

2025 DC CAPE Training #4



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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 CAPE Training #3

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

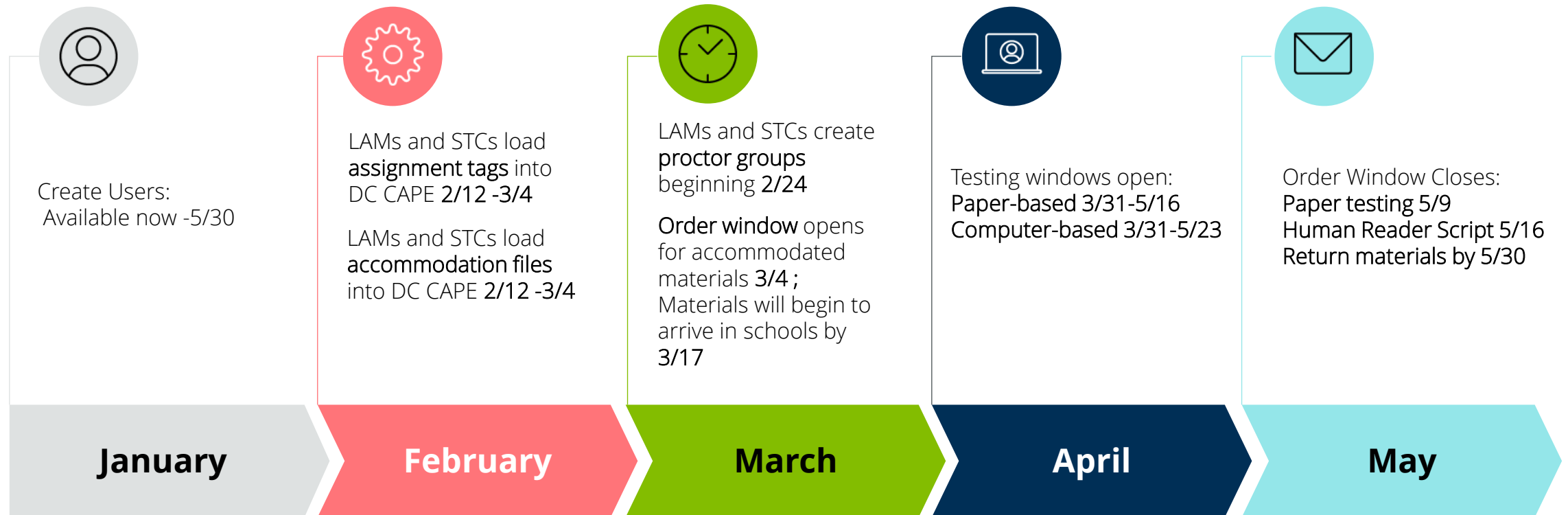
- [Manuals & Scripts](#)
- [Testing Resources](#)
- [Quick Reference Guides](#)

Agenda

- 1 | Timeline of events
- 2 | Assignment Tags & Accommodations
- 3 | Proctor Group Creation
- 4 | Ordering Materials
- 5 | Day of Tasks
- 6 | Q & A



Timeline of events



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



Ms. Abreu Leaps into DC CAPE

Ms. Abreu Tries to Put It All Together

Task Name	Required for STSP	Required for ADAM
Identification of Key Personnel and Role Assignment (User Upload)	X	X
Assignment Tag	X	X
Accommodations Registration File	X	X
Proctor Groups	X	X



Ms. Abreu Gets Help



Helpful Resources

- School Test Security File
- OAP
- Data Manager
- Registration Representatives

Time to Try!

Ms. Abreu was able to work with her Data Manager and the Director of Student Services to get a complete roster of students. Although her LEA has students enrolled in grades 3-8, she knows that some of the middle students take advanced coursework, so she will need to upload their Assignment Tags into ADAM.





