

# DC CAPE Training

Jan. 26

1:00 – 3:00 EST

**DC  
CAPE**





# Welcome!

- We look forward to speaking with you today!
- Please be advised that we have turned off your video and audio capabilities to preserve bandwidth. Please feel free to share any ideas or ask any questions by typing them in the chat.
- We will be recording this meeting. The presentation, audio and a transcript will be posted to the [Pearson Support Portal](#).
- Please sign-in with the link shared in the chat.



# Agenda

- Overview of DC CAPE
- Overview of ADAM
- General information key dates, and resources
- Available resources to learn more
- Tasks to complete before, during and after testing by role
- Understanding the Student Experience
- Paper material orders
- Q & A

# Introductions

## OSSE

Stephanie Snyder, Director of Assessments

Yolanda Barber, Assessment Specialist, Math

Chelsea Charland, Assessment Specialist,  
Science

Rachel Knaizer, Assessment Specialist, ELA

Rohini Ramnath, Assessment Specialist, Test  
Security



## Pearson

Jeff Heathman, Program Manager

Kourtney Mikesell, Project Manager

Sudeepta Kalaver, Project Manager

Kai Bouma, Project Manager

David Phillips, Technical Project Manager

Amy Cook, Senior Implementation Manager



# Introduction to DC CAPE

- DC CAPE assessments will first be administered in the spring of 2024.
  - DC ELA: Grades 3-8, ELA I, ELA II
  - DC Math: Grades 3-8, Algebra I, Geometry, Algebra II
  - DC Science: Grades 5, 8, and high school biology
- Students will continue to see the same number and types of items as PARCC.
- Assessment Delivery & Management (ADAM) is replacing PearsonAccessNext (PAN) as the assessment management platform used by educators.





## What is ADAM?

- ADAM is the assessment platform used to manage the administration of DC CAPE (students will still test in TestNav)
- LEA Test Coordinators, School Test Coordinators, Special Populations Coordinators and Technology Coordinators will log in to ADAM for a variety of planning tasks
- Test Administrators will have credentials to access a proctoring dashboard in ADAM for testing days, but will not have accounts created in ADAM



# Notes on Terminology

- Some terms that were used with PARCC and in PAN have changed with the transition to DC CAPE and ADAM
- Please note, the roles of “Proctor” and “Test Administrator,” as identified in the OSSE Test Security Guidelines are:

Test Administrator	Proctor
<ul style="list-style-type: none"><li>• Professional employee of the LEA or a school and designated as authorized personnel under the Testing Integrity Act.</li><li>• Responsible for administering the statewide assessment to students</li><li>• Must comply with all the responsibilities and prohibitions of authorized personnel</li><li>• Must perform all duties assigned by the school test monitor.</li></ul>	<ul style="list-style-type: none"><li>• May <b>assist</b> test administrators with classroom management during testing, distribute and collect test materials, or administer accommodations as directed by the school test monitor and test administrator.</li><li>• Do not need to be professional employees of the LEA or school, and may be volunteers, contractors, or aides.</li><li>• Must receive training in test security and test administration procedures from the school test monitor, and work at all times under the direct supervision of a test administrator or school test monitor.</li></ul>

- “Proctor” is used more broadly in the ADAM platform to refer to Test Administrators and testing groups

# Last Year vs. This Year: Key Differences

Last Year/PAN	This Year/ADAM
Assessment Name: PARCC	Assessment Name: DC CAPE
Management Platform: PAN	Management Platform: ADAM
SR/PNP	SR: Student Registration automatically feeds from OSSE PNP: Student accommodations noted in Accommodations Registration File
Unit	Now called 'Section'
Section (calculator/non-calculator)	Now called 'Part'
Test Session	Now called 'Proctor Group'
Test Assignment	Now called 'Administration'
Not tested codes	Now called 'exception codes'
Tech Coordinators had to configure TestNav and proctor caching in PAN	Pearson is setting up TestNav configurations (although students still need TestNav on their testing devices)





# DC CAPE Administration Dates

## DC CAPE Administration

- Start Date: April 1, 2024
- Paper Testing Ends: May 17, 2024
- Online Testing Ends: May 24, 2024

# Training Opportunities

When	Topics
Jan. 30, 10:00 AM-11:00 AM	Creating Users - Bulk User Imports and managing via User Interface
Feb. 1, 10:30 am-12:00pm	Uploading Accommodations And Student Test Assignments
Feb. 7, 10:00 am – 11:00 am	Creating Proctor Groups
February 7 (1:00 – 4:00 pm) and Feb. 8 (10:00 - noon) and (1:00 - 3:30 pm)	Walk-in, in person support at OSSE
Mar. 6, 11 am-12 pm	Test Coordinator and Test Administrator Activities on Test Day
Available in March as a pre-recorded module	Additional Order Processes

**OSSE will continue to offer individual LEA support via Bookings throughout February and March**

# Other Key Dates Prior to Testing

Date	Task
March 1	Deadline for LEAs to load accommodations files and test assignments into ADAM
Before submission of Test Security Plan	Test Coordinators to assign students to proctor groups
Before Testing	Confirm any new students have test assignments and accommodations and are assigned to proctor groups prior to administration start date

# Pearson Support Portal

← → ↻ 🏠 📄 dc.mypearsonsupport.com



## DC CAPE Portal

Welcome to the DC CAPE portal, the site for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for, and administer, the DC CAPE Assessments.

