, and all testing personnel must cooperate with the requests of USBE. Response to any requests from USBE must be made in a timely manner.

Eligibility of Students for Utah Aspire Plus

Ensure that all students are appropriately registered in the school's student information system (SIS), and that these data are accurately represented in ADAM.

- Verify proper test assignments.
- Compile documentation concerning unique student circumstances that affect testing.
- Check that all students who are expected to test are assigned to the assessment.

Administration Schedule

Utah Aspire Plus will be administered within the testing window of March 2–May 8, 2026. For questions on the administration schedule you may contact Aliese Fry at aliese.fry@schools.utah.gov or Scott Roskelley at scott.roskelley@schools.utah.gov.

The LEA Assessment Director is responsible for ensuring that each student has an appropriate opportunity to demonstrate knowledge, skills, and abilities related to Utah Aspire Plus-assessed courses. This ensures that each student has a standardized (similar and fair) testing experience.

Each LEA is responsible for determining school testing schedules. Utah Aspire Plus may be administered as a complete test battery with all tests administered in one sitting, similar to the ACT, or it may be administered on a subject-by-subject basis. Subject tests do not have to be administered in the order specified in the *Test Times* table below. For example, a school may choose to administer Reading tests, and then mathematics tests prior to science. Subject tests may not be divided into multiple sessions. Once a subject test session begins, the subject test must be completed within that sitting. The *Test Times* table outlines testing times for each Utah Aspire Plus assessment.

Test Times

Course	Number of Sessions	Testing Time
Reading	One session	75 minutes
Mathematics	One session	75 minutes
Science	One session	60 minutes

Extra Testing Time

Please see page 75-76 for more information on extra time options for students with accommodations.

Test Staff Roles and Responsibilities

Selecting Testing Staff

The school testing administrator is responsible for selecting testing staff.

Who May Act as Testing Staff

Current faculty members, school administrative or clerical employees, student teachers, or paraprofessionals may be selected as teachers and proctors. Retired faculty members and substitute teachers may be selected as proctors if they receive proper training as outlined below. The LEA must ensure that testing staff are trustworthy and have been trained in test administration of Utah Aspire Plus, test security, and have completed required testing ethics training.

Who May Not Act as Testing Staff

Volunteers and high school students may not act as testing staff.

Relatives

If a relative (spouse, sibling, child, stepchild, niece, nephew,) or person under your guardianship is testing at your site, you must abide by the following guidelines.

- All supervisory responsibilities must be delegated to qualified personnel on the day in which the student is testing.
- You may not access secure test materials prior to the test day, and you may not access the student's test materials prior to, during, or after testing.
- You may not serve as a teacher or proctor in the test room in which the student is testing.

Staff Roles

Task	District Administrator	District Level User	School Administrator
Create user accounts in ADAM (Teacher and Student accounts are managed through UTREx sync)	✓	✓	
Create district level users in ADAM	✓		
Create school administrator users in ADAM	✓	✓	✓
Ensure technical readiness for LEA	✓	✓	
Work with technical coordinator to prepare all testing devices	✓	✓	✓
Coordinate accommodation assignments	✓	✓	✓
Oversee test session management (e.g., including preparing and starting sessions, and printing student test tickets)	✓	✓	✓
Coordinate issue resolution	✓	✓	✓
Ensure testing personnel abide by the testing policies and procedures	✓	✓	✓
Complete post-test activities in ADAM	✓	✓	✓
Apply accountability (participation) codes to student tests	✓	✓	✓
Ensure testing devices meet all requirements for online testing	✓	✓	✓
Install necessary software, including TestNav	✓	✓	✓
Prepare administrator and student testing devices	✓	✓	✓
Troubleshoot technical issues during the test administration window	✓	✓	✓
Communicate with testing administrator about the status of any technical issues	✓	✓	
Assist with proctor group creation if needed, as directed by District Testing Administrator	✓	✓	✓
Download and print any necessary accommodated assessments (standard paper, large print, Braille, human reader companion books)	✓	✓	✓
Print and distribute student testing tickets	✓	✓	✓
Help distribute and collect student testing tickets	✓	✓	✓
Help students log in to TestNav, as necessary	✓	✓	✓
Monitor testing progress and student testing behavior	✓	✓	✓
Ensure students correctly log out of TestNav	✓	✓	✓

More detailed information regarding staff roles is listed below.

LEA Assessment Director

District testing administrators are responsible for coordinating test operations within their LEA. District testing administrators create user accounts for all district level users and school-administrator users. District testing administrators are responsible for the following tasks:

- Create user accounts for district level users and school administrators in ADAM Site.
- Ensure technical readiness for LEA.

District Level User

District level users are responsible for coordinating test operations within their LEA. District level users create user accounts for all school-administrator users. District level users are responsible for the following tasks:

- Create user accounts for school administrators in ADAM Site.
- Ensure technical readiness for LEA.

School Testing Administrator Responsibilities

School testing administrators are responsible for coordinating test operations. School testing administrators oversee accommodations assignments, session management, create user accounts for teachers, school technical coordinators, and proctors. Administrators can access on-demand reports. School testing administrators are responsible for the following tasks:

- Creating other school-administrator user accounts in ADAM.
- Work with technical coordinator to prepare all testing devices.
- Coordinate accommodations assignments.
- Oversee test session management.
- Coordinate issue resolution.
- Ensure testing personnel abide by the testing policies and procedures.
- Complete post-test activities in ADAM.

Technical Coordinator Responsibilities

Technology staff do not require a login to ADAM. Previously they required access due to proctor caching. We no longer proctor cache using ADAM. Technology staff are responsible for setting up the testing infrastructure for online testing, including setting up testing devices and installing and configuring testing software. Technical coordinators are responsible for the following tasks:

- Ensure testing devices meet all requirements for online testing.
- Install necessary software, including TestNav.
- Prepare administrator and student testing devices.
- Troubleshoot technical issues during the test administration window.
- Communicate with testing administrator about the status of any technical issues.

Teacher Responsibilities

The teacher is a role which could be responsible for testing activities within a testing room. Teacher accounts are automatically created with the UTREx sync and cannot be added to the ADAM System manually. Teachers with ADAM accounts can access on-demand reports. Teachers, along with proctors, are responsible for the following tasks:

- Print and distribute student testing tickets.
- Help students log in to TestNav, as necessary.
- Perform proctoring management activities during testing.
- Monitor testing progress and student testing behaviors.
- Ensure students correctly log out of TestNav.
- Complete Post-test activities.

Teacher/Proctor Responsibilities

Teachers and proctors are responsible for testing activities within a testing room and must be in the room for the entire test session. Proctors are not required to have an account within the ADAM system. Proctors and teachers are responsible for the following tasks:

- Help distribute and collect student testing tickets.
- Help students log in to TestNav, as necessary.
- Perform proctoring management activities (e.g., including approving students into proctor groups and printing student testing tickets).
- Monitor testing progress and student testing behavior.
- Ensure students correctly log out of TestNav.

Preparing for Testing

ADAM and TestNav

- ADAM is the online management system that allows districts to manage student data and test data.

Log into ADAM (LEA Assessment Directors, School Administrators)

- ADAM is the system used to perform different tasks to prepare for and administer the Utah Aspire Plus Summative assessment.
    1. Log in on the ADAM home page (ltr.adamexam.com)
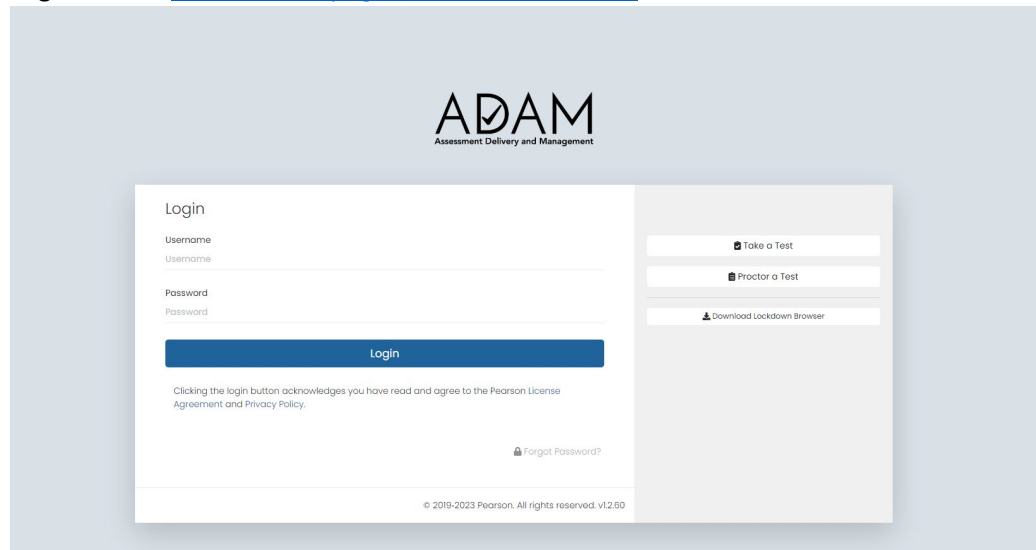
    2. If this is your first time logging into ADAM or if your browser cache has been cleared, a cookie banner will appear at the bottom of the ADAM screen.
    Select **Cookie Settings**
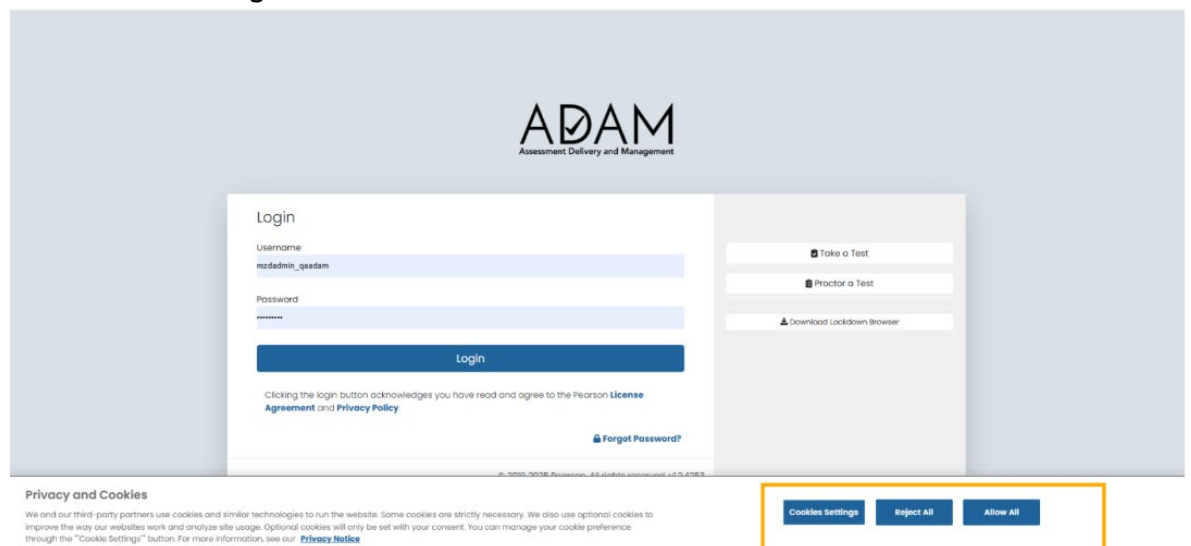
Select **Allow All**
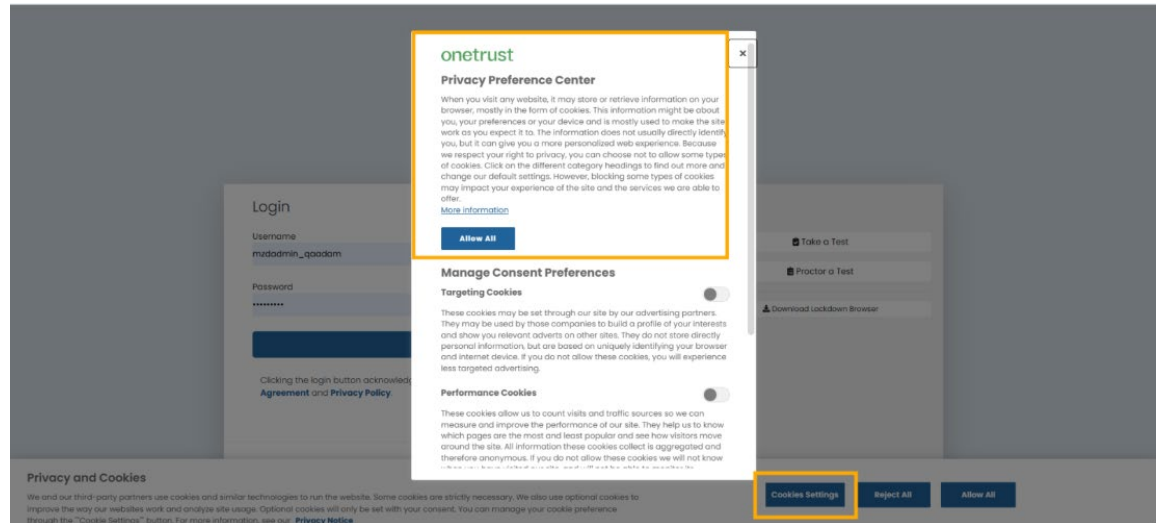
3. Enter your username and password (received via email)
4. Once you've successfully logged in, you should see "UTAH" and your name in the upper right-hand corner.

   NOTE: Once logged in to ADAM you will see ADAM Bulletin Board.
   From here you can navigate to **Test Management** to work with tests, to **Rostering** to view students, classes and accommodations or **Reporting**.
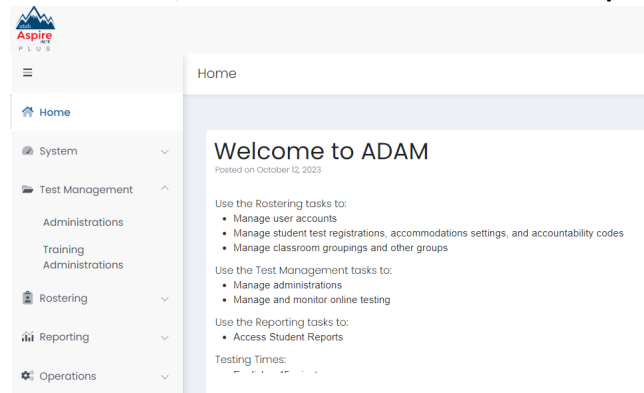
- TestNav is the online testing environment used by students to complete their assessments. For questions or if you require support information, you can visit the [TestNav 8 Online Support](#) site.
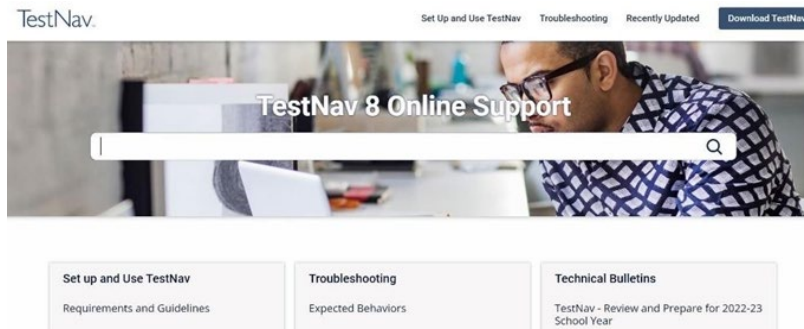
Technical Requirements

Schools must ensure that the technical requirements for ADAM and TestNav are met for the computers that you will use for testing. Information about requirements can be found at the following locations:

- [ADAM](#)
- [TestNav](#)

Remote Testing Technical Requirements

Remote testing will follow the same technical requirements as stated above except for LinuxOS not being supported for remote testing.

All Chromebooks used by students, whether onsite or remote, must be managed devices to take Utah Aspire Plus. Prior to testing, ensure students testing remotely run the App Check in TestNav to make sure their device meets technical requirements. It is highly recommended that students complete the App Check prior to the summative test day to minimize technical issues on the day of testing. Have students follow these steps to run App Check.

1. Open TestNav
2. If this is the first time a student has used TestNav, Select **Utah** from the list of states.
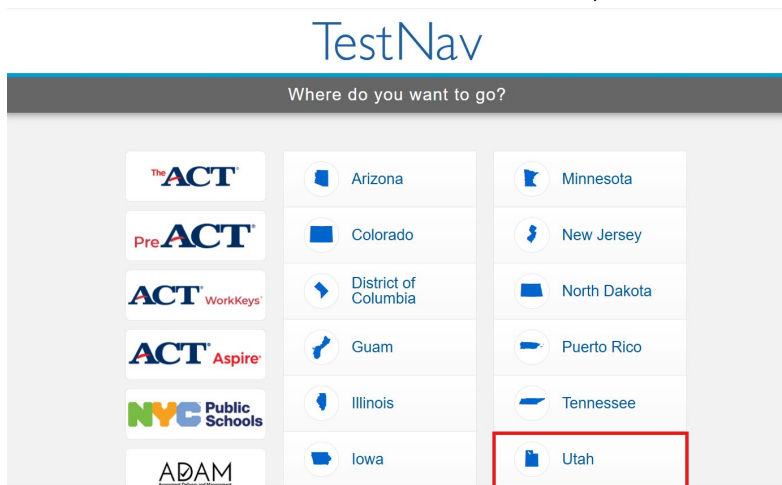
3. Once they're on the login screen, in the **User** dropdown in the upper right-hand corner of the screen, **select App Check**
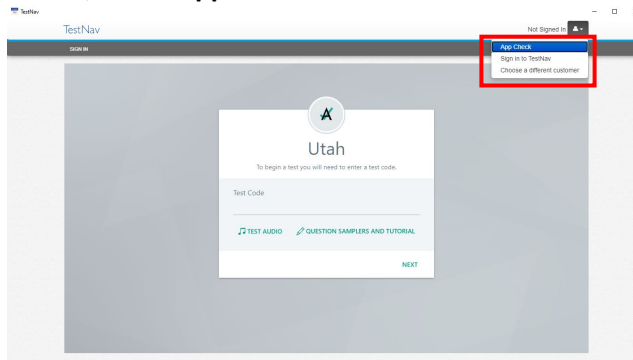
4. Click the **Run App Check** and **Run Network Check** buttons to conduct the checks. (No Configuration Identifier is needed to run the app check.)
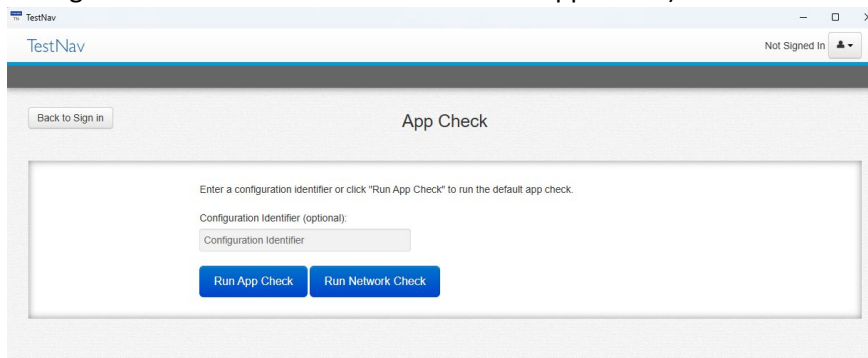
Preparation for Online Testing

Prior to online test administration, schools must complete the following procedures.

Create or Confirm LEA and School Staff User Accounts (LEA Assessment Directors, District Level User, School Administrators)

- o Each school must ensure that *current* staff members have appropriate user accounts in ADAM. Each user should have a unique username and password. User accounts are role based.
- o For instructions on **creating** user accounts, use the following steps in ADAM:
  1. Use the side bar options on the home screen to navigate to **Rostering > Users**.
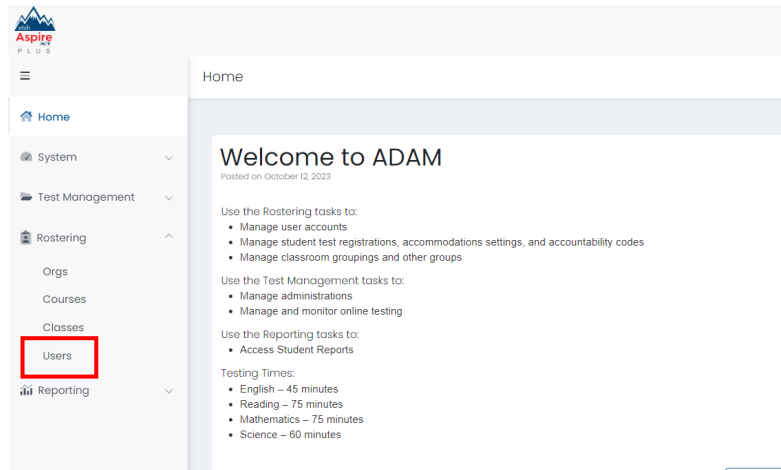
2. To create the user account, select **Create New** in the upper right-hand corner of the **User Config** screen.
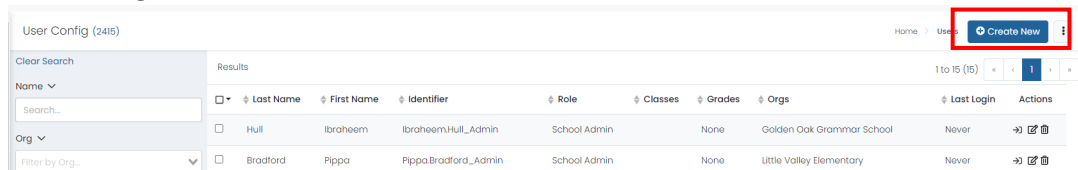
3. Fill out the details in the required fields. It is recommended that **Identifier, Sourced ID, Username and User Email** all be the same. You don't need to **Set Password**. Users will receive an email for password creation by checking **Send Welcome Email(s)**. Select **Save** at the bottom.

o For instructions on **managing** user accounts (e.g., updating username and email address, updating org scope, removing inactive users), use the following steps in ADAM:

1. Use the side bar options on the home screen to navigate to **Rostering > Users**.
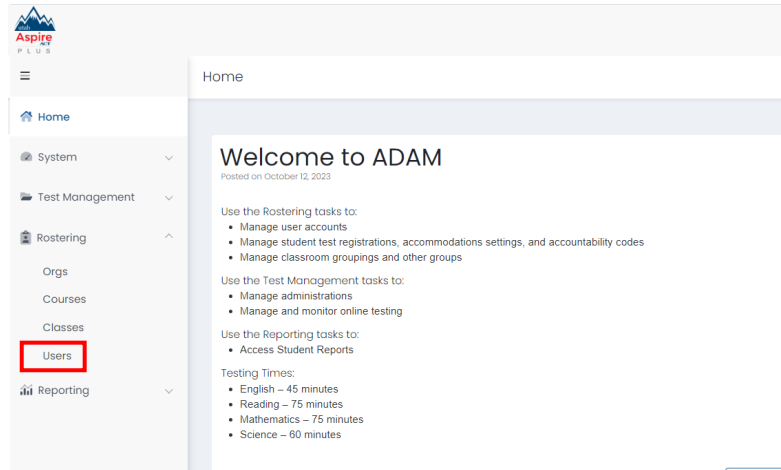
2. Use the filter options (e.g. Name, Org and Role) on the **User Config** screen to search for existing users.
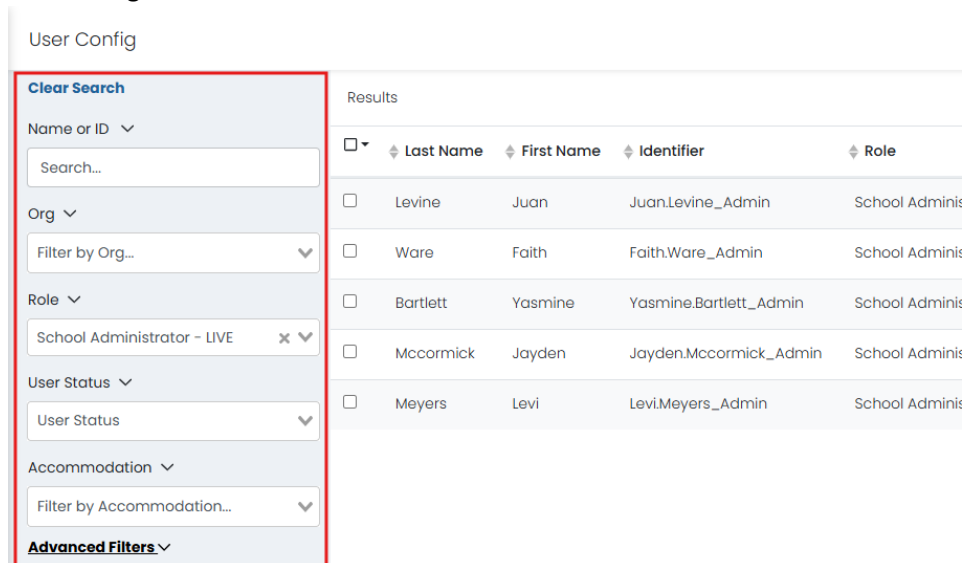
3. Select the **Edit** option next to the user you would like to manage.

Devices and Infrastructure Trial (LEA Assessment Directors, District Level Users, School Administrators)

- Ensure that each device students will use is able to support Utah Aspire Plus testing.
  - Check local configuration, including bandwidth.
  - Ensure that the up-to-date TestNav app is downloaded onto your students' computers. The app can be found on the TestNav Downloads site.
  - You can find information about system requirements on the TestNav System Requirements site.
  - Ensure that keyboards and headphones are in working order.

  Contact the Pearson Help Desk at 877-227-5009 or use the online support form with any technical questions.

- Run the Infrastructure Trial on each computer or device prior to testing.
  The Infrastructure Trial simulates the loading and processing that occurs in an operational test administration to make sure the student devices and school internet systems work as required. Common problems that prevent successful test administration include interference with firewalls, content filters, and anti-virus software Additional information on running an Infrastructure Trial can be found in the Infrastructure Trial Guide.
- Find information about site readiness and the Infrastructure Trial Guide on the Utah Aspire Plus Resource Center under Technology Setup.
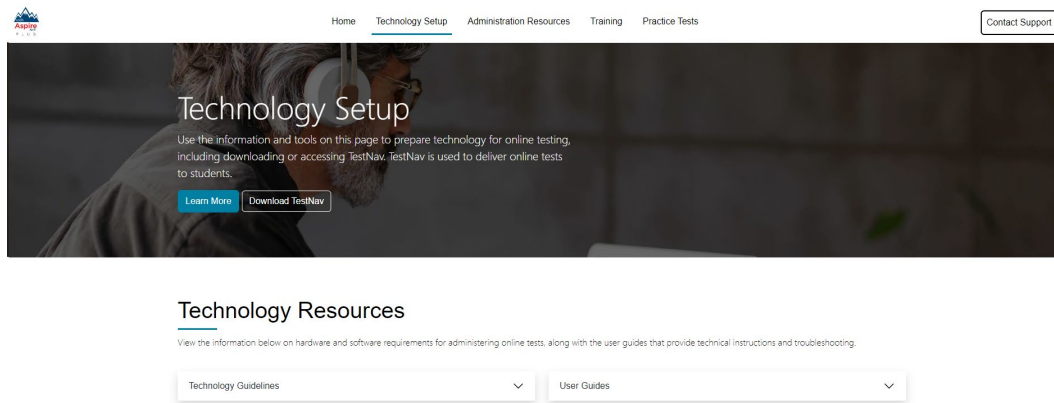
Additional Materials Needed for Test Administration *(LEA Assessment Directors, District Level Users, School Administrators)*

The following test materials are downloaded from ADAM or provided by the school. These materials should be gathered and prepared prior to the testing day.

Student Testing tickets

Student testing tickets contain the student's last name, SSID (State Student Identifier) and depending on how you set up your proctor group, the test code each student will use to log in to their assessment. In ADAM, you will see these referred to as **Cards**. These must be handled in a secure manner and should be stored securely before use and returned to the school test administrator after testing. Separate student testing tickets are needed for each subject. **Note:** For students using a scribe to enter responses, even though the testing tickets are primarily utilized by students for online testing, they should still be printed for the use of teachers to input answers in TestNav for students testing on paper.

Student testing tickets should be printed prior to the administration of the assessment. Student testing tickets are available to print from the **Test Management** menu in ADAM at **Test Management > Administrations**.

To print student testing tickets by school, follow these directions.
1. From the home page, use the menu to navigate to Test Management > Administrations.
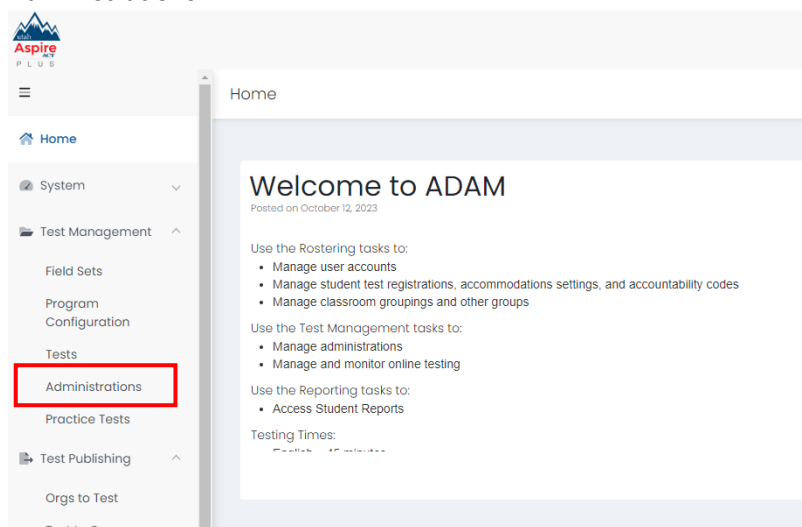
2. After clicking on Administration, the Administrations screen will appear. Select **Click to Load**.

PV Grade 9 Reading Administration - Dist2S...

📅12/08/25 - 11/20/26   ACTIVE

— — STUDENTS ⋮   PROCTOR
                            GROUPS ⋮

Sessions

Click to Load

Test   Organization
Grade 9 Reading (2026)   PVBE_Dist02Sch03
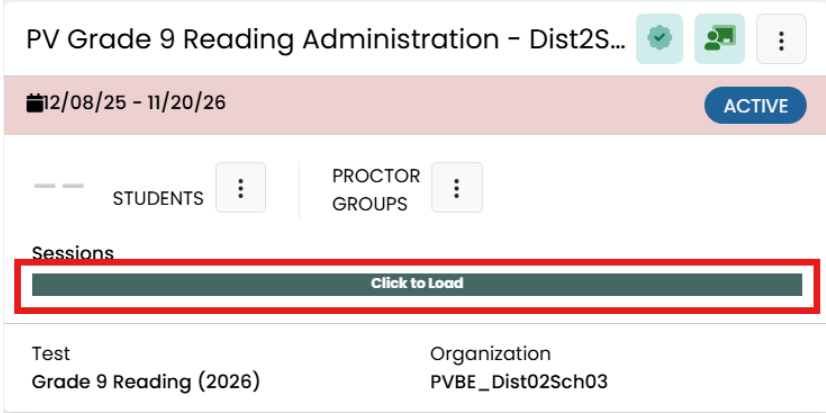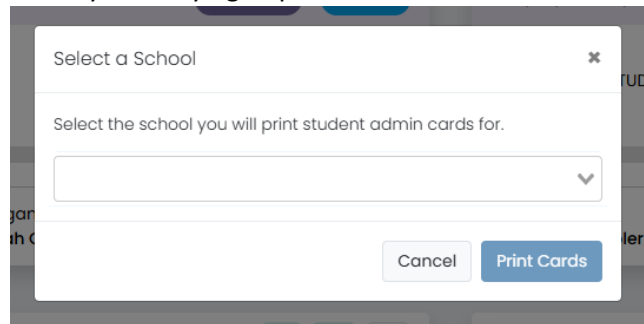
3. The session details will appear. This update provides for faster loading times.

PV Grade 9 Reading Administration - D...

📅12/08/25 - 11/20/26   ACTIVE

28 STUDENTS ⋮   PROCTOR
                            GROUPS ⋮

Sessions

Test   Organization
Grade 9 Reading (2026)   PVBE_Dist02Sch03
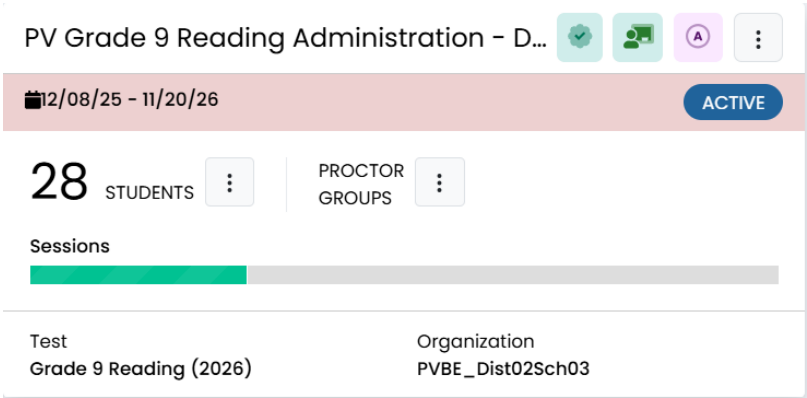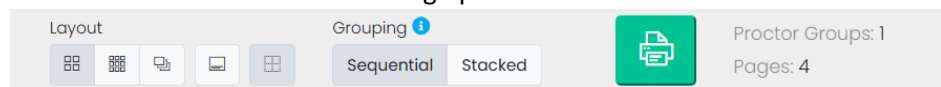
4. On the Administrations screen you'll see your Administration Card. Click the kebab menu next to **Students** and select **Print Cards.**
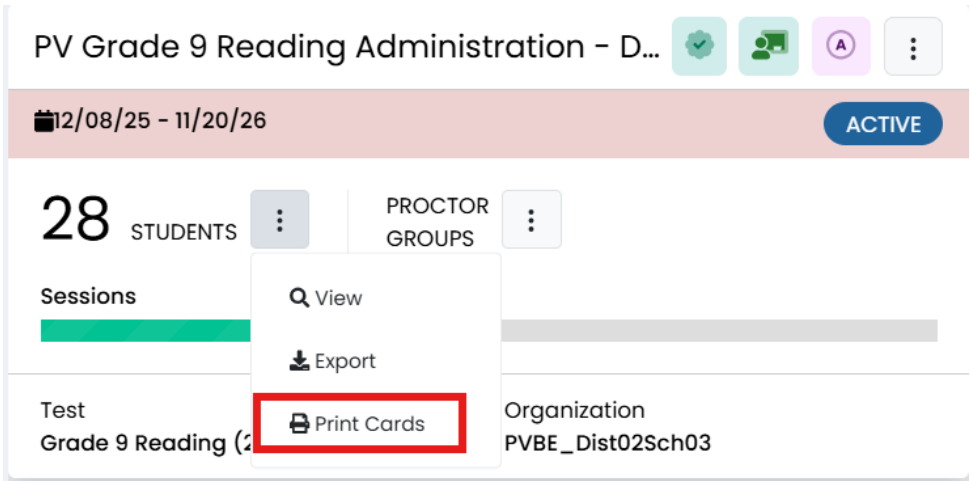
PV Grade 9 Reading Administration - D...

📅12/08/25 - 11/20/26   ACTIVE

28 STUDENTS ⋮   PROCTOR
                            GROUPS ⋮

Sessions

  🔍 View

  ⬇ Export

  🖨 Print Cards   Organization
Grade 9 Reading (2   PVBE_Dist02Sch03

NOTE: If you're a district level user, you will receive the option to select a school for which you're trying to print test tickets for.
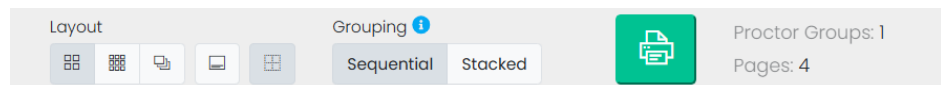
5. You can select various formatting options

- Layout - Select 2 by 4, 3 by 6, or 1 per page.
- Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor.
- Toggle borders - Select whether to include dashed borders (guides for cutting the testing tickets).
- Toggle borders - Select whether to include dashed borders (guides for cutting the testing tickets).

6. Select the **Print** button

To print student testing tickets by proctor group, follow these directions.

