

2025 DC CAPE Training #2



Pearson

Provided by:

OSSE Team



Stephanie Snyder, Director of Assessments

Chelsea Charland, Deputy Director of Assessments

Yolanda Barber, Assessment Specialist, Math

Rachel Knaizer, Assessment Specialist, ELA

Rohini Ramnath, Assessment Specialist, Test Security

Pearson Team



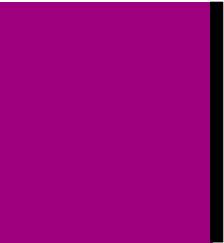
Jeff Heathman, Program Manager

Kourtney Mikesell, Project Manager

Kai Bouma, Project Manager

Brendon Bourque, Project Manager

Sharrell Porter, Project Coordinator



We thank you for the feedback!

- Please be advised that we have turned off your video and audio capabilities to preserve bandwidth. Feel free to share any ideas or ask any questions by typing them in the chat. We have planned pauses throughout this presentation for questions.
- We will be recording this meeting. The presentation will be posted to Support Portal.
- We appreciate all feedback in the survey at the end.
- All questions in the chat are captured and may get answered during the presentation or in correspondence following this meeting.

DC CAPE Essentials

- What is ADAM?
 - ADAM is the assessment platform used to manage the administration of DC CAPE assessments
 - Students still test in TestNav
- Have you Logged in to ADAM?
 - Log in to ADAM– for LAMs and DC CAPE Assessment Coordinators
 - **Welcome email –once received you will gain access to log in**
 - Log in credentials needed
 - username:** email address
 - password:** your creation

Home



2024-2025 Statewide Testing Windows		
	Online Testing	Paper Testing (accommodations only)
DC CAPE (ELA, Math, and Science)	3/31/25 - 5/23/25	3/31/25 - 5/16/25

Key Dates

- 3/4/25-5/30/25 - Order window for materials
- 3/17/25 - Materials begin to arrive in schools
- 5/16/25 - Order window closes (test materials)
- 5/23/25 - Deadline to ship paper-based testing scorable and nonscorable materials to Pearson (test booklets, answer docs)
- 5/30/25 - Deadline to ship all nonscorable materials (paper-based and computer-based)
- 5/30/25 - Order window closes (return materials)

DC CAPE Essentials

- DC Support Portal
 - Administration Resources
 - Test Coordinator Manual
 - AF&A Manual
 - Test Administrator Manual
 - Quick Reference Guides
 - Training
 - DC CAPE Updates video
 - DC CAPE Training #1

The screenshot shows the DC CAPE website's Administration Resources page. The header includes the DC CAPE logo and navigation links: Home, Technology Setup, Administration Resources (highlighted with a red box), Test Design, Training (highlighted with a red box), Practice Tests, and Contact Support. The main content area features a large image of a person's hands writing on a document. Below the image, the heading "Admin Resources" is displayed, followed by the text "Access manuals and guidance for use on the proper administration of DC CAPE assessments." and a "Learn More" button. The page is divided into two columns: "Manuals & Scripts" on the left and "On this page" on the right. The "On this page" section lists "Manuals & Scripts" (underlined), "Testing Resources", and "Quick Reference Guides".