[Learn More](#)



# Resources on Pearson Support Portal

- Manuals
  - Accessibility Features and Accommodations Manual
    - Accessibility Decision-Making Process Supplement
  - Test Coordinator Manual
  - Test Administrator Manuals (paper/computer-based versions)
- Practice Tests
- Reference Manuals and Guidance Documents
  - Calculator policy, makeup testing guidance, etc.
- Technology setup and System Requirements
- How to get help

# Portal: Getting Help


Pearson Support Portal: <https://dc.mypearsonsupport.com>

## Contact Support

Monday - Friday

6:30 am - 7:30 pm (EST)

 (866) 688-9555

 Support Webform

## Dashboard

Select "System Status"  
to view the status of  
products and platforms.

System Status





# Quick Reference Guides

Designed to support specific tasks in ADAM with step-by-step instructions:

- User Import
- Accommodations Assignment
- Test Assignment Tagging
- Proctor Group Import
- Monitoring Testing in the Proctor Dashboard
- Considerations for Make-up Testing and Out of Order Testing
- Administration Tracking
- Submitting Additional Orders

# Q & A



# Before Testing Tasks





## Before Testing

- Don't worry about importing students to the ADAM platform – this is happening behind the scenes for both grades 3-8 and high school!
- LEA and Nonpublic School Test Coordinators will:
  - Read Test Coordinator and Test Administrator manuals
  - Create accounts for school-level personnel (School Test Coordinators, Special Populations Coordinators & Technology Coordinators)
  - Upload Accommodations Registration & Test Assignment files  
(or confirm done by School Test Coordinator)
  - Confirm contact information for materials shipments
  - Conduct turnaround training for schools





# LEA Tasks: Before Testing: Create User Accounts

In order for School Test Coordinators, Special Populations Coordinators and Technology Coordinators to log in to ADAM, they will need an account created.

Who can do: LEAs

When to do: As soon as you receive an account

## Get help:

- User Import Quick Reference Guide
- Session on Jan. 30, 2024 at 10 AM-11 AM EST (both guide and recording will be on portal)
- Both cover:
  - How to search for a user account
  - Importing bulk user files
  - Managing user accounts via the user interface
  - Sending a welcome email



# Shipping Information for Schools

- Initial orders will be sent to schools using the address on file with OSSE
- Shipments will be directed to “DC CAPE Testing Coordinator”
- Shipping contact email and phone will default to the LEA Assessment Manager
  - This will ensure that LEAs are notified of shipment tracking and can troubleshoot delivery issues



# Special Populations Coordinator Responsibilities Before Testing



# Special Populations Coordinator Task: Before Testing: Tag Students with Accommodations

For students to receive the correct online test form and receive any needed paper support materials, they must be tagged with the appropriate accommodations. Can add via bulk upload or add individually to student records.

**Who can do:** LEA Test Coordinators, School Test Coordinators and Special Populations Coordinators

**When to do:**

- By March 1 for accommodations with paper materials (Braille, Human Reader, Paper, Large Print)
- Before submitting the Test Security Plan for other accommodations and accessibility features



# Accommodations: Resources for Learning More

- Session on Feb. 1, 10:30 am-12:00pm
- DC CAPE Accommodations training that occurred on Jan. 22 will be posted to the Test Coordinator Resource page.
  - If there are additional questions, please email [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov) or set up a bookings with an OSSE staff member.
- How to Tag Students with Accommodations Quick Reference Guide
- Accessibilities Features and Accommodations Manual
- Accessibility Decision-Making Process Supplement



# Considerations for Accommodations

- Do not assign competing accommodations, e.g. human reader and text-to-speech (TTS)
- **Accommodations** must be listed on a student's IEP, 504 plan, or EL plan to be used on assessments
- **Accessibility Features** may be assigned to any student who may require them (like color contrast)
- Some accommodations require printed material which is why those have an earlier deadline
- Be sure to add accommodations for any new students as needed



# Online Form Types and Accommodations Hierarchy

For students testing **online**, the higher-listed accommodation on this list controls which online form a student receives:

- Spanish\*
- Closed Captioning of Multimedia
- Text-to-Speech (TTS)
- Human Reader (script used only for math and science)

\*Exception: For Spanish TTS, choose both Spanish and TTS

# School Test Coordinator Responsibilities Before Testing





# School Test Coordinator Tasks: Before Testing

- Read the testing manuals
- Confer with Technology Coordinator on system requirements
- Add test assignment tags
- Conduct a Training Administration
  - This replaces the infrastructure trial
- Create proctor groups (test sessions)
- Train school-level personnel (if applicable)
- Distribute credentials to test administrators



# School Test Coordinator Tasks: Before Testing: Creating Test Assignments

Most students will automatically be assigned to specific tests based on their grade level, but any students who take **ELA I, ELA II, Algebra I, Geometry, Algebra II, or Biology** need to be tagged to be assigned to the correct assessment. **DO NOT CHANGE ANY OTHER STUDENT INFORMATION!**

Who can do: LEA Test Coordinators and School Test Coordinators

When: By March 1

Get help:

- Test Assignment Tagging Quick Reference Guide
- Session on Feb. 1, 10:30 am-12:00pm

!!! Recent enhancement to allow upload of multiple subjects and schools at once !!!