1. From the home page, use the menu to navigate to Test Management > Administrations.
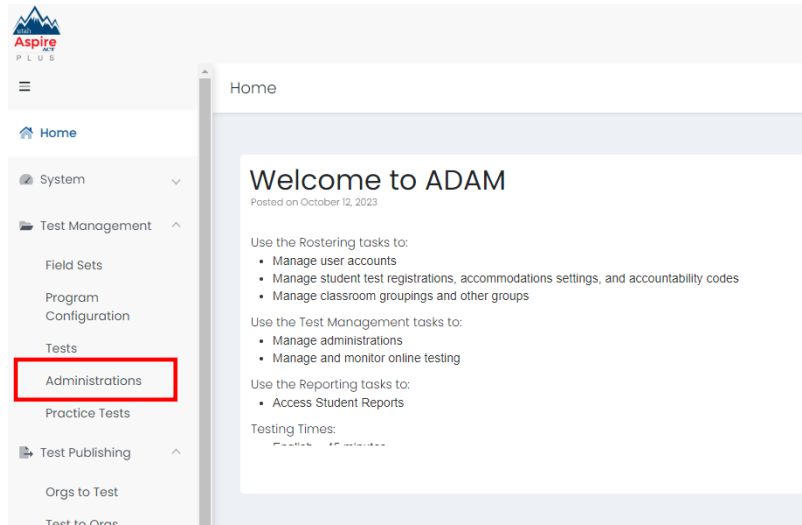
2. On the Administrations screen you'll see your Administration Card. Click the kebab menu next to Proctor Groups and select **Print Cards.**
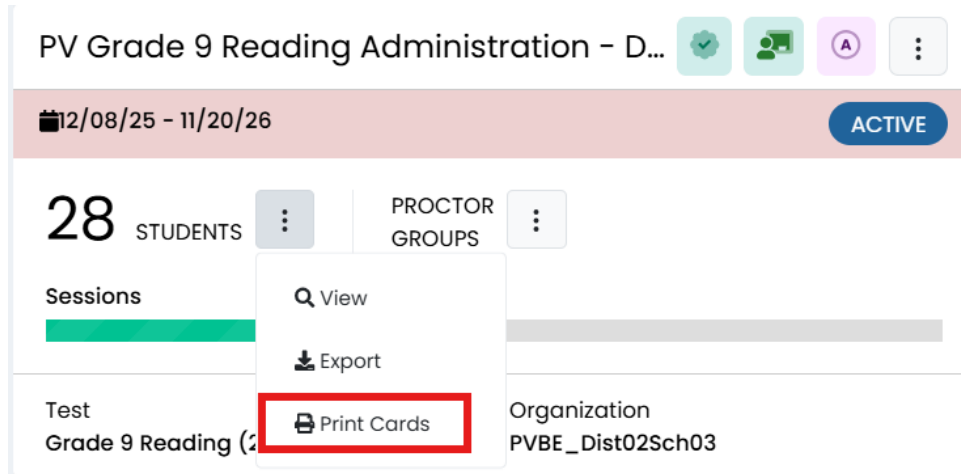
3. You can select various formatting options
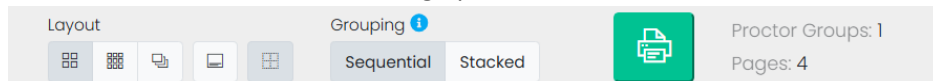
- Layout - Select 2 by 4, 3 by 6, or 1 per page.
- Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor.
- Toggle borders - Select whether to include dashed borders (guides for cutting the testing tickets).

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4. Select the **Print** button

To print a single student testing ticket, follow these directions.

1. From the home page, use the menu to navigate to Operations > Session Explorer.

2. On the Session Explorer screen key in the Student Name or ID in the Student Search field and select **Search.**

3. Click the kebab menu next to the Student's test for the individual testing ticket you want to print and select **Print Card**.

4. Select the **Print** button.

View Student Roster

Student rosters list all the students in your organization. Student rosters should be used to confirm all your students have been loaded into ADAM. The student roster allows you to manage your students' accommodations, and administrations.

Student rosters need to be verified prior to the administration of the assessment to assist teachers or proctors with verifying testing eligibility status of students with whom they may be unfamiliar. Student rosters are available to view in ADAM under **Rostering**. **To view your roster, follow these steps**.

1. From the home page, go to **Rostering > Users**.
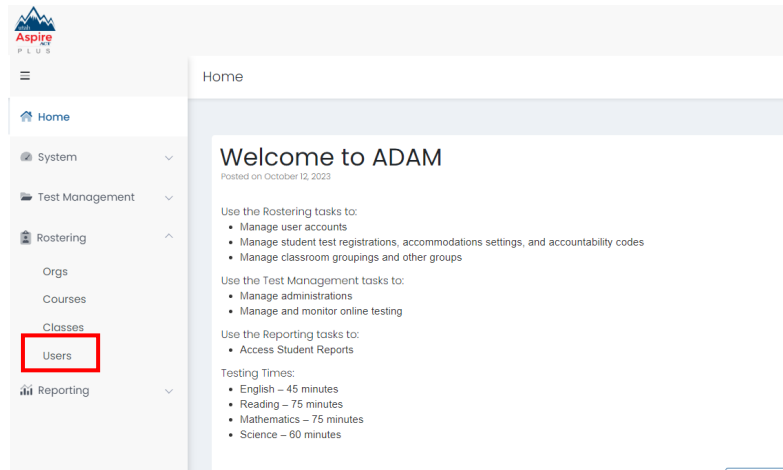
2. In the User Config filter options, select your **Org** from the dropdown box.
3. Select **Student** from the **Role** dropdown box.
4. To narrow your search, you can apply additional filters.

Preparation for Paper Testing

Materials You Receive from Pearson

Paper test materials must be ordered during the Accommodation Material Order window from February 16 to May 15, 2026. Orders must be placed two weeks prior to the testing date to ensure delivery of materials. Return shipping materials such as boxes or shipping labels, may be ordered until May 15, 2026. Please refer to the Accommodations charts on pages 71-93 for more information on placing additional orders.

Placing an Additional Order (LEA Assessment Directors, District Level Users, School Administrators)

To place an additional order in ADAM,

1. Navigate to **Orders** and select **Manage Orders**.
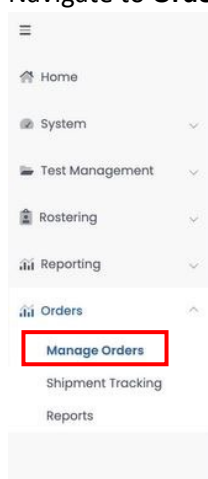
2. From the **Manage Orders** page, select the **Create Order** button.
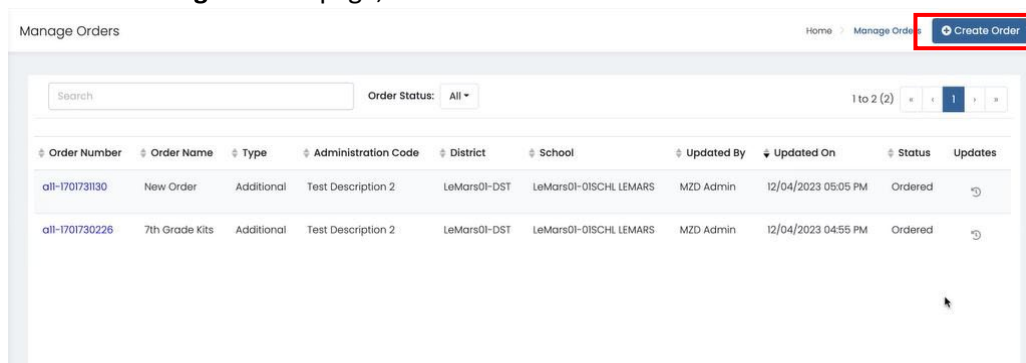
3. Complete the required fields (Order Name, Admin Code, District, Order for, Ship To, Date needed, and Reason For Order (the Reason For Order field is optional)).

4. Click the **Edit** next to Ship to Contact. Enter your Contact Name, Contact Phone and Contact Email. Click **Done Editing.**

5. Click **Edit** next to Ship to Address. Enter your Address information, City, State, Zip Code and Country Code. Click **Verify** Address at the top and click **Done Editing.**

6. Click on the Go to **Order Items** button to select the necessary items.

7. Enter the quantities you would like for the items you're ordering. Once you have made your selections click on the **Go to Confirm Order** button.

8. If the details on the Create Order screen look accurate, click the **Confirm Order** button.

Additional Orders Options and Descriptions (LEA Assessment Directors, District Level Users, School Administrators)

Create Order ✕

① Order Details ——— ② Order Items ——— ③ Confirm Order

Draft Order

Search	Distributions	Orders Type
Search	UTAH SUMMATIVE SPRING 26 AO ∨	Additional

⇕ Item Number	⇕ Item Description	⇕ Quantity	
UT00001562	12 INCH BOX, UTAH	0	Clear
UT00001563	6 INCH BOX, UTAH	0	Clear
UT00001564	3 INCH BOX, UTAH	0	Clear
UT00001565	LP/BR BOX, UTAH	0	Clear
UT00002647	QS HUMAN RDR COMP BK KIT, GR 9\10	0	Clear
UT00002967	QUESTION SAMPLER KIT, GRADE 9\10	0	Clear
UT00002968	QUESTION SAMPLER LP KIT, GRADE 9\10	0	Clear

⇕ Item Number	⇕ Item Description	⇕ Quantity	
UT00002982	QUESTION SAMPLER BR UEB M/S KIT, GR 9\10	0	Clear
UT00002983	QUESTION SAMPLER BR UEB NEM KIT, GR 9\10	0	Clear
UT00003060	SCHOOL COORDINATOR KIT	0	Clear
UT00003062	NON SCORABLE RTN LABELS, PUMPKIN	0	Clear
UT00003063	UPS NON-SCORABLE RETURN LABELS	0	Clear
UT00003064	STANDARD PRINT KIT, GRADE 9	0	Clear
UT00003078	STANDARD PRINT KIT, GRADE 10	0	Clear

⇕ Item Number	⇕ Item Description	⇕ Quantity	
UT00003091	LARGE PRINT KIT, GRADE 9	0	Clear
UT00003098	LARGE PRINT KIT, GRADE 10	0	Clear
UT00003105	BRAILLE UEB MATH/SCIENCE KIT, GRADE 9	0	Clear
UT00003114	BRAILLE UEB MATH/SCIENCE KIT, GRADE 10	0	Clear
UT00003121	BRAILLE UEB NEM KIT, GRADE 9	0	Clear
UT00003128	BRAILLE UEB NEM KIT, GRADE 10	0	Clear
UT00003133	HUMAN READER COMPANION KIT, GRADE 9	0	Clear
UT00003134	HUMAN READER COMPANION KIT, GRADE 10	0	Clear

Below is a list of options for Additional Orders and a description for each.

Additional Order Option	Description
12 Inch Box	Additional boxes can be ordered if you misplace the box your order was shipped in. Use to ship secure material back to Pearson.
6 Inch Box	Additional boxes can be ordered if you misplace the box your order was shipped in. Use to ship secure material back to Pearson.
3 Inch Box	Additional boxes can be ordered if you misplace the box your order was shipped in. Use to ship secure material back to Pearson.
LP/BR Box	Additional boxes can be ordered if you misplace the box your order was shipped in. Use to ship secure material back to Pearson.
QS Human Rdr Comp BK Kit	This kit contains the Question Sampler Human Reader Companion Booklets for each of the subjects.
School Coordinator Kit	This kit contains a Memo, UPS return labels and Non-Scorable pumpkin label
Non Scorable Rtn Labels, pumpkin (color)	Additional return pumpkin label can be ordered if you misplace the materials that were originally shipped to you. Use to ship materials back to Pearson.
UPS Non-Scorable Return Labels	Additional labels can be ordered if you misplace yours that came with your order. Use to ship materials back to Pearson.
Standard Print Kit, Grade 9	This kit contains grade level standard test book for each subject as well as the grade level Human Reader Companion Booklet for each subject.
Standard Print Kit, Grade 10	This kit contains grade level standard test book for each subject as well as the grade level Human Reader Companion Booklet for each subject
Large Print Kit, Grade 9	This kit contains grade level large print test book for each subject, grade level standard print test book for each subject as well as the grade level Human Reader Companion Booklet for each subject. Font size for LP is Helvetica LT PRO, 18 pt. Font size for art is Verdana Pro, 18 pt.

Large Print Kit, Grade 10	This kit contains grade level large print test book for each subject, grade level standard print test book for each subject as well as the grade level Human Reader Companion Booklet for each subject. Font size for LP is Helvetica LT PRO, 18 pt. Font size for art is Verdana Pro, 18 pt.
Braille UEB Math/Science Kit, Grade 9	This kit contains UEB Tech Math and Science Symbol List, UEB Tech Science Periodic Table, UEB Reading for the grade level ordered, UEB Tech Math and Science for the grade level ordered, grade level standard print test book for each subject as well as the grade level Human Reader Companion Booklet for each subject.
Braille UEB Math/Science Kit, Grade 10	This kit contains UEB Tech Math and Science Symbol List, UEB Tech Science Periodic Table, UEB Reading for the grade level ordered, UEB Tech Math and Science for the grade level ordered, grade level standard print test book for each subject as well as the grade level Human Reader Companion Booklet for each subject.
Braille UEB Nem Kit, Grade 9	This kit contains UEB with Nemeth Math and Science Symbol List, UEB with Nemeth Science Periodic Table, UEB Reading for the grade level ordered, UEB with Nemeth Math and Science for the grade level ordered, grade level standard print test book for each subject as well as the grade level Human Reader Companion Booklet for each subject.
Braille UEB Nem Kit, Grade 10	This kit contains UEB with Nemeth Math and Science Symbol List, UEB with Nemeth Science Periodic Table, UEB Reading for the grade level ordered, UEB with Nemeth Math and Science for the grade level ordered, grade level standard print test book for each subject as well as the grade level Human Reader Companion Booklet for each subject.
Human Reader Companion Kit, Grade 9	This kit contains the grade level Human Reader Companion books for each subject.
Human Reader Companion Kit, Grade 10	This kit contains the grade level Human Reader Companion books for each subject.
Question Sampler Kit, Grade 9/10	This kit contains the Question Sampler Standard Print test books for each subject as well as the Question Sampler Human Reader Companion Books for each subject.
Question Sampler LP Kit, Grade 9/10	This kit contains the Question Sampler Large Print test, the Question Sampler Standard Print test books for each subject as well as the Question Sampler Human Reader Companion Books for each subject. Font size for LP is Helvetica LT PRO, 18 pt. Font size for art is Verdana Pro, 18 pt.

Question Sampler Br UEB M/S Kit, Grade 9/10	This kit contains the Question Sampler UEB Tech Math and Science Symbol List, Question Sampler UEB Tech Science Periodic Table, Question Sampler UEB Reading, Question Sampler UEB Tech Math and Science, Question Sampler standard print test book for each subject as well as the Question Sampler Human Reader Companion Booklet for each subject.
Question Sampler Br UEB Nem Kit, Grade 9/10	This kit contains the Question Sampler UEB with Nemeth Math and Science Symbol List, Question Sampler UEB with Nemeth Science Periodic Table, Question Sampler UEB Reading, Question Sampler UEB with Nemeth Math and Science, Question Sampler standard print test book for each subject as well as the Question Sampler Human Reader Companion Booklet for each subject.

Allowed Materials for Testing (Online and Paper)

- o **Headphones**
  Text-to-speech is a built-in TestNav support that is available to all students. Students will need headphones to listen to text-to-speech. Students should be provided with headphones – Bluetooth headphones are not permitted as they interfere with the testing platform.
    - Students can use text-to-speech to listen to stimuli or test items.
    - Students with the appropriate accommodation can use screen reader assistive technology to listen to information onscreen. The screen reader technology provides additional support not available with text-to-speech.

  School test administrators should determine the number of headphones needed prior to testing.

- o **Scratch and/or graph paper (blank) and pencil**
  Students should be provided with blank scratch paper (the back of the student's testing ticket can also be used as scratch paper) and a pencil prior to the start of a test session. Any student-provided paper must be checked prior to starting a test session to make sure that it is blank. The scratch paper becomes part of the secure testing materials. Students may not take their scratch paper with them. The teacher or proctor should always collect scratch paper at the end of every session. After the testing window has closed, the school test administrator must ensure that all scratch paper is destroyed.

- o **Calculators as appropriate** according to ACT Calculator Policy
  Mathematics: Calculator allowed on all items
    - A Desmos graphing calculator and TI graphing calculator are available onscreen within TestNav.
    - Students may also provide their own calculator or use a classroom calculator that was used during classroom instruction (e.g., graphing calculator). Permissible calculators include 4-function, scientific, or graphing calculators.
        - Calculators with internet capabilities, cell phone or smart watch calculators, and calculators with built-in or downloaded computer algebra system functionality are NOT allowed during testing. A list of prohibited calculators can be found in the Calculator Policy.
        - TI-84, TI-84 plus, and the Sharp EL 9600 are allowed.
        - Calculators with programs or documents must have programs and documents removed, tape must be removed from calculators with paper tape, sound must be turned off on all calculators, power cords must be removed, and infrared data ports must be completely covered.

  Science: Calculator allowed on all items
    - A Desmos scientific calculator and TI scientific calculator are available onscreen within TestNav.
    - Students may also provide their own calculator or use a classroom calculator that was used during classroom instruction (e.g., scientific calculator). Permissible calculators include 4-function, scientific, or graphing calculators. A list of prohibited calculators can be found in the Calculator Policy.
        - Calculators with internet capabilities, cell phone or smart watch calculators, and calculators with built-in or downloaded computer

algebra system functionality are NOT allowed during testing. A list of prohibited calculators can be found in the Calculator Policy.

- TI-84, TI-84 plus, and the Sharp EL 9600 are allowed.
- Calculators with programs or documents must have programs and documents removed, tape must be removed from calculators with paper tape, sound must be turned off on all calculators, power cords must be removed, and infrared data ports must be completely covered.

o Periodic Table for Science
  - A periodic table is available within the Science online test. Students may select the **Exhibit** button within TestNav to access it.
  - The periodic table can also be downloaded from the USBE website. Please use the periodic table throughout the year as appropriate, so that the students are familiar with it prior to testing. The periodic table is located online here.

Security of Test Materials

The school test administrator must ensure that testing materials are always kept in a secure location. They should be kept in locked storage, where they are protected from damage, theft, loss, or unauthorized access. Secure materials include the following:

- Student testing tickets
- Used scratch paper
- Printed paper test materials

ADAM Training and the Utah Aspire Plus Question Samplers *(LEA Assessment Directors, District Level Users, School Administrators)*

Ensure that each teacher/proctor uses ADAM Training Administration:

- To learn the functionality of ADAM and understand teacher/proctor permissions within the site.
- To practice managing student information, creating, and managing proctor groups.

Ensure that students, teachers, proctors, and technology coordinators have reviewed the nonsecure and/or secure Question Samplers to become familiar with the Utah Aspire Plus assessments. Using the secure Question Samplers is mandatory for all students completing Utah Aspire Plus in a remote setting.

- **Nonsecure Question Samplers** are available here. These nonsecure Question Samplers allow students to practice the following:
  - Answering various item types
  - Navigating in the interface and through the assessment
  - Becoming familiar with the accessibility tools
  - **Note**: on the nonsecure Question Sampler page here, you have the option to take an Online Question Sampler or download an accommodated/paper version of the Question Sampler.
- **Secure Question Sampler** is available in ADAM Training administration. The secure Question Sampler is the same as the nonsecure Question Samplers, but they allow schools to practice setting up proctor groups and printing student testing tickets. This is mandatory for all schools who are administering Utah Aspire Plus in a remote setting. Teachers and proctors will require their District Administrator, District-level user, or School Administrator to supply proctor cards with their test code and proctor password to administer the Secure Question Sampler. They will require this information prior to administering Question Samplers.
  - Schools will need to have their students loaded through the API for the Training administration and can create proctor groups within the Training administration to conduct the secure Question Sampler. Use the steps below to find the **Training** administration and create training proctor groups for the secure Question Sampler.
- **Braille Question Sampler** is available to order in ADAM. The braille Question Sampler will allow students who require braille to practice prior to the Utah Aspire Plus administration.
  - For details on how to order the Braille Question Sampler, refer to the *Placing an Additional Order* section of the manual.

1. From ADAM home screen, navigate to **Test Management** and select **Training Administrations**.
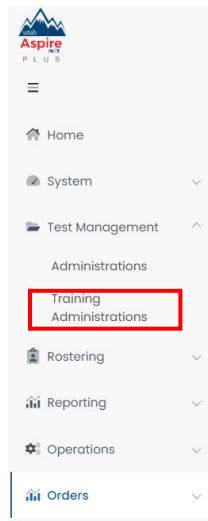
3. You'll notice the training administrations will appear on the screen for your Question Samplers. Notice the Training icon in purple.
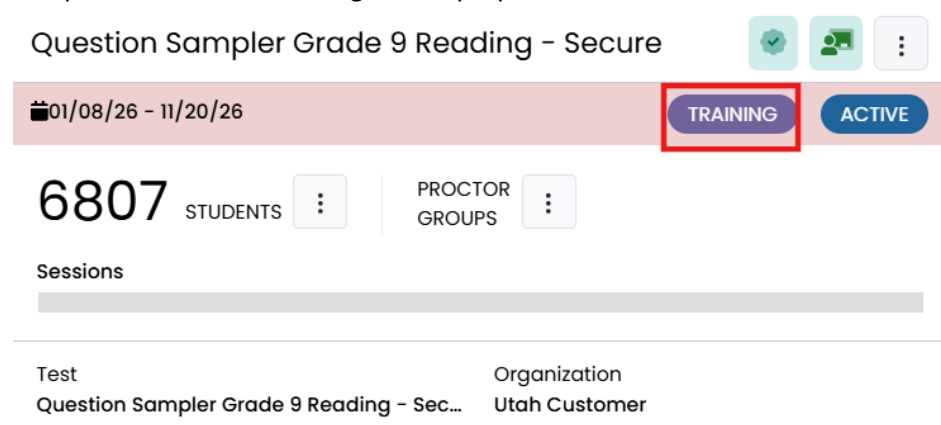
Once you have navigated to your **Training** administration, you can either administer your Question Sampler, or practice creating proctor groups for administration of the Question Sampler. Pre-creation of proctor groups is not required to administer tests. Please follow the steps below to administer both methods.

- o **Note**: you have the option to download and print the braille nonsecure Question Samplers from here. They are located under the Paper Accommodations for Printing dropdown. Please make sure to also print the Question Sampler braille printing instructions that are also within the dropdown.

Practice Tests

Explore a range of valuable resources, including question samplers, and a student tutorial, designed to empower educators in effectively preparing students for testing.

Learn More

Question Samplers

Question samplers are available to familiarize students, educators, and families with how content is assessed by providing examples of the format and items students could encounter.

Online ⌄	Paper Accommodations For Printing ⌃	Answer Keys ⌄

Reading Question Sampler - Standard Print

Mathematics Question Sampler - Standard Print

Science Question Sampler - Standard Print

Reading Question Sampler - Large Print

Mathematics Question Sampler - Large Print

Science Question Sampler - Large Print

Reading Question Sampler - Human Reader Companion

Mathematics Question Sampler - Human Reader Companion

Science Question Sampler - Human Reader Companion

Question Sampler Braille Printing Instructions

Reading Question Sampler - Braille UEB .BRF

Reading Question Sampler - Braille UEB Specific Braille Instructions

Mathematics Question Sampler - Braille UEB Nemeth

1. From the **Administration** screen, make sure to filter to your **Training** administration. Ensure you're on the **Training Administration Card**. It will appear with a pink banner.

2. Select the kebab menu next to Students and click the **View** option for **Students**. These are the students that are eligible to take the secure Question Sampler

3. Go back to the Administration Card. Select the kebab menu and click **Print Cards** to view your student's printed testing ticket they will use to login to the secure Question Sampler.
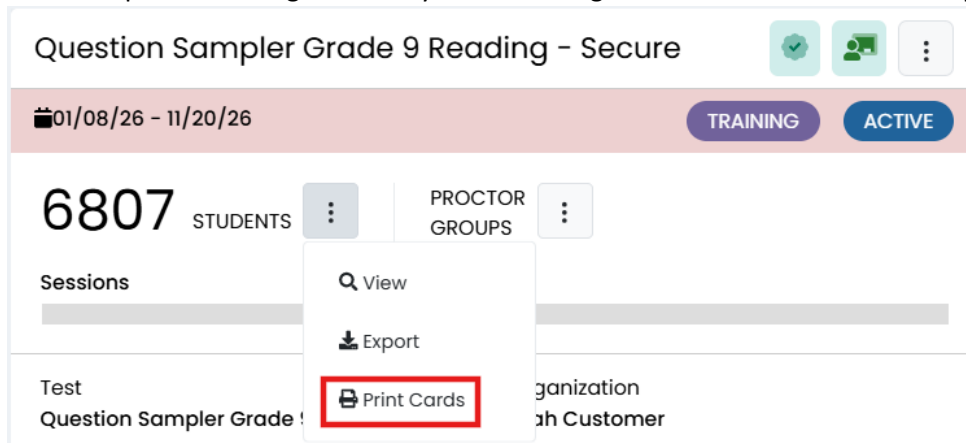
NOTE: If you're a district level user, you will receive the option to select a school for which you're trying to print test tickets for.
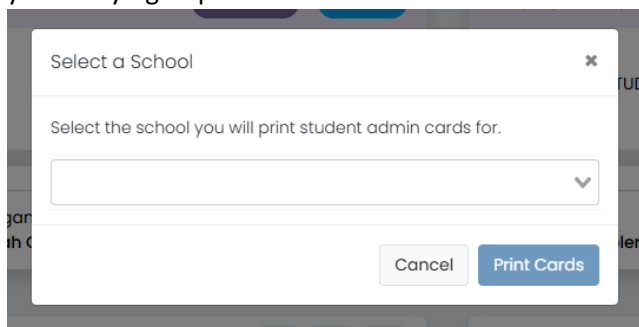
4. On the **Print Cards** screen, you can pick your layout to print for the testing tickets for students. Click the **Print** button.

For more details on printing Student Testing tickets, refer to the *Print Student Testing Tickets* section.

5. To proctor the Question Sampler, you will need the **Test Code** and the **Proctor Password**. Go back to the Administration Card. Select the Proctor Groups kebab menu and click **Print Card (PG Create Only)**.
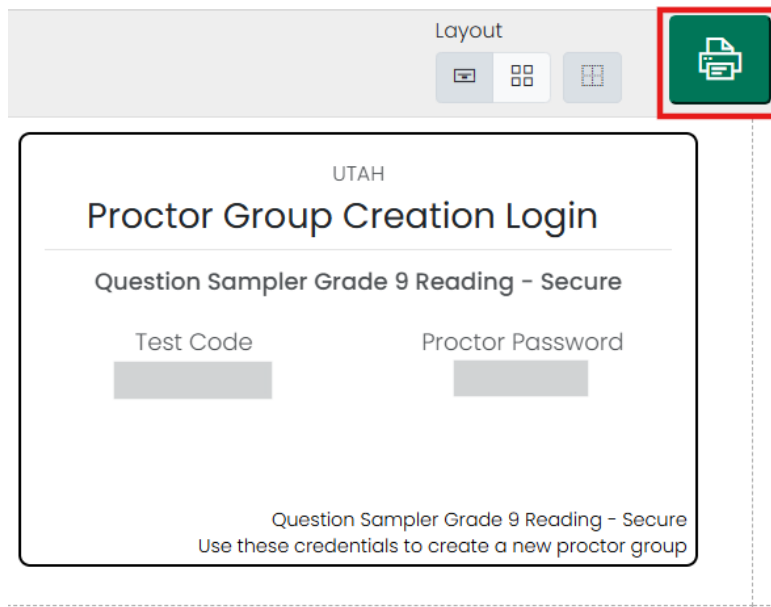
6. On the **Print Cards** screen, you can pick your layout to print for the card for the proctor. Click the **Print** button.

NOTE: The Proctor card contains the Test Code and Proctor Password. To print the student testing tickets go here and follow steps 1 – 4.

7. To login or have your proctor login to ADAM follow the instructions in the *Proctor Login* section.
8. To administer your Question Sampler, follow the instruction in the *Starting the Test Administration*.

Administer Secure Question Sampler with a Pre-Created Proctor Group

The process to administer a secure Question Sampler is very similar to the process above, except a new proctor group will need to be created prior to the administration. Follow these steps to administer with a pre-created proctor group.

1. From ADAM home screen, navigate to **Test Management** and select **Training Administrations**.
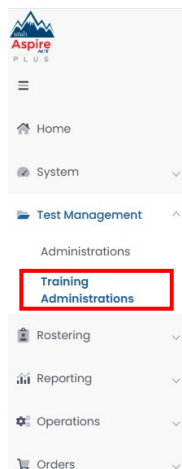
2. From the **Administration** screen, make sure to filter to your **Training** administration. Ensure you're on the **Training Administration Card**. It will appear with a pink banner.
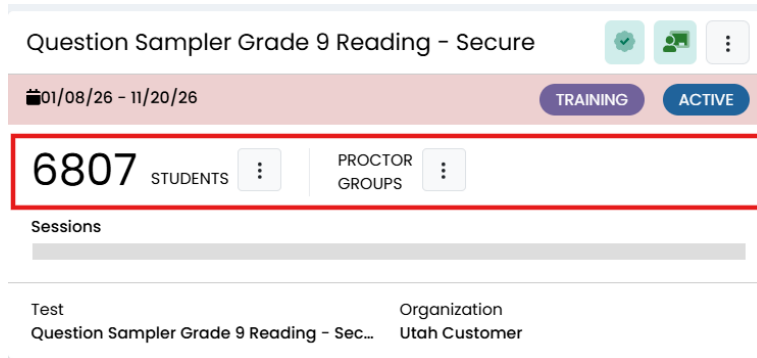
3. On the Administration Card click the **View** button under **Proctor Groups**.
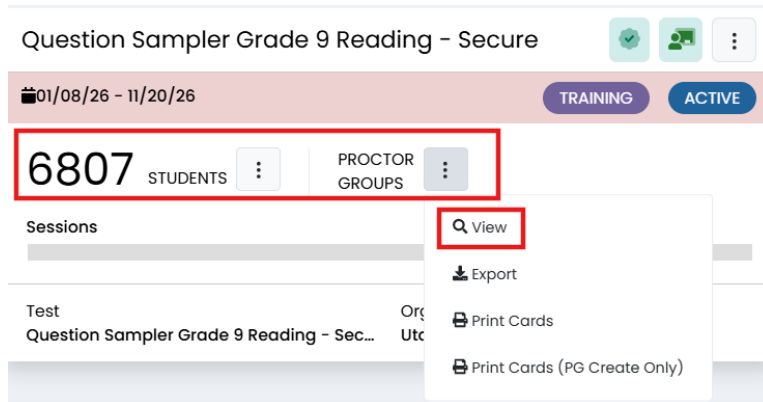
4. Click the **Create Proctor Group** button on the Proctor Group screen. You can find details on creating proctor groups in the *Creating a Proctor Group Prior to Testing* section.
5. Once your proctor group has been created, you can find instructions on logging into your proctor group in our *Proctor Login* section.
6. Once logged in to your Proctor Dashboard, follow instructions on starting your Question Sampler administration using instructions found in the *Starting the Test Administration* section.

Secure Question Samplers allow students to practice the following:

- Answering various item types
- Navigating in the interface and through the assessment
- Becoming familiar with the accessibility tools
- Alternate Mouse Pointer

Note: The alternate mouse point will only be available through the secure Question Samplers and can be activated using ADAM. More information is available in the accommodations section of the manual.

- Zoom tool

Note: The zoom tool can be turned on in ADAM and will be activated once the student logs in to their test. USBE strongly recommends allowing students to see the ZOOM settings prior to the summative to ensure it is accessible. Please reach out to the appropriate staff (such as a Teacher for the Visually Impaired) to make appropriate determinations for ZOOM options. In addition to the ZOOM settings in ADAM, students can use the zoom tool embedded in TestNav and their standard keyboard shortcuts to zoom on the test. More information is available in the accommodations section of the manual.

If you or your student(s) want to take the Question Samplers multiple times, please contact the Pearson Help Desk at 877-227-5009 or use the online support form. Pearson will reset the student's test to allow the test to be taken again.

Student Demographic Information

Verify that student demographic and accommodation information in ADAM is accurate.

- Student data is loaded into ADAM via Application Program Interface (API). API is a daily transfer of student information from the UTREx system. School personnel should update their UTREx information as needed to ensure that the information loaded into ADAM via API is correct. It may take up to 48 hours for changes made in your Student Information System (SIS) to be reflected in ADAM.
- Updates can be made in ADAM to indicate appropriate accommodations and test settings through the Accommodations page in ADAM. Refer to pages 71-93 in this manual.
- Refer to the Testing Accommodations section of this manual for additional information on testing accommodations and testing tools on pages 61-97.

Embedded Supports
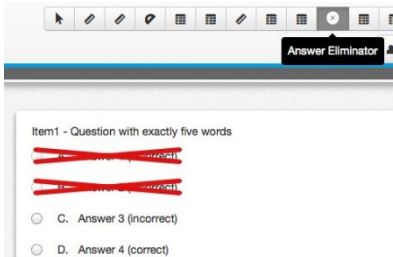
Embedded supports are available to all students during testing. Some embedded supports are built into or delivered through the online system. Others are locally arranged by the test administrator.

- Students should be provided opportunities to practice the use of these features in advance of the assessment.

- Students may choose to use or disable embedded features based on individual preference.

- The most appropriate use of these embedded supports is to encourage students to use those features that most closely align with the supports they use daily in the classroom setting to promote alignment between instruction and assessment.
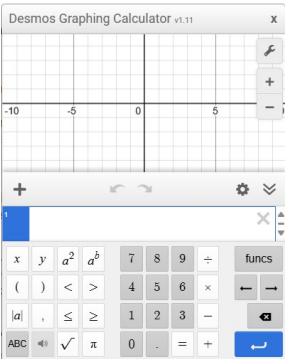
Teachers/proctors and school test administrators should pay special attention to locally administered features to ensure they are prepared to make these features available to students during the assessments.

Refer to the Enabling Instructions column of the following table for information on how to enable each support feature.

Embedded Supports			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**

In Browser/App Zoom
 	
Full Screen
 	
Zoomed In
 	
Which expressions are equivalent to $\frac{1}{2^6}$?
 	
Select **all** that apply.
 	
☐ A. $2^{-5} \cdot 2^{-1}$
 	
☐ B. $2^{-3} \cdot 2^2$
 	
☐ C. $2^{-2} \cdot 2^{-4}$
 	
☐ D. $2^1 \cdot 2^5$
	Students may zoom or enlarge content up to 200% of the normal size of display without losing any content.
	
	To enlarge content in the TestNav Desktop Application:
	
	• In Windows
	
	   o Press **Ctrl +** to zoom in.
	
	   o Press **Ctrl -** to zoom out.
	
	   o Press **Ctrl 0** to reset to default zoom.
	
	• In OS X or MacOS
	
	   o Press **Cmd +** to zoom in.
	
	   o Press **Cmd -** to zoom out.
	
	   o Press **Cmd 0** to reset to default zoom.
	
	• TestNav on Chrome OS
	
	   o Press **Ctrl +** to zoom in.
	
	   o Press **Ctrl -** to zoom out.
	
	   o Press **Ctrl 0** to reset to default zoom.
	
	• TestNav on Android and iOS
	
	   o To zoom, use two fingers on the screen and:
		Online system	Embedded

Embedded Supports			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
	• **Pinch out** to zoom in. • **Pinch in** to zoom out. For students who require levels of magnification beyond these options, please refer to the Accommodations chart for more options including other assistive technology magnification software.		
Zoom Tool Zoom — 100% +	This tool makes the words and images larger or smaller. Once the zoom tool percentage has been set, it will stay on that level throughout the student's test.	Online System	Embedded
Answer Eliminator Item1 - Question with exactly five words C. Answer 3 (incorrect) D. Answer 4 (correct)	This tool allows students to remove answer options they do not believe to be the correct answer option. The student activates the Answer Eliminator tool by selecting the **Answer Eliminator** icon on the toolbar. When the Answer Eliminator tool is in use on an item with multiple-choice or multiple-select options, a red X appears and "crosses out" the selected answer choice. The student disables this feature by selecting the **Answer Eliminator** icon in the toolbar again.	Online system	Embedded

Embedded Features			
Feature	**Details**	**Delivered Via**	**Enabling Instructions**
Calculator – Desmos Graphing Graphing (Desmos Graphing) Science (Desmos Scientific)	Students can access the Desmos Calculators within TestNav for the Mathematics and Science assessments. Students access the on-screen digital calculator by selecting one of the **Calculator** icons from the toolbar. When the embedded calculator is not appropriate for the student, or if the student is taking the paper test, the student may use an alternative approved physical calculator. Approved physical calculators are listed on the ACT Calculator Policy (http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf).	Online system or Locally Provided	Embedded

Calculator – TI Graphing	Students can access the TI Calculators within TestNav for the Mathematics and Science assessments.	Online system or Locally Provided	Embedded
	Students access the on-screen digital calculator by selecting one of the **Calculator** icons from the toolbar.		
Science (TI Scientific)	When the embedded calculator is not appropriate for the student, or if the student is taking the paper test, the student may use an alternative approved physical calculator.		
	Approved physical calculators are listed on the ACT Calculator Policy (http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf).		
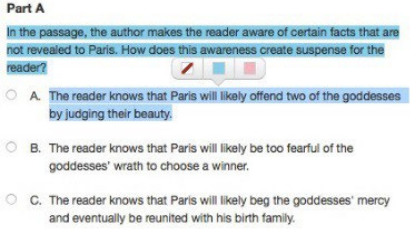
Bookmark items for review	This tool allows students to mark items they will want to review during the assessment.	Online system	Embedded
	The student activates the bookmark tool by selecting the **Bookmark** icon on the toolbar. The student will then be prompted to review the bookmarked items before leaving the session or the test.		
Line Reader Mask	This tool supports students in reading text content by masking surrounding content. To access the tool, the student selects **Show Line Reader Mask** in the user drop-down menu.	Online system	Embedded
	The student can position this tool anywhere on the screen and resize the tool.		
	The student can then raise and lower the tool for each line of text on-screen. The Line Reader can be resized, and the size of the reader window can be adjusted.		
	To disable the tool, the student can select **Hide Line Reader Mask** in the user drop-down menu.		
	The Line Reader can also be used as a general masking tool. The box can be resized by the student to cover content on the screen. The Line Reader Mask box color will change depending on the color contrast option selected.		