Learning Objectives

Each task will be demonstrated with time to answer questions

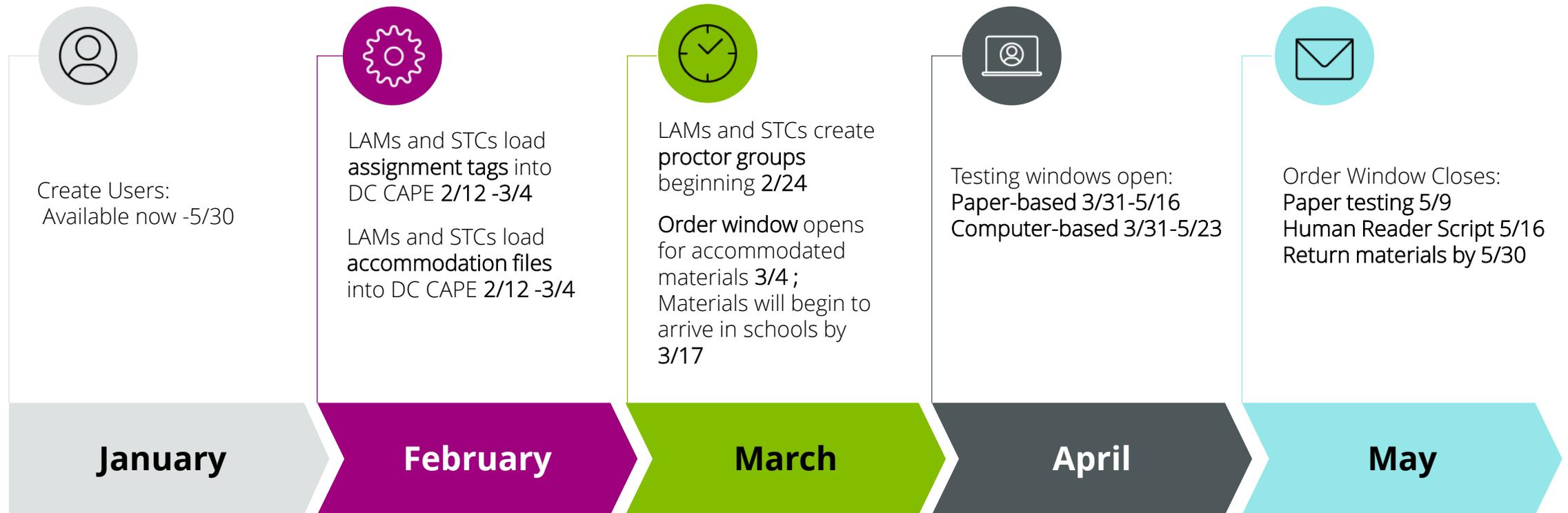
- User Import –detailed walk through of how to import:
 - School Test Coordinators
 - Special Populations Coordinators
 - Technology Coordinators
- Assignment Tags – how to add tags for:
 - Algebra I
 - Algebra II
 - Biology
 - Geometry
 - HS ELA I
 - HS ELA II
- Accommodations Loading – explanation of the hierarchy how to apply to students
- Proctor Group Creation

Agenda

- 1 | Timeline of events
- 2 | Training Schedule
- 3 | User Import
- 4 | Assignment Tags
- 5 | Accommodations
- 6 | Proctor Groups
- 7 | Questions and Answers



Timeline of events



*Note: These dates are available in the Test Coordinator Manual

Training Schedule

Next Training Meetings:

- **Virtual Training Wednesday February 26, 2025; 2pm -4pm:**
Proctor Group creation and Ordering Materials
- **Virtual Office Hours Thursday March 6, 2025; 11am -12pm:**
Accommodations Hierarchy, Ordering Materials and FAQ

Time with the OSSE team:

- Feb. 6 from 12:30 – 3:30 p.m., Petworth Library
- Feb. 12 from 9:30 a.m. – 12:30 p.m., Anacostia Library
- Feb. 19 from 1:15 – 4: 15 p.m., Takoma Library
- Feb. 28 from 11:30 – 1:30 p.m., Northeast Neighborhood Library

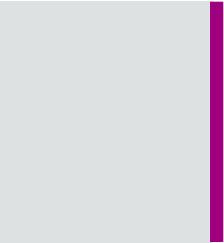
***Note:** Contact OSSE for office hours or scheduled 1:1 assistance

OSSE Bookings:

<https://outlook.office365.com/owa/calendar/OSSEAssessmentOfficeHours@o365.dc.gov/bookings/>



Question



Question

How do you feel about your preparation for DC CAPE administration?



User Import

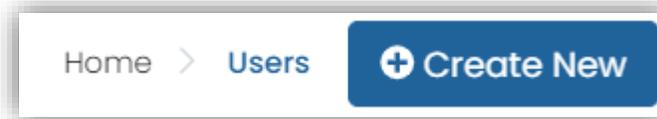
User Import

- User accounts for School Test Coordinators, Special Populations Coordinators and Technology Coordinators must be created manually in ADAM.
- LEA Test Coordinators (LTCs) can create accounts for all three of these user roles. School Test Coordinators can create other School Test Coordinators, Special Populations and Technology Coordinators accounts for their school only.
- User accounts can be added individually or bulk uploaded.

Users can be created and updated now and throughout the testing window within the DC CAPE platform. (Now -5/30)

***NOTE:** If an account is needed for a new LEA Test Coordinator, they must be added as an LEA Assessment Manager (LAM) in the OSSE AllStaff collection

Adding Users: Individually



1. Navigate to **Rostering > Users**
2. In the upper right, select **Create New**
3. Enter the first and last name of the user
4. For **Roles**, pick only one :
 - School Test Coordinator (STC)
 - Special Populations Coordinator (SPC)
 - Technology Coordinator (TC)

If a user serves in multiple roles, pick the most applicable. School Test Coordinators can create other users with the same role.
5. For **Identifier**, add the user's email, and then paste it into the **Sourced ID** field, **Username** and **Email** fields
6. Do NOT enter anything for grade
7. For **Org Scopes**, enter one school, or multiple schools if applicable

A screenshot of the 'User Setup' form. The form has a title bar with a back arrow, 'User Setup:', and 'Cancel' and 'Save' buttons. On the left is a sidebar with 'History', 'Information', and 'Preferred Names'. The main area is titled 'User Setup' with the subtitle 'Manage User Settings'. It contains several input fields: 'First Name', 'Middle Name', and 'Last Name', each with a red asterisk indicating it is required. Below these are 'Role' (a dropdown menu currently showing 'None') and 'Identifier' (a text input field containing 'User Identifier'). A small note below the Identifier field reads 'Client defined Identifier for user.'