# Test Assignment Template

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	identifier	family	givenName	mid	preference	preferred	grades	ALGII	ALGI	BIO	GEO	ELA9	ELA10	
2	1E+08	Hump	Cerys					9		1			1	
3	1E+08	Cantr	Saira					9				1	1	
4	1E+08	Thorn	Alfie					9				1	1	
5	1E+08	Short	Beth					9		1			1	
6	1E+08	Barne	Lottie					9				1	1	
7	1E+08	Whita	Hasnain					9				1	1	
8	1E+08	Richar	Lina					9		1			1	
9	1E+08	Harpe	Blaine					9		1			1	

# School Test Coordinator Tasks: Before Testing: Create Proctor Groups (i.e., test sessions)

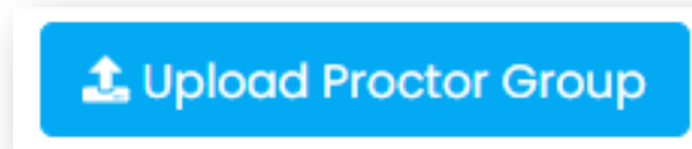
The administrations (test assignments) will be set up by Pearson. For each grade level and subject/course, test coordinators will be able to bulk create the proctor groups (test sessions) and students.

**Who does:** School Test Coordinators

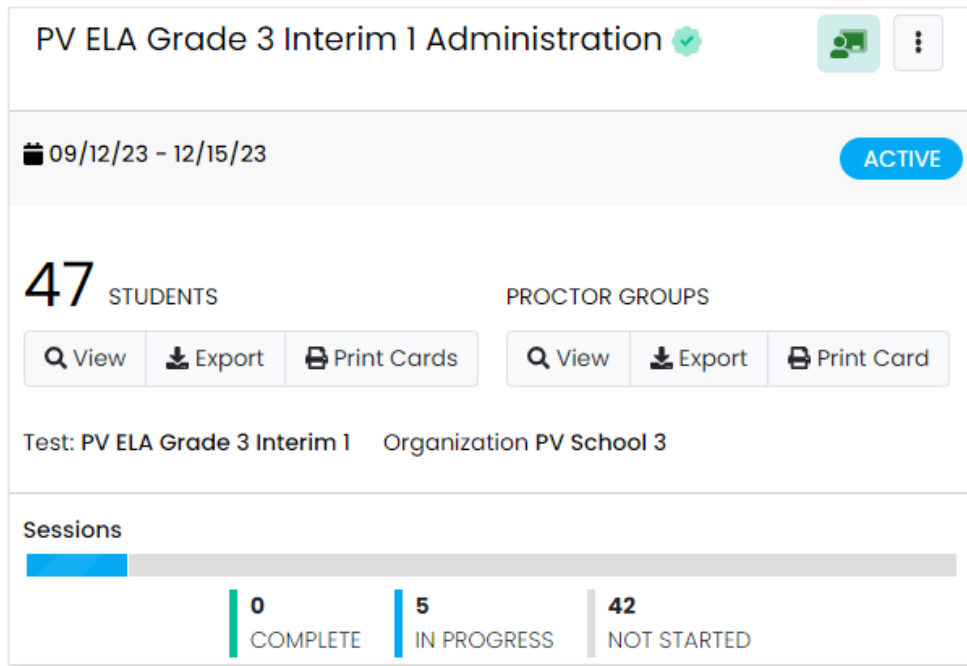
**When to do:** Once administrations are created in February

**Get Help:**

- How to Create Proctor Groups Quick Reference Guide (available by Feb. 7)
- Session on Feb. 7 at 10 am will cover
  - Bulk uploading proctor groups
  - Locating the School ID for the upload file
  - Editing proctor groups
  - Locating and printing test credentials



# View Proctor Groups in the Administration Cards



School Test Coordinators and LEA Test Coordinators will be able to view the admins in ADAM.

Administration Cards feature three areas:

- **Students** – a list of all eligible students for a particular grade/subject test
- **Proctor Groups** – create, modify or view testing sessions, export credentials for students and test administrators
- **Sessions** – view student progress across all proctor groups

# Providing Credentials

From the Administration Card you can export credentials for students and Test Administrators.

	A	B	C	D	E	F	G
1	name	school	proctor fi	proctor l	test code	proctor passwor	Seal Codes
2	Sample Group 2	Liberty Middle School					
3	Sample Group 1	Liberty Middle School			ABCDEF	PXAZHJ	0056 0382 9359
4	Test - Grade 6 Math Administration Unassigned	Liberty Middle School			GHIKLM	XBG6SD	0056 0382 9359



# “Training Administration” Replaces the Infrastructure Trial

- Practice tests are available both in the Portal and in ADAM in 'Training Administration'
  - To familiarize students with TestNav and sample content, use the practice tests in the Portal
  - To confirm the login process, proper installation of TestNav and practice creating a proctor group, use the practice tests located in ADAM Test Management > Training Administrations
    - These 'Training Administrations' replace the Infrastructure Trial
    - The process for creating proctor groups, generating credentials and accessing TestNav as a student is the same as for the real assessment; the only difference is that these aren't scored and they don't have seal codes
    - The practice tests will be available in Training Administration area by Friday, Feb 2, for ELA/L and Math. Science will be available by Feb. 9.

