



Last Update 01-24-2024

Spring 2024 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 2024 Summative testing by logging into ADAM . District-level users create school administrator accounts.	Administrator	January 8, 2024
Utah eTranscript and Record Exchange (UTREx) nightly data transfers begin loading to ADAM .	USBE, Pearson	January 8, 2024
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 8–March 1, 2024
Verify student accommodations are correctly assigned in ADAM . This must be completed prior to students logging in to their testing session.	Administrator, Teacher	January 8–March 1, 2024
Order paper accommodated materials in ADAM Orders should be placed a minimum of two weeks prior to testing date.	Administrator, Teacher	February 12–May 26, 2024
Download the TestNav app and run the App Check on all student machines that will be used during the test administration.	Tech	January 8–March 1, 2024

More information for this task, please refer to TestNav 8 Online Support site, located here: TestNav 8 Online Support		
<u>Remote Testing Setup Available</u>	Administrator	January 16
Proctor Group Setup in ADAM <ul style="list-style-type: none"> • Create Proctor Groups • Add Student to Proctor Groups • Print Student Test Cards 	Administrator, Teacher, Proctor	January 16–May 10, 2024
Technology Coordinator Training Recording of this training available will be made available on the resource center after the training. Utah Resource Center	Tech	January 26, 2024 10:00 a.m.–11:00 a.m.
Complete technology readiness setup tasks	Tech	January 26– March 1, 2024
Complete local infrastructure trials in ADAM.	Administrator, Tech, Proctor	January 29– March 1, 2024
Test Administration Manual Posted to Portal	Administrator, Proctor, Teacher	January 26
<u>Attend Test Administration Training:</u> 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 63544	Administrators and/or teachers who will be administering Utah Aspire Plus	January 31, 2024 1:00 p.m.–3:00 p.m.
During Testing		
Test Administration Window	Administrator, Teacher, Proctor, Tech	March 4– May 10, 2024

After Testing		
Complete and finalize post-test activities in ADAM . <ul style="list-style-type: none"> Apply Participation Codes 	Administrator, Teacher, Proctor	May 13– May 15, 2024
Last day to order test return shipping materials for paper accommodated tests in ADAM	Administrator, Teacher	May 15, 2024
Last day to ship paper accommodated test materials to Pearson	Administrator, Teacher	May 21, 2024
OnDemand Student Detail reports posted	Administrator, Teacher	24 hours after student test submission
Retrieve Test Score Files: District level English, math, reading and science test event and test score files available	Administrator	May 29, 2024
ISRs available in ADAM	Administrator, Teacher	May 29, 2024
Results released in Family Portal	Administrator, Teacher	June 4, 2024