

# 2025 DC CAPE Training #3



# Provided by:

## OSSE Team



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# 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

- DC Support Portal
  - Administration Resources
    - Test Coordinator Manual
    - AF&A Manual
    - Test Administrator Manual
    - Quick Reference Guides
  - Training Videos
    - DC CAPE Updates
    - DC CAPE Training #1
    - DC CAPE Training #2

DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION

Home Technology Setup Administration Resources Test Design Training Practice Tests Contact Support

## Admin Resources

Access manuals and guidance for use on the proper administration of DC CAPE assessments.

[Learn More](#)

### Manuals & Scripts

View the information below to access DC CAPE Manuals and Scripts.

On this page

- [Manuals & Scripts](#)
- [Testing Resources](#)
- [Quick Reference Guides](#)

# Training Schedule

## Next Training Meetings:

- **Virtual Training Thursday March 6, 2025;  
11am -12pm:**  
Accommodations Hierarchy, Ordering  
Materials and Day of Tasks

## Time with the OSSE team:

- Feb. 28 from 11:30 – 12:30 p.m., Northeast  
Neighborhood Library
- Mar. 5 from 10am -1pm., Anacostia 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/>



# Learning Objectives

Each task will be demonstrated with time to answer questions

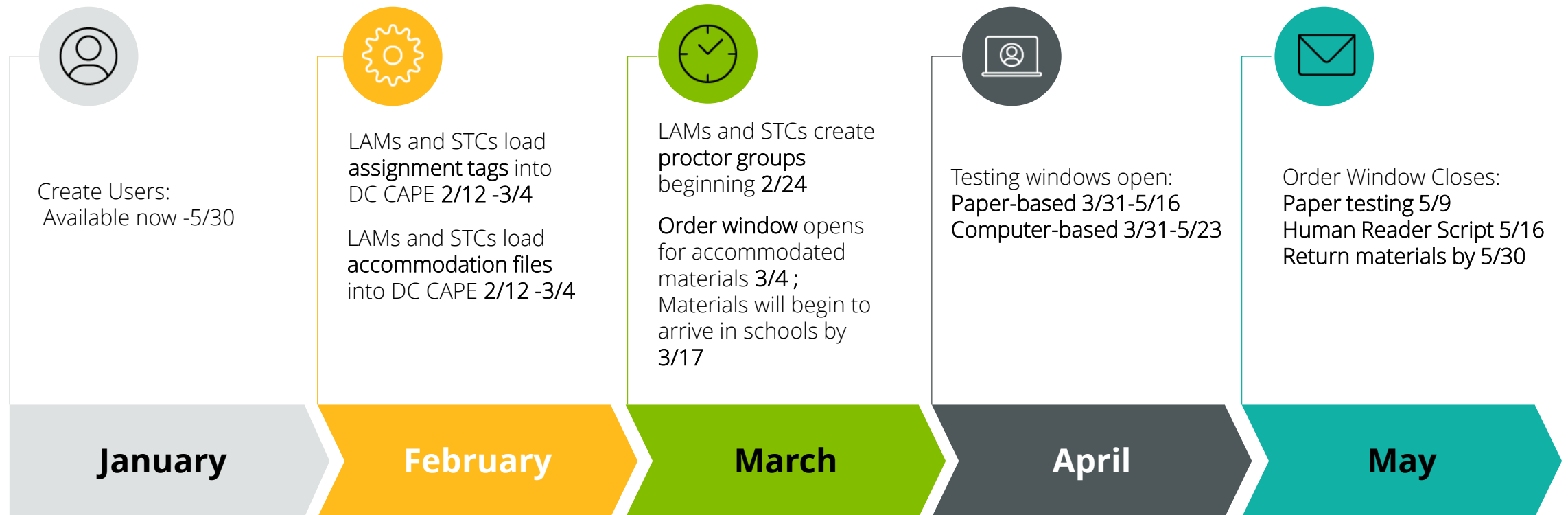
- Ordering Materials
  - Step by step guidance
  - Resources
- Proctor Group Creation
- Proctor Dashboard
  - Session Details
  - Section Movement