Color Contrast	This feature offers a range of high contrast foreground and background color settings and a low contrast foreground and background color setting. The student will be presented with the default color setting. The student may change the color contrast option or disable this feature during testing by selecting **Contrast Settings** in the user drop-down menu.	Online system	Embedded
Answer Masking	This feature masks all available options for multiple-choice and multiple-select items. The student will uncover answer options when ready by selecting the eye icon next to each answer option. Students can turn on this feature by selecting **Enable Answer Masking** in the user drop-down menu. The student may disable this feature during testing by selecting **Disable Answer Masking** in the user drop-down menu.	Online system	Embedded
Highlighter	This tool allows the student to highlight a word or group of words. The student has the option to remove highlighting and select from two highlight color options. The default colors for the highlighter are pink and blue. Different colors will be available when other contrast options are selected.	Online system	Embedded

Keyboard Navigation	The student can navigate through the test platform and interact with most features and item content without the use of a mouse. Some item types, such as graphing items, are not fully keyboard operable. Students who are fully reliant on a keyboard should be identified to take the assistive technology enabled test form, which will only include keyboard operable items. Please see instructions for enabling Assistive Technology Screen Reader: (English audio + orienting description) on page 71.	Online system	Embedded
Text-to-Speech – English 	The embedded text-to-speech option provides the student with the option to hear pre-generated text-to-speech content and to see synchronized on-screen text highlighting. Text-to-Speech will be provided for appropriate assessment content. Embedded Text-to-Speech English is available on all allowable sections of Utah Aspire Plus that do not invalidate the construct of the test. The student access controls for the text-to-speech player within a menu for the player. Through this menu, the student can choose one of three rates of speed. Students can use the **Click to Hear** button to listen to a selected sentence or phrase.	Online system	Text-to-speech English is the default assigned to all students. There are no steps needed to enable student access to the embedded text-to-speech support.
Directions re-read (text-to-speech)	The student can listen to instructions with embedded text-to-speech and/or reread	Online system	Embedded

	instructions on this page only. Once the student selects "I have read these directions in their entirety and clicks "Next" the student will not be able to return to the directions.		
Word-to-word dictionary	For languages other than English, students may be provided a word-to-word dictionary in the student's native language.	Local arrangements	**Test Assignment Steps** **NOTE:** *The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit. ○ You can also use the filters to locate your student. 3. Click the Edit icon. 4. Select **Accommodations** from the sidebar. 5. Select the Edit button at the top. 6. Select the individual subject(s) you need to add for the **Native Language Word-to-Word Dictionary** option. 7. Select **Save**.
Personalized visual notification of remaining time	When students reach the first test item in the assessment, a timer will appear on the screen. The student has the option to show or hide the timer during the assessment by clicking the timer icon on their TestNav screen. Students who have extra time set will see the additional amount of time on their screen.	Online system	Embedded

Scratch Paper	Students will be supplied blank scratch paper (i.e., either unlined, lined, or graph).	Local arrangements	No enabling required
	Students with visual impairments may also use braille paper, raised line paper, bold line paper, raised line graph paper, bold line graph paper, or other assistive technology tools that serve the purpose of scratch paper.		
	Students are not required to write their names on scratch paper and all scratch paper must be collected by the teacher/proctor after testing is complete. School test administrators are responsible for ensuring that scratch paper is securely destroyed.		
Line Reader	Students may be provided a physical straight edge tool.	Local arrangements	No enabling required

Supervised breaks within each day	If the test is administered as a battery during the same school day, students may be provided with supervised breaks in between each test session. Once a test session begins, the session needs to be completed during the allotted time for that test, unless the student has an accommodation of stop-the-clock supervised breaks.	Local arrangements	No enabling required
Special seating/grouping	Special or preferential seating or grouping may be provided. USBE does not have a minimum size requirement for sessions, including testing individually, through local arrangements.	Local arrangements	No enabling required
Location for movement	Students may be moved to a location that provides space to move, stand, or pace during testing provided that this location will not create a distraction for others and that the student cannot see other students' work.	Local arrangements	No enabling required
Separate/alternate location	Students may be moved to a separate or alternate location. For example, a student taking the large print or braille version of the test may need to move to a different location in the room or to another location which provides a larger work surface.	Local arrangements	No enabling required
Minimized distractions	Students may require adjustments to minimize distractions both inside and outside the testing locations. For example, position a student away from windows, doors, walkways, pencil sharpeners, or other distractions.	Local arrangements	No enabling required

Food or medication for individuals with medical need	Students with a medical need can be provided access to food or medication during testing as appropriate.	Local arrangements	No enabling required
Administration and optimum time of day	Students requiring extended time should begin testing early in the school day to allow sufficient time to complete the assessment. Local arrangements can be made to determine the most appropriate testing schedule for students. For example, the assessment can be administered as a battery or subject by subject. Some students may benefit from an administration schedule that aligns with times of day they are less fatigued, such as early in the school day or after a lunch break.	Local arrangements	No enabling required
Special lighting	Students may be provided special lighting (bright lights or dimmer lights) as needed.	Local arrangements	No enabling required
Adaptive equipment/furniture	Students may be provided access to adaptive equipment or furniture in the testing location.	Local arrangements	No enabling required
Wheelchair accessible room	Students who use a wheelchair should be tested in a wheelchair accessible room and provided a work surface that is positioned appropriately for the wheelchair.	Local arrangements	No enabling required

Accommodations

Most Utah students in grades 9 and 10 will be able to access and participate in Utah Aspire Plus assessments. To meet students' special needs, assessment accommodations and supports are allowed in specific situations to enable students to better demonstrate their knowledge.

These decisions apply to:

- English learners (ELs),
- Students with an Individualized Educational Plan (IEP), and
- Students with Section 504 plans.

IMPORTANT: When applying accommodations, it is important to know that the system will rescan automatically. Please allow approximately 5-10 minutes for the rescan to happen. Please ensure the student's accommodations are showing accurately in the proctor dashboard prior to testing. Do not test prior to the accommodations showing in the dashboard.

If you have a rare case when you still do not see the required accommodation after waiting ten minutes for the rescan, and a student is about to test, and you are not seeing their correct accommodation in the session, immediately call the Pearson Help Desk (877) 227-5009.

If you notice a student in a proctor group has an incorrect form (Ex. English instead of Spanish), please follow guidance for [Wrong Test Form/Accommodation (LEA Assessment Directors).](#)

Please ensure special requests for materials are ordered during the Additional Orders window (Feb. 16-May 15, 2026). Orders should be placed two weeks prior to the student's testing date.

Accommodations are determined by an EL, IEP, or Section 504 team. Both federal and state laws require that all students be administered assessments intended to hold schools accountable for the academic performance of students. These laws include state statutes that regulate Utah's Accountability Systems. Utah Code requires an accountability system that includes students with disabilities and ELs (UCA 53E-5 (https://le.utah.gov/xcode/Title53E/Chapter5/53E-5.html)). Additional laws include the 2015 reauthorization of ESEA, the Every Student Succeeds Act (ESSA), and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). For more information, please visit the [USBE Special Education Services Accommodations](#) website and review the Utah Participation and Accommodations Policy on the Accommodations tab.

How to Prepare for & Administer Online Test Translation for Languages other than Spanish

Spanish adaptive translation is embedded within the system platform for the math, science, and reading assessments. Students who meet the eligibility criteria for Online Test Translation Administration for languages other than Spanish will receive this accommodation through the standard administration of the online test with a LEA provided translator in a separate session with two adult proctors. It is preferable that the translator is someone the student has worked with during classroom instruction, including classroom assessment. The translator cannot be related to the student. Students requiring this accommodation may also need extended time.

To ensure the test can be translated and administered appropriately, there are several tasks that need to be completed prior to administration. The checklist on the following page is designed to help personnel involved complete these tasks prior to administration.

Some Utah Aspire Plus accommodations require that students test in a one-on-one setting. For example, human reader accommodations require a one-on-one testing environment. For questions regarding accommodations, contact Jessica Wilhelm at jessica.wilhelm@schools.utah.gov.

Decisions regarding accommodations must be made by an EL, IEP, or Section 504 team and documented in the student's file. EL team members, IEP team members, and Section 504 team members must actively engage in a planning process that addresses the assurance of the provision of accommodations to facilitate student access to grade-level instruction and state assessments. Teams must be familiar with the Utah Aspire Plus Embedded Features and Accommodations.

Individual teachers may not make decisions regarding assessment accommodations at the time of test administration. These decisions must be made in advance by the appropriate team. It is imperative that testing proctors are aware of the accommodations required for each student on the day of testing. If a student does not have an accommodation that is required as determined by their team, please reach out to your Assessment Director or contact Jessica.wilhelm@schools.utah.gov. It is not appropriate to knowingly allow a student to test without their outlined accommodations. If an error occurs, please stop testing, and contact your Assessment Director to determine the appropriate option, including ensuring teams are notified, which includes parents.

Exceptional Accommodations Request: If an IEP, 504 or EL team has designated an accommodation needed for a student to receive FAPE and that accommodation is not found in the accommodations table on pages 71-93 or is not an accommodation typically used/allowed, please submit an "Exceptional Accommodation Request" form to Jessica Wilhelm at jessica.wilhelm@schools.utah.gov prior to using that accommodation on Utah Aspire Plus. You can find the "Exceptional Accommodations Request" form on the USBE Special Education Assessment, Accessibility and Accommodations page under the Accommodations tab.

To obtain detailed information about the official state policy for assessment accommodations, examine the document entitled Utah Participation and Accommodations Policy found on the USBE Special Education Assessment, Accessibility and Accommodations page under the Accommodations tab.

Primary Language Translation Guidance
Determining Online Adaptive Translation Eligibility
The Adaptive Translation assessment accommodation is appropriate for students learning English if the LEA language services team, in consultation with the student and parents, has determined the student meets the following criteria. The adaptive translation qualifying criteria applies to all students learning English:
Meets at least one of the following criteria:
- WIDA ACCESS Listening domain score of 2.5 or lower

- WIDA ACCESS Reading domain score of 2.5 or lower
- WIDA Screener Listening domain score of 2.5 or lower
- WIDA Screener Reading domain score of 2.5 or lower

AND meets both of the following criteria**:**

- The student has been receiving classroom instructional support in the target language for adaptive translation that allows the student to access the content that will be assessed;
- The student has proficient academic language, in the target language for adaptive translation, reading and/or listening capabilities for their age/grade as indicated by the student and parent/guardian if academic records are not available;

AND meets at least one of the following [ESSA, Title I, Part A, Sec.1111(b)(2)](#) criteria:

- The EL student has been in a US school(s) for 0-3 school years.
- Adaptive translation is allowable during school years 0-3 in the United States. Adaptive language translation is translation that may not be a word-for-word substitution. The translator can make substitutions in the target language to ensure textual meaning and components are not lost, but do not alter the construct of the assessment.
- For EL students that have been enrolled in a US school(s) for 3 or more consecutive school years, an LEA is required to determine the appropriateness of the adaptive translation accommodation on a case-by-case basis. Additional adaptive translation cannot exceed an additional 2 consecutive years for EL students who have been enrolled in a US school for 3 or more consecutive years.

If the LEA language services team has designated this accommodation for a student for a language other than English or Spanish, please submit a completed "Oral Translation Request" form to Scott Roskelley at scott.roskelley@schools.utah.gov for approval. **The form is not needed for Spanish because the adaptive translation is embedded within the assessment platfor**m. You can find the [USBE Adaptive Translation Request Form for Summative Assessment](#) on the USBE Assessment and Accountability webpage.

Personal Needs Profile (PNP)

The PNP is the student-level data that includes student demographic data, test registration information, and information on selected accessibility features and/or accommodations that a student may use during testing. Ensuring the accuracy of the PNP must be completed prior to the creation of test sessions.

The accuracy of the PNP is important because it determines the test form that a student will take (e.g., assistive technology). Additionally, the PNP provides a record of certain accessibility features and accommodations used by a student.

Students are imported into ADAM from UTREx. Once students have been added to ADAM, students requiring an accommodation will need to have their accommodations assigned via the Accommodations page in ADAM.

NOTE: Please use the table/checklist below to ensure that you're following the appropriate steps for having students test with accommodations.

| Task	Status
[USBE Adaptive Translation Request Form for Summative Assessment](#) has been submitted to USBE **and approved.**	
Request the Standard Paper Form of the Reading Test 2-4 weeks prior to test administration from Pearson	
Two adult proctors/test administrators who are not related to the student have been assigned to oversee the session	
LEA provided translator who is not related to the student has been assigned to translate the directions and content of the assessment	
Both proctors and translator have completed required Testing Ethics Training. For information regarding the Standard Test Administration and Testing Ethics Policy Training, please contact Scott Roskelley, scott.roskelley@schools.utah.gov	
Translator will translate the Standard Reading Paper Form reading passages in a secure setting with a test administrator or school administrator present during translation. No electronic translation of the form is allowed. The translated form must be kept in a secure location within the school at all times.	
Translated Reading test kept in a secure location within the school prior to test administration	
Translator has reviewed and agreed to interpreter guidelines	
In Accommodations settings, check boxes for all subjects or the subject(s) you require for the translated test in the student's primary language, or translated test directions in student's primary language	
Extended Time should be applied in the Accommodations Settings to allow for translation time	
Ensure the appropriate accountability code has been applied for the student to reflect what accommodation(s) were applied.	
Headphones are available for the translator to enable text-to-speech (TTS)	
Appropriate and secure testing environment has been determined	
Student, translator, and proctors complete a practice test immediately prior to the test administration to ensure all accommodations have been set correctly and to allow the student to practice with procedures and process needed for an adaptive translated assessment	
Student testing ticket is provided so student can log in to TestNav for the translator	
Translation of directions and tool types may be provided for the English assessment, but content, including language/editing tasks cannot be translated	
Translator can provide translation of directions, tool types, and content for math and science assessments using text-to-speech	
Translator can provide translation of directions, tool types, and items (without reading quotes from the passage for the Utah Aspire Plus Reading assessment. The student will read the passages from the translated paper form.	

Manually Assign Accommodations for a Student (LEA Assessment Directors, District Level Users, School Administrators)

To manually update a student's accommodations settings, use the following directions.

1. Log in to ADAM here: ADAM
2. Within ADAM, ensure UTAH and your name are in the top right corner of the home screen.
3. Using the menu on the left, go to **Rostering** and select **Users**.
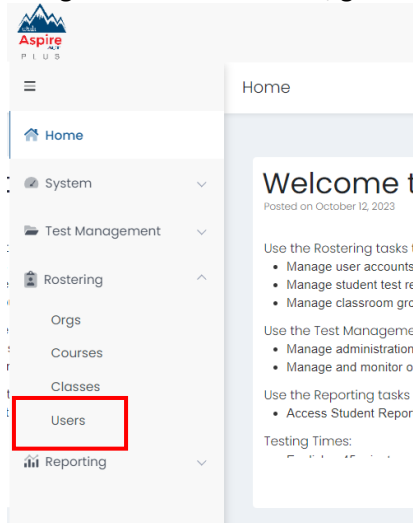
4. Using the search on the left-hand side, use the **Name** search box, ensure the **Org** drop down box is correct and set the **Role** to **Student** for the student whose accommodations/PNP settings you need to update.
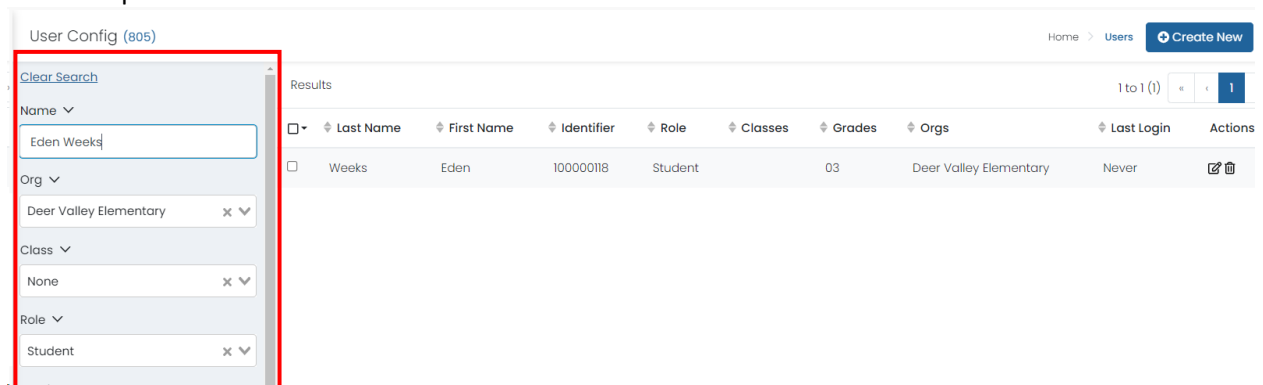
5. Click the **Edit** action on the right.
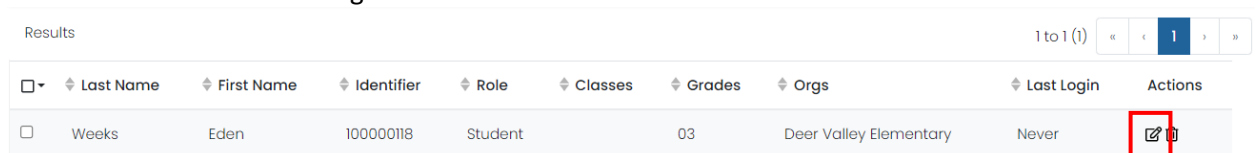
On the **User Setup** screen, select **Accommodations** on the left-hand side of the screen.

6. Select the **Edit** button.
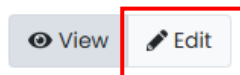
7. Update the selections and then select **Save**.

NOTE: You may also select **Apply to All then click the Apply to All button** and accommodations will be applied to all subject tests and accommodations or you can select your subjects individually.

Apply to All	Apply to All	Reading	Science	Mathematics
☐	❯	☐	☐	☐

IMPORTANT: When applying accommodations, it is important to know that the system will rescan automatically. Please allow approximately 5-10 minutes for the rescan to happen. Please ensure the student's accommodations are showing accurately in the proctor dashboard prior to testing. Do not test prior to the accommodations showing in the dashboard.

If you have a rare case when you still do not see the required accommodation after waiting ten minutes for the rescan, and a student is about to test, and you are not seeing their correct accommodation in the session, immediately call the Pearson Help Desk (877) 227-5009.

If you notice a student in a proctor group has an incorrect form (Ex. English instead of Spanish), please follow guidance for [Wrong Test Form/Accommodation (LEA Assessment Directors)](#).

Refer to the Accommodations chart on pages 71-93 in the "Accommodations" section of this manual for information on how to assign specific accommodations to a student.

Assign Accommodations through a File Export and Import (LEA Assessment Directors, District Level Users, School Administrators)
To make PNP updates to all students within an organization using file export and import in ADAM, use the following directions.

Download the Student Accommodation Template Upload in ADAM
1. Log in to [ADAM](#).
2. Within ADAM, ensure you see UTAH and your name in the upper right-hand corner.
3. Using the menu on the left, go to **Rostering** and select **Users**.
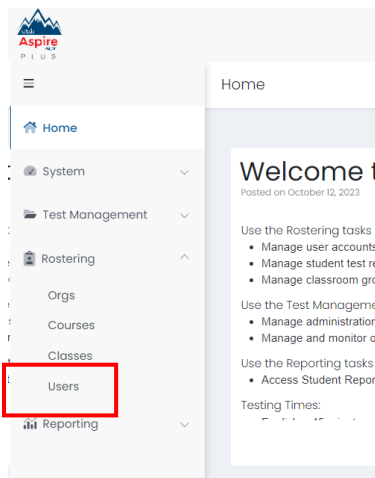
Using the search on the left-hand side, ensure the **Org** drop down box is correct and set the **Role** to **Student** for the students whose accommodations/PNP settings you need to update.

4. Select all the students you want to add accommodations for using the checkboxes, or you can select all.
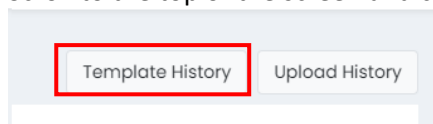
5. Click the kebab menu (three stacked dots) in the upper right-hand corner and select **Student Accommodation Upload**.
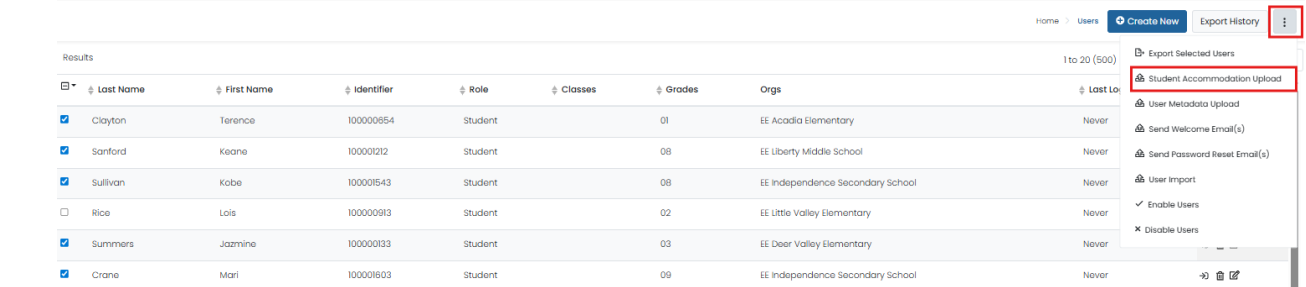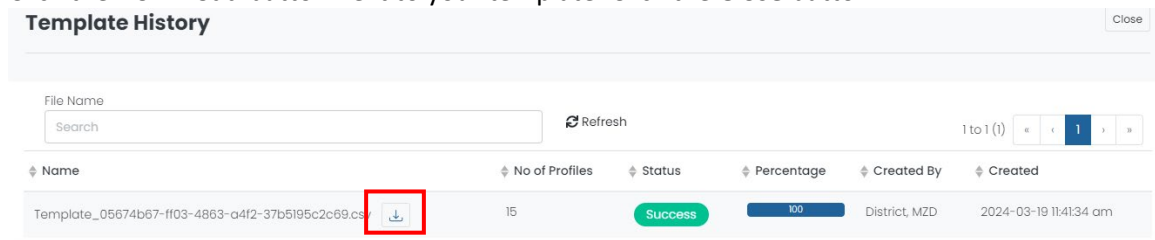

6. Follow the guidance on the screen and click the **Click to create template** button.
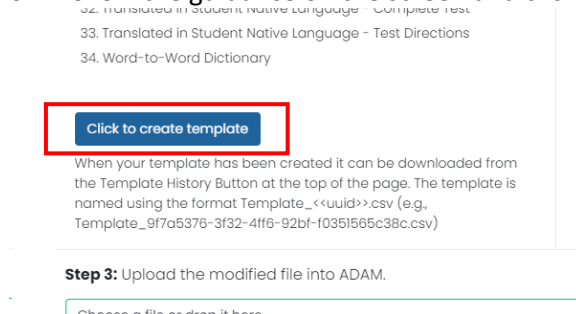
7. Scroll to the top of the screen and click on the **Template History Button**.

8. Click the **Download** button next to your template. Click the **Close** button.

9. Open the **Students Accommodation Upload** file using Sheets, Numbers, or Excel. There is a row for each of the student's test assignments. Place a "1" in the cell to enable the accommodation. Place either a "0" or set the cell to blank to leave or turn off the accommodation.

B	C	D	E	F	G	H	I	J	K	L	M	
orgName	identifier	familyNam	givenName	middleNam	grades	profileName	Abacus	Add Time - I	Add Time -	Add Time -	Braille plus Tactile Graphics	Brea
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Apply to All						
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Reading						
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Science						
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Mathematics						
EE Elk Creek Elementary	100000631	Russell	Haider		3	Apply to All						
EE Elk Creek Elementary	100000631	Russell	Haider		3	Reading						
EE Elk Creek Elementary	100000631	Russell	Haider		3	Science						
EE Elk Creek Elementary	100000631	Russell	Haider		3	Mathematics						

NOTE: Ignore and do not change the "Apply to All" rows in the spreadsheet.

10. **If you require an accommodation on all subjects for your student, you will still need to place a "1" IN ALL SUBJECT CELLS FOR THAT ACCOMMODATION in addition to the "Apply to All" row on your spreadsheet.**

orgName	identifier	familyNam	givenNam	middleNar	grades	profileName	Abacus	Add Time - Double Time
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Apply to All		1
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Reading		1
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Science		1
EE Westbrigde Elementary	100000483	Mack	Ellis		3	Mathematics		1
EE Elk Creek Elementary	100000631	Russell	Haider		3	Apply to All		1
EE Elk Creek Elementary	100000631	Russell	Haider		3	Reading		1
EE Elk Creek Elementary	100000631	Russell	Haider		3	Science		1
EE Elk Creek Elementary	100000631	Russell	Haider		3	Mathematics		1
EE Crystal River Secondary Schoo	100001345	Hendrix	Simon		7	Apply to All		1
EE Crystal River Secondary Schoo	100001345	Hendrix	Simon		7	Reading		1
EE Crystal River Secondary Schoo	100001345	Hendrix	Simon		7	Science		1
EE Crystal River Secondary Schoo	100001345	Hendrix	Simon		7	Mathematics		1

11. Save the modified "Student Accommodation Upload" file as a .CSV (comma separated values) in a location that you can find easily (e.g., your computer's hard drive).

12. Upload the "Student Accommodation Upload" file by dropping the modified file or browsing to the location you saved your .CSV file.

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here…	Browse

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Assistive Technology Screen Reader: (English audio + orienting description)	A student who is blind or has a visual impairment and relies on a screen reader or screen reader with refreshable braille display to access content in the classroom setting can be provided with a form that has been enabled for use with assistive technology. Students who take the screen reader test may also be provided a full braille test book. TestNav supports the use of Job Access with Speech (JAWS), Non-Visual Desktop Access (NVDA), VoiceOver, and ChromeVox as well as a range of refreshable braille devices. Students accessing content with a screen reader and refreshable braille device must wear headphones or be tested in a separate environment. Students requiring this accommodation may also need extended time. The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan. If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in ADAM even though the timing of the assessment will be locally	Online system	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require for the Screen Reader** section. 5. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Braille plus Tactile Graphics options**. 6. Select **Save**. Remember to place an additional order for the braille kit, which includes tactile graphics if needed.

| Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	administered. See extended time instructions.		
Speech to Text – Assistive Technology Scribe	Students who have access to a microphone and are provided access to the Assistive Technology enabled form will be permitted to speak responses. Students using this accommodation must be tested in a separate environment. Students requiring this accommodation may also need extended time. When speech-to-text is enabled, the embedded text-to-speech is disabled. If text-to-speech is required in addition to other assistive technology, the student will need to be provided a human reader and must be tested individually in a separate testing environment. Students requiring this accommodation may also need extended time. The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan. **This accommodation must be approved at the state level**. Follow the steps listed in the _Requesting a State Approved Accommodation_ section below.	Online system (with use of assistive technology)	Contact Jessica Wilhelm at the Utah State Board of Education, jessica.wilhelm@schools.utah.gov to confirm the assignment of this accommodation after the request form has been approved. _**NOTE:** The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators._ **Accommodations Assignment Steps** 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ☑ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require for the Scribe check boxes**. 5. Select **Save**. A human reader companion book will need to be ordered via the Additional Order system in ADAM two weeks prior to the testing date.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Other Assistive Technology	Students may use a range of assistive technology hardware and software on test forms enabled for use with assistive technology. This includes software and devices compatible with TestNav and permitted for use during a secure test, as well as those used externally on a separate computer. Assistive technology support includes alternative input devices such as adaptive keyboards and mice, switch devices, magnification software, and other approved assistive technology hardware and software. If text-to-speech is required in addition to other assistive technology, the student will need to be provided a human reader and must be tested individually in a separate testing environment. Students requiring this accommodation may also need extended time. The online assistive technology test form will not include a built-in timer. Timing for this test must be locally managed in accordance with the student's IEP or 504 plan.	Online system (with use of assistive technology)	Contact Jessica Wilhelm at the Utah State Board of Education, jessica.wilhelm@schools.utah.gov to confirm the assignment of this accommodation after the request form has been approved. *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* **Accommodations Assignment Steps** 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Other Assistive Technology check boxes**. 5. Select **Save**. A human reader companion book will need to be ordered via the Additional Order system in ADAM two weeks prior to the testing date.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in ADAM even though the timing of the assessment will be locally administered. See extended time instructions. **This accommodation must be approved at the state level**. Follow the steps listed in the *Requesting a State Approved Accommodation* section below.		
Paper Accommodation – Standard Print	A standard print (12-point font size) version of the paper test will be created and distributed to students who have been identified as requiring a printed assessment as an accommodation. Students taking the paper tests can be provided with the following supports that mirror the capabilities that are offered as embedded features in the online system: • Blank paper to mask answer options or portions of the test book • A straight-edge or line reader tool • Highlighter to mark important content in passages or items	Printed Materials Ordered from Pearson via ADAM	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Paper check boxes.**

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	• Pencil to record responses or cross out (eliminate) choices • A timer to see remaining time-provided locally • Color overlays to adjust the background (paper) color • Post-it flags to "bookmark" items for later review • An approved physical calculator from the ACT Calculator Policy ([Calculator Policy](#)) If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in ADAM even though the timing of the assessment will be locally administered. See extended time instructions.		5. Select **Save**. Remember to place an additional order for the Standard Print kit. The kit will include the human reader companion book. Additional Orders must be placed two weeks prior to student testing start time. The Additional Order window is open from February 16 to May 15. Proctor will log into TestNav and transcribe responses online.
Paper Accommodation – Large Print	A large print (18-point font size) version of the paper test will be created and distributed to students who have been identified as requiring a printed large-print assessment as an accommodation. Students taking the paper tests can be provided with the following supports that mirror the capabilities that are offered as embedded features in the online system:	Printed Materials Ordered from Pearson in ADAM	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	• Blank paper to mask answer options or portions of the test book • A straight-edge or line reader tool • Highlighter to mark important content in passages or items • Pencil to record responses or cross out (eliminate) choices • Color overlays to adjust the background (paper) color • Post-it flags to "bookmark" items for later review • An approved physical calculator from the ACT Calculator Policy (Calculator Policy) If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in ADAM even though the timing of the assessment will be locally administered. See extended time instructions.		3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Large Print check boxes**. 5. Select **Save**. (Remember to place an additional order for the Large Print kit. The kit will include the Large Print paper test and regular print in case of transcription and the human reader companion book. Additional Orders must be placed two weeks prior to student testing start time. The Additional Order window is open from February 16 to May 15. Proctor will log into TestNav and transcribe responses online.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Braille + Tactile Graphics	A braille version of the paper test will be created and distributed to students who have been identified as requiring a printed braille assessment as an accommodation. For the reading and literacy assessments, students will receive a UEB Contracted Braille format. For the Mathematics and Science Assessments, students can be provided a UEB only format or a UEB with Nemeth format. Where applicable, tactile graphic supplements will be provided. Students requiring this accommodation may also need extended time. If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment) this information should still be indicated in ADAM even though the timing of the assessment will be locally administered. See extended time instructions. USBE recommends verifying the correct braille materials are being placed through communication with the student's team. If the wrong braille is ordered, students will not have access to the test content.	Printed Materials Ordered from Pearson in ADAM	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Braille plus Tactile Graphics check boxes**. 5. Select **Save.** Remember to place an additional order for the Braille kit. The kit will include the braille paper test and regular print in case of transcription and the human reader companion book. The Additional Order window is open from February 16 to May 15. Proctor will log into TestNav and transcribe responses online.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Personalized auditory notification of remaining time	Students may be provided an auditory notification of the time remaining by the teacher/proctor.	Local arrangements	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✍ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Personalized Auditory Notification of Remaining Time check boxes**. 5. Select **Save**.
Abacus	Students may use an Abacus as a manipulative.	Local arrangements	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✍ 3. Select the Edit button at the top.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Abacus check boxes**. 5. Select **Save**.
Extra Time	**Extra Testing Time** Students whose IEP, 504, or English Learner plan specifies an accommodation for extended time may use extended time accommodations on Utah Aspire Plus as appropriate. Extended time must be selected by the school or LEA Assessment Director in the student's Personal Needs Profile (PNP) by selecting the appropriate time extension in the **Extra Time** dropdown box(es). Students with Extra Testing Time will still have an embedded timer like students with standard timing. If extra time has been designated for the student (time and a half, double time, or triple time), the test will stop when the extended time runs out, as it does for standard timing. Timing is also built in for students with accommodations for stop-the-clock breaks or securely extended sessions over	Online System, Local Arrangements for Paper Testing, Assistive Technology Testing, or testing using a locally provided translator for a language other than Spanish	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Director, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. 🖉 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require or select options 1.5, 2 or 3 in the dropdown boxes for the subject(s) you require extra time for the Add Time boxes**. 5. Select **Save**.
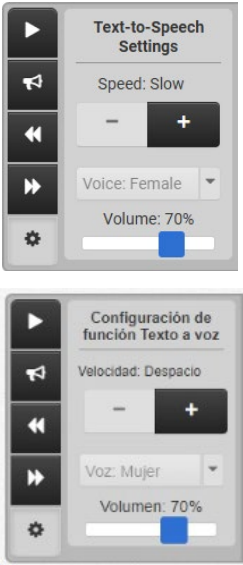
Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	multiple days who are using the default English text-to-speech form or the Spanish adaptive form. Timing must be locally managed for students using the screen reader form or the other assistive technology form. For Utah Aspire Plus, students with extended time or stop-the-clock accommodations must be tested in an appropriate setting to minimize disruption for all students. USBE does not prohibit more than one student testing with these accommodations, but discretion should be used to minimize disruptions. Groups should be based on same timing. If students with various combinations of timing accommodations are tested in the same room as students without extended time accommodations, or if students with time and a half- or double-time accommodations are tested in the same room (or any other timing accommodation combination), then there will likely be testing disruptions that would not provide an appropriate testing setting for all students.		
Stop-the-clock supervised breaks	The test may be paused, stopping the clock, and resumed by the teacher/proctor to provide the student with supervised	Online System and Local Arrangements	**Accommodations Assignment Steps**

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	breaks during the administration of an assessment. To stop the test for a break and then resume the test in ADAM, 1. Direct the students to select **Sign out of TestNav** from the user drop-down menu within the online test. 2. An Exit Test pop-up screen will appear. Have students select **Save and Return Later**. 3. When the break is over, follow directions for reseating a student in our *Reseating a Student's Session* section. 4. Once the student has been reseated, the student can use the student testing ticket to sign back into the test and resume where he or she left off. Students testing with stop the clock supervised breaks should test in a separate testing environment and may need to test individually. USBE does not prohibit more than one student in a session with this accommodation, but discretion should be used to minimize disruptions and effectively supervise the session.	for Paper Testing and Assistive Technology Testing	*NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Stop-the-clock Supervised Breaks check boxes**. 5. Select **Save**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	For students using the default TTS English form, or the TTS Spanish form, the timing will be kept by the system, and each time the test is resumed, the timing will pick up where it left off. Students testing using a screen reader or non-screen reader form will not have a built-in timer. Timing will need to be tracked and managed locally for those students.		
Breaks: securely extend session over multiple days	Students may be provided extended time over multiple days to take test sessions as described in an IEP or 504 plan. Teachers/proctors are responsible for maintaining the security of the assessment when a test session is administered across multiple days to ensure that students do not return to items responded to on the previous day. To stop the test at the end of a day and then resume the test on the next day, use the following steps. 1. Direct the students to select **Sign out of TestNav** from the user drop-down menu within the online test. 2. An Exit Test pop-up screen will appear. Have students select **Save and Return Later**.	Online System or Local Arrangements for Paper Testing and Assistive Technology Testing	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Breaks: Securely Extend Session Over Multiple Days check boxes**. 5. Select **Save**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	3. When the break is over, follow directions for reseating a student in our *Reseating a Student's Session*. 4. Once the student has been reseated, the student can use the student testing ticket to sign back into the test and resume where he or she left off. Students testing using the securely extend session over multiple days accommodation should test in a separate testing environment and may need to test individually. USBE does not prohibit more than one student in a session with this accommodation, but discretion should be used to minimize disruptions and effectively supervise the session. For students using the default TTS English form, or the TTS Spanish form, the timing will be kept by the system, and each time the test is resumed, the timing will pick up where it left off. Students testing using a screen reader or non-screen reader form will not have a built-in timer. Timing will need to be tracked and managed locally for those students.		