Adding Users: Individually

8. Do **NOT** set a password
9. Leave 'User enabled' checkbox selected
10. Select the checkbox-
'Send Welcome Email'
8. Click **Save**

You will see a temporary pop-up message in **green** confirming the user is added.

12. Click the **Back** arrow button
13. Repeat steps as needed to add more users

The screenshot shows the 'User Setup' form with the following elements highlighted by red boxes:

- A back arrow button in the top left corner.
- The 'Set Password' button, which is crossed out with a red diagonal line.
- The 'User Enabled' checkbox, which is checked.
- The 'Send Welcome Email(s)' checkbox, which is checked.

The form fields include:

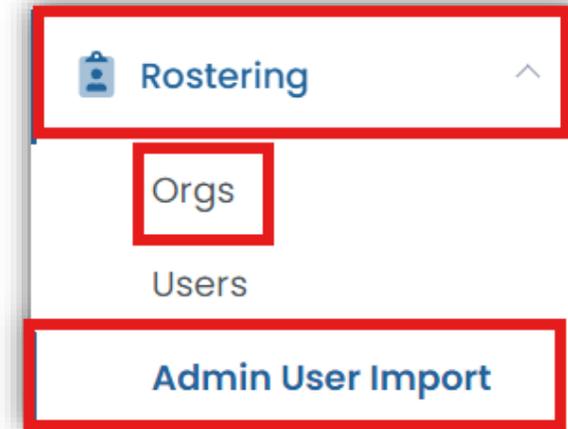
- User Sourced ID
- Username *
- User Email (containing 'ol')

The form also includes a 'Cancel' button and a 'Save' button in the top right corner.

*Note: STCs can create other STC roles using this individual method

Adding Users: Bulk Upload

1. First go to **Rostering >Orgs**; search for your org and take note of the **Identifier** number
2. Navigate to **Rostering > Admin User Import**
3. Read the Admin User Import via CSV instructions
4. Click the **download template button**
5. Open and save the template locally.
6. Fill in the spreadsheet
 - Enter user's email address in the **Identifier** and **Email** columns
 - Enter the **first name** and **last name**
 - In the **Role Code** column:
 - School Test Coordinator (STC)
 - Special Populations Coordinator (SPC)
 - Technology Coordinator (TC)



Identifier
11-5139
11-5140
11-5189
11-5191

Adding Users: Bulk Upload

Complete the remaining column:

- Add the school identifier from step 1 in the **OrgIdentifier** column
7. Save the complete CSV file
 8. On the Admin User Import via CSV page, click inside the outlined **green area** to choose a file
 9. Navigate to the file you created and open it
 10. Click on **Upload**
 11. A Confirm Upload popup window will appear to confirm the role and org. Click **Confirm**
 12. A temporary message will appear in the bottom of the screen to confirm the amount of users

D	E	F
Email	RoleCode	OrgIdentifier
jackie.robinson@cabinet.com	STC	11
iverson.allen@cabinet.com	TC	11
toni.morrison@cabinet.com	STC	11
langston.huges@cabinet.com	SPC	11

Step 3: Upload the modified file into ADAM.

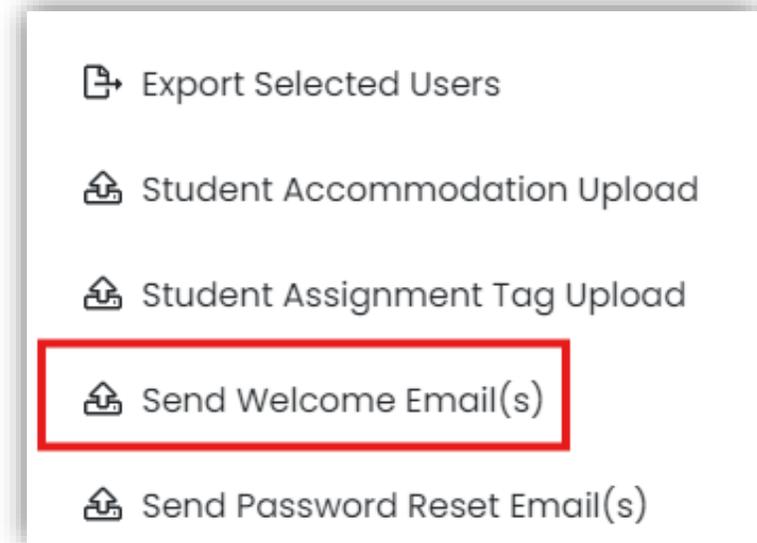
non_student_user_import_template_01_13_2025.csv