# Agenda

- 1 | Training Schedule
- 2 | Timeline of events
- 3 | Ordering Materials
- 4 | Proctor Group Creation
- 5 | Proctor Dashboard
- 6 | Questions and Answers



# Timeline of events



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





# Order Materials

# Ordering Materials

Test Coordinator and Test Administrator Manuals orders will be automatically placed and sent based on enrollment counts. All other accommodated material orders will need to be placed by school personnel. Ordering accommodated materials is a two-step process:

1. Orders are created, edited, or canceled by a user having either the LEA Test Coordinator or School Test Coordinator role.
2. Orders are approved by OSSE. Accommodated materials orders may be placed by submitting an order through the Orders tab in ADAM.

Be sure to review orders carefully. Once an order is approved, plan for up to five business days for orders to arrive. ADAM is open for Materials Ordering during the window of **3/04/25 – 5/30/25**.

**\*Note:** *If you have students requiring paper-based accommodated test materials or Human Reader scripts, their accommodations registration file must be completed before placing the accommodated materials order.*

*If you need a paper based Test Administrator Manual be sure to order it when the window opens.*

# Order Creation: Order Details

1. Click on **Orders** in the left navigation menu
2. Click on **Manage Orders**
  - a. Click on **Create Order** in the top right
  - b. Fill in the required fields and verify contact information and address
  - c. Click **Go to Order Items**

The screenshot shows a 'Create Order' form with three steps: 1. Order Details (highlighted with a red box), 2. Order Items, and 3. Confirm Order. The form is titled 'Draft Order' and contains the following fields and information:

- Order Name\***: Text input field containing 'Test'.
- Admin Code\***: Text input field containing 'DC Cape Spring 25' with a dropdown arrow.
- District\***: Text input field containing 'Billings School District' with a dropdown arrow.
- Order for\***: Text input field containing 'Crystal River Secondary School' with a dropdown arrow.
- Ship To\***: Text input field containing 'School' with a dropdown arrow.
- Date Needed\***: Date picker field showing '2/28/2025'.
- Reason For Order\***: Text input field containing 'Test order'.
- Ship To Contact**: Text input field containing 'SP', '879-378-3375', and 'sp@pearson.com'. An **Edit** button is to the right.
- Ship To Address**: Text input field containing '7884 Noel St', 'Stockgarden', and 'GA 44789 US'. A **Verify Address** button and an **Edit** button are to the right.
- Ordered By**: Text input field containing 'Sharrell Porter' and 'sharrell.porter@pearson.com'.

At the bottom right, there are two buttons: **Cancel** and **Go to Order Items** (highlighted with a red box).

# Order Creation: Order Items

1. Keep the *DC CAPE Spring 2025 Orderable Items Reference Sheet* and the *Test Kit Materials List* handy
  - a. You can search for Items by number or by description
2. Fill in and verify the quantity amounts you need
3. Click on **Go To Confirm Order**

The screenshot shows the 'Create Order' interface with the 'Order Items' tab selected. The interface includes a search bar, a dropdown for 'Distributions' (set to 'DC CAPE SPRING 2025 AO'), and an 'Orders Type' dropdown (set to 'Additional'). Below these is a table of items with columns for 'Item Number', 'Item Description', and 'Quantity'. The quantity input field for the first item, 'PAPER BANDS, PKG 10', is highlighted with a red box. At the bottom, there are buttons for 'Back to Order Details', 'Cancel', and 'Go to Confirm Order'.