# Technology Coordinator Responsibilities Before Testing



# Tasks for Technology Coordinators

- Ensure each testing device meets [technology requirements](#)
- Ensure the infrastructure (e.g., wireless access points, bandwidth) is adequate
- Install the TestNav application in each testing device (or update if not done so since summer if needed)
  - Launch TestNav in each testing device and select DC so that students will bypass this step
- Manage any problems with firewalls
- Confirm [no\\_reply@mzdevinc.com](mailto:no_reply@mzdevinc.com) is a 'safe sender' (source of welcome emails)
- Removing (or turning off) any software that would allow secure test material on testing devices to be viewed on another testing device during testing
- Providing technical support for School Test Coordinators and Test Administrators as needed, including upload files
- This year, coordinators do not have to set up TestNav configurations or proctor caching

# Test Administrator Responsibilities Before Testing



# Test Administrator Tasks: Before Testing

- Read and follow all instructions in the **Test Administrator Manual**
- Receive training from school or LEA on administration practices (including administration of accommodations)
- Have credentials for yourself and students from the School Test Coordinator
  - Notify the STC if any students are missing from the test tickets
- Go to the Proctor Dashboard and check that students are assigned accommodations as expected, notify STC if needed
  - Alternatively, STCs or Special Population Coordinators can review student accommodations
- Know if any students in the class are in a separate proctor group that will be administered by someone else or test on paper instead
- Set expectations with students, using practice test if needed

# Test Administrator Tasks: Before Testing: Practice Tests

Practice tests are available on the Portal

The screenshot displays a web interface for test administration. At the top, there are three tabs: "English Language Arts/Literacy" (selected), "Mathematics", and "Science". Below the tabs, on the left, is a vertical menu with "Tutorials" at the top, followed by "Grade 3", "Grade 4", "Grade 5", "Grade 6", and "Grade 7". The "Grade 3" option is highlighted. The main content area is titled "Grade 3 English Language Arts/Literacy Practice Test" and contains three rows, each with a description and a "Start" button:

Grade 3 English Language Arts/Literacy Practice Test	
Computer-Based Practice Test	<a href="#">Start</a>
Closed Caption Version	<a href="#">Start</a>
Text-to-Speech Version	<a href="#">Start</a>

# Q & A





# Tasks During Testing



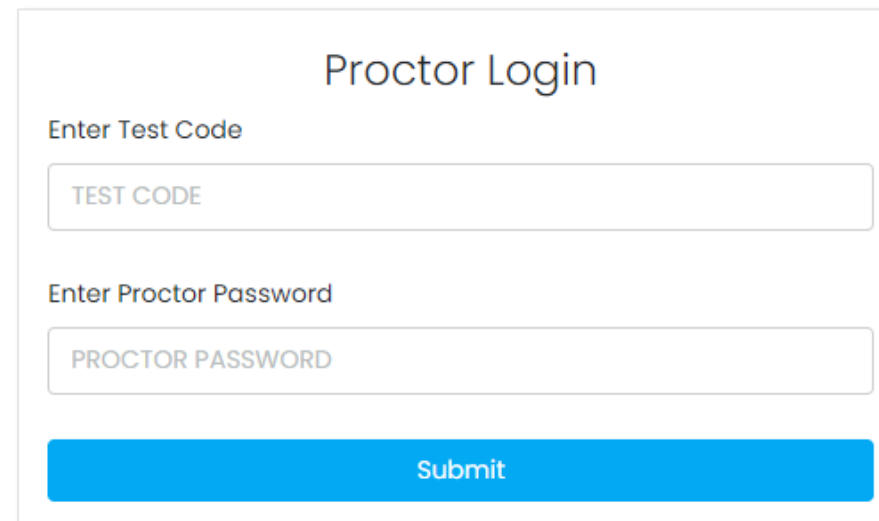


# Test Administrator Tasks: During Testing

- *Follow all instructions in the **Test Administrator Manual***
- Log in to the Proctor Dashboard, if applicable
- Distribute student credentials
- Monitor Testing
- Make sure all students submit
- Collect all secure material
- Report any testing irregularities

# Test Administrator\* Tasks: Log In to the Proctor Dashboard (If Applicable)

1. Note that ADAM uses “Proctor” to mean Test Administrator
2. Navigate to <https://ltr.adamexam.com/#/proctor>.
3. Enter the test code & proctor password (provided by the test coordinator).
4. Click **Submit**



The screenshot shows a login form titled "Proctor Login". It contains two input fields: "Enter Test Code" with a placeholder "TEST CODE" and "Enter Proctor Password" with a placeholder "PROCTOR PASSWORD". Below the fields is a blue "Submit" button.