Users: 3

Adding Users: Bulk Upload

1. After confirming your users have been added, search for them
2. Check the box to the left of their name
3. Find the kabob menu in the upper right corner of the screen. Click it to see the menu.
4. Select "Send Welcome Email(s)"

* Note: Use the Org and Role filter to group and select multiple users to send welcome emails to.





Demo/Questions



Assignment Tags

Assignment Tagging



Most students will automatically be assigned to specific tests based on their grade level through an automated eligibility feed. However, any students who take ELA I, ELA II, Algebra I, Algebra II, Geometry, or Biology need to be assigned to the correct assessment.



You have a window of time to complete this task. It is available for you to start now and needs to be completed between **Feb 12 – March 4**.



[Participation and Performance Policy](#)—Any student taking advanced math courses need to have an assignment tag to be assigned the correct assessment

Assignment Tagging: Individual Student

1. Start at **Rostering > Users**
2. Search for the user by name or ID
3. In the **Actions** column click the Edit icon
4. In the side navigation panel click on Assignment Tag(s)
5. Choose the appropriate tag(s)
 - Algebra I
 - Algebra II
 - Biology
 - Geometry
 - HS ELA I
 - HS ELA II
6. Click **Save**

*Note: Any student taking a HS course test must have assignment tags to be assigned a test.

Accommodations

Administrations

Assignment Tag(s)

Demographics

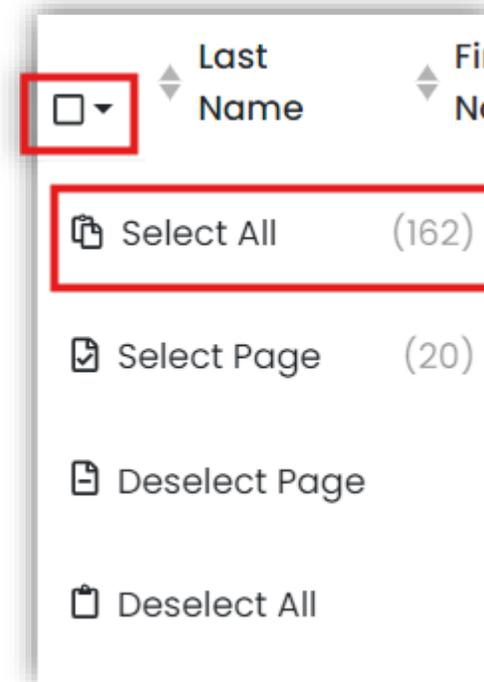
History

Information

Preferred Names

Assignment Tagging: Bulk Upload

1. Start at **Rostering > Users**
2. Search for the appropriate Org.
3. Choose the Role : **Student**
4. From the results select the top **checkbox** to **Select All**
5. Click the kabob menu in the top right corner and select **Student Assignment Tag Upload**
6. Click to **download template** button
7. Open the spreadsheet file



Assignment Tagging: Bulk Upload

- Place a "1" in the appropriate column to tag specific students
- Save the file
- Place the file in the upload field
- Click **Upload**.
- Scroll up and click **Upload History** to view success status
- Check a few students for confirmation

Igrades	ALGII	ALGI	BIO	GEO	ELA9	ELA10
10				1	1	1
10		1				1
10	1			1		1

Step 3: Upload the modified file into ADAM.

StudentAssignmentTag 2025-01-03T00_12_23-05_00.csv

Browse

Students: 161

Upload



Demo/Scenario

Scenario

A student is currently enrolled in Algebra I as an 8th grader. Since ADAM automatically creates assignment tags for students in grade 3 – 8, what should you do?

Scenario

- If an 8th grade student is taking an Algebra I course:
 - Actions needed
 - This student needs to be tagged with ALG I assignment tag in order to receive the correct assessment
 - Once the tag is applied to the student it will appear on the student profile
 - The administrations rescan every hour



Accommodations

Accommodations



For students to receive the correct online or paper test, they must be tagged with the appropriate accommodations for the subject that matches the test. Accommodation assignments also impact what printed support material is needed, such as scripts.



You have a window of time to complete this task. It is available for you to start now and needs to be completed between **Feb 12 – March 4**.