Item Number	Item Description	Quantity	
DC00000481	PAPER BANDS, PKG 10	0	Clear
DC00010768	PEARSON RETURN INSTRUCTIONS SHEET	0	Clear
DC00011015	DC CAPE TAM 2025 SPRING CBT	0	Clear
DC00011016	DC CAPE TAM 2025 SPRING PBT	0	Clear
DC00011017	DC CAPE TCM 2025 FOR CBT AND PBT	0	Clear
DC00011036	SHIPPING CARRIER RETURN INSTRUCTIONS	0	Clear
DC00011061	SCORABLE MATERIALS RETURN SCH HEADER AO	0	Clear

# Order Creation: Confirm Order

1. Notice the option to **Edit Details**
2. Notice the option **Edit Items**
3. Verify everything is correct, and click **Confirm Order**

The screenshot shows a 'Create Order' window with a progress bar at the top containing three steps: '1 Order Details', '2 Order Items', and '3 Confirm Order'. The 'Confirm Order' step is highlighted with a red box. Below the progress bar, the order is in 'Draft Order' status. The details are organized into three columns: Order Name (Test), Ship To Contact (Sharrell Porter), and Ordered By (Sharrell Porter). An 'Edit Details' button is located to the right of the Ordered By information. The second column contains Order Type (Additional), Admin Code (dcspr25), District (Billings School District), Order for (Independence Secondary School), and Ship To (school). The third column contains Ship To Contact phone number (567-986-0987), email (sharrell.poter@pearson.com), Date Needed (02/21/2025), Shipping Address (56 Lily Ln, Smallville, KY 76432 US), and Reason For Order (Test Order). Below the details is a table of items with columns for Item Number, Item Description, and Quantity. An 'Edit Items' button is located to the right of the table. At the bottom, there are three buttons: 'Back to Order Items' (highlighted with a red box), 'Cancel', and 'Confirm Order' (highlighted with a red box).

Item Number	Item Description	Quantity
DC00011109	GR 3 MATH KIT	1
DC00011119	GR 5 MATH KIT	1
DC00011121	READ ALOUD KIT, GR 5, ELA/L	1

# Order Shipment Tracking

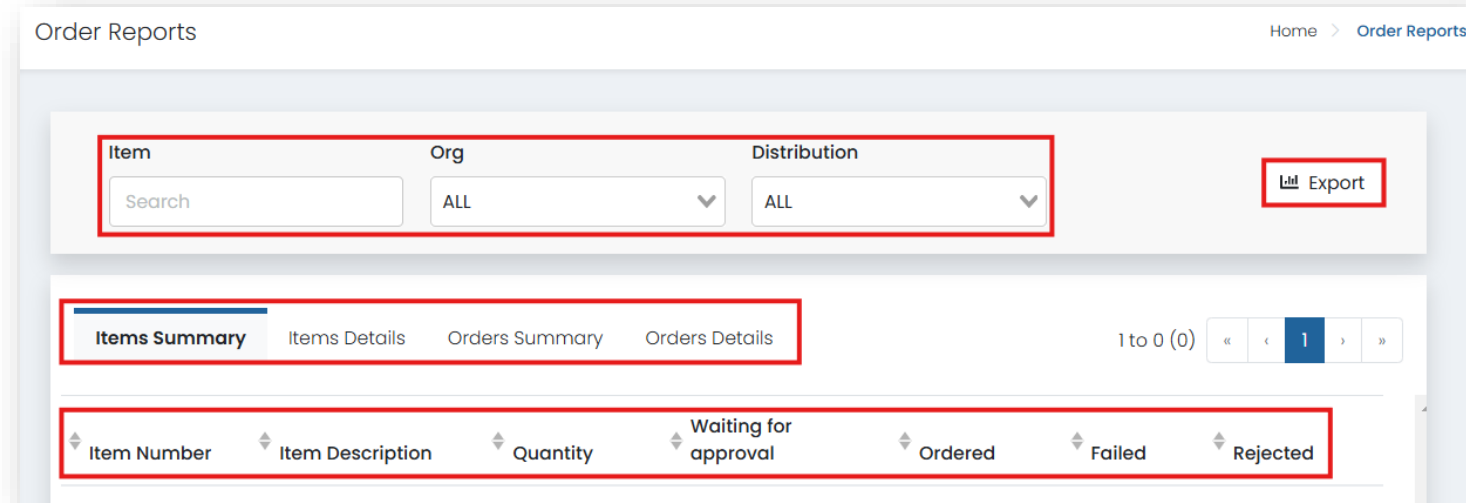
To track shipping, go to **Orders > Shipment Tracking**. You can search by Order Name, Org, or Shipment Status.