Proctor Login

Enter Test Code

TEST CODE

Enter Proctor Password

PROCTOR PASSWORD

Submit





## Log in to Proctor Dashboard (cont.)

1. Click **Confirm** on the next screen.
2. Type your first name & last name.
3. Click **Save**
4. Proctor dashboard will then load

# Test Administrator Tasks: During Testing: Approve Student Entry to Test

The screenshot shows a web interface for managing test sessions. At the top, there's a blue header with 'In Progress'. Below it are tabs for 'All', 'Not Started', 'In Progress', 'Submitted', and 'Needs Attention'. A search bar is on the left, and a refresh button, 'Auto Refresh (5 mins)' toggle, and pagination '1 to 7 (7)' are on the right. The main table has columns: Tester, Identifier, Progress, Started Time, Health, Section, Item, Accom, and Actions. The 'Maxwell Sparer' row is highlighted with a tooltip that says 'Approve Session'.

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	Actions
Anne Weber	STU-06SCI-Loop09-070012	In Progress...	Mar 31st, 3:03:44 pm	In Progress	None	0		
Eloisa Carter	STU-06SCI-Loop09-070001	In Progress...	Mar 25th, 6:46:44 pm	Exited	None	0		
Freeman Osinski	STU-06SCI-Loop09-070011	In Progress...	Mar 31st, 3:03:40 pm	In Progress	section3	28		
Hellen Fahey	STU-06SCI-Loop09-070005	In Progress...	Mar 31st, 3:03:30 pm	Not Started	None	None		
Maxwell Sparer	STU-06SCI-Loop09-070003	Needs Attention	Dec 31st, 6:00:00 pm		None	None		
Payton Barton	STU-06SCI-Loop09-070008	In Progress...	Mar 31st, 3:05:15 pm	In Progress	section1	2		
Waldo Corwin	STU-06SCI-Loop09-070000	In Progress...	Mar 24th, 7:56:09 pm	Exited	section3	37		

# Test Administrator Tasks: During Testing: Control Access with Seal Codes

When students get to the end of a section (previously called unit), they will be prompted to enter a seal code to access the next section. However, even if students are taking multiple sections in one day, they need to log out of TestNav between sections.

The Test Coordinator will provide administrator credentials that include the seal codes (They are also on the Proctor Dashboard)

The screenshot displays the TestNav Proctor Dashboard with three main sections: Testing Information, Config Information, and Actions. The Testing Information section shows the test name 'Run Through Test 3-section', administration 'Demo Administration', and proctor group 'Demo Administration zac'. The Config Information section shows the test window '03/19/23 - 04/07/23', proctor name 'henrich zachary', and kiosk only status 'No'. The Actions section contains a red circle highlighting the Test Code 'CMT...', Proctor Password 'IMQ2SV', and Seal Code(s) 'Seal Code 1: 9959 Seal Code 2: 0300'. At the bottom, there is a navigation bar with tabs for 'All', 'Not Started', 'In Progress', 'Submitted', and 'Needs Attention', a search bar, and a footer with 'Auto Refresh (5 mins)', '1 to 0 (0)', and a page number '1'.

Testing Information	Config Information	Actions
<b>Test:</b> Run Through Test 3-section	<b>Test Window:</b> 03/19/23 - 04/07/23	<b>Test Code:</b> CMT...
<b>Administration:</b> Demo Administration	<b>Proctor Name:</b> henrich zachary	<b>Proctor Password:</b> IMQ2SV
<b>Proctor Group:</b> Demo Administration zac	<b>Kiosk Only:</b> No	<b>Seal Code(s):</b> Seal Code 1: 9959 Seal Code 2: 0300



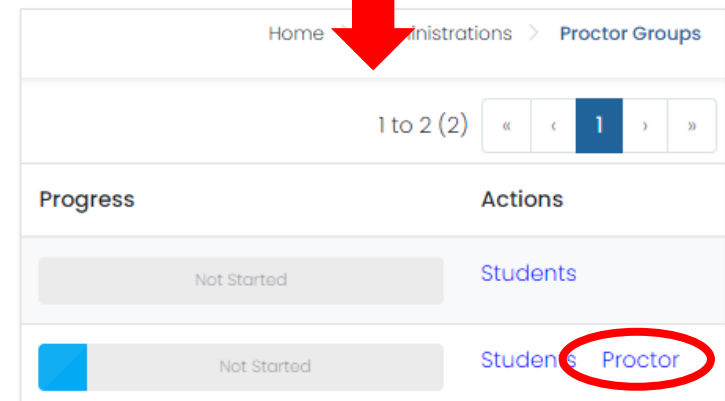
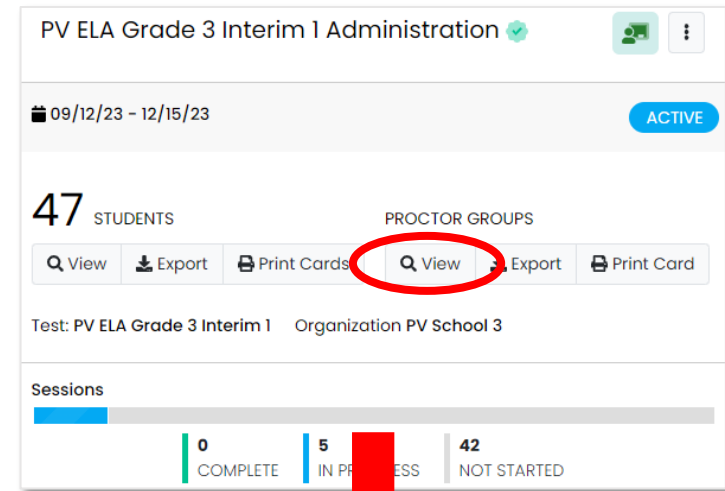
## Test Coordinator Tasks: During Testing