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Human Scribe (State Approved Accommodation)	Students who cannot record responses may be provided a human scribe. Any students speaking answers to a human scribe must be tested individually in a separate testing environment. Students requiring this accommodation may also need extended time. **This accommodation must be approved at the state level**. Follow the steps listed in the *Requesting a State Approved Accommodation* section below.	Local Arrangements	Contact Jessica Wilhelm at the Utah State Board of Education, jessica.wilhelm@schools.utah.gov to confirm the assignment of this accommodation after the request form has been approved. Proctor will log into TestNav and transcribe responses online. *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* **Accommodations Assignment Steps** 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✑ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Scribe check boxes**. 5. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Paper** or the **Large Print** check boxes**.** 6. Select **Save**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			After these steps are completed, follow the steps for State Approved accommodations here: *Requesting a State Approved Accommodation*
Text-to-Speech — Spanish (Spanish adaptation)	The student is presented with a test form that has been adapted from English to Spanish. Test directions, assessment content (as appropriate), and all on-screen instructions are presented to the student in Spanish. An adaptive form is a translated version of the English form. The form is translated in a way that fits the need and/or cultural linguistic requirements of the target language. In other words, it is not a literal, word-by-word translation. Items are adapted so that they are appropriate in the translated language. The Spanish Adaptive Translation assessment accommodation is appropriate for students whose primary language is Spanish if the LEA language services team, in consultation with the student and parents, has determined the student meets the criteria outlined previously in the *Primary Language Translation Guidance* section. Students taking the Online Spanish adaptive form will receive this accommodation through the	Online system	**Accommodations Assignment Steps** **NOTE:** *The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ☑ 3. Select the Edit button at the top. 4. Select **Spanish from the subject dropdown boxes and select the Apply to All checkbox or the subject(s) you require then click the Apply to All button in the Language dropdown boxes**. 5. Select **Save**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	online test. Student preferences for this support are enabled through the student's PNP. The embedded text-to-speech option provides the student with the option to hear pre-generated text-to-speech content in Spanish and to see synchronized on-screen text highlighting. Text-to-speech will be provided for appropriate assessment content. The student accesses controls for the text-to-speech player within a menu for the player. Through this menu, the student can choose one of three rates of speed. Students can use the **Click to Hear** button to listen to a selected sentence or phrase.		
Online Test Translation – Languages other than Spanish or English	Students may be provided a translation of test directions, assessment content (as appropriate), and all on-screen instruction into the student's primary language. Students who require translated test directions in a language other than Spanish will receive this accommodation through a local translator. This accommodation is appropriate for students whose primary language is not Spanish or English, and only applicable if the LEA language services team, in consultation with the student and	Local arrangements	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. 📝 3. Select the Edit button at the top.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	parents, has determined the student meets the criteria outlined previously in the *Primary Language Translation Guidance* section, and the Summative Adaptive Translation Request Form has been submitted to USBE **and approved.** Students requiring this accommodation may also need extended time. If students are provided extended time (1.5 times, 2 times, or 3 times the standard time for the assessment), this information should still be indicated in ADAM even though the timing of the assessment will be locally administered. See extended time instructions on page 74. If the student will need language support to enter their responses, the translator or test administrator may act as a scribe to enter student responses into TestNav as appropriate, but this accommodation must also be approved at the state level.		4. Select **Complete Test or Test Directions for the subject(s) you require or select Apply to All checkbox and click the Apply to All button in Translated in Student Native Language**. 5. Select **Save**. Translators will interpret the directions and/or test using the standard text-to-speech form.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Signed Exact English, directions only	Students may be provided, through a qualified human signer, Signed Exact English (SEE) translations of the assessment directions only.	Local Arrangements	**Accommodations Assignment Steps** **NOTE:** *The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select **Test Directions for the subject(s) you require or select Apply to All in the Human Signer dropdown boxes**. 5. Select **Save**.
Sign Language Interpretation	Students who require an accommodation to receive a sign language interpretation of assessment content may be provided signed content by a qualified human signer. You can access the USBE Interpreter Guidelines for State Standardized Assessment (SSA) on the Accommodations tab of the USBE Special Education Accessibility, Accommodations and Assessment website.	Local Arrangements	**Accommodations Assignment Steps** **NOTE:** *The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	Sign language interpreters will interpret the test using the standard text-to-speech form.		2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ⬚ 3. Select the Edit button at the top. 4. Select **Complete Test for the subject(s) you require or select the Apply to All checkbox and click the Apply to All button in the Human Signer dropdown boxes**. 5. Select **Save**. District or school test administrators must ensure that if student answers are being transcribed, students must be placed in a session with **Response Entry** selected as the Form Group Type. Student entering their own responses can remain in a session with **Main** selected as the Form Group Type.
Cued speech	Students who are deaf, hard of hearing, or have certain types of language or communication disorders with an identified need for cued speech may be provided this accommodation for appropriate assessment content. Cued speech should be provided by a qualified Cued Speech Transliterator. Students requiring this accommodation may also need extended time.	Local Arrangements	**Accommodations Assignment Steps** **NOTE:** *The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
			select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Cued Speech check boxes**. 5. Select **Save**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
Home administration	Students who are not able to participate in testing at a school test site as described in an IEP or 504 plan may be provided a home administration accommodation. The use of this accommodation is intended for students who are homebound and have a documented need for home instruction/home administration on an IEP or 504 plan. Home administration must comply with all administration and security policies outlined in the administration manual.	Local arrangements	**Accommodations Assignment Steps** **NOTE:** *The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ☑ 3. Select the Edit button at the top. 4. Select **Apply to All Subjects or the subject(s) you require in the Home Administration check boxes**. 5. Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require for Paper.** Select the **Apply to All checkbox** and click the **Apply to All button or the subject(s) you require in the Type of Paper Accommodation drop-down menus.** 6. Select **Save**.
Alternate mouse pointer	A student with a vision impairment such as decreased visual acuity or other perception challenges may benefit from using a mouse	Online system	**Accommodations Assignment Steps**

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	pointer that is a larger size or is a different color. Enlarged mouse pointers and mouse pointers in a different color may be more visible to some students and offer the student an easier way to track the position of the pointer on the screen. Be sure that students select a mouse pointer color that is perceivable against selected color contrast settings. Available types of **Alternate Mouse Pointer** are: • Medium sized white pointer – Size: 32x32px • Large sized white pointer - Size: 44x70px • Extra-large white pointer - Size: 87x128px • Extra-large black pointer - Size: 87x128px • Extra-large green pointer - Size: 87x128px • Extra-large yellow pointer - Size: 87x128px		*NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**. 2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✐ 3. Select the Edit button at the top. 4. Select from the options in the dropdown boxes **or for the subject(s) you require or Apply to All in the Mouse Pointer dropdown boxes.** 5. Select **Save**.
Magnification/Zoom percentage	The Magnification/Zoom accommodation allows the user in ADAM to set the zoomed percentage on the screen prior to your student logging in to TestNav. When the student logs in to their form, their screen will already be defaulted to the zoom percentage designated in the student's Accommodation settings. Please ensure you	Online System	**Accommodations Assignment Steps** *NOTE: The following steps can be performed by LEA Assessment Directors, District Level Users and School Administrators.* 1. Within ADAM, go to **Rostering** and select **Users**.

Accommodations			
Accommodation	**Details**	**Delivered Via**	**Enabling Instructions**
	also set the Alternate Mouse Pointer if necessary. Available levels of **Zoom Percentage** are 100%, 110%, 120%, 150%, 175%, and 200%.		2. Search for the student whose test you need to edit using the Name filter and select the edit option next to the student name. ✎ 3. Select the Edit button at the top. 4. Select from the options in the dropdown boxes **or for the subject(s) you require or Apply to All in the Magnification/Zoom dropdown boxes.** 5. Select **Save**

Requesting a State Approved Accommodation

To request an accommodation for your student that requires state approval within ADAM, please follow these directions.

1. Within ADAM, go to **Rostering** and select **Users**.
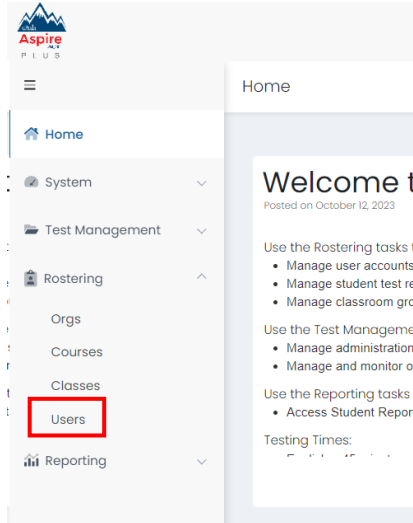
2. Using the search on the left-hand side, use the **Name** search box, ensure the **Org** drop down box is correct and set the **Role** to **Student** for the student whose accommodations/PNP settings you need to update.
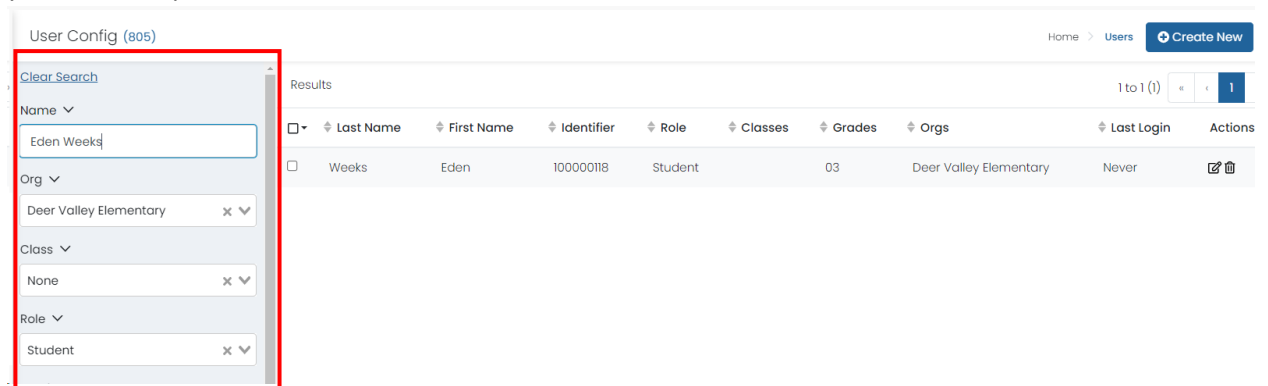
3. Click the **Edit** action on the right.
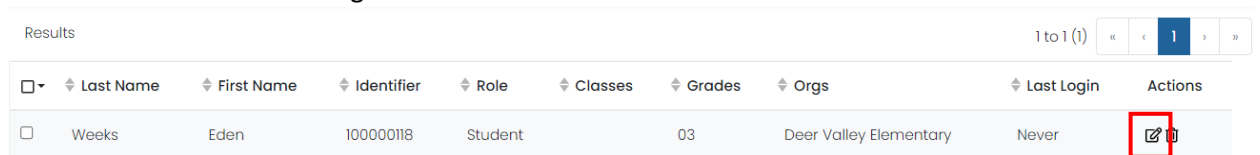
4. On the **User Setup** screen, select **Accommodations** on the left-hand side of the screen.

5. Select the **Edit** button at the top of the screen.

6. On the **Accommodations** screen, you can find the accommodations that require state approval if you see a golden person icon with a check mark next to it.

7. Once you make your selections in the checkboxes for the subject(s) you require, select the **Request Approval and Save** button.

8. Once you've clicked **Request Approval and Save,** you will be taken to the **Request Approval** screen. Here you add additional comments on the reasons for your request for the accommodation. Once you've made your changes, click the **Create Request** button.

9. After you have created your request, you will notice on the Accommodations screen that the status of the approval is pending.

10. When the state approves, you'll be notified in the notifications bell icon at the top of the screen.
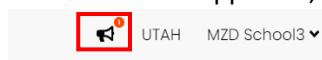
11. Click the **bell** icon to see the status of your request. If approved, it will show **Completed**. Click the **My Request** summary to take you to the **My Request** page to see details and comments on your request.

My Request #355: Change Accommodation
03/20/2024 03:10 pm   COMPLETED
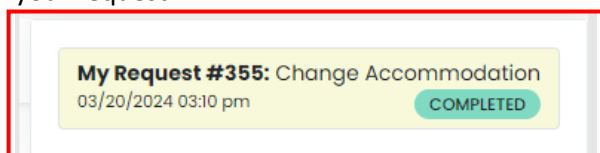
My Request

Request ID #: **5510**   Request Type: **Change Accommodation**   Status: COMPLETED

Student Name: Student ID:
Clayton, Terence   **100000654**

Grade(s):   School Name:
01   **EE Acadia Elementary**

Requested Accommodation Changes:
1. Add **Scribe** on profile **Reading**

Additional Comments:
Terence needs approval

Admin Comments:
this request is approved

12. Once the state has approved the request the accommodations will unlock in the accommodations list. You will now be able to select the subjects you'd like to apply your accommodation to. USBE does NOT set accommodations in ADAM, it is imperative to check notifications as outlined above. Please review any comments from USBE in the Additional Comments when request notifications are reviewed in ADAM.

Modifying a Student Response

Teachers/proctors should **not** modify a student's response in any way. For example, if a student indicates that a point should be plotted at a particular position on a grid, the proctor must plot that point exactly where indicated. In this example, if the teacher/proctor moves the point to the intersection of two grid lines, the assessment has been modified.

For Utah Aspire Plus assessments, any modification of an assessment must result in the assessment being marked as "modified." Modified assessments result in the student being assigned a proficiency of 1. Modifying Utah Aspire Plus assessments invalidates the student's score.

Transcribing Answers for Paper Accommodations

Answer documents will not be produced for any student. Should a student need a paper version of the test, as documented in an IEP, section 504, or EL plan, the student should record answers directly in the paper test book. An appropriate educator may transcribe the student responses into TestNav after the student finishes testing.

For online testing if the student has state approval for use of a human scribe accommodation, an appropriate educator will directly enter student responses into TestNav. For paper testing if the student has state approval for use of a human scribe accommodation, an appropriate educator will record answers in a paper test book and then transcribe the student responses into TestNav after the student finishes testing.

Prior to testing, please be sure to follow the instructions above for indicating a paper accommodation in the student's accommodations page.

The teacher or proctor should print the student's testing ticket and log into TestNav as the student, transcribe student answers into the online test form, and submit the test. More instructions for printing the student's testing ticket can be found starting in the *Print Student Testing Ticket* section of this manual.

Preparing for the Test Administration

Student Transfers (LEA Assessment Directors, School Administrators)

For student transfers, the student's information needs to be updated in UTREx. Updates to student registration will happen in ADAM via APIs that update the student's registration information that come from UTREx. Ensure the student has the correct school enrollment listed. You will see your student information updated in your organization within 48 hours depending on the time of the revisions in UTREx.

If a new student arrives in a school but has already tested in another school or already began testing in another school, the district or school test administrator will complete the transfer request via UTREx. The student's test administrations will transfer with their registration information so the new organization will see their testing history.

Test Facilities

Selecting Testing Rooms

Testing rooms must meet the following requirements:

- The testing room must be accessible to persons with disabilities, or other arrangements must be made for these students and testing personnel.
- Testing rooms should be comfortable, have good lighting, and be at an appropriate temperature.
- Testing rooms must be quiet and free of distractions.
- There should be sufficient workspace for students and their test materials.
- Students must be seated in a way that limits the possibility of prohibited behavior. Students must not be able to see each other's testing screens or testing materials. If necessary, visual blocks can be used.
- Testing rooms should have convenient access to restrooms.
- All testing rooms should have high-speed internet access.
- The testing room must have a computer available for testing personnel to actively monitor online testing.

Quiet Test Sessions

To ensure a quiet testing environment, a *TESTING—Please Do Not Disturb* sign should be placed outside the testing room. Additionally, announcements and class bells or signals should not be broadcast during the testing session.

Room Setup

Testing rooms must be set up to allow the test administrator /proctor to actively walk around the testing space. The test administrator/proctor should be able to monitor all students in the room from a central location. All visual testing aids, such as posters with testing subject matter, must be covered or removed.

Test Device Management

Prior to testing, work with your technology coordinators to prepare the testing devices to ensure test security.

- Turn off or disable any management software that would allow secure test content on the student's testing device to be viewed by any other device (i.e., LanSchool, NetopVision, Hapara).
- Close all software applications such as internet browsers; cameras; screen capture programs; email; instant messaging; media players (such as iTunes); and printing capability.
- Turn off Automatic Application Launching.
- TestNav must be the only application running on a student's device during the test. If a student attempts to use another application or if the computer automatically launches an application, TestNav will exit the student's testing session.
- Disable common automatic launching software including anti-virus software; screen savers; email notifications; calendar notifications and software update notifications.

Schools must be aware of the following scenarios that can occur during testing, and how to address them.

Loss of Connectivity

If a student temporarily loses connectivity during the test, the student must be reseated in ADAM once connectivity has been established. Refer to *Reseating a Student's Session* in ADAM Proctoring section for directions on how to resume testing for a student.

If connectivity issues continue to occur, contact your technical staff. If issues continue to occur, contact the Pearson Help Desk at 1-877-227-5009.

Device Failure

If as student has been logged out of TestNav, and appears in Exited status in ADAM, due to device failure, and needs to reseat the student testing on a different testing device, the student status needs to be changed to Resumed. Follow the steps in the *Reseating a Student's Session* section in the ADAM Proctoring section to locate the student response file and resume the student test on the new device.

Chromebooks

Take into account the following considerations when using Chromebooks for testing.

Check Managed Chromebook Settings

Prior to testing, check your managed Chromebook settings to ensure that everything is properly set for your environment and that all student Chromebooks being used for testing are properly enrolled and managed. **NOTE:** Take extra precautions to ensure that your Chromebooks are not set to erase data when rebooted, because this setting can cause issues during testing.

Ensure Wireless Access Points Can Support the Number of Chromebooks Used

If you notice many dropped connections or network connection errors, make sure your Wireless Access Point can support the number of Chromebooks that are connecting to it at the same time. If you have a Wireless Access Point in each room and still are experiencing issues, ask your IT staff to confirm that the Chromebooks are connecting to the Access Point in the room and not to another nearby access point. For more information or concerns about local wireless setup, please consult with your local IT staff.

If a student must be away from their Chromebook, either because they will not continue to another test immediately or because they have an accommodation for breaks or to test over multiple days, be certain they properly exit the test by clicking on the user drop-down menu at the top right of the screen and choosing **Sign Out of TestNav**. If the student exits by clicking the red X in the upper right corner or otherwise closes the Chromebook without completing this process, it can cause issues communicating properly with Pearson. **NOTE:** This issue also can occur if the student leaves the Chromebook open but logged in, and the device then goes to sleep.

Prepare Staff

User Accounts

ADAM user accounts must be created by the District Administrators or District Level Users for all School Administrators prior to test day. Refer to the *Preparation for Online Testing* section in this manual for more information on creating accounts.

Training Requirements

It is required that every staff member involved in the administration of the Utah Aspire Plus assessments receive training in testing ethics and follow the directions for administration carefully as outlined in the *Standard Test Administration and Ethics Policy* . Ethics training is provided under the direction of each LEA Assessment Director. This policy is approved by the Utah State Board of Education and updated as needed.

- For more information regarding the Standard Test Administration and Testing Ethics Training, please contact Scott Roskelley at scott.scott.roskelley@schools.utah.gov.

Additionally, the school test administrator must provide training to teachers/proctors prior to testing that covers the testing system, test materials security, room preparation, and responsibilities on the day of testing and after testing.

Make sure to read through the test administration manual and be familiar with the online support information about the online test management system, ADAM, and the online testing platform, TestNav. Refer to the following resources as you continue to prepare for administering the assessment:

- Utah Aspire Plus Spring Test Administration Manual
- ADAM Online Support
- TestNav 8 Online Support

Prepare Students

Utah Aspire Plus Question Samplers

Schools are encouraged to have students take the Question Samplers prior to the administration of the Utah Aspire Plus assessments. Information for setting up your Question Samplers can be found in the *ADAM Training and the Utah Aspire Plus Question Samplers* section.

LEAs can familiarize students with by following the best practices for using the Question Samplers, which include:

- Working through sample items as a class, discussing how to navigate the assessment, use tools, and answer each item type.

- Having individual students use the TestNav app to log in (for secure Question Samplers), navigate the assessment, use tools, and answer each item type. Please note: all students completing tests in a remote setting are required to complete a secure Question Sampler in each content area. It is recommended that this process be completed several days before and immediately prior to beginning the remote summative tests.
- Having faculty and staff use ADAM Sample administration to experience how to use ADAM firsthand during a staff meeting or professional learning community (PLC) meeting.

Format

The Question Samplers contain items for both grades 9 and 10. They are aligned to the Utah Core Standards and represent the variety in both difficulty and item format that students may see on the Utah Aspire Plus assessments. Students may have difficulty with content within the Question Samplers; this should not interfere with students' ability to interact with an item for its intended training purpose. If an item appears to be too difficult, encourage your students to experiment with the tools, choose the best answer, and move on to the next item.

Security

Question Sampler test questions are not secure and should be used liberally to help students understand how to enter responses, access testing tools, and navigate through a test. Note that there are two types of Question Samplers: secure and nonsecure. However, these labels designate how the samplers are accessed (ADAM versus Resource Center question samplers), not the security of the test questions themselves.

Reporting

The Question Samplers **do not provide scores** for students and **should not be used to measure students' content knowledge**.

Student Tutorial

The TestNav 8 Tutorial is available for students to use to become familiar with the online tools they will have available during the Utah Aspire Plus assessment. **It is not an actual test.**

The TestNav 8 tutorial can be found on the Utah Resource page, here.
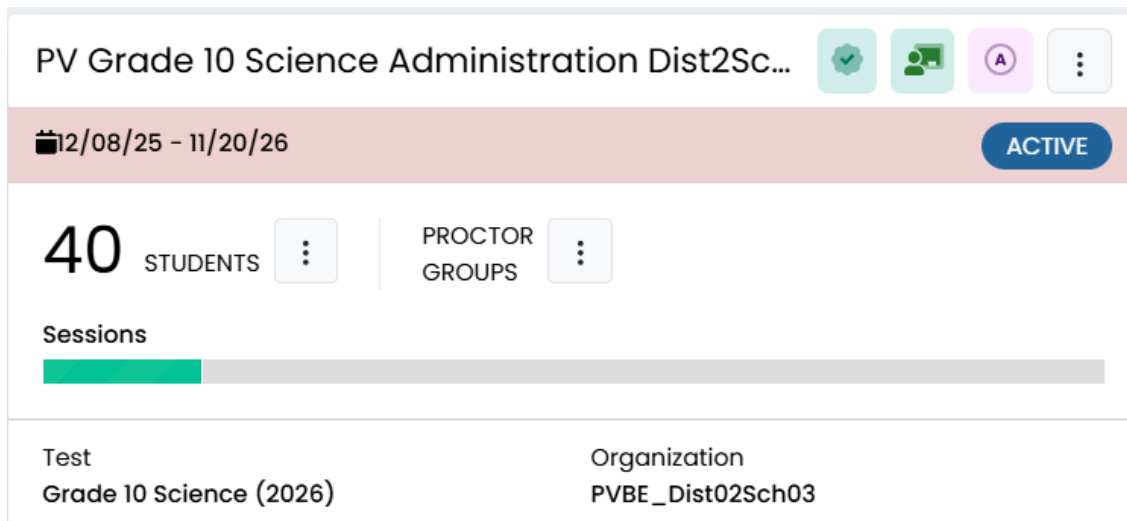
The tutorial explains what students will see when they first open TestNav and how they will log in. Students will learn how to navigate through the pages and questions, reviewing and bookmarking test questions, submitting answers, and exiting the test. Students will also learn will learn how to use the tools that could be available on the test and be able to practice using those tools. The TestNav8 Tutorial also provides the students with an opportunity to practice answering different types of sample test questions and submitting final answers.

This process will be very similar to what students will see on the actual test. Students may practice on the tutorial as many times as they wish.

It is strongly recommended that students access the question samplers and TestNav tutorial, so that they can become familiar with the item types on the Utah Aspire Plus assessment and to learn how to use the TestNav 8 tools before testing.

Test Administrations

Test administrations are set up by Pearson. USBE, LEA assessment directors, district level users, and school administrators can view the test administrations in ADAM.

The test administration cards include the following information:

- Test Administration name
- Start/End date of the test administration
- Students: count, view, export and print card
- Test: name of the test used for this administration
- Organization: shows the top level of organizations eligible for these administrations (state, LEA, school)
- Session (not started, in progress, completed)

Accessing Test Administration Cards (LEA Assessment Directors, District Level Users, School Administrators)

To access your test administrations, use the directions below.

1. On ADAM's home page, select **Test Management** from the side menu.
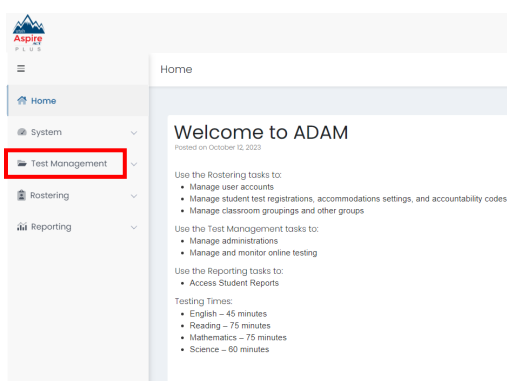
2. Then select **Administrations**.
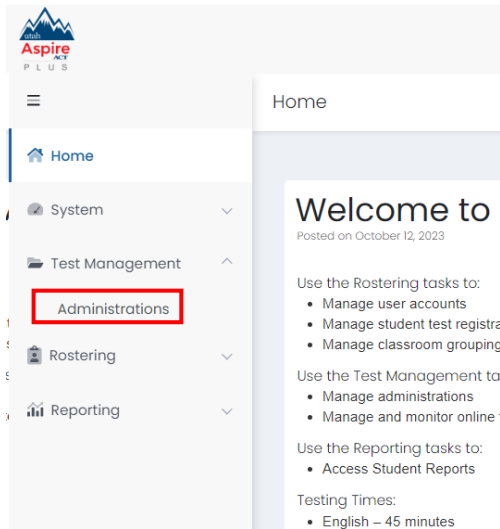
Students

Student Count

The number of students on your administration card is the number of students eligible within your organization. This number will change if students are added to ADAM, students move to different grades or tests.

Student View

View is a list of students who are eligible in your organization. This number will change if students are added to ADAM, students move to different grades or tests.

Display Name	Organization	Testing School	Progress	Form	Auth Fields (Identifier)	Test Code	Accommodation	Code	Actions
Clara Wells	Sunshine Middle School	Sunshine Middle School	Not Started	Demo Form	100001698			Apply	🗑
Mason Schwartz	Sunshine Middle School	Sunshine Middle School	Not Started	Demo Form	100001711			Apply	🗑

- Select the kebab menu next to Students then click **View** on the Test Administration Card to access a list of eligible students.
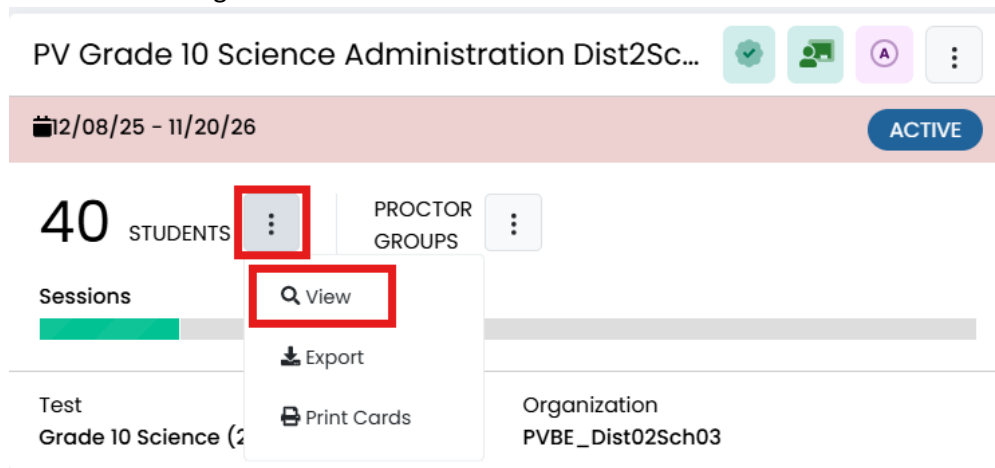
Student Export

Export will download a list of students that are eligible to test. The download spreadsheet contains the identifier that the student will require to log in to their test. The spreadsheet can be distributed to the proctors so they know who they will be proctoring.

name	student first	student last	progress	accountability code	grades	organization	testing school	administration	proctor group	form	test code	identifier
Jaya Maxwell	Jaya	Maxwell	NOT_STARTED		8	Liberty Middle School	Liberty Middle School	Demo ELA Gr 9		Demo Form		100001229
Jermaine Andrews	Jermaine	Andrews	NOT_STARTED		8	Independence Secondary School	Independence Secondary School	Demo ELA Gr 9		Demo Form		100001557
Claire Stephenson	Claire	Stephenson	NOT_STARTED		8	Summerville Middle School	Summerville Middle School	Demo ELA Gr 9		Demo Form		100001847
Abdul Baker	Abdul	Baker	SUBMITTED		8	Liberty Middle School	Little Valley Elementary	Demo ELA Gr 9	Little Valley Proctor Group Little Valley Elementary	Demo Form	DRPVBB	100001195
Clara Wells	Clara	Wells	NOT_STARTED		8	Sunshine Middle School	Sunshine Middle School	Demo ELA Gr 9		Demo Form		100001698
Mason Schwartz	Mason	Schwartz	NOT_STARTED		8	Sunshine Middle School	Sunshine Middle School	Demo ELA Gr 9		Demo Form		100001711
Denise Cardenas	Denise	Cardenas	NOT_STARTED		8	Summerville Middle School	Summerville Middle School	Demo ELA Gr 9		Demo Form		100001840

- Select the kebab menu next to Students and click **Export** on the Test Administration Card to access.

Student Testing Tickets

Print Cards allows you to download formatted testing tickets that contain information regarding the student's state, name, administration, and their SSID (which they can use to log in to TestNav). The proctor can then post the password for all students they are proctoring, so the students can start their tests on the day of testing.

1. To access the **Student Testing tickets**, select the kebab menu next to Students and click **Print Cards** on the Test Administration Card.

Proctor Groups

Proctor Groups can be created to break up students into smaller subsets based on which proctor will be proctoring those students. You can leave your students in the default proctor group, or there is an option to place them in smaller proctor groups for situations where you would want to have them broken up. (e.g., remote testing or separate accommodated scenarios)

Proctor Count

The number next to the Proctor Groups label is the number of proctor groups that are in your organization. This will show as 1 initially to designate the unassigned proctor group for the administration.

Proctor View

To see the proctor groups set up for your organization, under the Proctor Groups kebab menu, select the **View** button.
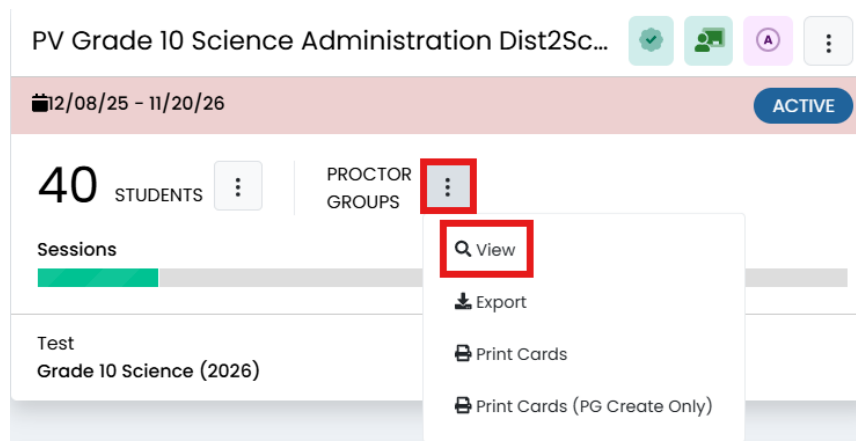
Proctor groups contain the test code and proctor password you will need to provide to your proctors prior to testing so they can log in to the proctor dashboard. The seal code will also be provided for the proctor to communicate to students to progress through their test.

The primary use for each proctor group is to monitor the testing progress and provide support to the proctors. This is also where you will find login information if proctors need assistance logging in to their created proctor group and need the test code and proctor password information for their proctor group.

Proctor Export

The proctor export allows you to download a file that has information for all the proctor groups created in your organization, including **administration name**, **school**, **proctor first and last name**, **proctor test code**, **proctor password** and **seal codes** needed for testing.

NOTE: This export will not have any information in it until students start taking their tests

To access the Proctor Export, select **Export** underneath in the Proctor Groups kebab menu on the Administration Card.
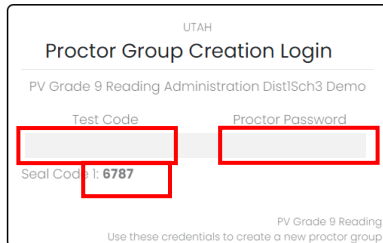
Proctor Print Card

To download a formatted card containing the proctor test code and proctor password, you can use the Print Card function. On test day, each proctor needs this card so they can create a personal testing group. The proctor card should be provided to the proctor prior to testing. This card contains the same information for all proctors proctoring the same administration. Information includes the **Test Code**, **Proctor Password** and the **Seal Code**.
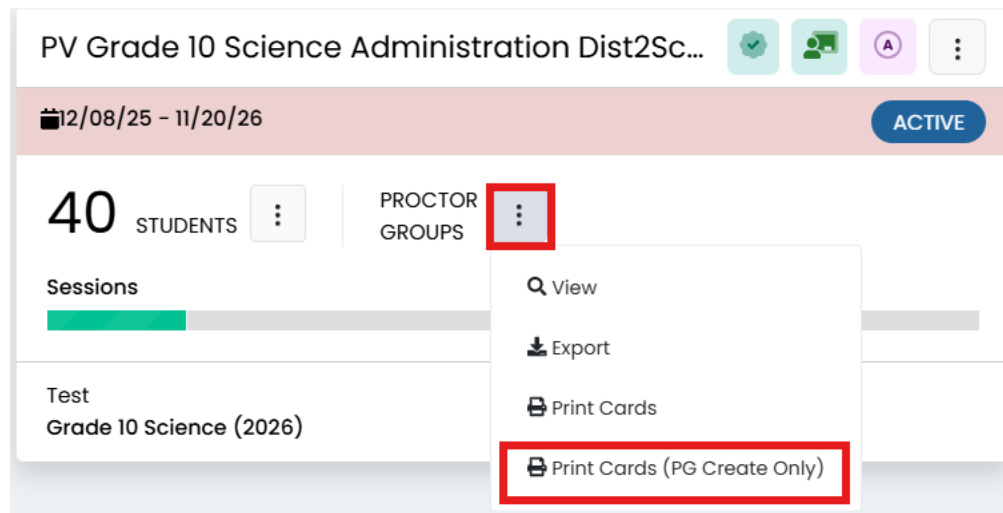
To print your Proctor Card, select **Print Card** in the Proctor Groups kebab menu on the Administration Card.

Note: The Proctor Card contains Test Code, Proctor Password and Seal Code. The student testing ticket can be found [here](#) and follow the steps.

Creating a Proctor Group Prior to Testing (LEA Assessment Directors, District Level User, School Administrators)

ADAM doesn't require proctor groups to be created prior to testing. However, if you want to create proctor groups prior to testing, please follow these steps to set up your proctor group prior to the day of testing. Students can be added to your proctor group at the time of creation or on the day of testing. If being added on the day of testing, they will just need the test code that is on the Proctor Group management screen. As long as the student is given the correct test code, they will be added to the Proctor Group for which the test code resides in.

1. On ADAM's home page, select **Test Management** from the side menu.
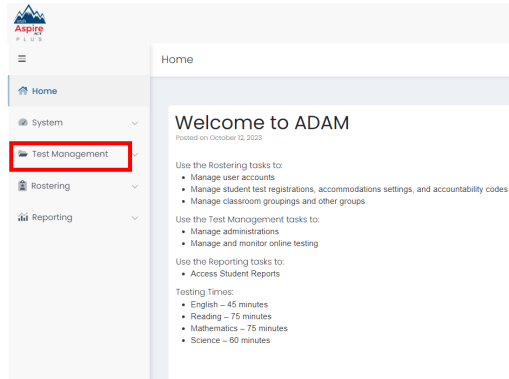
2. Then select **Administrations**.
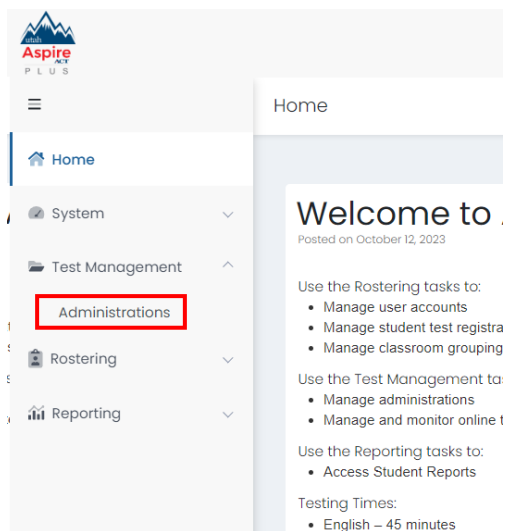
3. On the Administration Card, select the Proctor Groups kebab menu, then click the **View** option.
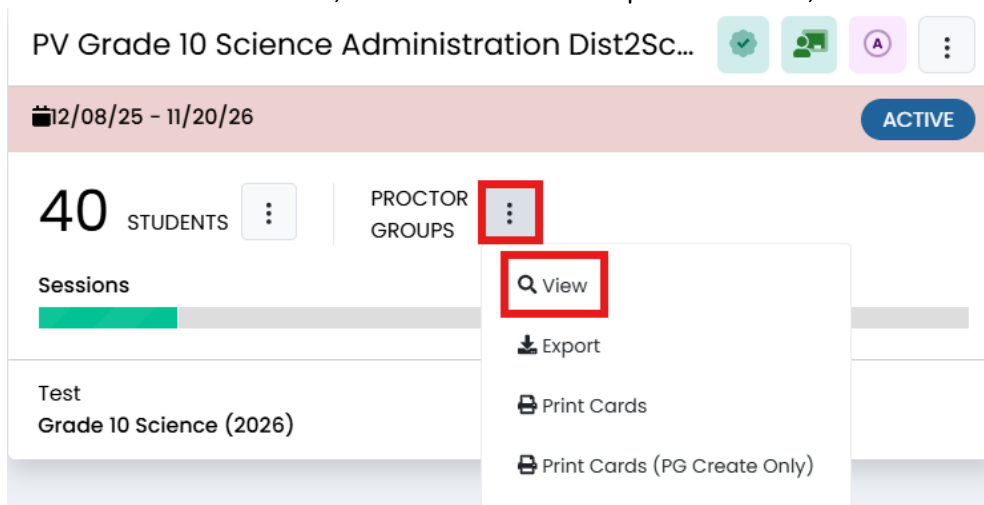
4. Click the **Create Group** button.