## Tracking Statuses

- **In Progress:** Awaiting approval
- **Fulfillment:** With Pearson for packing
- **In Transit:** Shipped and enroute
- **Delivered:** Was delivered to address specified in the order
- **Error:** Either cancelled or there was an error with the order. Please see order notes or contact [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov) for assistance.

The screenshot displays the 'Shipment Tracking' interface. At the top, there is a breadcrumb trail: 'Home > Shipment Tracking'. Below this, a search bar is labeled 'Order' and contains the text 'Search'. To its right are two dropdown menus: 'Org' with 'All' selected and 'Shipment Status' with 'All' selected. Further right is an 'Export' button with a download icon. Below the search filters, the 'Results' section shows '1 to 0 (0)' and a pagination control with '1' selected. At the bottom, a table header is visible with the following columns: Order Number, Order Name, Order Type, Administration Code, District, Ordered for, Date Ordered, Status, Number of Packages, and Destination. Red boxes highlight the search filters and the table header in the original image.

# Order Reports



To view and export and order report, click **Orders>Reports**.

1. Notice the option to search by **Item** and filter by **Org** and **Distribution**
2. Notice the tabs to view other information
  - a. **Item Summary**
  - b. **Items Details**
  - c. **Orders Summary**
  - d. **Order Details**
3. Notice each column can be sorted as needed

# Check for Understanding

Scenario: You are the LEA DC CAPE Assessments Coordinator for an LEA with three schools: one elementary, one middle school, and one high school. Organize from first to last the steps for ordering materials for this LEA. List the letters from first step to last and place your answer in the chat.

- a.) LEA submits paper-based materials order in ADAM.
- b.) Pearson ships manuals to LEAs based on organizational information ADAM.
- c.) LEA uploads Accommodations File.
- d.) LEA uploads Assignment Tags.
- e.) OSSE reviews and approves LEA materials order



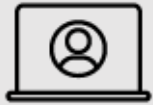
# Reminders

- Manuals will be shipped automatically, but other paper materials will not.
- Verify the student accommodations are applied to students.
- Use the Accommodations Upload to place order.
- OSSE will verify accommodations and approve order.
- Pay attention to the Order Status.
- Be mindful of Ordering Window.



# 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 Guidance

- Students not expected to participate in Computer- Based DC CAPE Assessments
  - Not all students who feed into ADAM will participate in assessments
- To streamline the registration process and maintain clarity with student proctor group assignments in ADAM, Test Coordinators have two options:
  - **Default Unassigned Proctor Group:** Test Coordinators may choose to leave these students in the default unassigned proctor group.
  - **"No Online Assignment" Proctor Group:** Test Coordinators can create a new proctor group labeled "No Online Assignment" and move any students in these categories into this group. This option provides a clear designation for students who are not expected to participate in the computer-based DC CAPE assessments. Test Coordinators may choose this option to ensure all students are accounted for in their testing plans.
- Please ensure that the chosen approach aligns with your LEA or nonpublic school policies and procedures regarding assessment administration. Should you have any questions or require further clarification, please email [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov) for assistance.