Accessibility features and accommodations must be entered in ADAM before submitting the School Test Security Plan to OSSE. School Test Security Plans are due 15 business days before the first day of test administration.

Accommodations Hierarchy: Form

1. *Spanish
2. Closed Captioning of Multimedia
3. Text-to-speech (TTS)
4. Human Reader/ Human Signer

If Spanish TTS is needed select both.

- What is a form?
 - A form is the version of the test assigned to a student
 - If an accommodation needs to be changed because of an inappropriate form the student test status needs to be "Not Started". Once the appropriate accommodation is edited for the student, the student should be rescanned.

Accommodations Hierarchy: Rescan

1. *Spanish
2. Closed Captioning of Multimedia
3. Text-to-speech (TTS)
4. Human Reader/ Human Signer

If Spanish TTS is needed select both.



Rescan All

- What does it mean to rescan?
 - You now have the ability to see the form type assigned in the accommodations dashboard, the student dashboard, and the student section of the proctor group.
 - Be mindful a student will be assigned a TTS form or a Human Reader form. If both are selected, TTS will be assigned.
 - If a student is assigned an incorrect form type you can edit it from the student dashboard or in the student user setup area.
 - If a student is in a status other than “Not Started,” contact OSSE for support.

Accommodations: Individual Student

1. Start at Rostering >Users

- Search for Student name or ID
- Click Edit in **Action** column
- Click **Accommodations**
- Click **Edit**
- Click the **checkbox** for the appropriate accommodation for the appropriate subject
- Click **Save** in the top right corner

1

Accommodations View Edit

Administrations
Assignment Tag(s)
Classes
Demographics
Parents/Guardians
History
Information
Preferred Names

Filter by Accommodation...

Expand/Collapse All

	ELA/L	Apply to All	Mathematics	Science
Text To Speech				
Text-to-Speech Text Only TTS reads printed text, does not read any text for images. (Math/Science only).	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>
Text-to-Speech Text plus Graphics TTS reads all printed text and text descriptions for images.	<input type="checkbox"/>	>	<input type="checkbox"/>	<input type="checkbox"/>

Accommodations: Individual Student

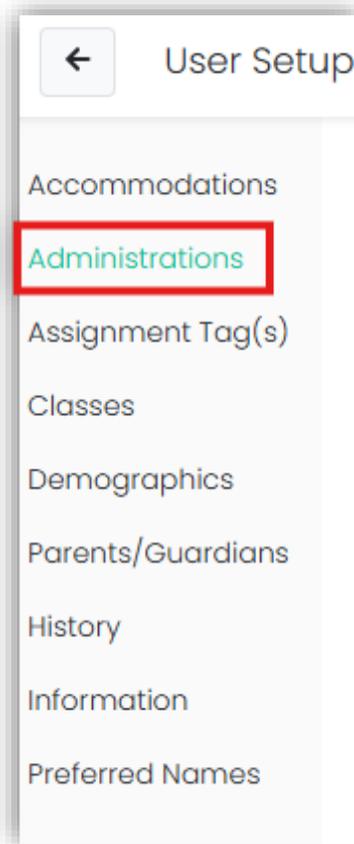
2. In the left panel click **Administrations**

- You can rescan an individual test session by clicking the kabob menu and clicking “Rescan Session”
- You can “Rescan All” sessions by clicking the button at the top

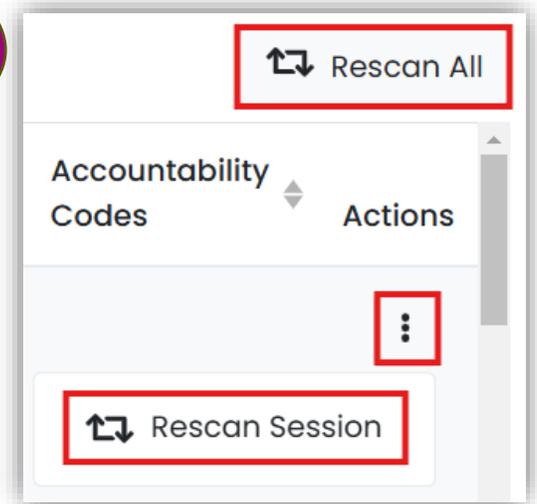
3. If you need the accommodation applied immediately a rescan is required and can be applied from the administrations section