Assignment Tags

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

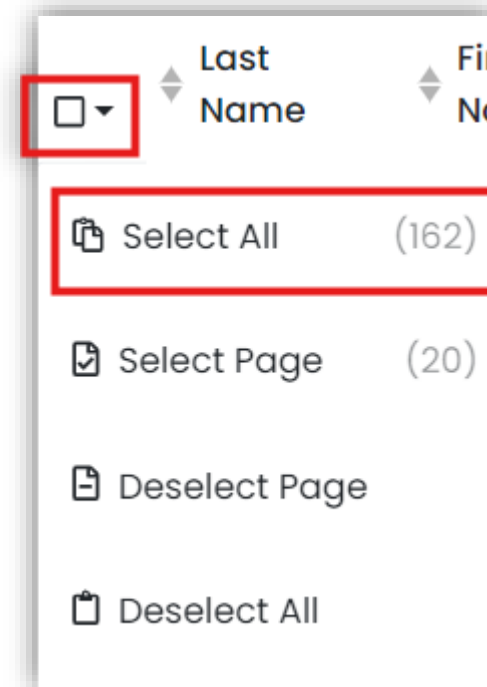
History

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

lgrades	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



Accommodations

Ms. Abreu Feels Accomplished (Sort Of)

Task Name	Required for STSP	Required for ADAM
Identification of Key Personnel and Role Assignment (User Upload)	✘	✘
Assignment Tag	✘	✘
Accommodations Registration File	X	X
Proctor Groups	X	X



Ms. Abreu and Mr. Marquez: Dynamic Duo



Ms. Abreu and Mr. Marquez worked together on the Assignment Tags, and Mr. Marquez was excited about Accommodations Tagging too. For this, he was able to use the reporting function in Special Programs to download the state assessment accommodations for everyone in the LEA.

“This will definitely help us complete the tagging,” Marquez said.

“I completely agree,” Abreu replied, “and we need to be on the lookout for any paper accommodations because I need to order those materials.”



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.

Note: *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: 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.

Note: *Rescan is available in the individual student dashboard and in the user setup section where you can edit an individual student profile.*

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

The screenshot shows the 'Accommodations' interface for an individual student. A blue circle with the number '1' is overlaid on the 'Accommodations' tab. The interface includes a sidebar with navigation options, a top bar with 'View' and 'Edit' buttons, and a table of accommodations for different subjects.

	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

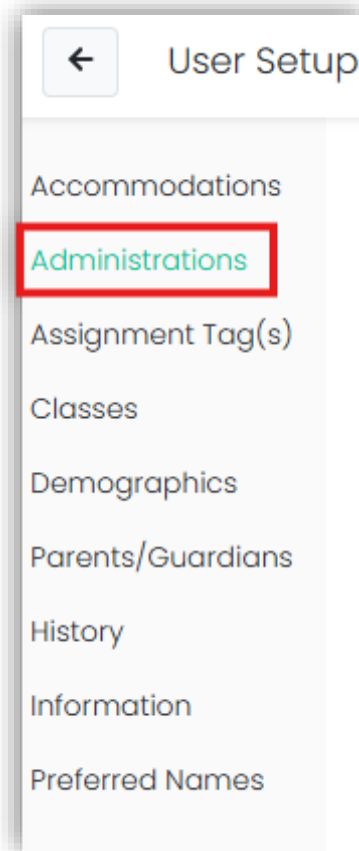
2. In the left panel click **Administrations**

- 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

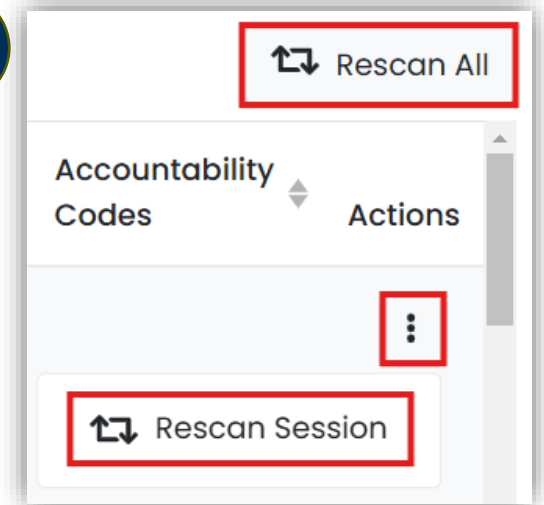
3. If you need the accommodation applied immediately a rescan is required and can be applied from the administrations section