5. Enter the information in the text boxes**.**

6. **FOR REMOTE TESTING ONLY:** Select the **Remote Proctoring** checkbox to indicate that the group is testing remotely. *This is a critical step in allowing the proctor and the students who are eligible for remote testing to communicate during the test. As a reminder there can only be a maximum of 10 students per proctor group.*

Note: You will receive an error message if more than 10 students are added to the Remote Proctoring group.
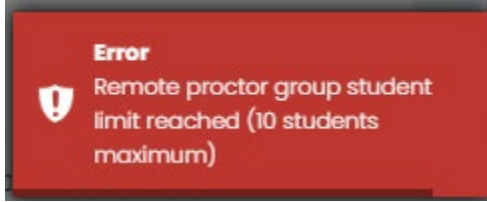
Note: If you create a regular proctor group with students and later realized the group should have been created as a Remote Proctoring group, you can Edit the proctor group and change it to Remote Proctoring.
If you do change the proctor group to Remote Proctoring and the group has more than 10 students, you will get an error message.
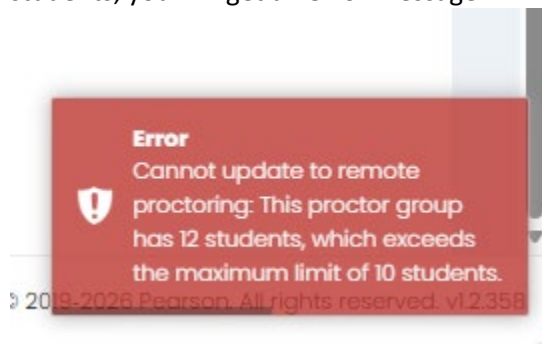
7. Add your students using the plus sign next to the **Students** header.

8. Using either the **search box at the top of the screen** or the **plus signs**, select the students that you require for your remote proctor group and select the **Close** button.

9. Once you've made your student selections for your remote testing proctor group, you will be taken back to the proctor group creation screen. Select the **Submit** button.

NOTE: To print your Student Testing tickets, refer to the *Print Student Testing tickets* section of this manual.

ADAM doesn't have a delete proctor group function. To remove a proctor group from view, you will need to remove your students from the proctor group following the steps in the *Remove Students from a Proctor Group* section. Once your students have been removed from your proctor group, follow the steps below to **Hide Empty** proctor groups.

1. Within ADAM, go to **Test Management** and select **Administrations**.
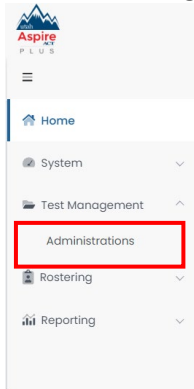
2. In the Proctor Groups kebab menu, select **View**.
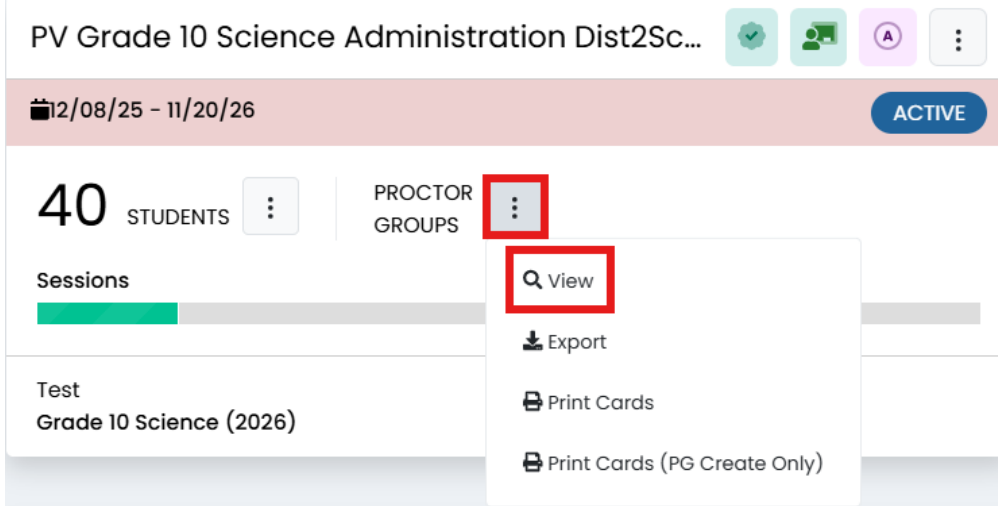
3. On the proctor groups screen, select the **Hide Empty** check box to hide your empty proctor groups.

NOTE: to Unhide an empty proctor group, uncheck the box next to "Hide Empty"

Removing or Hiding an Inactive Proctor Group (LEA Assessment Directors, District Level User, School Administrators)

To hide an inactive proctor group from view, you will need to mark the group as INACTIVE following the steps below.

1. Within ADAM, go to **Test Management** and select **Administrations**.

2. In the Proctor Groups kebab menu, select **View**.
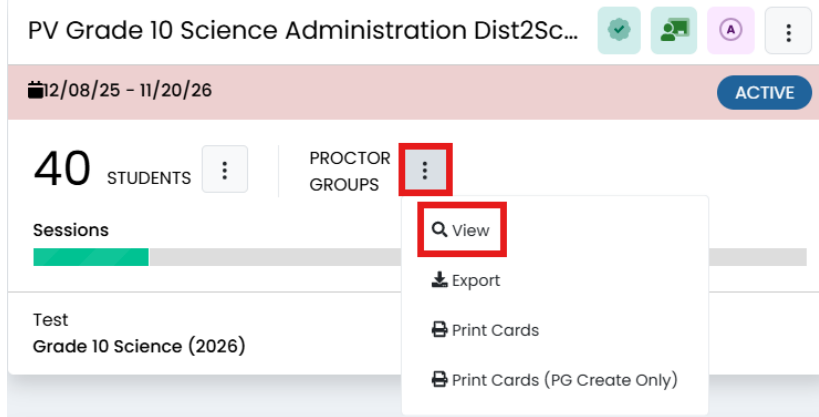
3. On the proctor groups screen, identify the inactive proctor group. Toggle the button in the Active column.
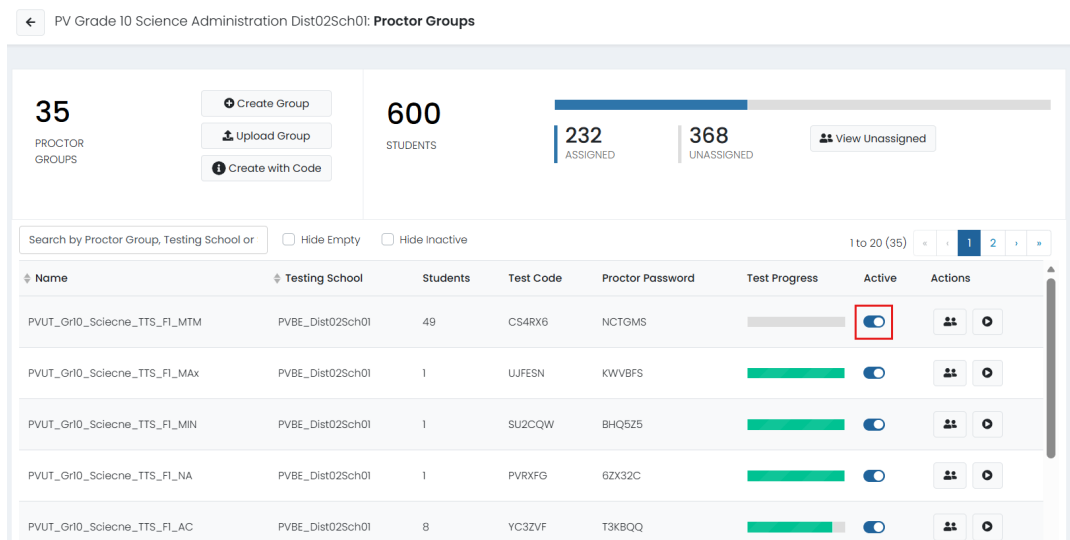
4. A popup window will appear to verify updating the status of the Proctor Group to INACTIVE. Select **Yes**.
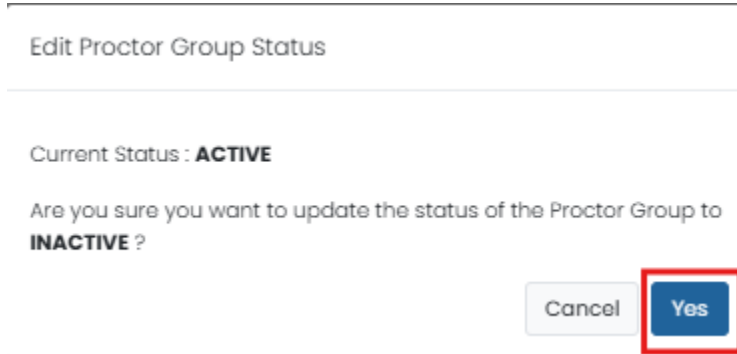
5. The Active status will change to grey.

NOTE: If you selected to make a Proctor Group inactive in error, toggle the Active status button, a popup screen will appear asking if you are sure you want to update the status of the Proctor Group to ACTIVE and then select Yes on the popup box.

Select the **Hide Inactive** check box to hide your Inactive proctor groups.

NOTE: to Unhide an inactive proctor group, uncheck the box next to "Hide Inactive"

(LEA Assessment Directors, District Level Users, School Administrators)

Use the following directions to mark a parental exclusion for a student.

NOTE: Adding a Parental Exclusion participation code will not prevent testing tickets from being printed for students who have this participation code applied if the students are assigned to a proctor group. The parental exclusion participation code can be added to a student even if that student is not assigned to a test session. If the student has started or completed testing a participation code may still be applied to that student's test attempt.

1. Within ADAM, go to **Test Management** and select **Administrations**.
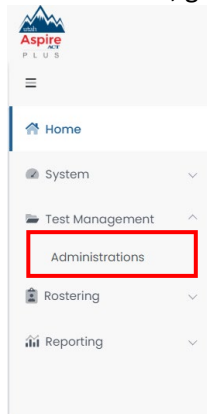
2. On the Administration Card, select **View** under the **Students kebab menu**.
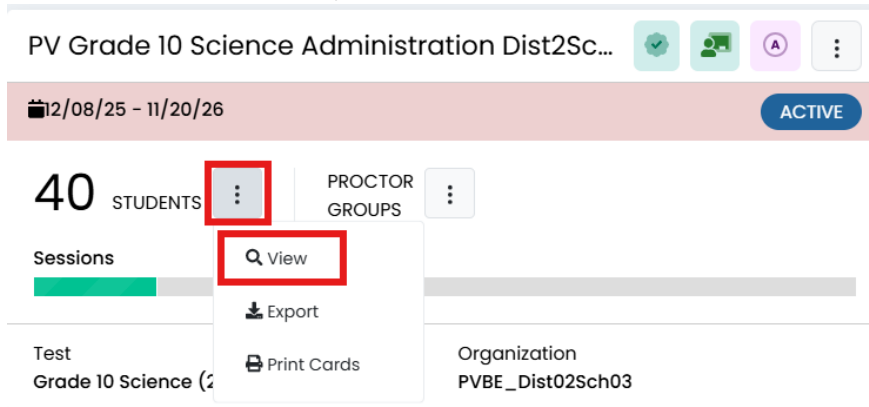
3. In the list of students, locate the student you need to apply the Parental Exclusion code to by using the **Search** box at the top.
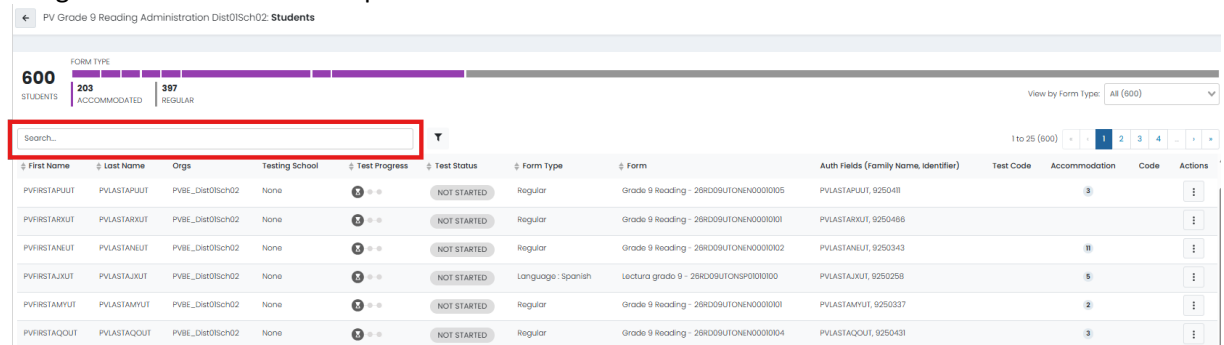
4. Click **Apply Participation Code** in the kebab menu under the **Actions** column on the right-hand side of the screen.

5. Select **204 – Parental Exclusion** from the **Apply Participation Code** drop-down menu and click the **Apply** button.

6. You will now see **204** under the **Code** column on the right side of the student in the student list. NOTE: Make sure to apply the code to all of the student's administrations.

NOTE: By setting the 204 Accountability Code (participation code), ADAM will not allow the student to take the test.

NOTE: If your student received a parental exclusion after they already started/completed their test, use the previous directions to mark a parental exclusion participation code 214 to invalidate the test.

If a student has a preferred first name that you want to be reflected on their testing ticket and in TestNav, use the following directions to add the preferred name.

1. Within ADAM, go to **Rostering** and select **Users**.
2. Search for the student(s) that you want to add a preferred name for by using the **Search** box or the **Filters** on the left-hand side of the screen.

3. Click the **Edit** icon in the **Actions** column next to the student(s) you want to add preferred name for.

4. On the **Users** Setup screen, select **Preferred Names** from the options on the left.

5. Enter the student's preferred name information in the text boxes on the screen and click the **Save** button.

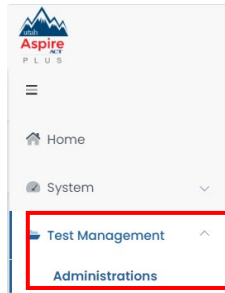**NOTE**: Adding a student preferred first name will not make any changes to the student's registered first name in UTREx.

To print your Student Testing Tickets, follow the steps below:

1. Within ADAM, go to **Test Management** and select **Administrations.**

2. In the appropriate administration card, select **Print Cards** under Students.
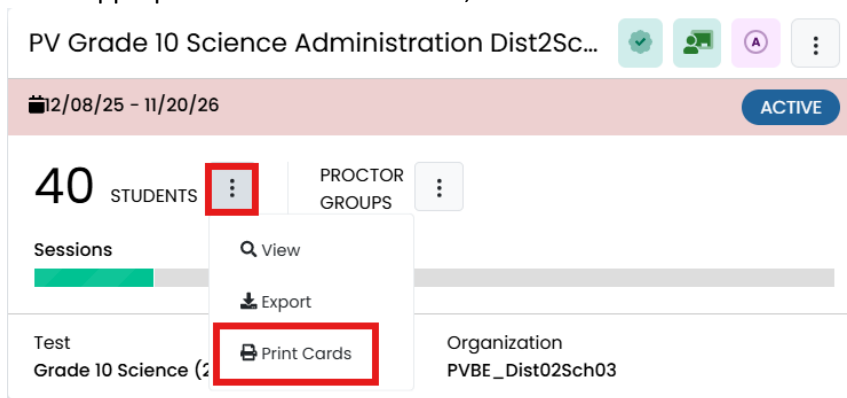
3. On the Print Cards screen, you can select various formatting options:
   a. Layout – Select 2x4, 3x6, or 1 per page.
   b. Toggle title pages for each proctor group – Select whether to include title pages for each proctor group. This prints a roster for the proctor.
   c. Toggle borders – Select whether to include dashed borders (guides for cutting the cards).
   d. Grouping – Sequential or Stacked. Select the information icon to see formatting conventions for each option.
   e. Choose Proctor Groups – Select the proctor groups you want to print. (This function is typically for situations where Proctor Groups are created prior to administration)

4. Select the **Print** button.

To print a single student testing ticket, follow these directions.
1. From the home page, use the menu to navigate to Operations > Session Explorer

2. On the Session Explorer screen key in the Student Name or ID in the Student Search field and select **Search.**

3. Click the kebab menu next to the Student's test for the individual testing ticket you want to print and select **Print Card**.

4. Select the **Print** button.

Page 1

UTAH

Haaris Coffey

Grade 10 Science

Test Code JADDP2

Last Name Coffey

SSID 100002130

EE UT Spring 2026 - Grade 10 Science (2026)
Julie - EE Science 3

Blank

Add Students to Proctor Groups (LEA Assessment Directors, School Administrators, Proctors)

Having students in a pre-created proctor group isn't necessary in ADAM, but if you've set up your proctor group prior to the day of testing, it could be beneficial to add students to that proctor group, so you know which students need to be in that group. Students who take a test in the same room are considered a testing group and must receive the same subject test, the same instructions, and take the same breaks (i.e., math 9 can test with math 10, but math 9 cannot test with science 9). ADAM only allows you to create proctor groups with this in mind. Students with different accommodations or different test formats should not be in the same testing room. ADAM will allow you to create proctor groups with different accommodations, so please keep this in mind when creating your proctor groups to keep them in different groups. **NOTE:** Some accommodations require individuals testing in a separate environment. See the "Accommodations" section for more details.

Use the following directions to add students to a proctor group that has already been created.

1. Within ADAM, go to **Test Management** and select **Administrations**.

123
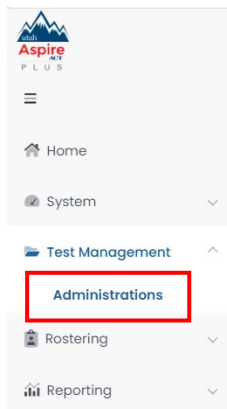
2. In the appropriate administration card, select **View** under the Proctor Groups kebab menu.

3. Select **Students** under **Actions** for the proctor group you want to add students.

4. Select **Edit Proctor Group**

5. Select the **"+" icon** to assign additional students.

6. Search to find a specific student(s) in the **Search** box at the top of the screen or click the **"+" icon** in the **Actions** column for all students you want to add to your proctor group.

7. Click the **Close** button.

Bulk Adding Students to a Proctor Group/Creating Proctor Group (LEA Assessment Directors, School Administrators)

Use the steps below if you want to either add students to a proctor group using the bulk method or create your proctor group using the bulk method.

1. Within ADAM, go to **Test Management** and select **Administrations.**
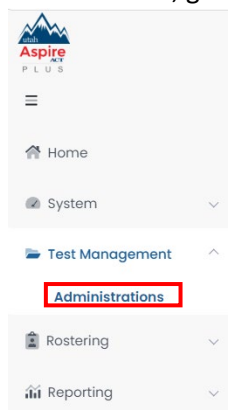
2. In the appropriate administration card, select **View** under Proctor Groups.

3. On the Proctor Group screen, click the **Upload Proctor Group** button at the top of the screen.

4. Follow the instructions on screen, selecting either All Students or All Unassigned Students (unassigned students are students who have not been assigned to a proctor group). Click the **Click to download template** button and then click on the **Template History** button to locate the template you just downloaded.

5. Open the .csv file that downloads to your computer. On the .csv file, make sure that you populate the testing or id using the enrollment org identifier and enter the new proctor group name for the proctor group you want to add the student to or enter a new proctor group name to create that proctor group.

6. Delete any remaining students you don't want to add to your proctor group by selecting the data and pressing the Delete key on your keyboard to ensure all data has been removed. Save your file and make sure it is the .csv format.

7. Back on the Proctor Group Screen on ADAM, follow Step 3 and upload your .csv file.

Remove Students from a Proctor Group (LEA Assessment Directors, School Administrators)

If you need to move a student to an existing Proctor Group, follow the steps below.

1. Within ADAM, go to **Test Management** and select **Administrations**.

2. In the appropriate administration card, select **View** under Proctor Groups.

3. Select **Students** under **Actions** for the proctor group you want to remove students from.
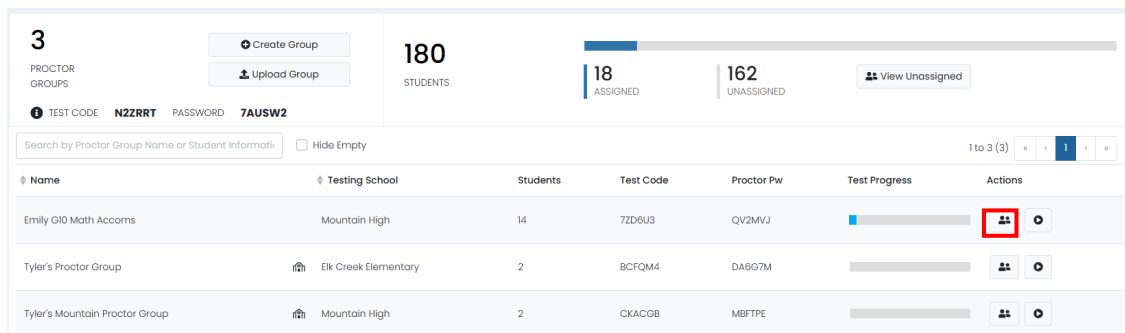
4. Select **Edit Proctor Group**

5. Select the **Remove icon** next to the students that you would like to remove from the proctor group. Click the **Submit** button.

Student Breaks During Testing

For all students, except for students with stop-the-clock accommodations, the test clock continues to run once the test is started until it is completed. If during testing, a student requires a restroom break, the proctor should instruct the student to stay signed into their test. While the student is away for a restroom break, the proctor must monitor the student's testing device. If the device is portable, the student can give the device to the proctor. If the student is testing with a desktop or other non-portable device, the proctor must monitor the student device until they return.

Resume Student Tests *(LEA Assessment Directors, School Administrators, Teachers, Proctors)*

During testing, you may need to update a student's testing status within the proctor dashboard. If a student is set to Breached status, either because the student purposely exited from the test or due to a device or connectivity issue, the student can be reseated in ADAM and allowed to continue testing. You can find instructions for reseating a student in the *Reseating a Student's Session* section. Note that in most cases, the test must be completed in one sitting. The only time a student should purposely exit a test that needs to be resumed is if the student has a stop-the-clock accommodation or an accommodation to test over multiple days. In these cases, the student will need to exit TestNav by selecting **Sign out of TestNav** from the User drop-down menu and selecting **Save and Return Later**. If an emergency occurs that causes students to evacuate a classroom during the test, the LEA must contact the state prior to resuming testing.

During Testing

Test Day Set Up

- Ensure all materials for the test, including student test tickets and session student rosters, are printed and/or prepared for the students.
- Teachers/proctors should verify that the test tickets are for the correct test (reading, math or science) and then pass out test tickets.
- Students should verify that they do not have any electronic devices (including smart watches) and that their test tickets are correct before logging in.
- Remove or cover visual aids in the room.
- Place a Testing—Do Not Disturb sign on the testing room door.
- Launch the TestNav application on the testing computers.

  Note: When opening TestNav make sure it says **Utah**. If it does not, click on the icon on the upper right-hand side and then click **Choose a different customer** and select **Utah**.
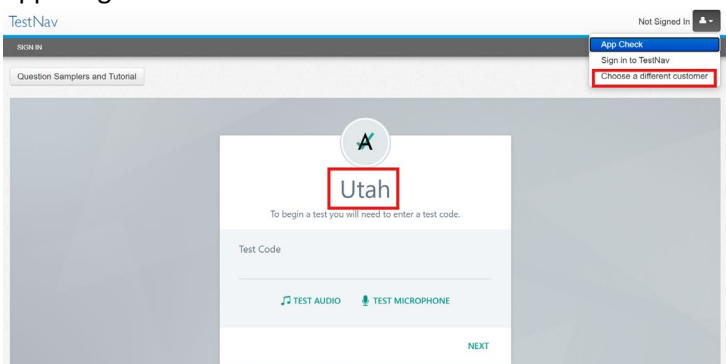
- Proctors navigate to [ADAM to Proctor a Test](#).
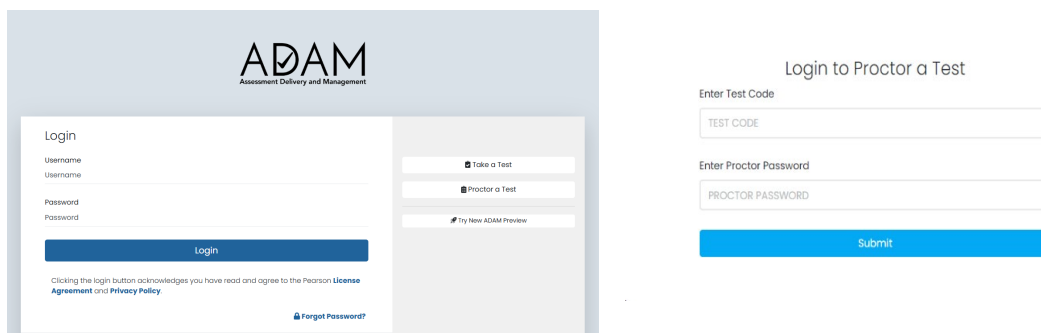
- Teacher/proctor reads test direction scripts exactly as written from the TAM for the appropriate test (reading, math, or science). Teachers/proctors need to follow the appropriate scripts located in the *Test Directions* section of the TAM.

Test Day Process Overview

Stage	Who	Does What
All day	Technology Staff	o Assist with technical issues
Before admitting students	District or School Test Administrator	o Conduct staff briefing session to discuss test day procedures and responsibilities o Distribute test materials to teachers and proctors o Put up signs directing students to test rooms o Verify that test rooms and computers are prepared o Make cell phone and electronic device policy announcements to students o Print student testing tickets or direct appropriate teacher/proctor to print testing tickets
	Teacher/Proctor	o Prepare the room for testing o Prepare the room's computers for testing o Create Proctor Groups in ADAM using Proctor Password and Test Code provided by administrator.
Admitting students to the test room	Teacher/Proctor	o Ensure students are in the appropriate testing room o Direct students to assigned seats (proctors may assist) o Make sure students turn off and put away all non-approved electronic devices including cell phones, smart watches, and other communication devices.
During testing	Teacher/Proctor	o Read test administration directions (in the "Administering the Online Tests" and "Administering the Paper Tests" sections of this manual) o Distribute student testing tickets to students o Distribute scratch paper

		o Provide proctor approval as students start their tests o Monitor the test session o Monitor students and room during breaks o Advise test administrator of any testing irregularities
	Teachers/Proctors as assigned	o Monitor halls o Assist the teacher o Assist the district or school test administrator as needed
After testing	Teacher/Proctor	o Collect and account for all student testing tickets and scratch paper o Dismiss students o Close TestNav and ADAM o Return all materials to the school test administrator
	District or School Test Administrator	o Account for all test materials and secure them o Review reports of any irregularities and follow through as necessary o Return materials to Pearson after all testing is completed o When testing is complete for all students in the session who will test, complete post-test activities outlined below

Proctor Dashboard

In order to administer the Utah Aspire Plus, proctors must log into ADAM's Proctor Dashboard

Proctor Login *(Teachers and Proctors)*
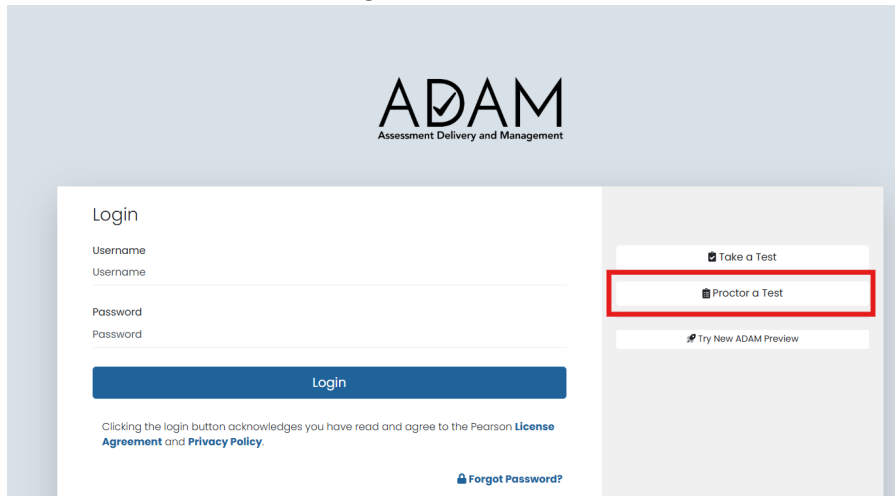
On the day of testing, you will receive your Proctor information containing:

- Proctor credentials (Proctor Card)
- Students that you'll be proctoring in your proctor groups
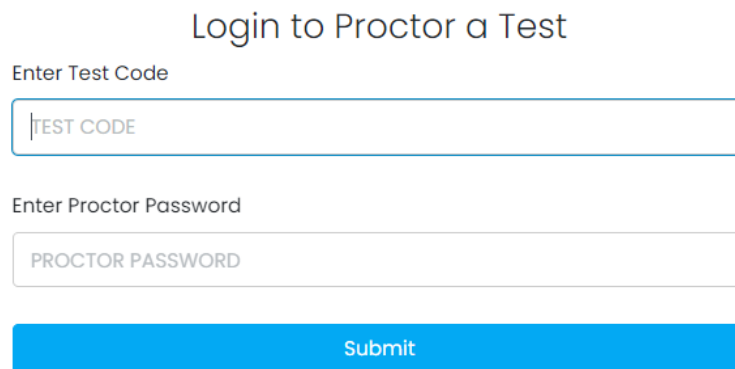
Follow these steps to login as a proctor.

1. Navigate to ADAM here: ADAM

2. Select **Proctor a Test** on the right-hand side of the screen

3. Enter your **Test Code** and **Proctor Password** that is on your Proctor Card and select the **Submit** button.

NOTE: If you are on this page, but you have already created the proctor group for this administration, then you need to use your proctor group specific test code and proctor password sent to you in email either from ADAM or your administrator. If you cannot find those codes, contact your school administrators to retrieve your existing test code and proctor password.

4. If your proctor group hasn't been pre-created, on the **New Proctor Group** screen, fill out the form to create a new proctor group and select **Confirm**.
Note: To find this screen to create a new proctor group, go to Test Management - Administrations – select the administration – Proctor Groups (View) and then select the Create with a Code button.

New Proctor Group

By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator.

Proctor Group Name

Smith Sample Proctor Group - Gr. 9 English

Select Your District

Columbus School District

Select Your School

Mountain High

Proctor First Name

Jim

Proctor Last Name

Smith

Proctor Email Address

Proctor Email Address

An automated email will be sent to this email address to provide the Test Code and Proctor Password.

Confirm

5. Once you confirm all the information you entered for your new proctor group, the **Proctor Dashboard** will open.

PV Grade 10 Reading Administration Dist02Sch01 ⓘ

Edit Proctor

Print Cards | Seal Code(s)

PROCTOR GROUP:
PVUT_Reading_Gr10_TTS_F2_AIC
PROCTOR NAME:
PVUT_Reading_Gr10_TTS_F2_AIC PVUT_Reading_Gr10_TTS_F2_AIC
TESTING SCHOOL:
PVBE_Dist02Sch01
TEST:
Grade 10 Reading
TEST CODE:
7BDC6P
PROCTOR PASSWORD:
CCS3R5
KIOSK ONLY:
No
TEST WINDOW:
12/17/25 – 11/20/26

19
SESSIONS

Test Code: 7BDC6P

All 19 | Not Started 19 | In Progress 0 | ...ited 0

Actions: ALL SESSIONS

Search... | Auto Refresh (5 mins) | 1 to 19 (19) | 1

	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions

Starting the Test Administration (Teachers and Proctors)

Once your proctor group has been either loaded or created, you can now start your administration.

1. The **Proctor Dashboard** gives the proctor a new Test Code if the proctor group wasn't pre-created.
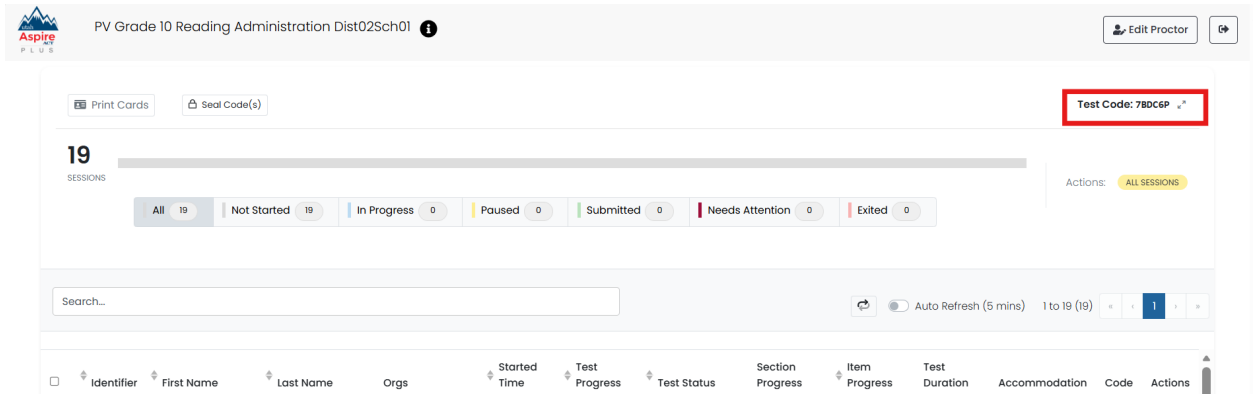
2. Once your students are ready to start testing, give the test code to the students in your proctor group by either clicking the **Display** symbol " ⤢ "next to your **Test Code** in the **Actions** box or writing it on the board. Please make note of the seal code. Students will need to read the test directions and acknowledge they've read the directions. Students will need the **Seal Code** to enter section 2 of their test.
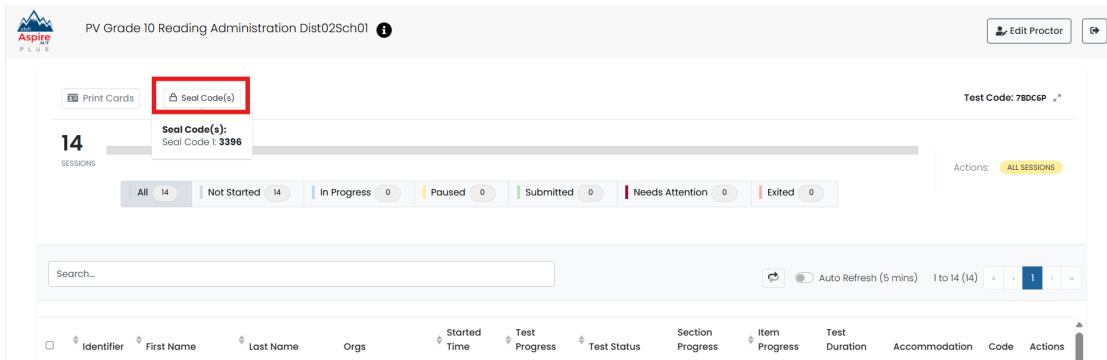
3. The **Display** button " ⤢ " will give a large display of the test code for students to use to login to TestNav.

4. Along with your **Test Code** you should have received all your **Student Testing tickets**. These are provided by School Administrators. The **Student Testing tickets** will have the student's last name and **SSID** that they will need with the **Test Code** to login to TestNav.

UTAH
Isobelle Anderson
Grade 10 Math

Test Code 2SKBA7

Last Name Anderson

SSID 100002265

EE UT Spring 2026 - Grade 10 Math (2026)
Sumvl Gr 10 Math 1

UTAH
Brendan Barnes
Grade 10 Math

Test Code 2SKBA7

Last Name Barnes

SSID 100002255

EE UT Spring 2026 - Grade 10 Math (2026)
Sumvl Gr 10 Math 1
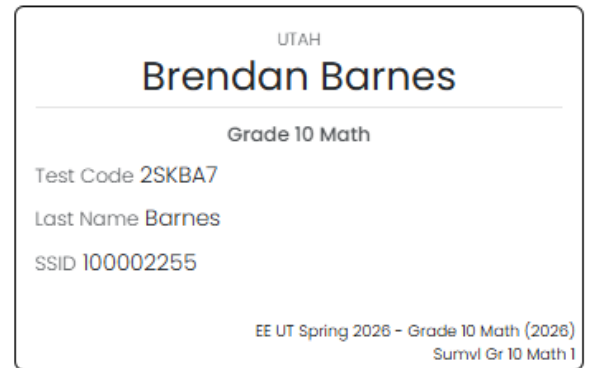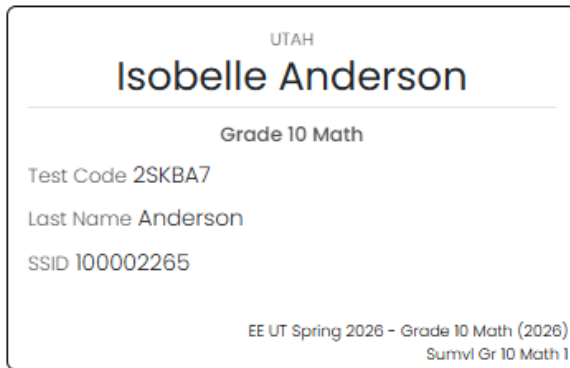
5. As students complete the login process, they will start showing in the Proctor Dashboard with the Progress status of **Needs Attention**.
6. You can approve students one at a time by clicking **Approve Session** button to the right of the student or approve all students waiting for approval by clicking the **Approve All Sessions** button.