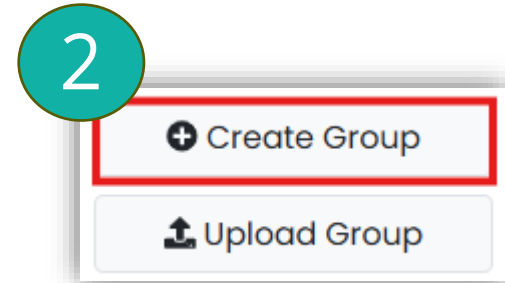
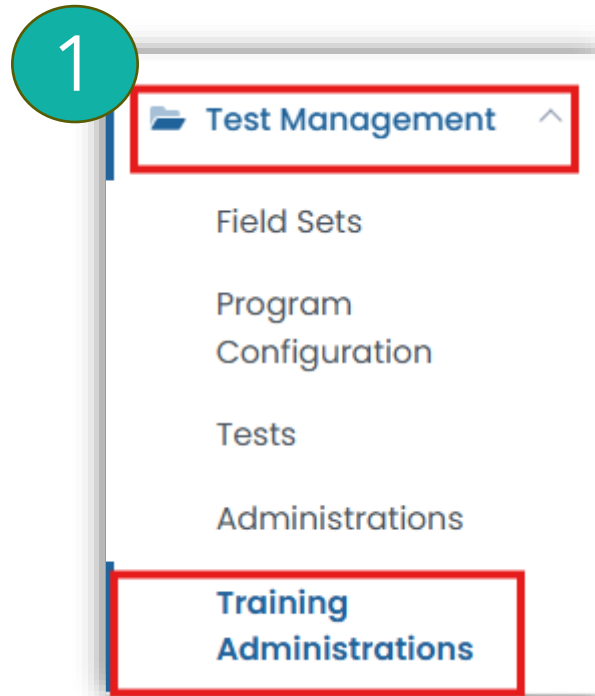
- Recently arrived EL status (DC ELA ONLY)
- Participation in alternate statewide assessments
- Have an OSSE approved medical exemption on file
- Completing DC CAPE paper-based assessments

# 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'. The table is highlighted with a red box. A teal 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**

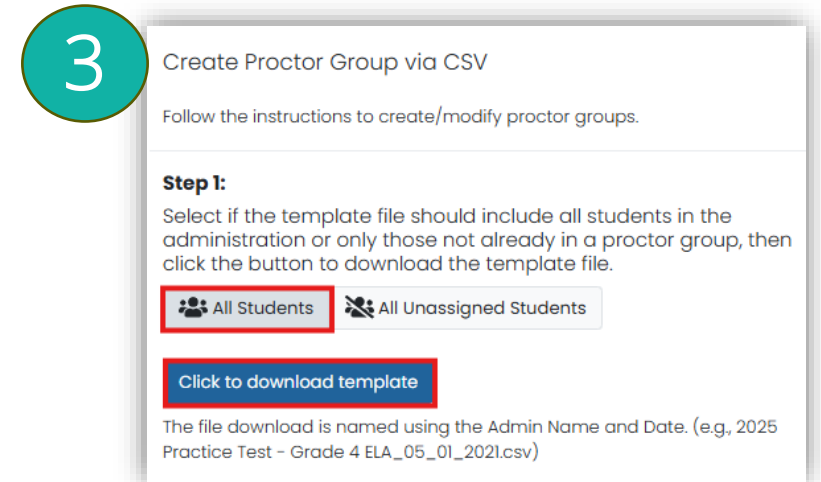
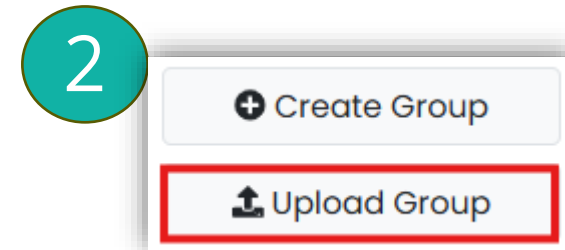
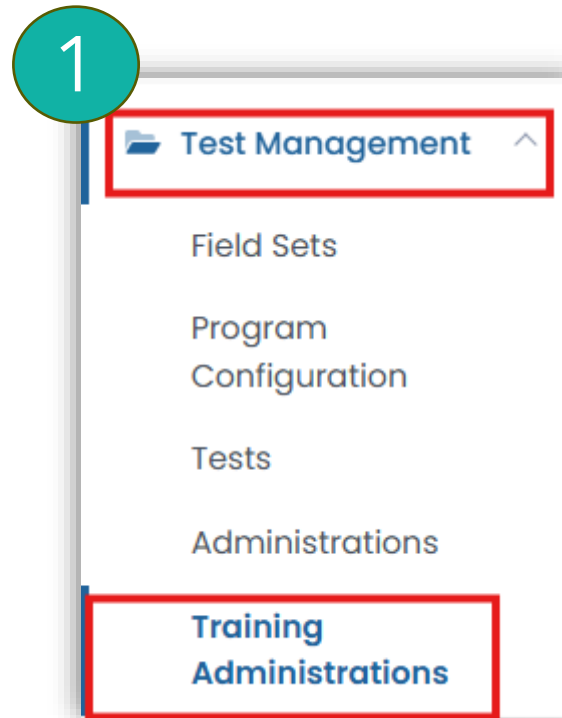
© 2019-2025 Pearson. All rights reserved. v1.2.231

