Spring 2025 Test Administration		
Before Testing		
Event	**Who Takes Action**	**Date**
Students can **review/practice the Question Samplers (non-secure) and TestNav Tutorial** available publicly on the **Utah Resource Center** Home Page	Teacher	On-going throughout school year
Access to **ADAM** opens for district-level users. District-level users should **verify that their accounts are active and up to date in ADAM** for Spring 2025 Summative testing by logging into **ADAM**. District-level users create school administrator accounts.	Administrator	January 6, 2025
Utah eTranscript and Record Exchange (UTREx) **nightly data transfers begin loading to ADAM.**	USBE, Pearson	January 6, 2025
Verify initial student registration in ADAM, submit any corrections to the UTREx system. Note: Any student updates to UTREx will appear in ADAM the following business day throughout the testing window.	Administrator, Teacher	January 6–February 28, 2025
Verify student accommodations are correctly assigned in **ADAM. This must be completed prior to students logging in to their testing session.**	Administrator, Teacher	January 6–February 28, 2025
Order paper accommodated materials in **ADAM Orders should be placed a minimum of two weeks prior to testing date.**	Administrator, Teacher	February 17–May 16, 2025
Download the TestNav app and run the App Check on all student machines that will be used during the test administration.	Tech	January 6–February 28, 2025

More information for this task, please refer to TestNav 8 Online Support site, located here: **TestNav 8 Online Support**		
Remote Testing Setup Available	Administrator	January 16, 2025
Proctor Group Setup in ADAM • Create Proctor Groups • Add Student to Proctor Groups • Print Student Test Cards	Administrator, Teacher, Proctor	January 16–May 9, 2025
Technology Coordinator Training Recording of this training available will be made available on the resource center after the training. **Utah Resource Center** **Technology Coordinator Training - Register on MIDAS course 64788 – Section 1**	Tech	January 22, 2025 1:00 p.m.–2:00 p.m.
Complete technology readiness setup tasks	Tech	January 27–February 28, 2025
Complete local infrastructure trials in ADAM.	Administrator, Tech, Proctor	January 27–February 28, 2025
Test Administration Manual Posted to Portal	Administrator, Proctor, Teacher	January 22, 2025
Attend Test Administration Training: The trainings will be recorded and made available on our USBE Assessment YouTube channel for later viewing and use in your own trainings. **Utah Aspire Plus Administration Training – Register on MIDAS course 64788 – Section 2**	Administrators and/or teachers who will be administering Utah Aspire Plus	January 29, 2025 1:00 p.m.–4:00 p.m.
During Testing		

Test Administration Window	Administrator, Teacher, Proctor, Tech	March 3–May 9, 2025
After Testing		
Complete and finalize post-test activities in **ADAM**. • Apply Participation Codes	Administrator, Teacher, Proctor	May 12–May 14, 2025
Last day to order test return shipping materials for paper accommodated tests in **ADAM**	Administrator, Teacher	May 16, 2025
Last day to ship paper accommodated test materials to Pearson	Administrator, Teacher	May 20, 2025
OnDemand Student Detail reports posted	Administrator, Teacher	24 hours after student test submission
Retrieve Test Score Files: District level, **math** and **science** test event and test score files available	Administrator	May 23, 2025
Results released in Family Portal for math and science only	Family	June 3, 2025
Retrieve Test Score Files: District level, **math, reading** and **science** test event and test score files available	Administrator	September 12, 2025
ISRs available in ADAM	Administrator, Teacher	September 12, 2025
Results released in Family Portal for all subjects (Includes ISRs)	Family	September 23, 2025