Group Actions:

All 14	Not Started 7	In Progress 0	Paused 0	Submitted 2	Needs Attention 1	Exited 4

Search...

Auto Refresh (5 mins)   1 to 14 (14)

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Abubakar Patel	100002274	Mountain High	Not Started		NEEDS ATTENTION	None	None		1		⋮
Aleksander Hartman	100002306	Mountain High	Jan 8th, 2:44:56 pm		SUBMITTED	Utah Aspire Plus	81% Answered	00:03:19			
Aliyah Mason	100002256	Mountain High	Not Started		NOT STARTED	None	None				
Anas Andersen	100002295	Mountain High	Jan 6th, 7:10:10 pm		EXITED	Utah Aspire Plus	53% Answered	00:07:12			

Actions
View Session Details
✓ Approve Session
⚑ Apply Participation Code

In the Session Management area of the Proctor Dashboard, you will be able to view, filter, and search for students in your proctor group and manage their sessions. Students who have access to the test are listed in the Tester column.

Below is a list and description of the information you'll find in the **Session Management Area**.

- **Tester**
    - The name of the student.
- **Identifier**
    - The Identifier is the SSID used by the student to log into the test.
- **Progress**
    - The progress of the students' assessments will display one of the following. **Note**: The Proctor does not "start" the test from the Proctor Dashboard. Students (when instructed to do so by the Proctor) will start their tests by starting the TestNav application on their devices and entering their SSIDs and the test code.
        - **Needs Attention** – the student has started logging into the test and is waiting to be let into the test by the proctor approve session.
        - **Not Started** – The student has not logged into the assessment.
        - **In Progress** – The student has logged into the assessment. No action is needed by the proctor.
        - **Submitted** – The student has completed the test and submitted the results.
        - **Reseat** – The proctor has reseated the student(s). The student has not yet logged back into the session. No action is needed by the proctor.
- **Health**
    - Health helps the proctor know if the student is interacting with the assessment. Health can be one of the following values:
        - **Not Started** – The student has not logged into the assessment. No action is needed by the proctor.

- **In Progress** – The student has logged into the assessment. The student has recently interacted with the assessment.
- **Exited** – The student has exited the TestNav app. The Proctor needs to reseat the student before they can log back into the assessment.
- **Resumed** – The proctor has re-sat the student and they can log back into the assessment.
- **Submitted** – The student has completed and submitted the test.
- **No Activity** – The student has not interacted with the assessment for at least 90 seconds. This indicates the student is still in the assessment but has not interacted with the application. The proctor may choose to check on the student if this status persists.

- **Section / Item**
  - The Section and Item columns show the completion of a section or test. While a student is actively testing, this column will only show N/A. After student has submitted the assessment, the fields will be populated with the completion percentage.
- **Accom**
  - The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations relevant to the online assessment session administration will be displayed.
- Available actions will appear based on the testing status of the student:
  - **Reseat Session** – Use if a student has an "interrupted" session (computer issue, session timeout, unexpected error). Reseating allows the student to re-enter their test code and SSID to resume their assessment session.

Hovering over the Item Progress in the proctor dashboard will clearly list current item for the student.

For remote testing, you can change your view on the Proctor Dashboard. The default when you first view the dashboard is the tile view, but you can also change to a list view by clicking the list icon.

Reseating a Student's Session (Teachers and Proctors)

The Reseat Session action on the proctor dashboard logs a student out of the test and allows them to sign in again. A proctor might need to reseat a student if they exit the TestNav and their progress status is Breached or if their computer session expired. Reseating a student can also resolve other non-specific issues a student might have with navigation in a test. To Reseat your student's session, follow these steps:

1. In the proctor dashboard, find the student you want to reseat.
2. In the **Actions** area, select the **Reseat Session** button.

3. When the confirmation message appears, select **Reseat**.
   NOTE: The student progress will change from **In Progress** or **Breached** to **Reseat** to indicate that the student has been reseated.
4. The student will receive a notification that they can log in to the test session again.

Proctoring a Remote Test

The Utah Aspire Plus test is available remotely for students whose learning is 100% online.

Logging into a Remote Proctor Group (Teachers and Proctors)

Follow these steps to login as a proctor.

1. Login to ADAM
2. Select **Proctor a Test** on the right-hand side of the screen
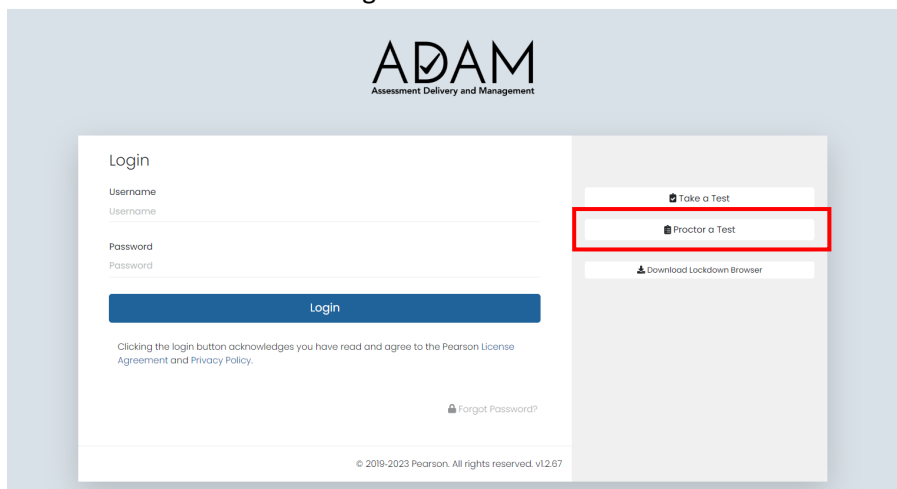
3. Enter the **Test Code** and **Proctor Password** that is on your Proctor Card and select the **Submit** button.

4. On the **Confirm** screen, confirm the **Proctor Group Name** and click the **Confirm** button.

5. Once you confirm you'll be asked to provide your **Proctor First Name** and **Proctor Last Name**, then click the **Save** button. The **Proctor Dashboard** will open.

6. You'll now be on the proctor dashboard for remote testing. You'll notice the **Test Code** in the top right-hand corner. This will be the test code that will need to be communicated to the students in your proctor group. For students that are eligible and plan to take the tests remotely, proctors/teachers the test code via a secure system that is already in place that is used for teachers to communicate to their students.

NOTE: With multiple proctors needed in a proctor group, each proctor will use the same Test Code and Proctor Password to login to the proctor group. The previous step of confirming the Proctor First Name and Proctor Last Name will not be needed if a proctor has already logged in to the proctor group.

Monitoring Testing in a Remote Proctor Group *(Teachers and Proctors)*

1. As students start logging in, they'll appear in the dashboard as "Needs Attention". Select the menu with the three dots to the right and select **Approve Session** to allow the student in the proctor dashboard. You'll see the students start to appear on camera as they get logged in to their tests.
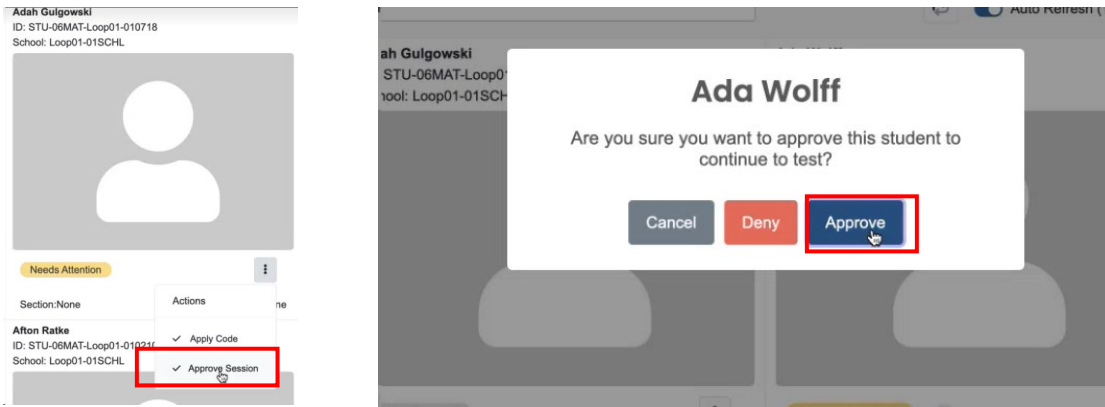
2. During testing, students can raise their hands using the help tool. You'll see a hand icon appear over the student's video to notify you they have a question. You can also see how many students have hands raised by seeing the status bar in the dashboard.
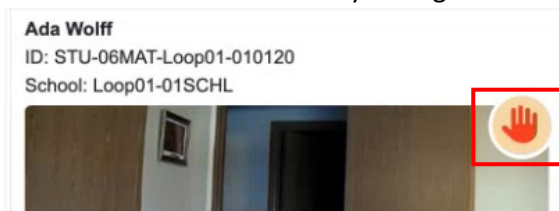
3. You can communicate with students using the chat feature. You'll see the chat with the blue hand icon.
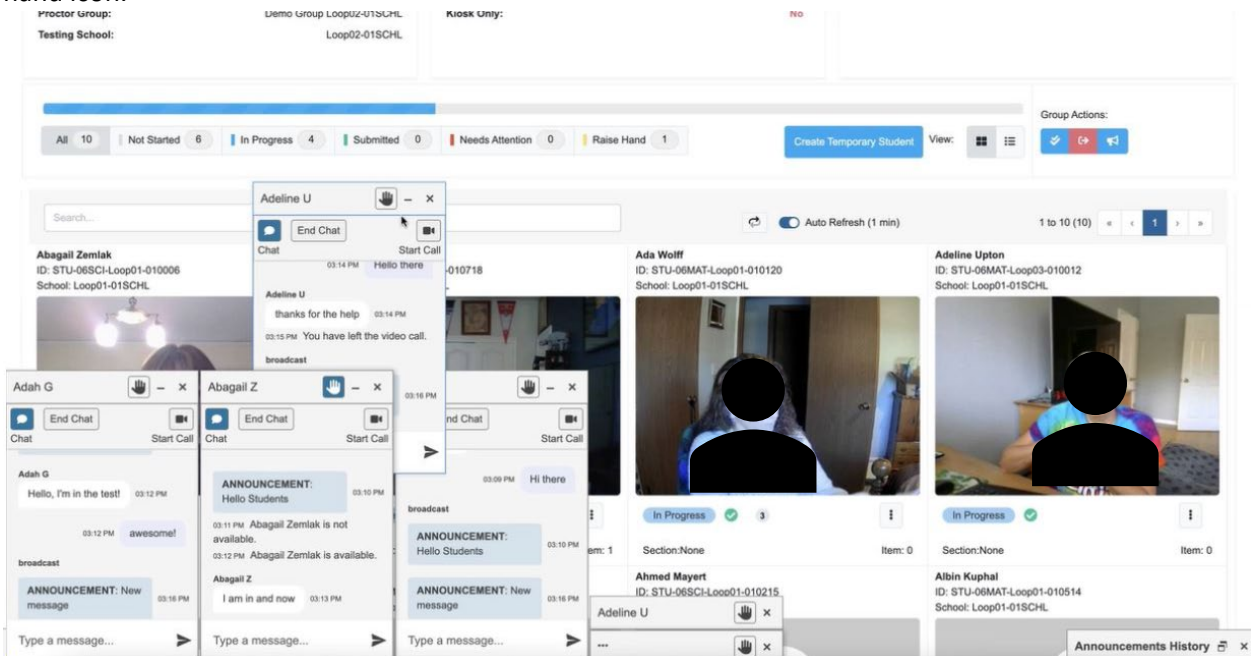
4. The proctor can initiate a video call with the student to address the student's questions or concerns.
   - Proctors can only video call one student at a time. There is no broadcast video capability.

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To initiate a video call with a student who has their hand raised, click the **Start Call** button in the chat window for that student.
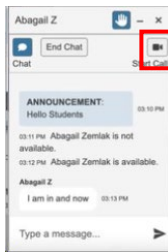
5. The proctor can send broadcast messages to all students in the proctor group by using the broadcast button.
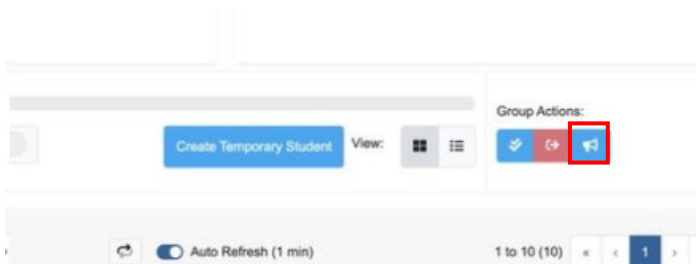
Troubleshooting During Remote Testing (Teachers and Proctors)

Remote proctoring has built in messaging to help assist proctors address issues they may encounter during testing. If you see these messages over the student's images, follow steps to address the issues.

Students are required to have their cameras turned on while testing. If you notice a student's camera has turned off, you need to immediately click on the **Exit Session** option in the three-dot menu under the picture window.
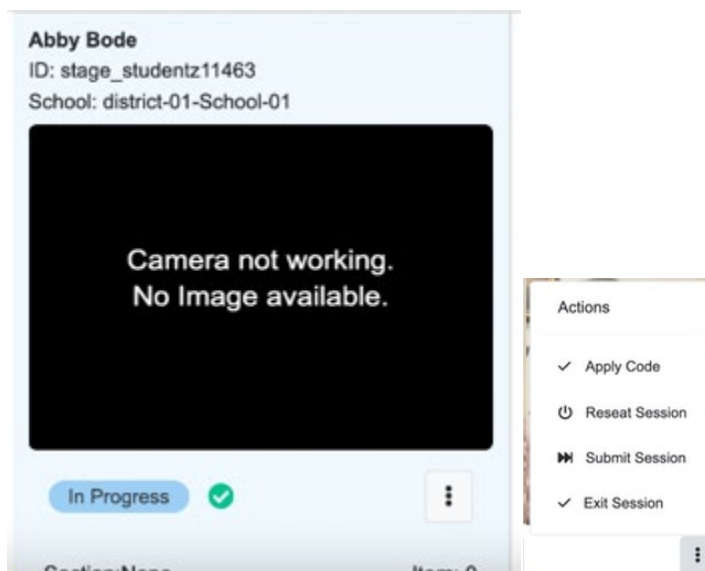
If your student loses network connection, TestNav will exit the student from their session. Prior to reseating your student, your student is in **Exited** status, click the **Reseat Session**. Once the student's status changes to **Reseat**, they can now use their last name, SSID and test code to log back into TestNav.
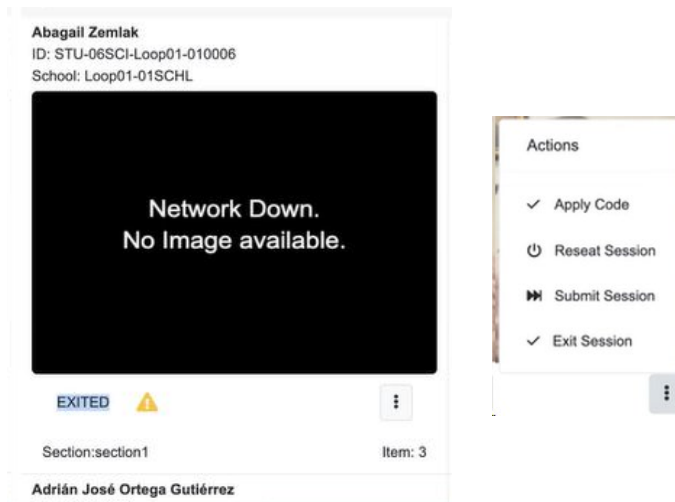
 NOTE: If the proctor loses connection, the student will receive a notification stating: "Warning – Exiting the test in <7> seconds. There was a problem with your Proctor's network connection.
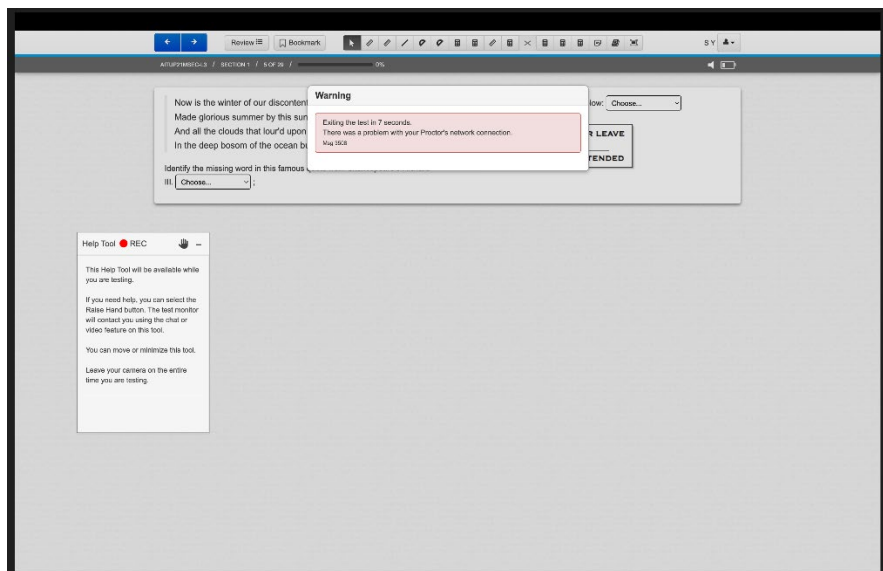
Remote Proctoring – Sign-in for Students

Students will experience the following screens for signing into their remote test session. This will help proctors understand the student experience and what they see during login.

1. The student will need to start TestNav. The first screen will ask the student to enter their **Test Code**. The test code should either be provided by their proctor or it will be on their Student Testing Ticket.
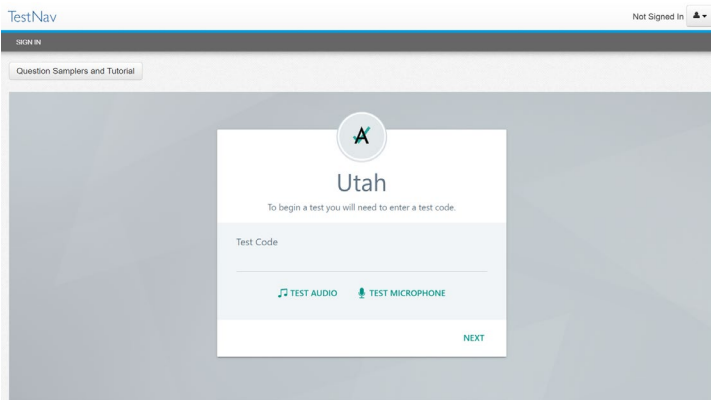
2. The next screen will ask the student to enter their **Last Name** and their **SSID**. They must enter it exactly as it appears on their student testing ticket. They may now click the **Next** button.
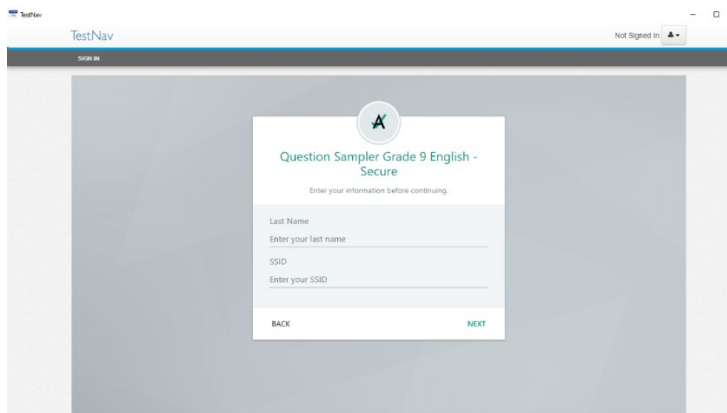
3. The test will start to load.
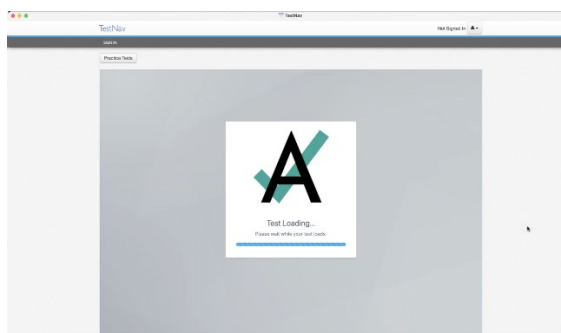
4. The student will now see a screen that says, "Waiting Approval". The proctor must allow the student into the session.
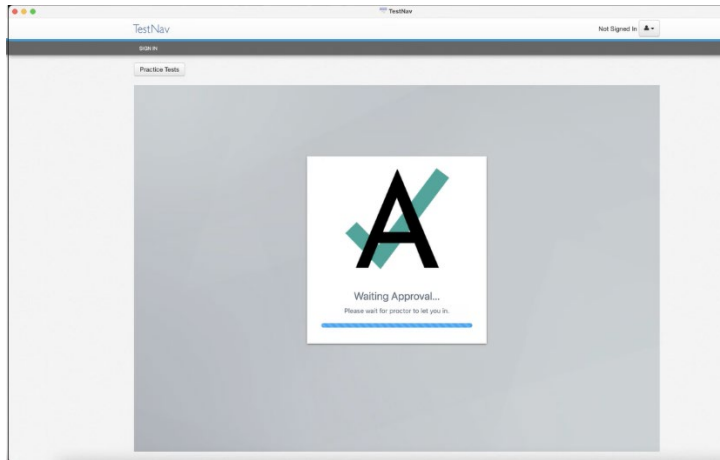
5. Once the proctor allows the student into their session, they will be asked to perform series of **System Checks**. The student will need to click the **Begin** button to start the **System Check**.
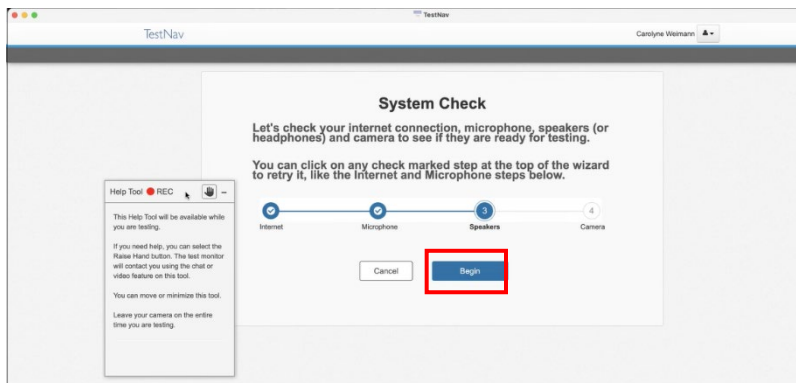
6. The first check will check the student's internet connection. The student will need to press the button labeled **Press to test Internet speed**.
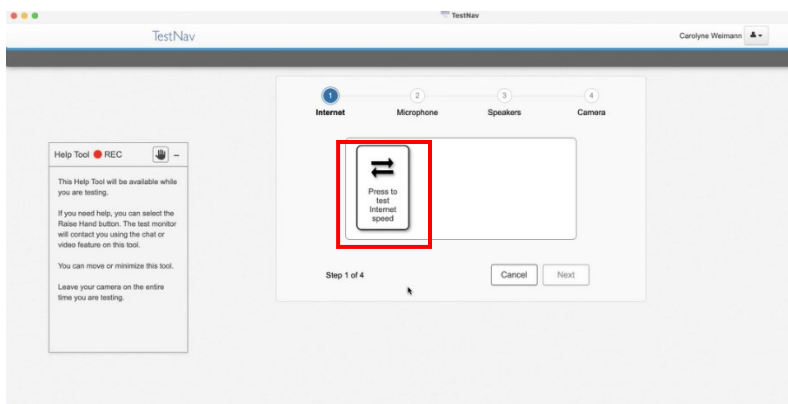
7. If their connection passes the test, the student will receive a message stating, "Your internet speed is good." The student will click the **Next** button.
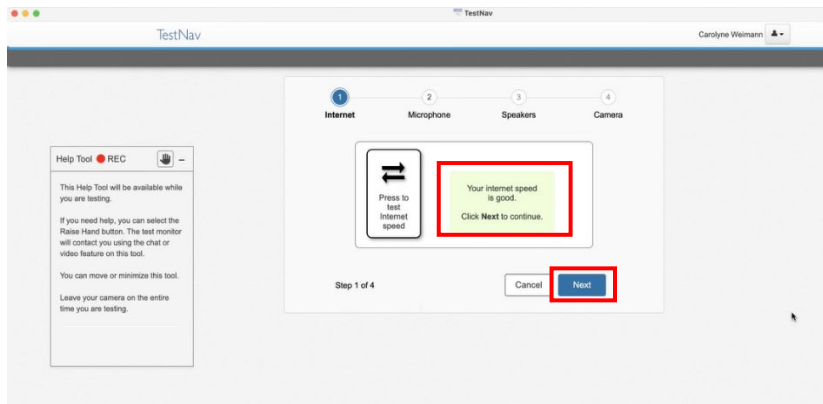
8. The next check will check the student's microphone. The student will need to select their microphone from the dropdown box. Once they've selected their microphone, the student will need to press the button labeled **Press to test Microphone.**
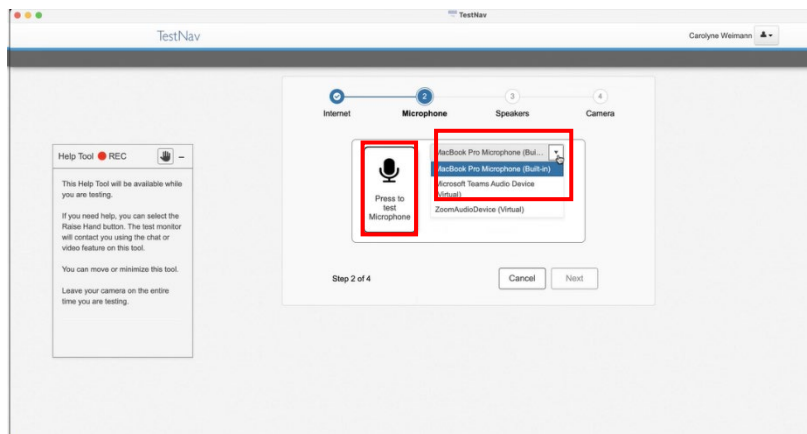
9. The student needs to speak in their microphone and confirm the green bar is showing when they speak. If they see the green bar, they can follow the directions and select **Yes** from the options.
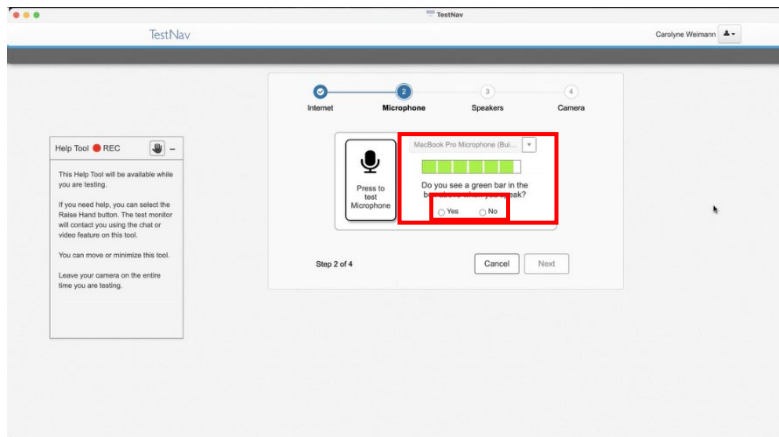
10. The student will see a message stating their microphone is working. They can now press the **Next** button.
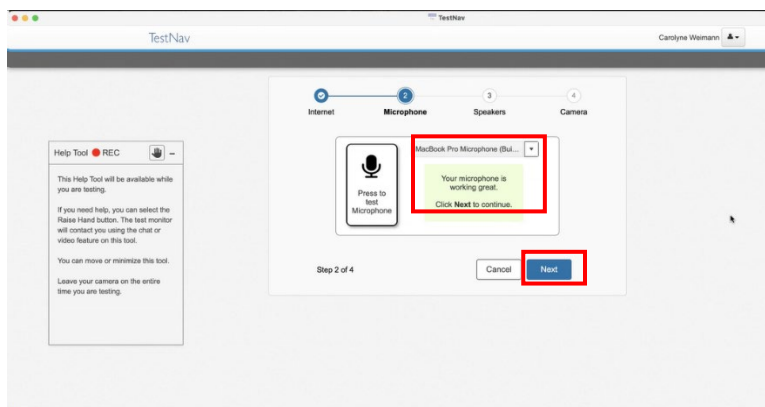
11. The next check will check the student's speakers. Select the speakers for their audio output from the dropdown box**.**
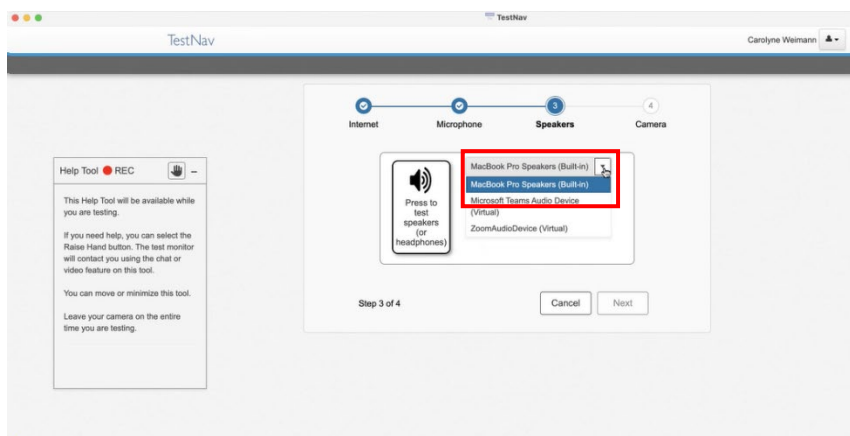
12. TestNav will play music. If the student hears the music, they can select the **Yes** option.
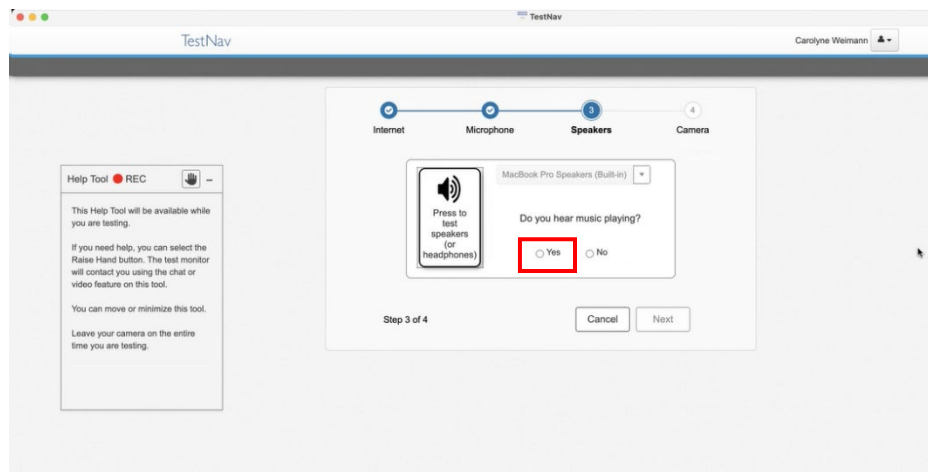
13. They will get a message stating their speakers are ready, and they can press the **Next** button.
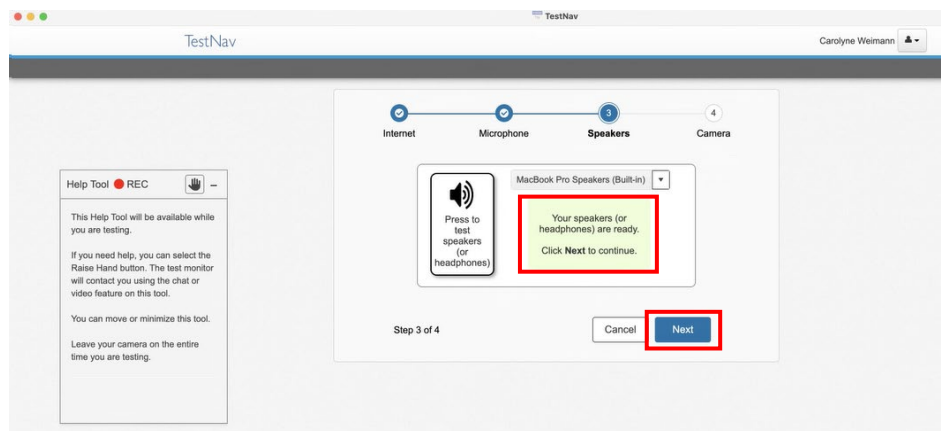
14. The next check will check the student's camera. Select the camera for their video from the dropdown box**.**
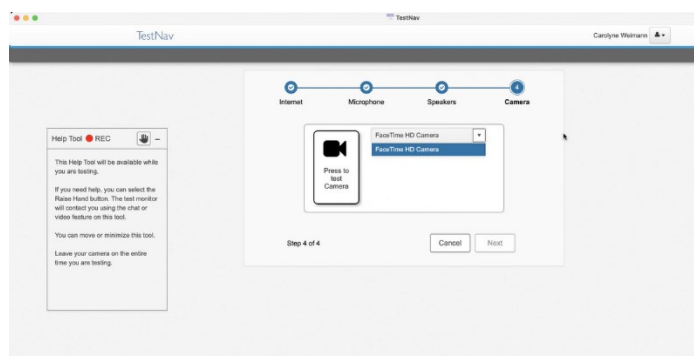
15. Click the **Press to test Camera** button. The student should see themselves in the video. If they do, they can select the **Yes** option.
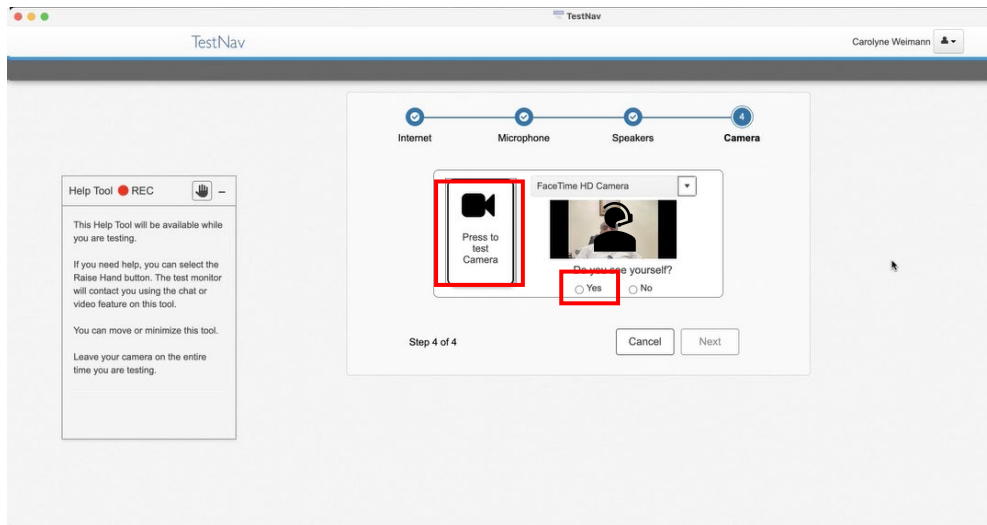
16. The student can now press the **Next** button.
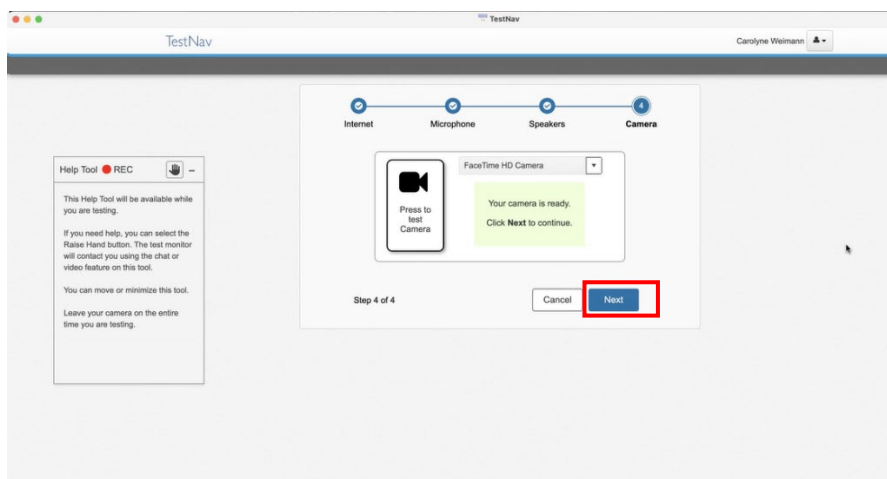
17. That will be all the system checks the student will need to conduct. They will receive a **You are ready to take your test** message. They will now press the **Next** button and be taken to the Start Test screen in TestNav.
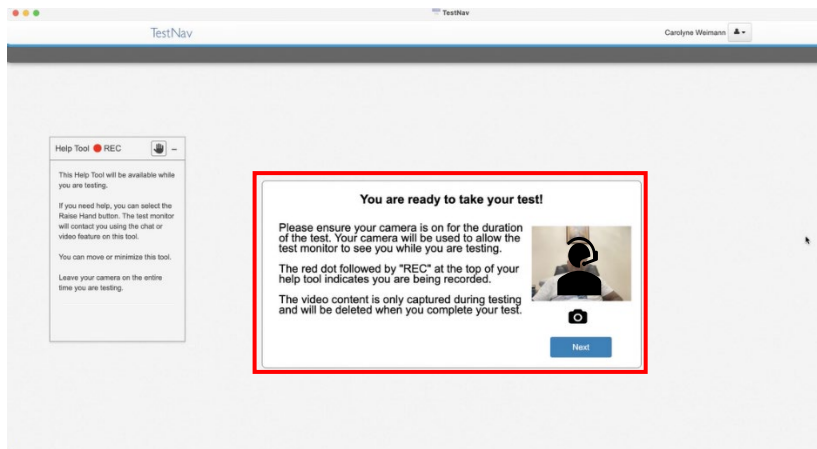
18. If at any point during the System Check process the student is having issues, they can click the **Raise Hand** button and get assistance from their proctor.
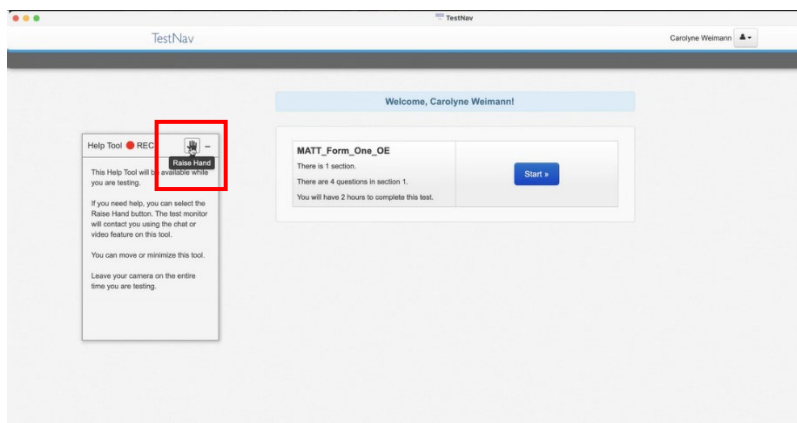
Administering the Online Tests

Testing administrators or proctors will help students log in to their assessments by reading the directions for administration. All directions are indicated by the word "SAY" and are in **bold** type. Teacher/proctor directions are in *italics*. **Read these directions exactly as they are written**. Follow the test-specific instructions for administering each test.