# 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 two columns 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

*\*Note: The **enrollment\_org\_identifier** and **testing\_org\_id** might match for some students or might be different for others.*

- 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

C	D	E	F	G	H	I
last_name	identifier	enrollment_org_identifiers	admin_nar	existing_proctor_group_name	testing_org_id	new_proctor_group_name
Holmes	100001512	IndependenceSecondarySchool	2025 Pract	2025 Practice Test - Grade 8 Math Unassigned		
Strickland	100001526	IndependenceSecondarySchool	2025 Pract	2025 Practice Test - Grade 8 Math Unassigned		
Andrews	100001557	IndependenceSecondarySchool	2025 Pract	2025 Practice Test - Grade 8 Math Unassigned		

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 <a href="#">↓</a>	6	Success	100



Demo



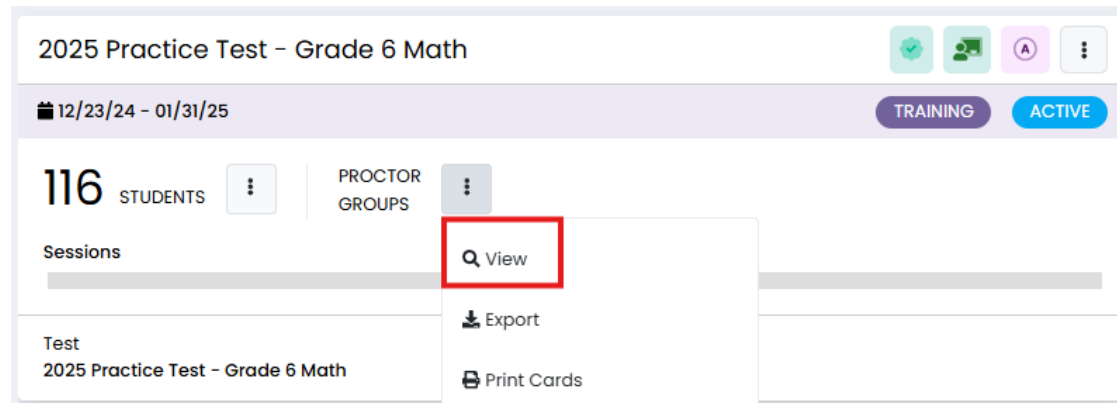
# Proctor Dashboard

# Administration Card: New Look and Feel

1

## Kabob Menus

This condensed look allows you to view, export, and print cards even when you are using a smaller screen.



2

## Sessions Progress Bar

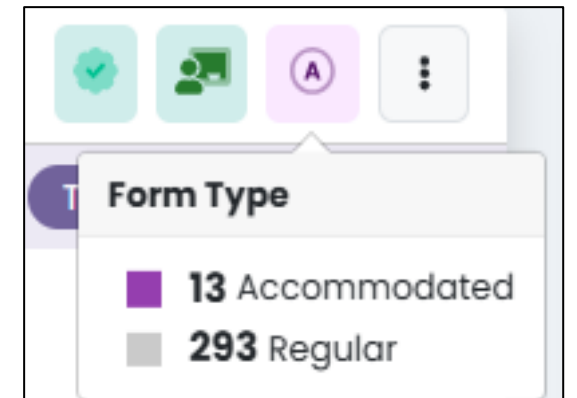
When you hover your mouse over the progress bar you will see the breakdown of sessions that are started and not started.