- If not needed immediately a rescan deploys automatically

2

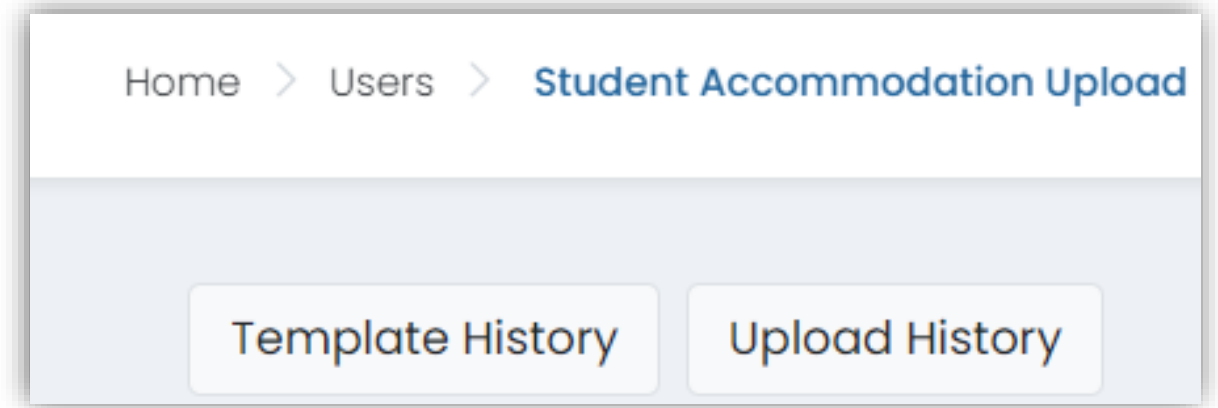


3



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.

* **Note:** 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



Proctor Groups

Ms. Abreu Feels Accomplished (Sort Of)

Task Name	Required for STSP	Required for ADAM
Identification of Key Personnel and Role Assignment (User Upload)	✘	✘
Assignment Tag	✘	✘
Accommodations Registration File	✘	✘
Proctor Groups	X	X



Ms. Abreu Lays It All Out

Proctor groups are the final step but involve all the pieces I've just done and then some. Not only do I need to know what test a student is taking and what supports they may need to access it, but I can also consider all the elements of scheduling like:

- Time
- Locations
- Preventing again interruptions
- Test administrators
- Hallway monitors



Ms. Abreu Lays It All Out



I hope I'm doing this all right, Ms. Abreu thinks to herself. I have a list of which students are testing in which classroom with a specific proctor and a specific day or time. I know which subject and section they're taking on any day and I even have the naming convention ready to go. I guess I'm ready to get those groups in ADAM, order any materials I need, and am even closer to submitting my STSP.