Ensure the following steps have been taken before reading the test administration directions.

- Ensure the TestNav app is launched on each device students will use for testing. Ensure that all students have headphones and a keyboard. Instructions on setting up TestNav is available [here](#). For information on launching TestNav, select the Setup link for your specific device.
- Ensure that blank scratch paper, pencils, headphones, appropriate test materials, and student test tickets are distributed.
- Make sure students do not have cell phones, smart watches, or devices with internet, recording, or communication capabilities during testing. Any devices should be turned off and put away prior to testing.
- Have students clear their desks of everything but their testing device and allowed test materials.
- Approve All sessions in ADAM by selecting the Approve All or Approve individual icon on the proctor screen.
- Hand out the student testing tickets. Teachers or proctors may help students log in. For information on printing student testing tickets in ADAM, refer to the *Print Student Testing Tickets* section of this manual. Note that each subject will have its own student testing ticket.

Once testing begins, actively proctor the test session, and document any testing anomalies that occur. Students who finish early should be encouraged to use any remaining time to check their answers before submitting the test for scoring. Teachers or proctors cannot answer any student questions about or discuss the content of the assessment with students, even if the students are finished with their testing session.

The test section must be completed within the testing times listed below. Note that the test timer will appear next to the student's name at the top left of the screen. Teachers or proctors administering assessments to students who require locally provided timing should use the times below. These test times will be different for students with an extended testing time accommodation.
- Reading: 75 minutes
- Math: 75 minutes
- Science: 60 minutes

Test Directions (LEA Assessment Directors, School Administrators, Teachers, Proctors)

Mathematics Test Directions (In Person Computer-based Testing)
Student Log-In Directions
The following directions should be read to students by the proctor explaining how students should log in to TestNav to take the Utah Aspire Plus assessment.

SAY: Today you will be taking the Utah Aspire Plus Math Assessment.
Look at your student testing ticket and make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket. If you do not log in with the correct student testing ticket, your test may be invalidated.

Provide assistance to any student who raises their hand. If a student has the wrong student testing ticket or a student does not have a student testing ticket, contact the school test administrator.

SAY: You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.

If your proctor group was pre-created and the Test Code is on your student testing ticket

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket, and then select the *Next* button.

If there's no test code on the student testing ticket point to the test code you've communicated via whiteboard/chalkboard or other method

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears here, and then select the *Next* button.

Pause to make sure that all students have entered their testing code.

SAY: You should now see a screen asking you to enter your Last Name and SSID. Find your last name and the SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.

Pause to make sure that all students have entered their identifier.

SAY: You see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is Grade [9 or 10] Math and that it is your name. If everything is correct, select the *Next* button. Please raise your hand if something is incorrect.

Provide assistance to any student who raises their hand. If a student has wrong information, check their testing ticket to make sure it is for the subject and grade that is being administered.

Taking the Test Directions

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

SAY: You are now ready to begin. The Utah Aspire Plus Assessment is divided into two parts. The first part will contain your test directions. You must read the entire section before you can move on to the test. Once everyone has finished reading the test directions, I will provide you with a seal code that will allow you to move on the test. You may now select the *Start* button.

Once all students have completed the test directions, write the assigned seal code on a chalk board or paper where all students can see it. Provide assistance to any student who raises their hand.

SAY: You are now ready to take the Grade [9 or 10] Math test. This is your seal code. Please enter it as instructed on your screen and select the *Start* button.

During the test, walk around the room to monitor student behavior and ensure there is no prohibited behavior. Monitor student progress within ADAM.
When the testing time is up, ensure students have submitted their test.

SAY: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Once you have submitted your test, I will collect your testing materials. Please remain quiet as I do so.

Help any students who need assistance. Collect all testing materials including scratch paper.

Instrucciones de la prueba de Matemáticas (español)
Instrucciones para el inicio de sesión de los estudiantes

La persona que supervisa la prueba debe leer las siguientes instrucciones a los estudiantes explicándoles cómo deben iniciar la sesión en TestNav para tomar la prueba Utah Aspire Plus.

DIGA: Hoy tomarás la prueba de Matemáticas de Utah Aspire Plus.
Mira tu boleto estudiantil de la prueba y asegúrate de que tenga tu nombre. Levanta la mano si tu boleto estudiantil de la prueba no es el correcto. Si no inicias la sesión con el boleto estudiantil de la prueba correcto, tu prueba se podría invalidar.

Preste ayuda a cualquier estudiante que levante la mano. Si un estudiante tiene un boleto estudiantil de la prueba que no es el correcto o no tiene boleto estudiantil de la prueba, comuníquese con el administrador de pruebas de la escuela.

DIGA: Debes ver una pantalla que dice "Utah". En la parte inferior, aparecen las palabras "Test Audio". Selecciona las palabras "Test Audio", escucha el sonido de las campanas y ajusta el volumen según sea necesario.

Si su grupo de supervisión fue creado previamente y el código de la prueba está en su boleto estudiantil de la prueba...

DIGA: Ahora busca el campo de Test Code en la pantalla de Iniciar Sesión. Escribe tu Test Code exactamente como aparece en tu boleto estudiantil de la prueba y luego selecciona el botón de *Next*.

Si el boleto estudiantil de la prueba no tiene un código de la prueba, señale el código de la prueba que ha comunicado en la pizarra o de cualquier otro modo.

DIGA: Ahora busca el campo de Test Code en la pantalla de Iniciar Sesión. Escribe tu Test Code exactamente como aparece aquí y luego selecciona el botón de *Next*.

Haga una pausa para asegurarse de que todos los estudiantes hayan escrito su código de la prueba.

DIGA: Ahora debes ver una pantalla que te pide que escribas tu Apellido y SSID. Busca tu apellido y el SSID en tu boleto de la prueba y escribe la información exactamente como aparece en tu boleto de la prueba; luego selecciona el botón de *Next*.

Haga una pausa para asegurarse de que todos los estudiantes hayan escrito su identificador.

DIGA: Ves una pantalla que te pide que confirmes la prueba que estás tomando y tu nombre. Asegúrate de que el nombre de la prueba es Matemáticas grado [9 o 10] y que ese es tu nombre. Si todo está correcto, selecciona el botón de *Siguiente*. Por favor, levanta la mano si algo está incorrecto.

Preste ayuda a cualquier estudiante que levante la mano. Si un estudiante tiene información incorrecta, verifique su boleto de la prueba para asegurarse de que corresponde a la materia y grado que se está administrando.

Instrucciones para tomar la prueba

DIGA: Durante la prueba, no se permite que tengas un teléfono celular, un teléfono o un reloj inteligentes, u otros aparatos electrónicos con capacidad para Internet. Por favor, asegúrate de que todos los aparatos electrónicos, incluidos los teléfonos celulares y los relojes inteligentes, estén apagados y hayan sido debidamente asegurados por lo que reste de la sesión de la prueba. Incumplir con esto podría conllevar que se invalide tu prueba.

Haga una pausa para los aparatos que no se permite guardarlos.

DIGA: Ahora puedes empezar. La prueba Utah Aspire Plus se divide en dos partes. La primera parte tiene las instrucciones de la prueba. Debes leer la sección completa antes de que puedas seguir adelante en la prueba. Una vez que todos hayan terminado de leer las instrucciones de la prueba, les proporcionaré un código de seguridad que les permitirá continuar. Ahora puedes seleccionar el botón de *Empezar*.

Una vez que todos los estudiantes hayan completado las instrucciones de la prueba, escriba el código de seguridad asignado en una pizarra u hoja donde todos los estudiantes puedan verlo. Preste ayuda a cualquier estudiante que levante la mano.

DIGA: Ahora puedes tomar la prueba de Matemáticas grado [9 o 10]. Este es tu código de seguridad. Por favor, escríbelo según se indica en tu pantalla y selecciona el botón de *Empezar*.

Durante la prueba, camine por el salón para observar el comportamiento de los estudiantes y asegurarse de que no haya comportamientos prohibidos. Supervise el progreso de los estudiantes en ADAM. Cuando el tiempo de la prueba haya terminado, asegúrese de que los estudiantes hayan entregado su prueba.

DIGA: La sesión de la prueba ha terminado. Si no has seleccionado el botón de *Enviar respuestas finales*, selecciónalo ahora. En la pantalla de Advertencia sobre el envío de la prueba, selecciona el botón de *Sí, enviar respuestas finales*. Si necesitas ayuda enviando tu prueba, levanta la mano. Una vez que hayas enviado tu prueba, levanta la mano. Una vez que hayas enviado tu prueba, recogeré tus materiales de la prueba. Por favor, guarda silencio mientras lo hago.

Ayude a cualquier estudiante que necesite asistencia. Recoja todos los materiales de la prueba, incluso el papel borrador.

Mathematics Test Directions (Standard Print, Large Print, Braille, Screen Reader)
Student Log-In Directions
The following directions should be read to students by the proctor explaining how students should log in to TestNav to take the Utah Aspire Plus assessment.

SAY: Today you will be taking the Utah Aspire Plus Math Assessment.
Look at your student testing ticket and make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket. If you do not log in with the correct student testing ticket, your test may be invalidated.

Provide assistance to any student who raises their hand. If a student has the wrong student testing ticket or a student does not have a student testing ticket, contact the school test administrator.

SAY: You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.

If your proctor group was pre-created and the Test Code is on your student testing ticket

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket, and then select the *Next* button.

If there's no test code on the student testing ticket point to the test code you've communicated via whiteboard/chalkboard or other method

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears here, and then select the *Next* button.

Pause to make sure that all students have entered their testing code.

SAY: You should now see a screen asking you to enter your Last Name and SSID. Find your last name and the SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.

Pause to make sure that all students have entered their identifier.

SAY: You see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is Grade [9 or 10] Math and that it is your name. If everything is correct, select the *Next* button. Please raise your hand if something is incorrect.

Provide assistance to any student who raises their hand. If a student has wrong information, check their testing ticket to make sure it is for the subject and grade that is being administered.

Taking the Test Directions

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

SAY: You are now ready to take the Grade [9 or 10] Math test. This test is designed to measure your understanding of Utah Core Standards for Grade [9 or 10] Math.
Begin working on the test when you are told to do so.
If you finish the test before time is called, you should use the remaining time to review your work. If you find that you do not know how to enter your responses, please raise your hand.

Pause to answer any questions the students may have.

SAY: Select the *Start* button.

Pause to make sure students have selected the Start *button.*

SAY: You should see a screen that says, "Section 1."

SAY: When you come to the screen with the words "Submit Final Answers," you have finished the test. If you finish before time is up, you may use the remaining time to review your answers. If you are ready to submit your answers, select the *Submit Final Answers* button. Then you will see a confirmation screen. After you select the *Yes, Submit Final Answers* button, you will not be able to return to this section. Select the *Yes, Submit Final Answers* button only if you are sure you are ready to submit your test.
After you have submitted your test, you may sit quietly or read a book. You may *not* continue to use your computer. You may not leave the room until all tests are submitted, and all scratch paper and test materials have been collected. Are there any questions?

Pause to answer any questions the students may have.

SAY: We will now begin. You will have 75 minutes to complete the test. Once you click the *Start* button, your time will begin counting down. A warning message will appear when you have five minutes left in the test. Put on your headphones and select the *Start* button.

During the test, walk around the room to monitor student behavior and ensure there is no prohibited behavior. Monitor student progress within ADAM.
When the testing time is up, ensure students have submitted their test.

SAY: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Once you have submitted your test, I will collect your testing materials. Please remain quiet as I do so.

Help any students who need assistance. Collect all testing materials including scratch paper.

Mathematics Test Directions (REMOTE Testers)

For students that are eligible and plan to take the tests remotely, proctors/teachers should plan to send the following checklist to the students via a secure system that is already in place that is used for teachers to communicate to their students. The checklist should be sent to the students testing remotely just prior to the testing event.

Student Log-In Direction Checklist

Today you will be taking the Utah Aspire Plus Math Assessment. Please follow the directions below for logging in to your test.

If you have any questions or issues while logging in, please reach out to your proctor/teacher through your normal communication channels.

- o Open Test Nav application
- o Look at your student testing ticket provided by your teacher and make sure it has your name on it. If you do not log in with the correct student testing ticket, your test may be invalidated.
- o You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.
- o Now, find Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket. If the Test Code is not on your student testing ticket, enter it exactly as your proctor has provided separately and then select the *Next* button. You should now see a screen asking you to enter your Last Name and SSID. Find your Last Name and SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.
- o You should see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is **Grade [9 or 10] Math** and that it is your name. If everything is correct, select the *Next* button.
- o After logging in, you will see a system checkup screen. The system check screen will test your computer to make sure your microphone, camera, and system are ready for remote testing. Please follow the on-screen directions through the system check.

At this point, you will be able to communicate with your proctor/teacher through the onscreen help tool by raising your hand by selecting the hand icon.

Taking the Test Directions

Proctors will need to broadcast message the information below that is in **bold** using the remote proctoring tools that are available in ADAM.

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

MESSAGE: You are now ready to begin. The Utah Aspire Plus Assessment is divided into two parts. The first part will contain your test directions. You must read the entire section before you can move on to the test. Once everyone has finished reading the test directions, I will provide you with a seal code that will allow you to move on the test. You may now select the *Start* button.

Once all students have completed the test directions, broadcast message the assigned seal code to all students in the proctor group.

MESSAGE: You are now ready to take the Grade [9 or 10] Math test. This is your seal code. Please enter it as instructed on your screen and select the *Start* button.

During the test, monitor students' progress within ADAM. If students are using scratch paper, they should show on camera that they have torn the paper up.
When the testing time is up, ensure students have submitted their test.

MESSAGE: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Please show me that you have torn up any scratch paper you have used.

Reading Test Directions (In Person Computer-based Testing)
Student Log-In Directions
The following directions should be read to students by the proctor explaining how students should log in to TestNav to take the Utah Aspire Plus assessment.

SAY: Today you will be taking the Utah Aspire Plus Reading Assessment.
Look at your student testing ticket and make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket. If you do not log in with the correct student testing ticket, your test may be invalidated.

Provide assistance to any student who raises their hand. If a student has the wrong student testing ticket or a student does not have a student testing ticket, contact the school test administrator.

SAY: You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.

If your proctor group was pre-created and the Test Code is on your student testing ticket

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket, and then select the *Next* button.

If there's no test code on the student testing ticket point to the test code you've communicated via whiteboard/chalkboard or other method

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears here, and then select the *Next* button.

Pause to make sure that all students have entered their testing code.

SAY: You should now see a screen asking you to enter your Last Name and SSID. Find your last name and the SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.

Pause to make sure that all students have entered their identifier.

SAY: You see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is Grade [9 or 10] Reading and that it is your name. If everything is correct, select the *Next* button. Please raise your hand if something is incorrect.

Provide assistance to any student who raises their hand. If a student has wrong information, check their testing ticket to make sure it is for the subject and grade that is being administered.

Taking the Test Directions

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

SAY: You are now ready to begin. The Utah Aspire Plus Assessment is divided into two parts. The first part will contain your test directions. You must read the entire section before you can move on to the test. Once everyone has finished reading the test directions, I will provide you with a seal code that will allow you to move on the test. You may now select the *Start* button.

Once all students have completed the test directions, write the assigned seal code on a chalk board or paper where all students can see it. Provide assistance to any student who raises their hand.

SAY: You are now ready to take the Grade [9 or 10] Reading test. This is your seal code. Please enter it as instructed on your screen and select the *Start* button.

During the test, walk around the room to monitor student behavior and ensure there is no prohibited behavior. Monitor student progress within ADAM.
When the testing time is up, ensure students have submitted their test.

SAY: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Once you have submitted your test, I will collect your testing materials. Please remain quiet as I do so.

Help any students who need assistance. Collect all testing materials including scratch paper.

Instrucciones de la prueba de Lectura (español)

Instrucciones para el inicio de sesión de los estudiantes

La persona que supervisa la prueba debe leer las siguientes instrucciones a los estudiantes explicándoles cómo deben iniciar la sesión en TestNav para tomar la prueba Utah Aspire Plus.

DIGA: Hoy tomarás la prueba de Lectura de Utah Aspire Plus.
Mira tu boleto estudiantil de la prueba y asegúrate de que tenga tu nombre. Levanta la mano si tu boleto estudiantil de la prueba no es el correcto. Si no inicias la sesión con el boleto estudiantil de la prueba correcto, tu prueba se podría invalidar.

Preste ayuda a cualquier estudiante que levante la mano. Si un estudiante tiene un boleto estudiantil de la prueba que no es el correcto o no tiene boleto estudiantil de la prueba, comuníquese con el administrador de pruebas de la escuela.

DIGA: Debes ver una pantalla que dice "Utah". En la parte inferior, aparecen las palabras "Test Audio". Selecciona las palabras "Test Audio", escucha el sonido de las campanas y ajusta el volumen según sea necesario.

Si su grupo de supervisión fue creado previamente y el código de la prueba está en su boleto estudiantil de la prueba...

DIGA: Ahora busca el campo de Test Code en la pantalla de Iniciar Sesión. Escribe tu Test Code exactamente como aparece en tu boleto estudiantil de la prueba y luego selecciona el botón de *Next*.

Si el boleto estudiantil de la prueba no tiene un código de la prueba, señale el código de la prueba que ha comunicado en la pizarra o de cualquier otro modo.

DIGA: Ahora busca el campo de Test Code en la pantalla de Iniciar Sesión. Escribe tu Test Code exactamente como aparece aquí y luego selecciona el botón de *Next*.

Haga una pausa para asegurarse de que todos los estudiantes hayan escrito su código de la prueba.

DIGA: Ahora debes ver una pantalla que te pide que escribas tu Apellido y SSID. Busca tu apellido y el SSID en tu boleto de la prueba y escribe la información exactamente como aparece en tu boleto de la prueba; luego selecciona el botón de *Next*.

Haga una pausa para asegurarse de que todos los estudiantes hayan escrito su identificador.

DIGA: Ves una pantalla que te pide que confirmes la prueba que estás tomando y tu nombre. Asegúrate de que el nombre de la prueba es Lectura grado [9 o 10] y que ese es tu nombre. Si todo está correcto, selecciona el botón de *Siguiente*. Por favor, levanta la mano si algo está incorrecto.

Preste ayuda a cualquier estudiante que levante la mano. Si un estudiante tiene información incorrecta, verifique su boleto de la prueba para asegurarse de que corresponde a la materia y grado que se está administrando.

Instrucciones para tomar la prueba

DIGA: Durante la prueba, no se permite que tengas un teléfono celular, un teléfono o un reloj inteligentes, u otros aparatos electrónicos con capacidad para Internet. Por favor, asegúrate de que todos los aparatos electrónicos, incluidos los teléfonos celulares y los relojes inteligentes, estén apagados y hayan sido debidamente asegurados por lo que reste de la sesión de la prueba. Incumplir con esto podría conllevar que se invalide tu prueba.

Haga una pausa para los aparatos que no se permite guardarlos.

DIGA: Ahora puedes empezar. La prueba Utah Aspire Plus se divide en dos partes. La primera parte tiene las instrucciones de la prueba. Debes leer la sección completa antes de que puedas seguir adelante en la prueba. Una vez que todos hayan terminado de leer las instrucciones de la prueba, les proporcionaré un código de seguridad que les permitirá continuar. Ahora puedes seleccionar el botón de *Empezar*.

Una vez que todos los estudiantes hayan completado las instrucciones de la prueba, escriba el código de seguridad asignado en una pizarra u hoja donde todos los estudiantes puedan verlo. Preste ayuda a cualquier estudiante que levante la mano.

DIGA: Ahora puedes tomar la prueba de Lectura grado [9 o 10]. Este es tu código de seguridad. Por favor, escríbelo según se indica en tu pantalla y selecciona el botón de *Empezar*.

Durante la prueba, camine por el salón para observar el comportamiento de los estudiantes y asegurarse de que no haya comportamientos prohibidos. Supervise el progreso de los estudiantes en ADAM. Cuando el tiempo de la prueba haya terminado, asegúrese de que los estudiantes hayan entregado su prueba.

DIGA: La sesión de la prueba ha terminado. Si no has seleccionado el botón de *Enviar respuestas finales*, selecciónalo ahora. En la pantalla de Advertencia sobre el envío de la prueba, selecciona el botón de *Sí, enviar respuestas finales*. Si necesitas ayuda enviando tu prueba, levanta la mano. Una vez que hayas enviado tu prueba, levanta la mano. Una vez que hayas enviado tu prueba, recogeré tus materiales de la prueba. Por favor, guarda silencio mientras lo hago.

Ayude a cualquier estudiante que necesite asistencia. Recoja todos los materiales de la prueba, incluso el papel borrador.

Reading Test Directions (Standard Print, Large Print, Braille, Screen Reader)
Student Log-In Directions

The following directions should be read to students by the proctor explaining how students should log in to TestNav to take the Utah Aspire Plus assessment.

SAY: Today you will be taking the Utah Aspire Plus Reading Assessment.
Look at your student testing ticket and make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket. If you do not log in with the correct student testing ticket, your test may be invalidated.

Provide assistance to any student who raises their hand. If a student has the wrong student testing ticket or a student does not have a student testing ticket, contact the school test administrator.

SAY: You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.

If your proctor group was pre-created and the Test Code is on your student testing ticket

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket, and then select the *Next* button.

If there's no test code on the student testing ticket point to the test code you've communicated via whiteboard/chalkboard or other method

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears here, and then select the *Next* button.

Pause to make sure that all students have entered their testing code.

SAY: You should now see a screen asking you to enter your Last Name and SSID. Find your last name and the SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.

Pause to make sure that all students have entered their identifier.

SAY: You see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is Grade [9 or 10] Reading and that it is your name. If everything is correct, select the *Next* **button. Please raise your hand if something is incorrect.**

Provide assistance to any student who raises their hand. If a student has wrong information, check their testing ticket to make sure it is for the subject and grade that is being administered.

Taking the Test Directions

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

SAY: You are now ready to take the Grade [9 or 10] Reading test. This test is designed to measure your understanding of Utah Core Standards for Grade [9 or 10] Reading.
Begin working on the test when you are told to do so.
If you finish the test before time is called, you should use the remaining time to review your work. If you find that you do not know how to enter your responses, please raise your hand.

Pause to answer any questions the students may have.

SAY: Select the *Start* **button.**

Pause to make sure students have selected the Start *button.*

SAY: You should see a screen that says, "Section 1."

SAY: When you come to the screen with the words "Submit Final Answers," you have finished the test. If you finish before time is up, you may use the remaining time to review your answers. If you are ready to submit your answers, select the *Submit Final Answers* **button. Then you will see a confirmation screen. After you select the** *Yes, Submit Final Answers* **button, you will not be able to return to this section. Select the** *Yes, Submit Final Answers* **button only if you are sure you are ready to submit your test.**
After you have submitted your test, you may sit quietly or read a book. You may *not* **continue to use your computer. You may not leave the room until all tests are submitted, and all scratch paper and test materials have been collected. Are there any questions?**

Pause to answer any questions the students may have.

SAY: We will now begin. You will have 75 minutes to complete the test. Once you click the *Start* button, your time will begin counting down. A warning message will appear when you have five minutes left in the test. Put on your headphones and select the *Start* button.

During the test, walk around the room to monitor student behavior and ensure there is no prohibited behavior. Monitor student progress within ADAM.
When the testing time is up, ensure students have submitted their test.

SAY: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Once you have submitted your test, I will collect your testing materials. Please remain quiet as I do so.

Help any students who need assistance. Collect all testing materials including scratch paper.

Reading Test Directions (REMOTE Testers)

For students that are eligible and plan to take the tests remotely, proctors/teachers should plan to send the following checklist to the students via a secure system that is already in place that is used for teachers to communicate with their students. The checklist should be sent to the students testing remotely just prior to the testing event.

Student Log-In Direction Checklist

Today you will be taking the Utah Aspire Plus Reading Assessment. Please follow the directions below for logging in to your test.

If you have any questions or issues while logging in, please reach out to your proctor/teacher through your normal communication channels.

- o Open Test Nav application
- o Look at your student testing ticket provided by your teacher and make sure it has your name on it. If you do not log in with the correct student testing ticket, your test may be invalidated.
- o You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.
- o Now, find Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket. If the Test Code is not on your student testing ticket, enter it exactly as your proctor has provided separately and then select the *Next* button. You should now see a screen asking you to enter your Last Name and SSID. Find your Last Name and SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.
- o You should see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is **Grade [9 or 10] Reading** and that it is your name. If everything is correct, select the *Next* button.
- o After logging in, you will see a system checkup screen. The system check screen will test your computer to make sure your microphone, camera, and system are ready for remote testing. Please follow the on-screen directions through the system check.

At this point, you will be able to communicate with your proctor/teacher through the onscreen help tool by raising your hand by selecting the hand icon.

Taking the Test Directions

Proctors will need to broadcast message the information below that is in **bold** using the remote proctoring tools that are available in ADAM.

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

MESSAGE: You are now ready to begin. The Utah Aspire Plus Assessment is divided into two parts. The first part will contain your test directions. You must read the entire section before you can move on to the test. Once everyone has finished reading the test directions, I will provide you with a seal code that will allow you to move on the test. You may now select the *Start* button.

Once all students have completed the test directions, broadcast message the assigned seal code to all students in the proctor group.

MESSAGE: You are now ready to take the Grade [9 or 10] Reading test. This is your seal code. Please enter it as instructed on your screen and select the *Start* button.

During the test, monitor students' progress within ADAM. If students are using scratch paper, they should show on camera that they have torn the paper up.
When the testing time is up, ensure students have submitted their test.

MESSAGE: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Please show me that you have torn up any scratch paper you have used.

Science Test Directions (In Person Computer-based Testing)

Student Log-In Directions

The following directions should be read to students by the proctor explaining how students should log in to TestNav to take the Utah Aspire Plus assessment.

SAY: Today you will be taking the Utah Aspire Plus Science Assessment.
Look at your student testing ticket and make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket. If you do not log in with the correct student testing ticket, your test may be invalidated.

Provide assistance to any student who raises their hand. If a student has the wrong student testing ticket or a student does not have a student testing ticket, contact the school test administrator.

SAY: You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.

If your proctor group was pre-created and the Test Code is on your student testing ticket

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket, and then select the *Next* button.

If there's no test code on the student testing ticket point to the test code you've communicated via whiteboard/chalkboard or other method

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears here, and then select the *Next* button.

Pause to make sure that all students have entered their testing code.

SAY: You should now see a screen asking you to enter your Last Name and SSID. Find your last name and the SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.

Pause to make sure that all students have entered their identifier.

SAY: You see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is Grade [9 or 10] Science and that it is your name. If everything is correct, select the *Next* button. Please raise your hand if something is incorrect.

Provide assistance to any student who raises their hand. If a student has wrong information, check their testing ticket to make sure it is for the subject and grade that is being administered.

Taking the Test Directions
SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

SAY: You are now ready to begin. The Utah Aspire Plus Assessment is divided into two parts. The first part will contain your test directions. You must read the entire section before you can move on to the test. Once everyone has finished reading the test directions, I will provide you with a seal code that will allow you to move on the test. You may now select the *Start* button.

Once all students have completed the test directions, write the assigned seal code on a chalk board or paper where all students can see it. Provide assistance to any student who raises their hand.

SAY: You are now ready to take the Grade [9 or 10] Science test. This is your seal code. Please enter it as instructed on your screen and select the *Start* button.

During the test, walk around the room to monitor student behavior and ensure there is no prohibited behavior. Monitor student progress within ADAM.
When the testing time is up, ensure students have submitted their test.

SAY: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Once you have submitted your test, I will collect your testing materials. Please remain quiet as I do so.

Help any students who need assistance. Collect all testing materials including scratch paper.

Instrucciones de la prueba de Ciencias (español)

Instrucciones para el inicio de sesión de los estudiantes

La persona que supervisa la prueba debe leer las siguientes instrucciones a los estudiantes explicándoles cómo deben iniciar la sesión en TestNav para tomar la prueba Utah Aspire Plus.

DIGA: Hoy tomarás la prueba de Ciencias de Utah Aspire Plus.
Mira tu boleto estudiantil de la prueba y asegúrate de que tenga tu nombre. Levanta la mano si tu boleto estudiantil de la prueba no es el correcto. Si no inicias la sesión con el boleto estudiantil de la prueba correcto, tu prueba se podría invalidar.

Preste ayuda a cualquier estudiante que levante la mano. Si un estudiante tiene un boleto estudiantil de la prueba que no es el correcto o no tiene boleto estudiantil de la prueba, comuníquese con el administrador de pruebas de la escuela.

DIGA: Debes ver una pantalla que dice "Utah". En la parte inferior, aparecen las palabras "Test Audio". Selecciona las palabras "Test Audio", escucha el sonido de las campanas y ajusta el volumen según sea necesario.

Si su grupo de supervisión fue creado previamente y el código de la prueba está en su boleto estudiantil de la prueba...

DIGA: Ahora busca el campo de Test Code en la pantalla de Iniciar Sesión. Escribe tu Test Code exactamente como aparece en tu boleto estudiantil de la prueba y luego selecciona el botón de *Next*.

Si el boleto estudiantil de la prueba no tiene un código de la prueba, señale el código de la prueba que ha comunicado en la pizarra o de cualquier otro modo.

DIGA: Ahora busca el campo de Test Code en la pantalla de Iniciar Sesión. Escribe tu Test Code exactamente como aparece aquí y luego selecciona el botón de *Next*.

Haga una pausa para asegurarse de que todos los estudiantes hayan escrito su código de la prueba.

DIGA: Ahora debes ver una pantalla que te pide que escribas tu Apellido y SSID. Busca tu apellido y el SSID en tu boleto de la prueba y escribe la información exactamente como aparece en tu boleto de la prueba; luego selecciona el botón de *Next*.

Haga una pausa para asegurarse de que todos los estudiantes hayan escrito su identificador.

DIGA: Ves una pantalla que te pide que confirmes la prueba que estás tomando y tu nombre. Asegúrate de que el nombre de la prueba es Ciencias grado [9 o 10] y que ese es tu nombre. Si todo está correcto, selecciona el botón de *Siguiente*. Por favor, levanta la mano si algo está incorrecto.

Preste ayuda a cualquier estudiante que levante la mano. Si un estudiante tiene información incorrecta, verifique su boleto de la prueba para asegurarse de que corresponde a la materia y grado que se está administrando.

Instrucciones para tomar la prueba

DIGA: Durante la prueba, no se permite que tengas un teléfono celular, un teléfono o un reloj inteligentes, u otros aparatos electrónicos con capacidad para Internet. Por favor, asegúrate de que todos los aparatos electrónicos, incluidos los teléfonos celulares y los relojes inteligentes, estén apagados y hayan sido debidamente asegurados por lo que reste de la sesión de la prueba. Incumplir con esto podría conllevar que se invalide tu prueba.

Haga una pausa para los aparatos que no se permite guardarlos.

DIGA: Ahora puedes empezar. La prueba Utah Aspire Plus se divide en dos partes. La primera parte tiene las instrucciones de la prueba. Debes leer la sección completa antes de que puedas seguir adelante en la prueba. Una vez que todos hayan terminado de leer las instrucciones de la prueba, les proporcionaré un código de seguridad que les permitirá continuar. Ahora puedes seleccionar el botón de *Empezar*.

Una vez que todos los estudiantes hayan completado las instrucciones de la prueba, escriba el código de seguridad asignado en una pizarra u hoja donde todos los estudiantes puedan verlo. Preste ayuda a cualquier estudiante que levante la mano.

DIGA: Ahora puedes tomar la prueba de Ciencias grado [9 o 10]. Este es tu código de seguridad. Por favor, escríbelo según se indica en tu pantalla y selecciona el botón de *Empezar*.

Durante la prueba, camine por el salón para observar el comportamiento de los estudiantes y asegurarse de que no haya comportamientos prohibidos. Supervise el progreso de los estudiantes en ADAM. Cuando el tiempo de la prueba haya terminado, asegúrese de que los estudiantes hayan entregado su prueba.

DIGA: La sesión de la prueba ha terminado. Si no has seleccionado el botón de *Enviar respuestas finales*, selecciónalo ahora. En la pantalla de Advertencia sobre el envío de la prueba, selecciona el botón de *Sí, enviar respuestas finales*. Si necesitas ayuda enviando tu prueba, levanta la mano. Una vez que hayas enviado tu prueba, levanta la mano. Una vez que hayas enviado tu prueba, recogeré tus materiales de la prueba. Por favor, guarda silencio mientras lo hago.

Ayude a cualquier estudiante que necesite asistencia. Recoja todos los materiales de la prueba, incluso el papel borrador.

Science Test Directions (Standard Print, Large Print, Braille, Screen Reader)

Student Log-In Directions

The following directions should be read to students by the proctor explaining how students should log in to TestNav to take the Utah Aspire Plus assessment.

SAY: Today you will be taking the Utah Aspire Plus Science Assessment.
Look at your student testing ticket and make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket. If you do not log in with the correct student testing ticket, your test may be invalidated.

Provide assistance to any student who raises their hand. If a student has the wrong student testing ticket or a student does not have a student testing ticket, contact the school test administrator.

SAY: You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.

If your proctor group was pre-created and the Test Code is on your student testing ticket

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket, and then select the *Next* button.

If there's no test code on the student testing ticket point to the test code you've communicated via whiteboard/chalkboard or other method

SAY: Now find the Test Code field on the Sign In screen. Enter your Test Code exactly as it appears here, and then select the *Next* button.

Pause to make sure that all students have entered their testing code.

SAY: You should now see a screen asking you to enter your Last Name and SSID. Find your last name and the SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.

Pause to make sure that all students have entered their identifier.

SAY: You see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is Grade [9 or 10] Science and that it is your name. If everything is correct, select the *Next* button. Please raise your hand if something is incorrect.

Provide assistance to any student who raises their hand. If a student has wrong information, check their testing ticket to make sure it is for the subject and grade that is being administered.

Taking the Test Directions

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

SAY: You are now ready to take the Grade [9 or 10] Science test. This test is designed to measure your understanding of Utah Core Standards for Grade [9 or 10] Science.
Begin working on the test when you are told to do so.
If you finish the test before time is called, you should use the remaining time to review your work. If you find that you do not know how to enter your responses, please raise your hand.

Pause to answer any questions the students may have.

SAY: Select the *Start* button.

Pause to make sure students have selected the Start *button.*

SAY: You should see a screen that says, "Section 1."