3

## The "A" icon

When you hover over the "A" icon you will see how many students are assigned an accommodated form. If you click on this icon you will be taken to the Accommodation Dashboard.



# Proctor Dashboard

Access the status of your student's testing progress. View the start time, test progress, test status, section progress, item progress, and total test duration.

**\*Note:** Section Progress Exceptions- tests that have Non-calculator and calculator parts (Math- grade 6 & 7; ALG I, ALGII, GEO)

Group Actions:

All 5 | Not Started 2 | In Progress 2 | Paused 0 | Submitted 0 | Needs Attention 0 | Exited 1

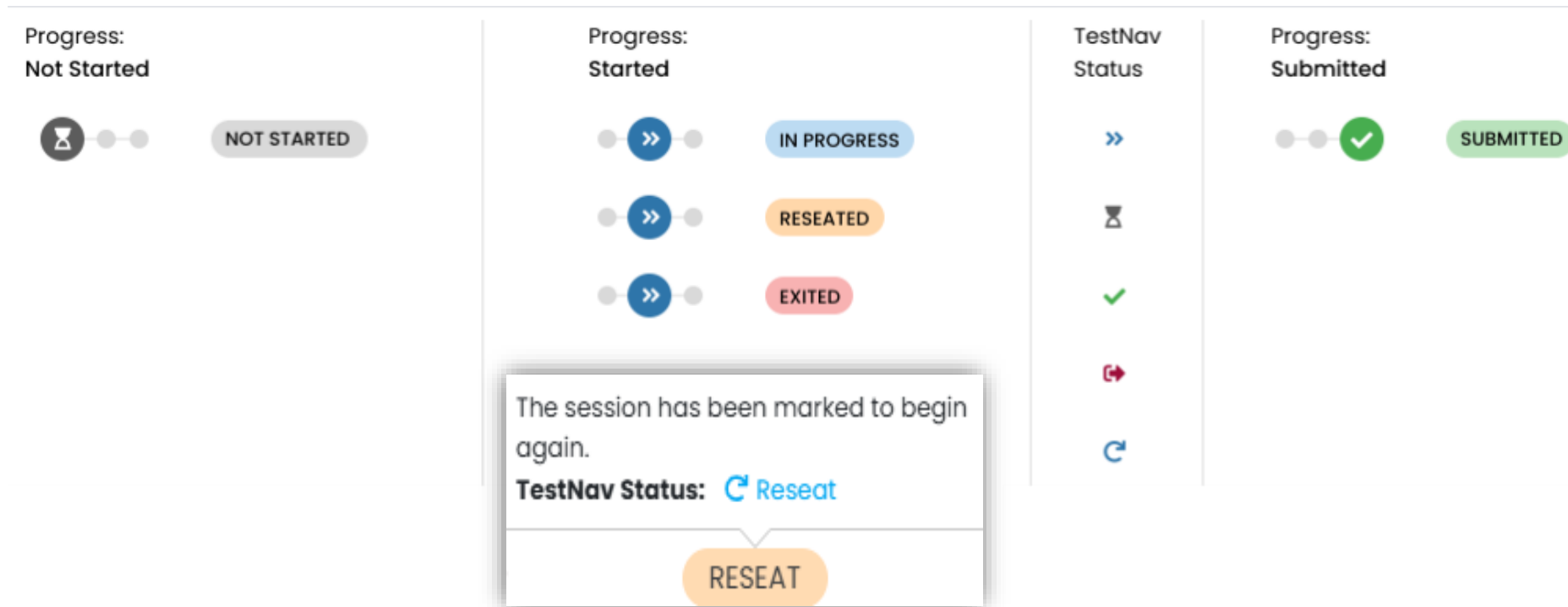
Search... Auto Refresh (5 mins) 1 to 5 (5) « 1 »