- If not needed immediately a rescan deploys automatically

2

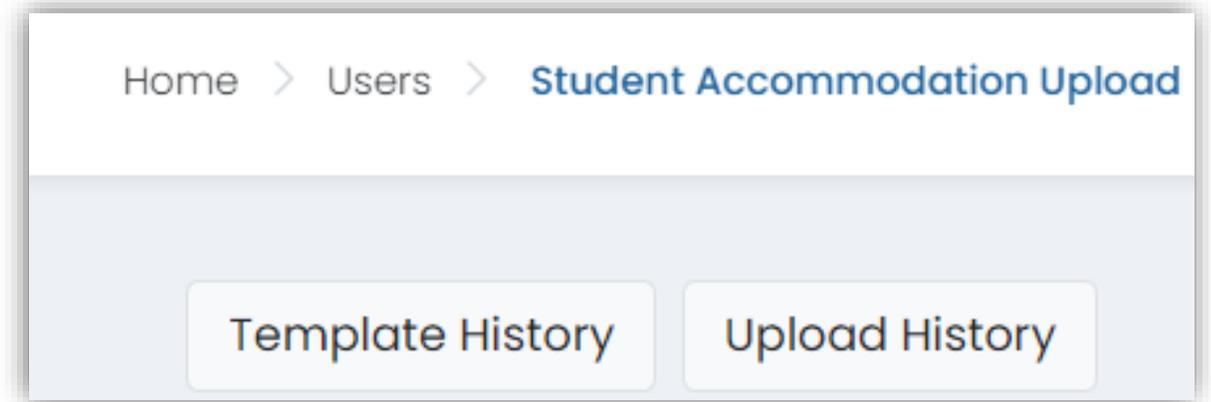


3



Accommodations: Bulk Upload

1. Start at **Rostering > Users**
2. Search for the appropriate **Org.**
3. Choose the Role : **Student**
4. From the results select the top **checkbox** to **Select All**
5. Click the kabob menu in the top right corner and select **Student Accommodation Upload**
6. Scroll down and **click to create template**
7. Scroll up and click **Template History** and click the download button



Accommodations: Bulk Upload

8. Open the spreadsheet file
9. Place a "1" in the appropriate cell to add accommodations specific students for each subject. Students maybe listed 3 times.
10. Save the file (it should remain a .csv file)
11. Place the file in the upload field
12. Click **Upload**.
13. Scroll up and click on **Upload History** to view status as Success.
14. Confirm a few students.

* Sessions are bulk rescanned automatically and updated accommodations are applied to students

	K	L	M	
3	profileName	Frequent Breaks	Small Group Testing	Bra
7	ELA/L	1		
7	Mathematics			
7	Science	1		

Step 3: Upload the modified file into ADAM.

student_accommodation_import_9c91b006-2987-4273-9a9e-a21ea4fb139 Browse

Students: 7 (21 Records)

Upload

Accommodations Resources



The support portal is where the AF&A manual ([link](#)) lives along with the Accommodations Quick Reference Guide ([link](#))



You have a window of time to complete this task. It is available for you to start now and needs to be completed between **Feb 12 – March 4**.



If a student is in a test status other than “Not Started,” contact OSSE for support.



Demo



Pop Quiz

Pop Quiz!

A student is assigned Human Reader and TTS. The student will receive _____ as an accommodation.

- a.) Human Reader
- b.) TTS
- c.) Both

Pop Quiz!

A test administrator notices that a student has been assigned accommodations incorrectly. What should the STC do?

- a.) Stop the student's test and rescan.
- b.) Contact OSSE.
- c.) Contact the Pearson hotline.

Pop Quiz!

Accommodations are designated by a "0" or "1" in the ARF.

- a.) True
- b.) False



Proctor Groups

Proctor Groups



For each grade level and subject/course, test coordinators will be able to bulk create the proctor groups (test sessions) with students in them. Each assessment is scheduled to eligible students at your school in a default 'unassigned' group. Students must be moved into proctor groups ('test sessions') to be assigned a test code and randomID to access their assessment.



You have a window of time to complete this task. It is available for you to start 2/24 and needs to be completed two weeks before your students test.