- Report any testing irregularities
- Monitor administration progress through Activity Report and Administration Card
- Remind test administrators to make sure students submit their test when finished

# Access a Specific Proctor Group

Test Coordinators can monitor student testing status by selecting **View** under Proctor Groups on the Administration Card

Select **Proctor** under Actions to see details for a particular proctor group. This will take you to the proctor dashboard.



# Q & A





# After Testing



# LEA Tasks: After Testing: Not Tested Codes

The screenshot displays the 'Sample Test Administration' interface. At the top, it shows the title 'Sample Test Administration' with a green checkmark icon, a communication icon, and a menu icon. Below this, a date range '11/29/23 - 12/31/23' is shown next to a blue 'ACTIVE' button. The main section features '60 STUDENTS' and 'PROCTOR GROUPS'. Under 'STUDENTS', there are three buttons: 'View' (circled in red), 'Export', and 'Print Cards'. Under 'PROCTOR GROUPS', there are three buttons: 'View', 'Export', and 'Print Card'. Below these buttons, the text 'Test: Sample Test Organization Customer - Spurs Account Villages Client' is visible. At the bottom, a 'Sessions' section shows a progress bar with three segments: '0 COMPLETE' (green), '0 IN PROGRESS' (blue), and '60 NOT STARTED' (grey).

LEA Test Coordinators can apply Not Tested codes from the Administration Card. In ADAM, these are labeled as 'Accountability' Codes



# How to Apply Not Tested Codes (cont.)

06MAT-Villages01-0100CLS G6 Math Checkpoint Fall Students Home > Administrations > Proctor Groups > Students

Search... ▼ Test Code: NKM22Q 1 to 20 (20) « ‹ 1 › »

Display Name	Organization	Testing School	Progress	Form	Auth Fields (Identifier)	Accommodation	Code	Actions
Petra Mohr	Oak Elementary	None	Not Started	Math G6 Fall Checkpoint	STU-06MAT-Villages01-010002		Apply	🗑️
Izaiah Kovacek	Oak Elementary	None	Not Started	Math G6 Fall Checkpoint	STU-06MAT-Villages01-010004			
Celia Miller	Oak Elementary	None	Not Started	Math G6 Fall Checkpoint	STU-06MAT-Villages01-010017			
Dylan Steuber	Oak Elementary	None	Not Started	Math G6 Fall Checkpoint	STU-06MAT-Villages01-010019			

Modify Accountability Code ✕

Please choose an accountability code to apply to **Alfonzo Wilderman**

Cancel Apply



## School Test Coordinator Tasks: After Testing

- No need to close sessions – just check that students submitted
- Mark exception codes for students who did not test



# Test Administrator Tasks: After Testing

- Collect all secure materials and return them to the School Test Coordinator designated location in the school



## Test Coordinator Tasks: After Testing: Collect Secure Materials

- Reminder to collect all secure testing materials and store them in the designated location in the school between sessions
- Complete Form to Return Secure Materials (*see Test Coordinator Manual Appendix I*)
- Package and return secure materials as needed
  - Paper-based scorable materials must be returned by May 24
  - All nonscorable materials must be returned by May 31

# Q & A





# Student Experience

Almost the same!