SAY: When you come to the screen with the words "Submit Final Answers," you have finished the test. If you finish before time is up, you may use the remaining time to review your answers. If you are ready to submit your answers, select the *Submit Final Answers* button. Then you will see a confirmation screen. After you select the *Yes, Submit Final Answers* button, you will not be able to return to this section. Select the *Yes, Submit Final Answers* button only if you are sure you are ready to submit your test.
After you have submitted your test, you may sit quietly or read a book. You may *not* continue to use your computer. You may not leave the room until all tests are submitted, and all scratch paper and test materials have been collected. Are there any questions?

Pause to answer any questions the students may have.

SAY: We will now begin. You will have 60 minutes to complete the test. Once you click the *Start* button, your time will begin counting down. A warning message will appear when you have five minutes left in the test. Put on your headphones and select the *Start* button.

During the test, walk around the room to monitor student behavior and ensure there is no prohibited behavior. Monitor student progress within ADAM.
When the testing time is up, ensure students have submitted their test.

SAY: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Once you have submitted your test, I will collect your testing materials. Please remain quiet as I do so.

Help any students who need assistance. Collect all testing materials including scratch paper.

Science Test Directions (REMOTE Testers)

For students that are eligible and plan to take the tests remotely, proctors/teachers should plan to send the following checklist to the students via a secure system that is already in place that is used for teachers to communicate with their students. The checklist should be sent to the students testing remotely just prior to the testing event.

Student Log-In Direction Checklist

Today you will be taking the Utah Aspire Plus Science Assessment. Please follow the directions below for logging in to your test.

If you have any questions or issues while logging in, please reach out to your proctor/teacher through your normal communication channels.

- o Open Test Nav application
- o Look at your student testing ticket provided by your teacher and make sure it has your name on it. If you do not log in with the correct student testing ticket, your test may be invalidated.
- o You should see a screen that says "Utah" At the bottom are the words "Test Audio." Select the words "Test Audio," listen to the sound of the bells, and adjust the volume as needed.
- o Now, find Test Code field on the Sign In screen. Enter your Test Code exactly as it appears on your student testing ticket. If the Test Code is not on your student testing ticket, enter it exactly as your proctor has provided separately and then select the *Next* button. You should now see a screen asking you to enter your Last Name and SSID. Find your Last Name and SSID on your testing ticket and enter the information exactly as it appears on your testing ticket, and then select the *Next* button.
- o You should see a screen that is asking you to confirm the test you are taking and your name. Make sure the test name is **Grade [9 or 10] Science** and that it is your name. If everything is correct, select the *Next* button.
- o After logging in, you will see a system checkup screen. The system check screen will test your computer to make sure your microphone, camera, and system are ready for remote testing. Please follow the on-screen directions through the system check.

At this point, you will be able to communicate with your proctor/teacher through the onscreen help tool by raising your hand by selecting the hand icon.

Taking the Test Directions

Proctors will need to broadcast message the information below that is in **bold** using the remote proctoring tools that are available in ADAM.

SAY: You are not allowed to have a cell phone, smart phone, smart watch, or other Internet-capable electronic device during testing. Please ensure all personal electronic devices, including cell phones and smart watches, are powered off and secured appropriately for the remainder of the testing session. Failure to comply could result in your test being invalidated.

Pause for any electronic devices that are not allowed to be put away.

MESSAGE: You are now ready to begin. The Utah Aspire Plus Assessment is divided into two parts. The first part will contain your test directions. You must read the entire section before you can move on to the test. Once everyone has finished reading the test directions, I will provide you with a seal code that will allow you to move on the test. You may now select the *Start* button.

Once all students have completed the test directions, broadcast message the assigned seal code to all students in the proctor group.

MESSAGE: You are now ready to take the Grade [9 or 10] Science test. This is your seal code. Please enter it as instructed on your screen and select the *Start* button.

During the test, monitor students' progress within ADAM. If students are using scratch paper, they should show on camera that they have torn the paper up.
When the testing time is up, ensure students have submitted their test.

MESSAGE: The test session is now over. If you have not selected the *Submit Final Answers* button, select it now. On the Test Submit Warning screen, select the *Yes, Submit Final Answers* button. If you need help submitting your test, raise your hand. Please show me that you have torn up any scratch paper you have used.

Administering the Paper Tests

Paper tests are only administered if the student has been assigned a standard print, large print, or braille accommodation. These accommodations should be assigned to the student prior to the testing day. Please refer to the accommodations section for Enabling instructions for requesting Paper Tests.

Testing administrators or proctors will hand out paper test materials to students. They will then read the directions for administration. All directions are indicated by the word "SAY" and are in **bold** type. Teacher/proctor directions are in *italics*. **Read these directions exactly as they are written**. Follow the test-specific instructions for administering each test.

Ensure the following steps have been taken before reading the test administration directions.

- Ensure that blank scratch paper, pencils, and appropriate test materials are distributed.
- Make sure students do not have cell phones, smart watches, or devices with internet, recording, or communication capabilities during testing. Any devices should be turned off and put away prior to testing.
- Have students clear their desks of everything but their testing device and allowed test materials.

Once testing begins, actively proctor the test session, and document any testing anomalies that occur. Students who finish early should be encouraged to use any remaining time to check their answers before they turn in their test. Teachers or proctors cannot answer any student questions about or discuss the content of the assessment with students, even if the students are finished with their test.

The test section must be completed within the testing times listed below. For paper assessments, write the time that the test ends on the board. These test times will be different for students with an extended testing time accommodation.

- Reading: 75 minutes
- Math: 75 minutes
- Science: 60 minutes

Paper Test Directions

For paper test directions use the Human Reader Companion book. More information on ordering that document can be found in the Accommodation section under Enabling Instructions for the corresponding accommodation on pages 71-93.

Test Irregularities and Invalidations

Test Irregularities

Test irregularities are non-standard situations that occur during test administration that affect one or more students. This includes students experiencing computer problems, experiencing a sudden illness, having to leave the room, or becoming unduly disturbed by the testing situation.

Testing staff should become familiar with the policy around unexpected/unforeseen circumstances prior to testing.

Some students may be unable to participate in regular testing schedules due to absence, technical difficulties, or other unforeseen circumstances. Opportunities for these students to complete each assessment must be provided within the school's testing window. If there is an emergency that interrupts testing for an entire class or school, decisions about whether a test can be started again or not will be made on a case-by-case basis by working with the LEA assessment director and the Utah State Board of Education assessment team. Whether intentional or not, a drill of any kind does not constitute an emergency. In the event of an emergency, please contact your LEA assessment director, who may contact Scott Roskelley at scott.roskelley@schools.utah.gov or Aliese Fry at aliese.fry@schools.utah.gov.

Test Interruptions

If a student gets sick, must leave, and cannot return during the test, or for any other reason does not complete a test which has already begun, the test must be concluded and submitted immediately. To maintain the security and validity of the test questions, students will not be allowed to re-start or take a test over again. Refer to the *Participation Codes* section of this manual for more information on participation codes.

Scoring of Interrupted Tests

If a student is interrupted and completes only part of a test before it is concluded and submitted, the student may not receive a score. A student must attempt 85% of the questions to receive a score. If a student does not attempt at least 85% of the test questions, a score cannot be generated, and no test score will be reported for that test.

Overall composite scores will not be available for students who have missing subject test scores because the composite score is calculated using all three subject tests.

Wrong Test Form/Accommodation (LEA Assessment Directors)

If you notice a student in a proctor group has the incorrect form or accommodation that they are not supposed to have, the teacher/proctor should **immediately** stop the student's test. Follow these steps if a student is missing required accommodations after students start testing.

If the accommodations that are incorrect and are Pearson-based accommodations in ADAM, follow these steps to fix.

1. Ask the student to log out of the test.
2. Update the accommodation for the student in ADAM and wait for the top of the next hour before the next step. (Refer to directions on pages 71-93)
3. Reseat the student in the proctor dashboard. (Refer to the *Reseating* section)

4. Have the student log back into the test.

If a student receives a wrong form-based accommodation (i.e., Spanish TTS) through ADAM, follow these steps to fix.
1. Ask the student to log out of the test.
2. Update the accommodation for the student in ADAM and wait for the top of the next hour before the next step. (Refer to directions on pages 71-93)
3. Contact Pearson Help Desk ((877) 227-5009) to fix the accommodation issue.

Extended Time Accommodation Issues
Extended Time accommodations **MUST** be applied before preparing and starting sessions. However, in the event the accommodation is applied after the session has been prepared and started, the following process can be followed:

Students that require the extended time accommodation must test in a separate location from students that do not require the accommodation.

Test Invalidation
Tests should be invalidated when a student's performance is not an accurate measure of their ability (e.g., the student cheated, used inappropriate materials, etc.). If a test is invalidated, the student is not given another opportunity to take the test. **Invalidating a test must be completed by a LEA Assessment Director.** Refer to the *Participation Codes* section of this manual for instructions on noting a test invalidation.

After Testing

Post-test Activities

Collect and Return Materials to School Test Administrator (Teachers, Proctors)

All test materials, including student test tickets and scratch paper, must be collected from all subject tests, and returned to the school test administrator at the end of testing. If students are testing on different subjects over multiple days, the school test administrator must securely store the collected test materials until all testing is complete. Once all testing is complete, the school test administrator will securely destroy the test materials.

Participation Codes (LEA Assessment Directors, School Administrators)

ADAM refers to Participation Codes as Accountability Codes. The default participation code for students taking Utah Aspire Plus is 200 – Standard Participation and does not need to be entered. If you need to mark a different participation code for your student's test, follow the steps below.

Apply Participation Codes Through Administrations – Recommended for codes entered individually prior to administration

1. Within ADAM, go to **Test Management** and select **Administrations**.
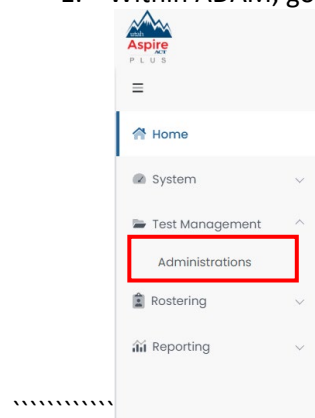
2. On the Administration Card, select **View** under **Students**.

3. In the list of students**,** locate the student you need to apply the code to by using the **Search** box at the top.

4. Click **Apply Participation Code** in the **Action** column kebab selection on the right-hand side of the screen.

5. Select the participation code that applies to your student's test from the **Modify Participation Code** drop-down menu and click the **Apply** button.

6. You will now see the code under the **Code** column on the right side of the student, in the student list.
NOTE: Make sure to apply the code to all of the student's administrations if your code applies to all tests.

Apply Participation Codes in Bulk for a Student's Tests Through Session Explorer

1. Within ADAM, go to **Operations** and select **Session Explorer**.

2. Enter your student ID in the **Student** search field in the filters or apply filters and then click **Search** at the bottom.

3. You will see all the administrations that the student is eligible for on the screen.

4. Choose the sessions/administrations that you want to apply a participation code by selecting the checkboxes next to the Student ID field. You can also select all or select page by clicking the dropdown next to the black select all checkbox at the top.

5. Select the **Bulk Apply Participation Codes** option in the **kebab menu** button in the upper right-hand corner of the screen.

6. Select the code you want to set for your student(s) from the dropdown list and click the **Bulk Apply**.
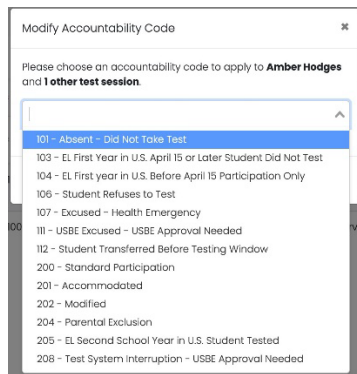
7. You will now see that the code has been applied to the student(s).

Refer to the following table for the list of Participation Codes.

Code	Participation Code Title	Description
101	Did Not Take Test	Student was enrolled at the school and eligible to test (with or without reasonable accommodations) but did not test.
103*	EL First Year in U.S. April 15 or Later	The student is an English learner (EL) and first enrolled in the U.S. on or after April 15 of current school year. Student is not required to test, but testing is made available.
104*	EL First Year in U.S. Before April 15	The student is EL and first enrolled in the U.S. before April 15 of current school year. Student must take ELA, Math, and Science.
106	Student Refused to Test	Student refuses to start the assessment or refuses to complete at least six items of the assessment.
107	Excused – Health Emergency	Student is unable to test during the testing window due to an unanticipated health circumstance.
111	USBE Excused – Approval Needed	Requires USBE authorization. Used in rare circumstances to capture irregular test circumstances.
112	Student Transferred Before Testing Window	Student transferred out of school before the LEA had a reasonable opportunity to administer the assessment.
200	Standard Participation	Student took the test under normal circumstances.
202	Modified	Student took the assessment with non-allowed modifications which interfere with the validity/reliability of the test. Participating with a non-allowable accommodation results in a Modified code.
204	Parental Exclusion	A parent or guardian has requested in writing that the student be exempt from the statewide assessment.
205*	EL Second School Year in U.S. Student tested	Student is EL and first enrolled in the U.S. during the current school year. Student must take ELA, Math, and Science.
208	Test System Interruption – USBE Approval Needed	The test event was interrupted by a system error without reasonable opportunity to reset or re-open the test. USBE Approval required.
210	Accommodated (no language accommodation)	Student took the assessment with allowable accommodations, but not a language accommodation.

211	Language Accommodation only	Student took the assessment with allowable language accommodation.
212	Multiple Accommodations, including language accommodation	Student took the test with multiple accommodations, one of which was a language accommodation.
213	Invalidated Due to Academic Integrity - Student	LEA determines that the test was spoiled or invalid (e.g., Student cheated; student took photos of test questions).
214	Invalidated Due to Parental Exclusion	A parent or guardian has requested in writing that the student be exempt from the statewide assessment after a test session has already been started.
216	Invalidated Due to Academic Integrity – Test Administrator	LEA determines that the test was spoiled or invalid (e.g., Test administrator broke protocol)

*103, 104, 205 - This exclusion is only created by USBE if the student's first date enrolled in US and EL Status fields are correctly marked in UTREx. See the Utah Accountability Technical Manual for clarification on participation codes and EL student testing requirement.

Collecting, Packing, and Returning Test Materials

School Test Administrators Collect Materials from Teachers/Proctors

School test administrators should ensure that all test materials are collected from the teachers/proctors.

- The math reference sheet and periodic table can be kept by the teachers/proctors for classroom use.
- All scratch paper should be collected by the school test administrator and securely destroyed.
- Paper test forms (standard print, large print and braille test book and Human Reader Companion book) must be collected by the school test administrator and kept in secure storage until it is time to pack materials.

Pack the Test Materials (LEA Assessment Directors, School Test Administrators)

All secure paper test forms listed above should be replaced in one of the original shipping cartons in which the materials were received by the school. Once all materials are packaged close all cartons with secure sealing tape. Apply the pumpkin-colored Pearson inbound label that was included in your materials kit. Use a black marker to number each box (i.e., "1 of 4", "2 of 4," etc.)

Pearson has provided prepaid UPS shipping label(s) for use in returning the testing materials. Place a UPS shipping label over the original shipping label on each carton, covering the original label completely. If you damaged/misplaced any materials, please place an Additional Order for needed items in ADAM by navigating to "Orders, then to Manage Orders, then Create Orders and indicate which materials are needed. If you need additional help, refer to the *Placing an Additional Order* section of this manual.

Materials Pickup (LEA Assessment Directors, School Test Administrators)

Call UPS at 1-800-823-7459 prior to the final day for pickup, May 20, 2026

You will:

- Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson's return service.
- Provided UPS with the address where the packages are to be picked up.
- Provide UPS with the number packages to be picked up.
- Once the pickup is confirmed, you will receive a confirmation number from UPS. Keep this number for reference if there are questions or changes to the pickup request.
- Please retain a copy of all tracking numbers. Each box returned to Pearson will have a unique tracking number. It is the responsibility of the LEA to keep track of the UPS tracking number until all tests have been received. Should questions arise about the status of returned test materials, the UPS tracking number is essential for resolving any questions about the materials.

Reporting

The Utah Aspire Plus score reports contain an overall composite score, ACT predictive score, and scores indicating how well a student performed in each subject area assessed: reading, math, and science.

Districts and schools can access and download .pdf versions of individual student reports of students' scores. Individual student reports contain an overall predicted ACT score, predicted ACT scores for each subject area (reading, math, and science), and information on whether the student's predicted ACT scores meet ACT College Readiness Benchmarks. Score reports also contain scale scores for each subject area and show whether the student's performance in each subject area meets Utah Proficiency Standards. LEA Assessment Directors can access and download a .csv data file containing all their students' scores. The ISRs, Test Events and Test Score files are anticipated to be available on May 22nd, 2026.

ADAM offers many other reporting options within the system. These types of reports include test progress and activity reports, aggregate and student performance reports.

- **Progress Report** shows the status of a selected test.
- **Activity Report** shows the activity on all test administrations over a selected time period
- **Performance Dashboard** depending on your level of access, shows aggregate data of how your LEA, district or school performed as tests are completed. Performance Reports are broken into the three different categories listed below.
  - o **Program Report** includes information such as grade, content area, students that have completed the test, proficiency level average, average scale score and ACT prediction summary.
  - o **Performance Summary** is grade and content specific. It provides the average scale score and the proficiency percentage, performance comparison (progress of percentage scored), scale score and the ACT prediction. You can also view this data at the student level within the report.
  - o **Item Analysis** contains two reports: item details and item performance comparison. Item details contains item number, item type, the Utah core standard, results and mean and max score. The item performance comparison shows aggregate data on how your school(s) performed on each item. You can also view this data at the student level within the report.
  - o **Standard Performance** contains two reports: standard details and standard performance comparison. Standard details report will show the standard of how the group performed and the number of items that aligned to that standard. Standard performance comparison shows how your group performed by each standard. You can also view this data at the student level within the report.
- **Student Detail Report** contains the student's scale score, proficiency level and predicted ACT score by subject and composite.

It is anticipated that the Performance reports for reading, mathematics, and science will be available within 24 hours.

Progress Report

Use the progress report to see status of students testing and the progress of your proctor groups.

Accessing the Progress Report for School Administrators

To access your school's progress report, follow these steps:

1. From the main menu, select **Reporting** and then **Progress**.
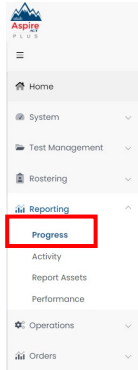
2. Use the filters at the top to filter by **Program** and **Scope/Org and** click on the Filters button and then select the **Content Area** and **Grade(s).**
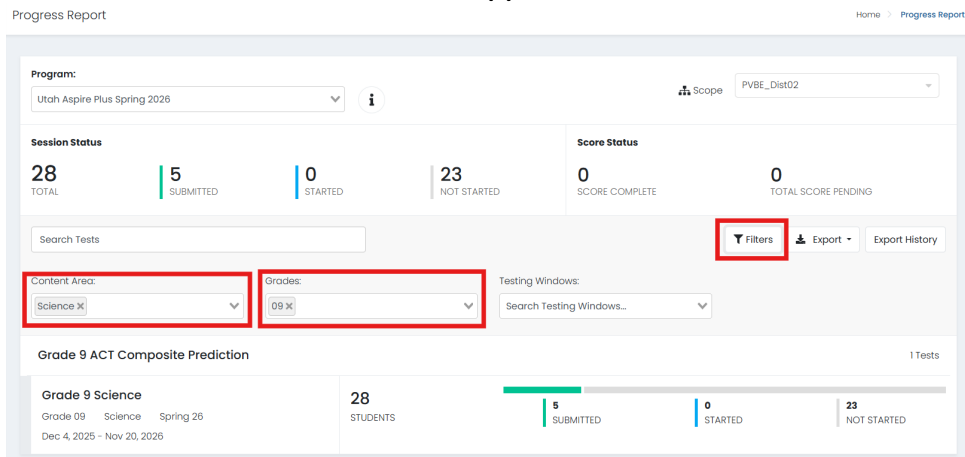
3. You will see information on progress for the students' tests in your organization. You will see **Total**, **Submitted**, **Started**, **Not Started** and **Score Complete.**
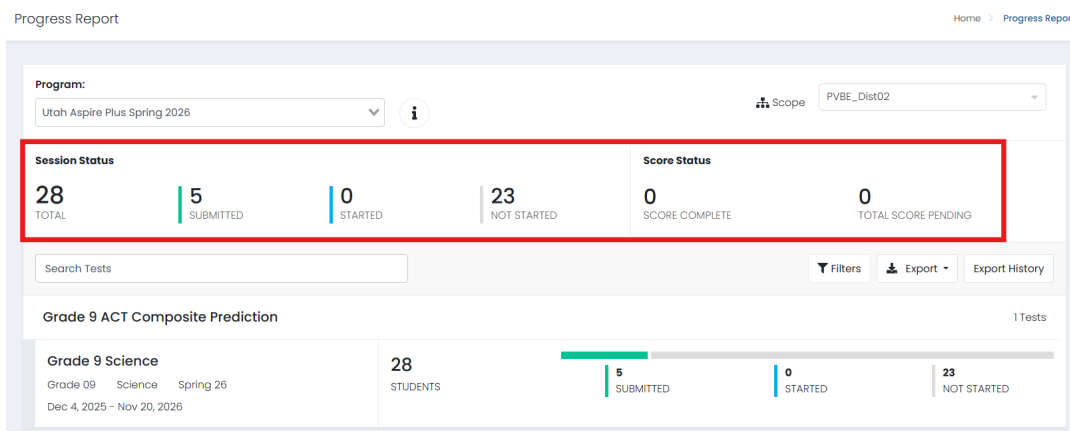
4. You can also see a breakdown of the progress by **Proctor Groups** in your school. Hover over the **Progress** bar to see a detailed view on each progress status.
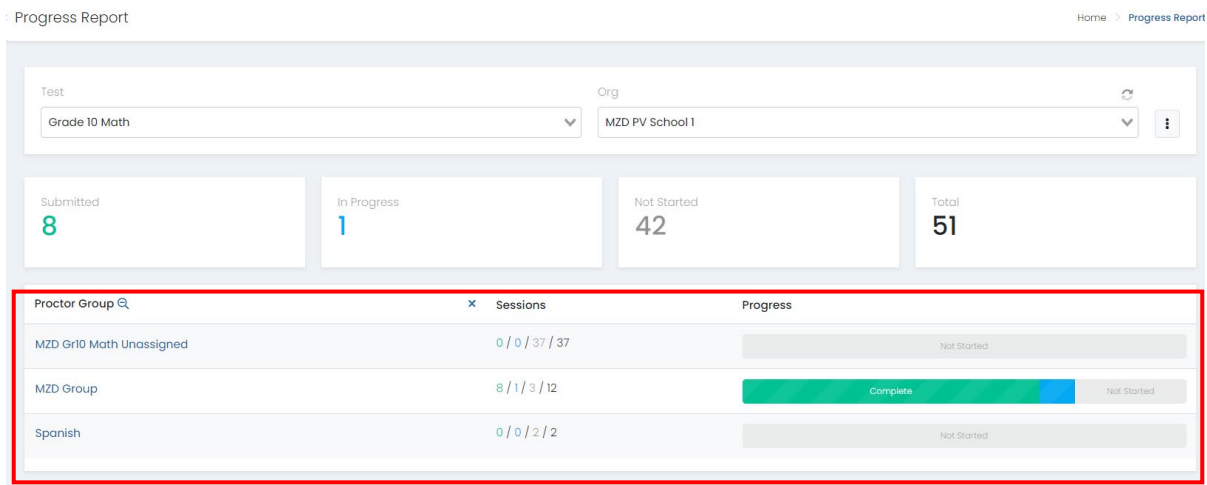
Accessing the Progress Report for District Administrators and District Level Users

To access your district's progress report, follow these steps:

1. From the main menu, select **Reporting** and then **Progress**.
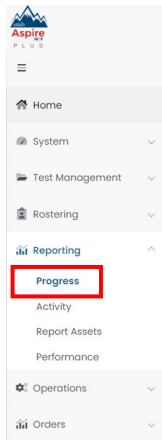
2. Use the filters at the top to filter by **Program** and **Scope/Org and** click on the Filters button and then select the **Content Area** and **Grade(s).**
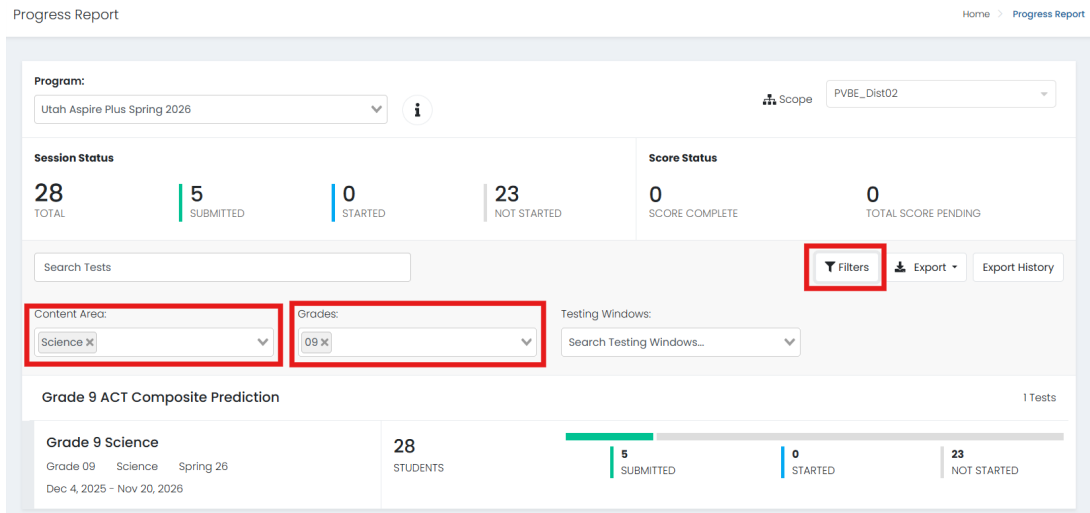
3. You will see information on progress for the students' tests in your organization. . You will see **Total**, **Submitted**, **Started**, **Not Started** and **Score Complete.**
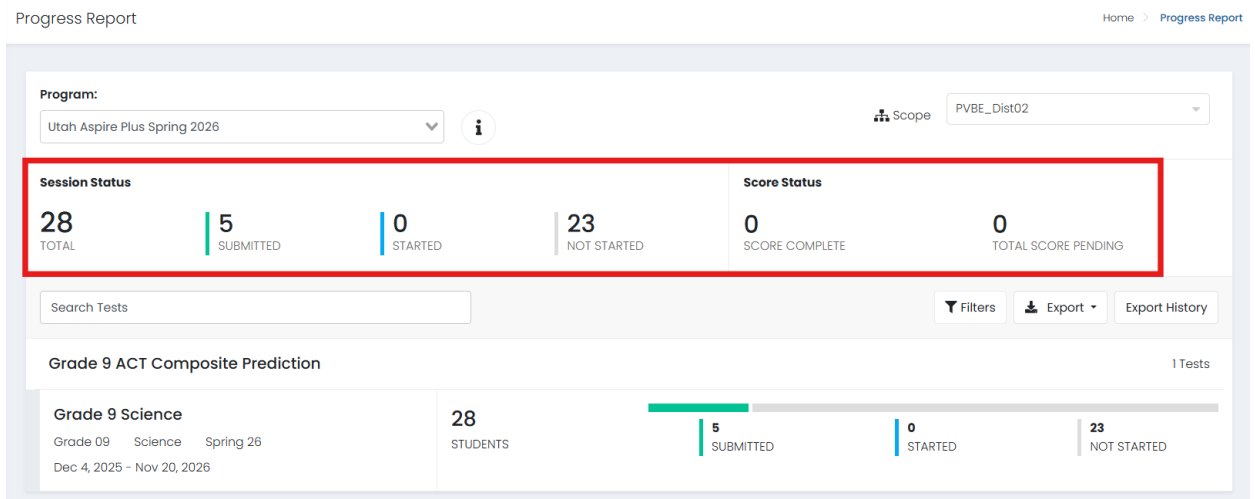
4. You can also see a breakdown of the progress by the schools in your district. Hover over the **Progress** bar to see a detailed view on each progress status.
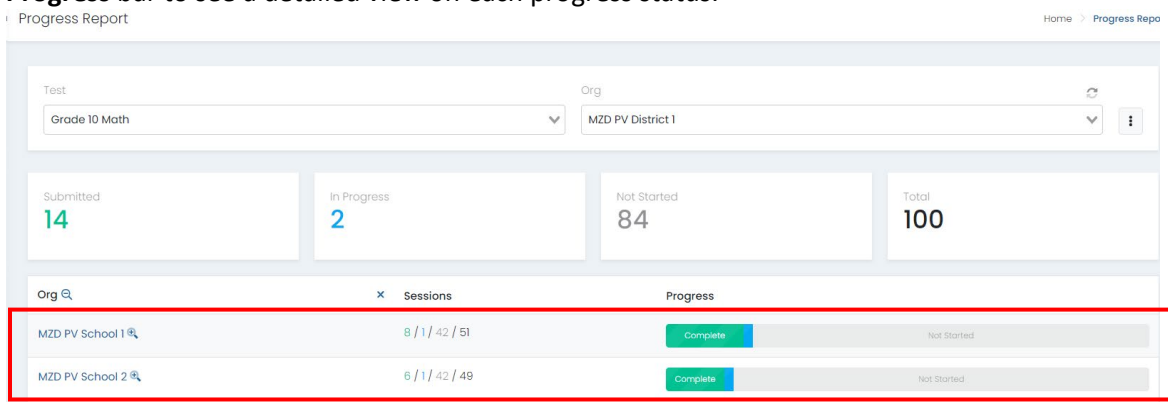
Activity Report

View the Activity Report to see information on student testing and test session activity.

Accessing the Activity Report for School Administrators

To access your school's Activity Report, follow these steps:

1. From the main menu select **Reporting** then select **Activity.**
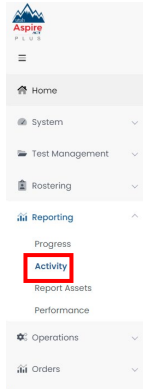
2. At the top of the screen, you will see **Test Session Activity Today** in your school.
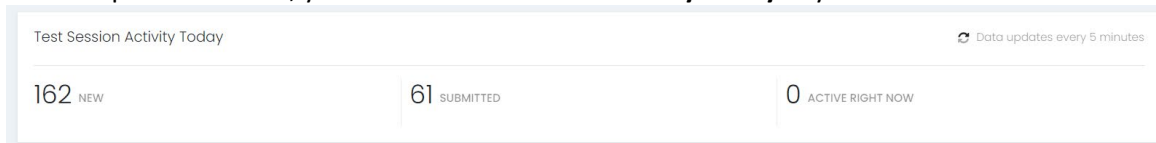
3. In the **View Test Session Activity** area, you can set your date range for when you want to see activity for. You will see the bar graphs update according to your date range. You will see activity for new tests and submitted tests per day in your date range.

4. At the bottom, you can see a breakdown for **Sessions by Test**. This will show you new and submitted sessions by test.

Test	New	Submitted
Grade 10 Math (2025)	6	2
Grade 9 Math (2025)	1	1
Grade 9 Reading (2025)	74	73

5. In the bottom right-hand corner, you will see **Sessions by Org** where you can see new and submitted sessions in your school.

Org	New	Submitted
MZD PV School 1	93	83

Accessing the Activity Report for District Administrators and District Level Users

To access your district's Activity Report, follow these steps:

6. From the main menu select **Reporting** then select **Activity.**
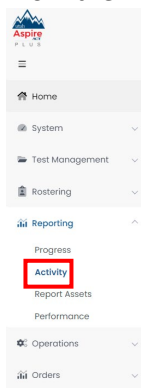
7. At the top of the screen, you will see **Test Session Activity Today** in your district.
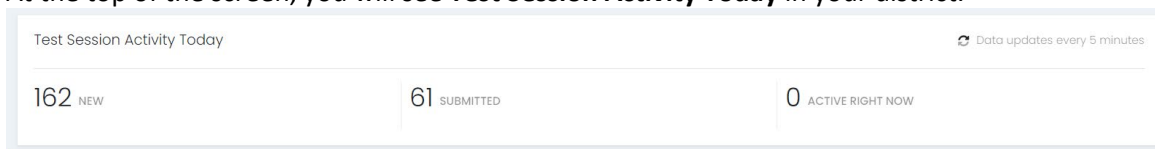
8. In the **View Test Session Activity** area, you can set your date range for when you want to see activity for. You will see the bar graphs update according to your date range. You will see activity for new tests and submitted tests per day in your date range.

9. At the bottom, you can see a breakdown for **Sessions by Test**. This will show you new and submitted sessions by test.

10. In the bottom right-hand corner, you will see **Sessions by Org** where you can see new and submitted sessions by schools in your district.

Accessing Performance Dashboard (LEA Assessment Directors, District Level Users, School Administrators)

To access your online reports, follow the directions below.

1. Within ADAM, go to **Reporting** and select **Performance**.
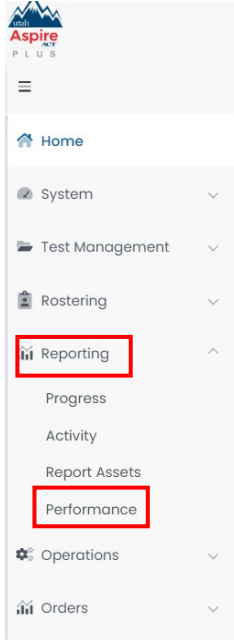
2. Select a **Program**
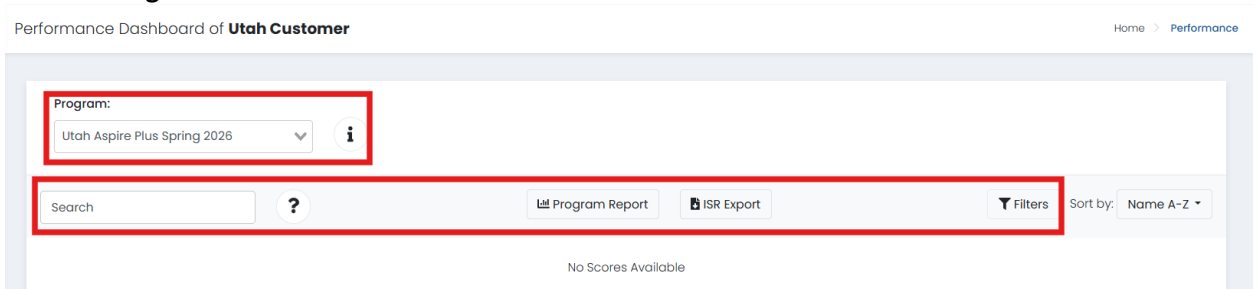
3. You can use the **Search Tests** box to search for your test or scroll through the list of options below.
4. You can also use the **Filters** button at the top of the screen to narrow your search by **Content Area, Grades** and **Testing Windows.**

For more in depth navigation instructions and information regarding accessing student reports and interpretation of student reports, please refer to the Utah Aspire Plus Score Interpretation Guide.

NOTE: If you are not seeing a report for tests your student have taken or are seeing a **Do Not Report** message in Performance reporting under Test Progress, this could be due to the student not meeting the 85% attemptedness rate. If the student attempted less than 85% of the test questions, they will not receive a score for that test.
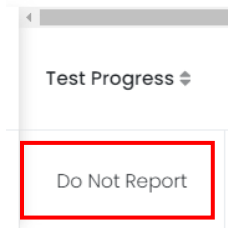
To verify your student's attemptedness, navigate to **Operations > Session Explorer**.

Enter your student's SSID in the **Student Search** filter box. Click the **Search** button at the bottom of the filters.
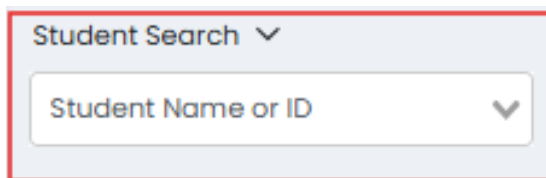
Hover over the **Status** of the student's test you're not seeing a report for. This will show you the **Attemptedness** percentage for that student's test.

The Student Dashboard is accessed by a student search function. It gives users an overall dashboard view of a specific student's information. This information includes consolidated views for Performance reports, test sessions, and the student's accommodations information. The dashboard allows users to take action(s) on the information displayed, as applicable with permissions assigned. This includes printing a PDF of all performance results or viewing individual student reports.

To access the Student Dashboard, follow the directions below.

1. On the Navigation Bar, click the **Student Search** icon.
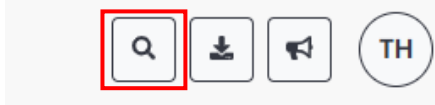
2. Enter the full/partial name or SSID of the student you are looking for.

3. Students matching your request appear under the text you entered.
   Note: You can scroll up to see previous results grouped under search text.

4. Click the student you want to access in the Student Dashboard.

Follow the directions below to help with navigation of the Student Dashboard.

1. There are multiple functions of the Student Dashboard. You can use the dashboard for viewing performance reports, sessions and demographics and accommodations. You can see those options in the tabs highlighted below.

2. You can also click select the **Edit Student** button in the upper right-hand corner to have easy access to adjust information about your student. This button will take you to the Rostering > Users menu. You can change accommodations or set the student's preferred name, for example.

3. Back on the **Student Dashboard**, you can select the **Sessions** tab. This will allow you to view all sessions your students are assigned to and the progress/status of those sessions.

4. You can select the kebab menu on the right side of the screen in the Actions column and select **Print Card** to print a testing ticket for the student.