ADAM - Administrative Guide
for Distant Learning Environments

Essential Background Information:

ADAM assesses students in multiple subject areas of mathematics. Students will be given a variety of math problems in varying formats. The assessment requires audio and a quiet environment for the student. **Therefore, it is imperative that you perform a full lab system check as described in "Lab/Classroom Computer Check List and Hints" before beginning assessments**.

1) Perform the **regular** system check on the computer to be used. See document referenced above.
2) Be sure headphones and audios are set up for your students prior to testing.
3) Have scratch paper and pencils available for all students. No calculators are allowed.
4) YOU MUST READ the "Administration Script" to prepare students for the assessment.

Administration Script:
Read the following aloud to students prior to beginning ADAM:

"You are going to be doing some math activities on the computer. These activities are meant to help your teachers (me) know how to teach you more effectively. Sometimes the activities may seem hard and other times they may seem easy. The activities are intelligent and are adjusting for you every time you answer! Be sure to do your BEST!

If you can't figure out how to do a problem within a minute, just make your best guess and move on. If the "I don't know button" is on your screen, you can also click on it. It could be that you have not seen that type of math problem before.

Remember to listen carefully to each question as it is read to you, and then choose the best answer. If you need to hear the question again, click on the yellow REPEAT button at the bottom of the screen."

Additional Notes to Administrator:

- Monitor the students! If they are taking too long on a question, tell them to guess and move on!!!! This is really important. Some students try to figure out questions through brute force. They should not do this. We don't want students who are highly tenacious to frustrate themselves on problems to which they may not have been exposed or have forgotten the most efficient way to solve them.
- Students can stop and restart the assessment at any point. The assessment will resume where the student stopped.
- Assessments should be completed within 2 weeks for best results.
- Total assessment time is as follows: Grades K to 1: 10 to 20 min.; Grades 2 to 3: 30 to 45 min; Grade 4 to 5: 60 to 75 min.; Grade 6 to 7: 80 to 120 mins. Plan to break the assessment into multiple ½ to 1 hour sessions to reduce student fatigue.