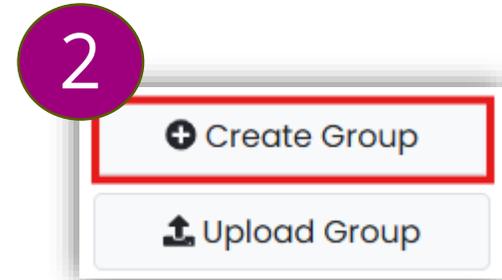
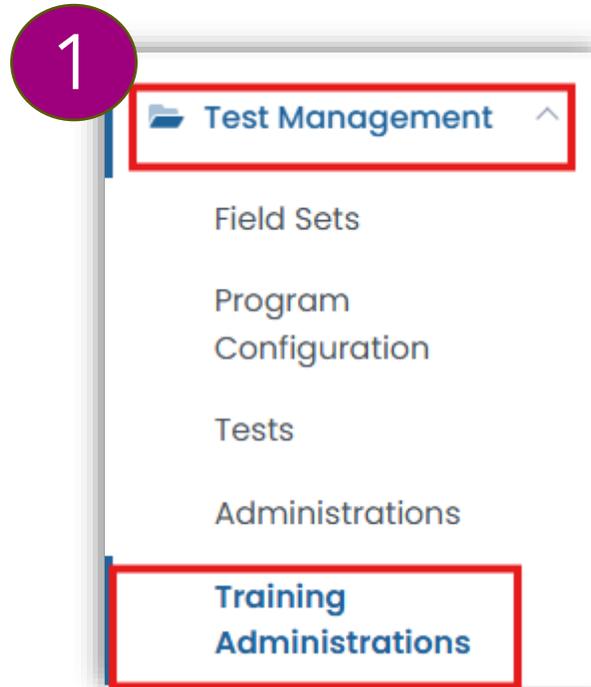
- [Test Administrator Manual](#)
- [Test Coordinator Manual](#)

Proctor Group: Individual

This method could be used for makeup groups, editing proctor groups, or deleting a proctor group.

1. Start at **Test Management > Training Administrations**
 - On the administration card, click the kabob menu next to Proctor Groups and click on **View**

* **Note:** When the Administration window opens you will go to Test Management > Administrations
2. Click the **Create Group** button
3. On the Proctor Group Config page, create the **proctor group name** using the naming convention from **Section 3.2.3 of the DC CAPE Test Coordinator Manual**
 - Select your District
 - Select your School



A screenshot of a table with two columns: 'Naming Convention' and 'Sample Code'. A purple circle with the number '3' is positioned to the left of the table.

Naming Convention	Sample Code
SUBJECT.grade/course.TAinitials.regular(R)/makeup (M)	ELA.04.AB.R
LastName.Firstname	Doe.Jane

Proctor Group: Individual

- Click the **plus (+) symbol** and a pop-up window will open to begin adding students
 - Click the **plus (+) symbol** next to each student you want to add. You can search by name, identifier, or by additional filters

4. Close the Add students window

***Note:** Be mindful of the student icon to the left of a student name. It means they are in another proctor group. Hover over it to see the name of the proctor group

Add Students ✕

Search by student name... Show additional filters Add 8 Students

Accommodations... Elk Creek Elementary Search by class...

(2) Students in Proctor Group 1 to 8 (8)

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aadam	Elk Creek Elementary	100000485	Castro	NOT STARTED		✓
Anastasia	Elk Creek Elementary	100000487	Mcdonald	NOT STARTED		+
Cheryl	Elk Creek Elementary	100000489	Kennedy	NOT STARTED		✓
 Brodie	Westbrigde Elementary	100000375	Mosley	EXITED		+
 Brooklyn	Westbrigde Elementary	100000378	Simon	NOT STARTED		+

Proctor Group: Individual

5. Click **Submit** and receive the success pop-up confirmation.

***Notes:**

- The **Actions** column allows you to delete individual students from a proctor group. When a proctor group is empty, this delete option will appear on the proctor group management page.
- The **Proctor Group Config page** can also be accessed from the proctor group management page in the student section by clicking **Edit Proctor Group**

Proctor Group Config
This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name
ELA.04.DS.demo

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

Select Your District
Billings School District

Select Your School
Elk Creek Elementary

Students (2)

First Name	Last Name	Test Status	Actions
Cheryl	Kennedy	NOT STARTED	
Aadam	Castro	NOT STARTED	

Success
Proctor Group saved.