- View practice test if needed
- Take and submit assigned assessments



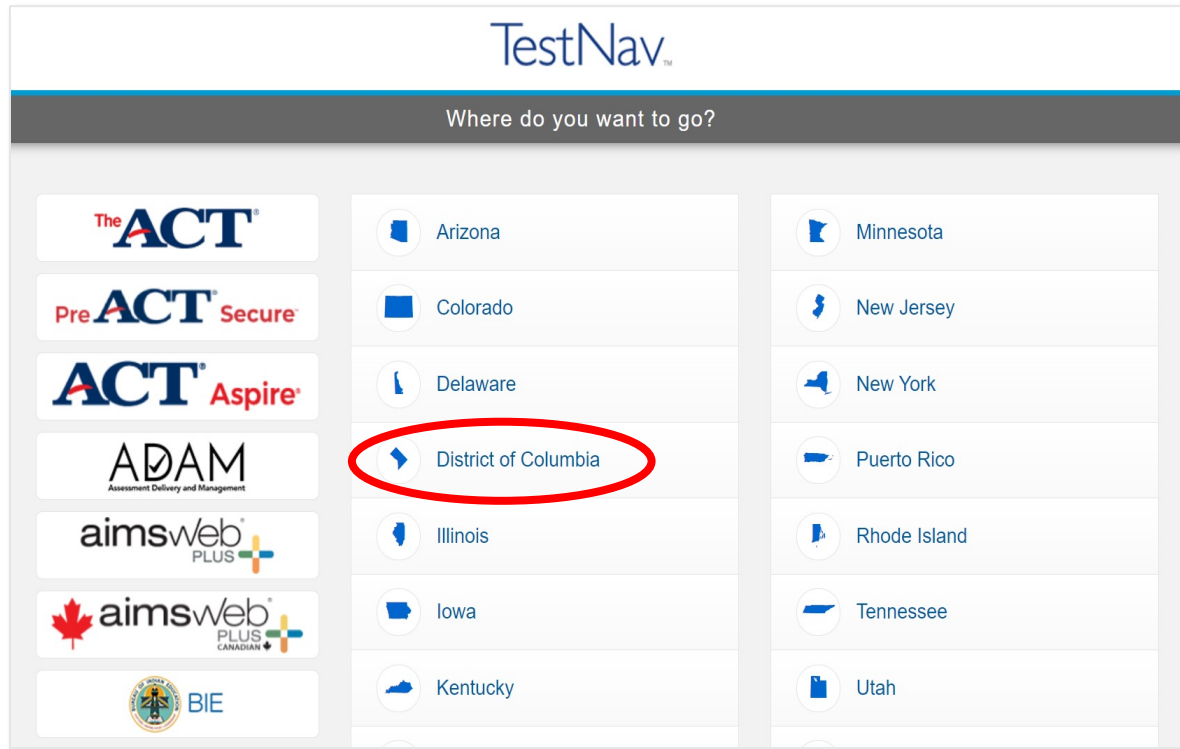


## Tasks for Students

- Students will take their tests in TestNav, starting with the TestNav app on their device
- They should be reminded to be sure to submit at the end

See also: *Test Administrator Manual*

# TestNav Access



If not already chosen, District of Columbia will need to be selected from the customer list.

This screen only appears on first access; to omit this step for students, launch in each testing device and select DC prior to student use.



# TestNav Sign-In

Students input the credentials from their test ticket.

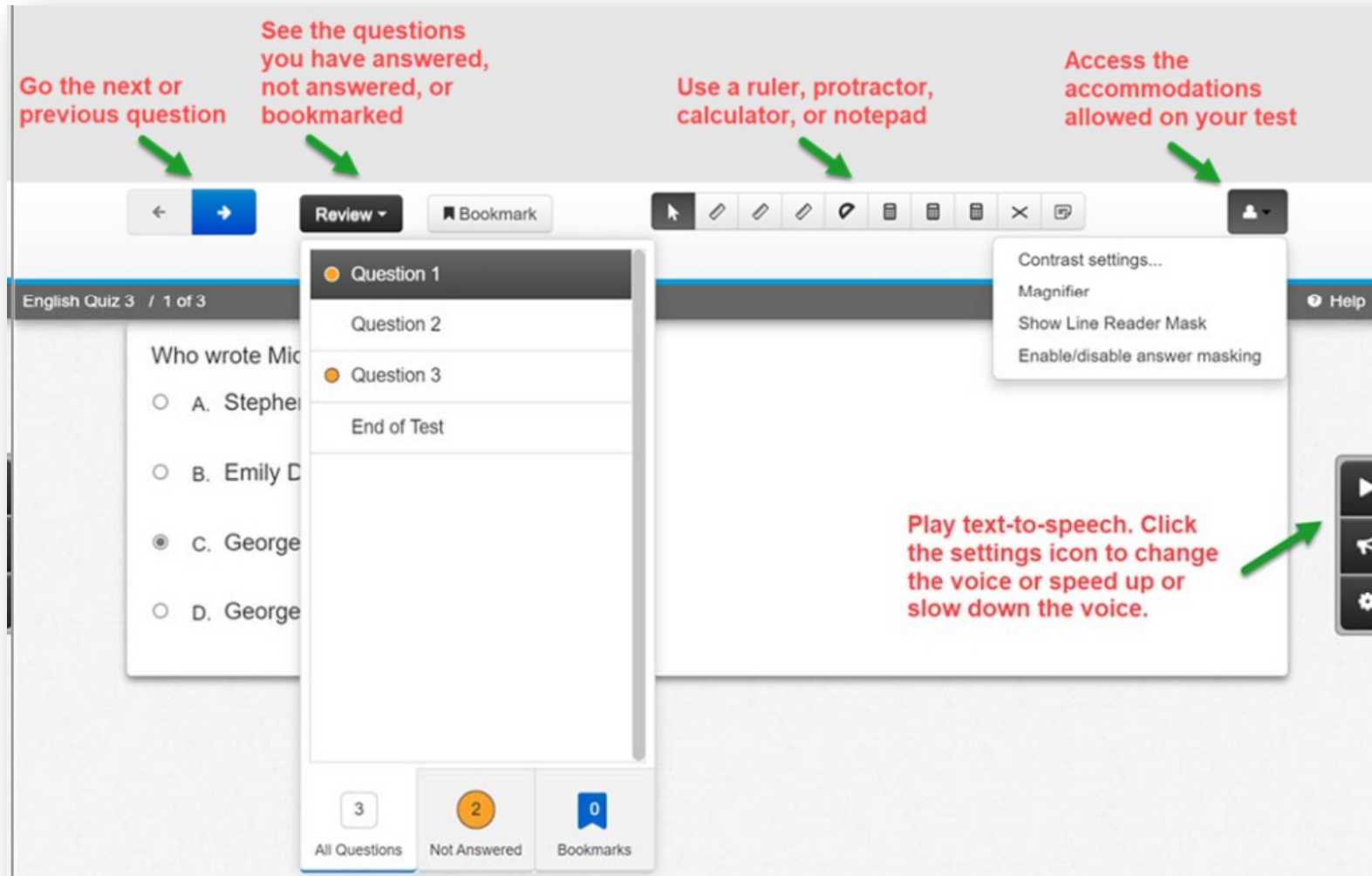
The image displays three sequential screenshots of the TestNav sign-in process, connected by red arrows indicating the flow.