Tester	Identifier	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
Doris Medina	100001169	Liberty Middle School	Jan 2nd, 9:43:55 pm		EXITED	Section 1 - Part 1 (Non-Calculator)	25% Answered	00:06:07			
Elijah Blackburn	100001020	Garden Grove Middle School	Jan 2nd, 10:00:42 pm		RESEAT	Section 1 - Part 1 (Non-Calculator) <sup>3</sup>	0% Answered				
Elissa Pineda	100001128	Liberty Middle School	Not Started		NOT STARTED	None	None				
Elouise O'Brien	100001149	Liberty Middle School	Jan 2nd, 10:12:09 pm		IN PROGRESS	Section 1 - Part 1 (Non-Calculator)	11% Answered	00:01:44	2		
Evan Lynn	100001176	Liberty Middle School	Not Started		NOT STARTED	None	None				

# Proctor Dashboard- Status Meanings

Possible combinations of Test Progress and Test Status:

- If Test Progress Is **Not Started**, the possible Test Status value is: Not Started
- If Test Progress is **Started**, the possible Test Status values are: In Progress, Reseat, and Exited
- If Test Progress is **Submitted**, the possible Test Status value is: Submitted



# Proctor Dashboard

Video

The screenshot displays the DC CAPE Proctor Dashboard interface. The top navigation bar includes the DC CAPE logo, search, user profile, and refresh icons. A left sidebar lists navigation options: Home, System, Test Management (highlighted), Administrations, Training Administrations, Rostering, Orgs, Users, Admin User Import, Reporting, and Operations. The main content area is titled 'Training Administrations' and shows a list of active training sessions. Each session card includes the test name, dates, student count, proctor groups, and a progress bar for sessions.

Test Name	Dates	Students	Proctor Groups	Organization
2025 Practice Test - Grade 3 ELA	12/23/24 - 05/30/25	72		DC CAPE
2025 Practice Test - Grade 3 Math	12/23/24 - 05/30/25	76		DC CAPE
2025 Practice Test - Grade 4 ELA	12/23/24 - 05/30/25	5		DC CAPE
2025 Practice Test - Grade 5 ELA	12/23/24 - 05/30/25	100		DC CAPE

# Student Experience

1. Log in using Test Code

**A**

**District of Columbia**

To begin a test you will need to enter a test code.

Test Code  
TJBGCW

TEST AUDIO TEST MICROPHONE

**NEXT**

2. Last Name & RandomID

**A**

**2025 Practice Test - Grade 7 Math**

Enter your information before continuing.

Last Name  
Foley

Random ID  
0045323523

BACK **NEXT**

3. Confirm Test Name & Student Name

**A**

**Confirm**

Click **Next** when you are ready.

Test  
2025 Practice Test - Grade 7 Math

Your Name  
Denise Foley

QUIT **NEXT**

*Note: Once students log in they will see test instructions and be prompted for the seal code.*



# Questions to keep in mind:

- Do my rosters match?
- Did you verify the accommodations of each students before testing begins?
- Are the students in the correct section?
- Are the students in the correct status?

With experts among us, what other best practices/reflection questions do you ask your TAs ? Type your responses in the chat.



# Questions and Answers

# Training Schedule

## Next Training Meetings:

- **Virtual Office Hours Thursday March 6, 2025; 11am -12pm:**  
Accommodations Hierarchy, Ordering Materials and Day of Tasks

## Time with the OSSE team:

- Feb. 28 from 11:30 – 12:30 p.m., Northeast Neighborhood Library
- Mar. 5 from 10am -1pm., Anacostia 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/>

# Contact us for support:



OSSE:  
202-304-3269  
[OSSE.assessment@dc.gov](mailto:OSSE.assessment@dc.gov)



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

# Survey

DC CAPE Training #3 Survey





Thank you