Cancel **Submit**

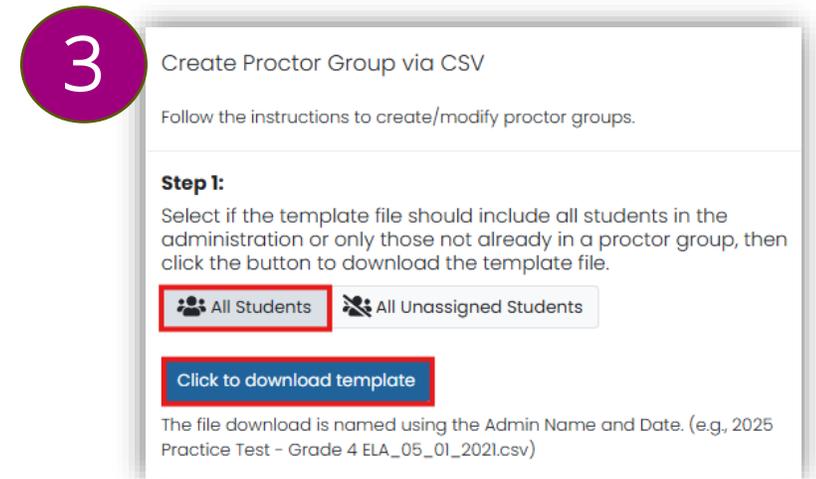
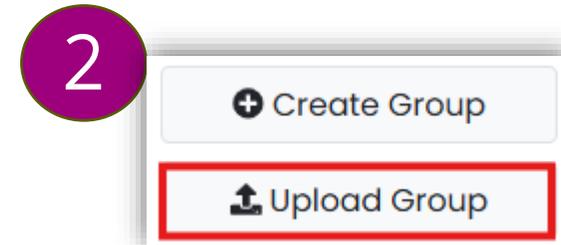
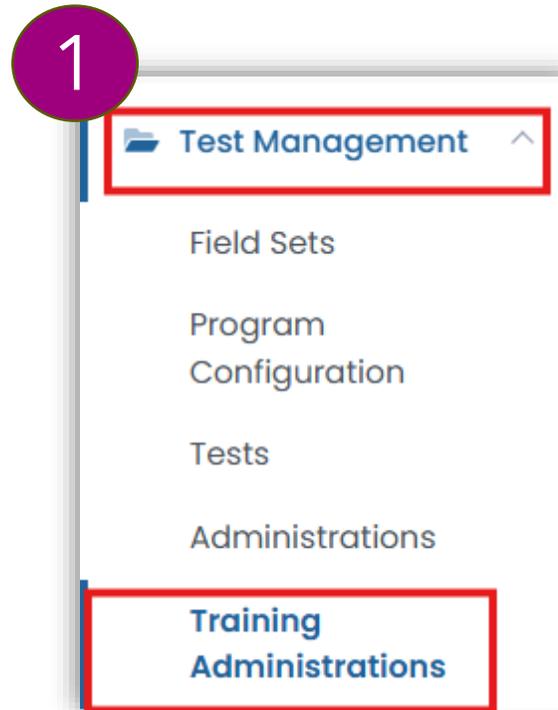
© 2025 Pearson. All rights reserved. v1.2.231

Proctor Group: Bulk

1. Start at Test Management > Training Administrations
 - On the administration card, click the kabob menu and click on **View**

***Note:** When the Administration window opens you will go to Test Management > Administrations

2. Click the **Upload Group** button
3. On the Create Proctor Group via CSV page, select **All Students**. Press the **Click to download template** button
4. Click the **Template History** button in the top right corner to download the template



Proctor Group: Bulk

- On the Create Proctor Group via CSV page follow **Step 2** to fill in the spreadsheet.
 - For column H, **testing_org_id** should have no spaces
 - For column I, **new_proctor_group_name** should follow the Naming Convention
- On the Create Proctor Group via CSV page follow **Step 3** to upload the modified file
- Confirm success by clicking the **Upload History** button in the top left corner.

5

G	H	I
existing_proctor_group_name	testing_org_id	new_proctor_group_name
2025 Practice Test - Algebra I (Version 3) Unassigned	SunshineMiddleSchool	ALG.08.SP.R
2025 Practice Test - Algebra I (Version 3) Unassigned	SunshineMiddleSchool	ALG.08.RF.R
2025 Practice Test - Algebra I (Version 3) Unassigned	SummervilleMiddleSchool	

Naming Convention	Sample Code
SUBJECT.grade/course.TAinitials.regular(R)/makeup (M)	ELA.04.AB.R
Lastname.Firstname	Doe.Jane

6

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

7

Name	No of Proctors	Status	Percentage
2025 Practice Test - Grade 3 ELA_01_08_2025.csv ↓	6	Success	100



Demo/Questions

Training Schedule

Next Training Meetings:

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Proctor Group creation and Ordering Materials
- **Virtual Office Hours Thursday March 6, 2025; 11am -12pm:**
Accommodations Hierarchy, Ordering Materials and FAQ

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- Feb. 12 from 9:30 a.m. – 12:30 p.m., Anacostia Library
- Feb. 19 from 1:15 – 4: 15 p.m., Takoma Library
- Feb. 28 from 11:30 – 1:30 p.m., Northeast Neighborhood Library

***Note:** Contact OSSE for office hours or scheduled 1:1 assistance

OSSE Bookings:

<https://outlook.office365.com/owa/calendar/OSSEAssessmentOfficeHours@o365.dc.gov/bookings/>

Survey

QR Code for Survey :



Survey Link:

<https://forms.office.com/r/YmdxrwdyHN>

Contact us for support:



OSSE:
202-304-3269
OSSE.assessment@dc.gov



Pearson:
866-688-9555
<https://dc.mypearsonsupport.com/support-webform.html>



Thank you