**Screen 1: District of Columbia**  
To begin a test you will need to enter a test code.  
Test Code  
TEST AUDIO PRACTICE TESTS  
NEXT

**Screen 2: Sample DC Science Grade 5**  
Enter your information before continuing.  
Last Name  
Enter your last name  
Identifier  
Enter your identifier  
BACK NEXT

**Screen 3: Confirm**  
Click **Next** when you are ready.  
Test  
Sample DC Science Grade 5  
Your Name  
Destiny Jones  
QUIT NEXT

# Navigating in TestNav



TestNav includes the universal embedded tools available to all students, as well as any designated supports or accommodations as assigned to the students in the ADAM platform

# Q & A

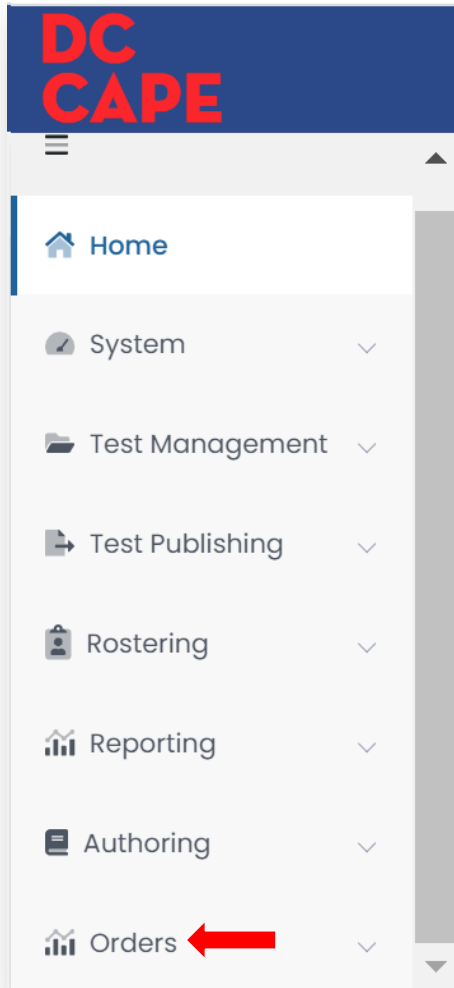




# Paper Materials Additional Ordering



# Ordering Paper Materials



- ADAM has a special section for Additional Materials ordering
- Opens only during the “Additional Orders (AO)” window 3/25/24 – 5/31/24
- Initial Order- paper material orders will be calculated and automatically shipped for students who have accommodations updated by 3/1/24. Any changes after that will require an Additional Order (AO) be submitted.
- Refer to the Test Coordinator Manual, Page 33, Sec 3.10.4 for guidance and the Submitting Additional Orders Quick Reference Guide
- A recorded how-to module will be available in March

# Paper Ordering Key Dates for Additional Orders

Key Dates for Additional Orders		
	Start	End
AO window	3/25/2024	5/31/2024
AO dates for Test Material	3/25/2024	5/10/2024
AO dates for Human Reader Scripts	3/25/2024	5/17/2024
AO dates for Return Material	3/25/2024	5/31/2024

# Paper Material: Who Can Do What?

Ability	OSSE	LEA	School Test Coordinator
View Order	Y	Y	Y
Create/Edit Orders	Y	Y	Y
Cancel Pending Orders	Y	Y	
Edit Order Address	Y	Y	
Approve/Reject Orders	Y		



## Next Steps

Upcoming training opportunities:

- Jan. 30, 2024 , 10:00 AM-11:00 AM EST: Creating Users
  - Create users and send welcome email
- Feb. 1, 2024, 10:30 am-12:00p: Uploading Accommodations and Test Assignments Tagging
- Feb. 7, 2024, 10:00 – 11:00 am: Creating Proctor Groups (virtual session)
- February 7 (1:00 – 4:00 pm) and Feb. 8 (10:00 - noon) and (1:00 - 3:30 pm): Walk-in, in person support at OSSE
- Get status updates in monthly NGA meetings and communicated through the NGA Bulletins



# Q & A





Pearson