Proctor Group: Individual

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

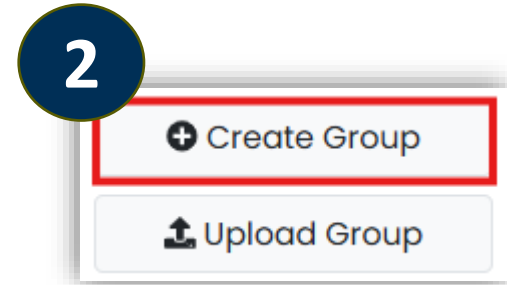
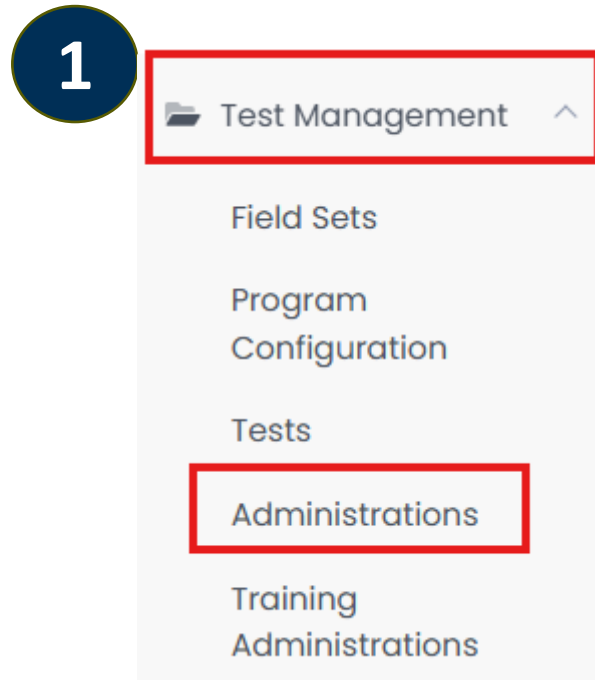
1. Start at Test Management > Administrations

- On the administration card, click the kabob menu next to Proctor Groups and click on View

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 a green header. A blue circle with the number '3' is to its left. The table has two columns: 'Naming Convention' and 'Sample Code'.

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



4

Add Students ✕

Search by student name... Show additional filters Add 10 Students

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

(2) Students In Proctor Group 1 to 10 (51) « 1 2 3 4 ... »

First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Adriana	Roberson	100000594	Elk Creek Elementary	NOT STARTED		+
Alexandros	Lester	100000603	Elk Creek Elementary	NOT STARTED		✓
Alexis	Caldwell	100000644	Elk Creek Elementary	NOT STARTED		+
Alfie	Rogers	100000637	Elk Creek Elementary	NOT STARTED		✓
 Amina	Blair	100000605	Elk Creek Elementary	NOT STARTED		+
 Antonia	Beltran	100000623	Elk Creek Elementary	NOT STARTED		+

Proctor Group: Individual

5

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	

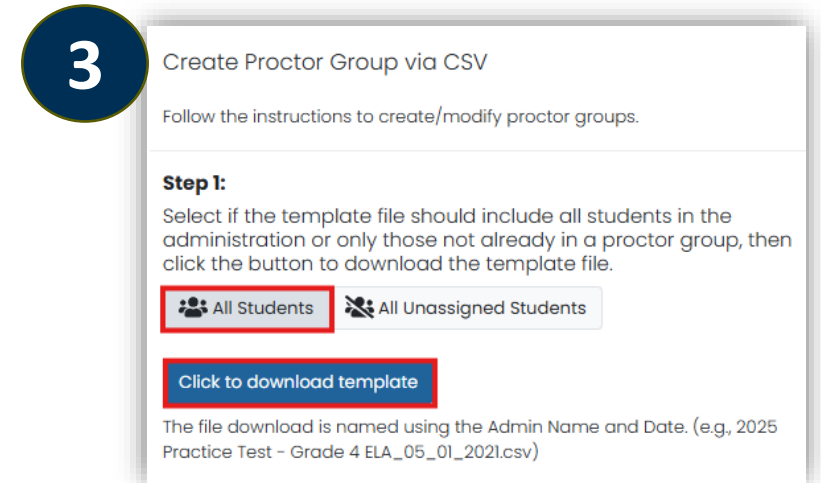
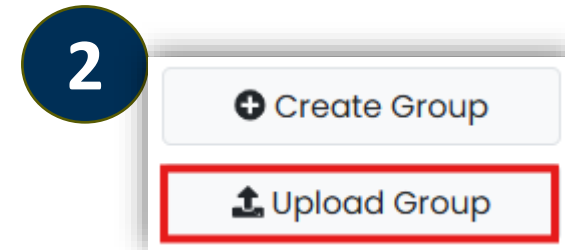
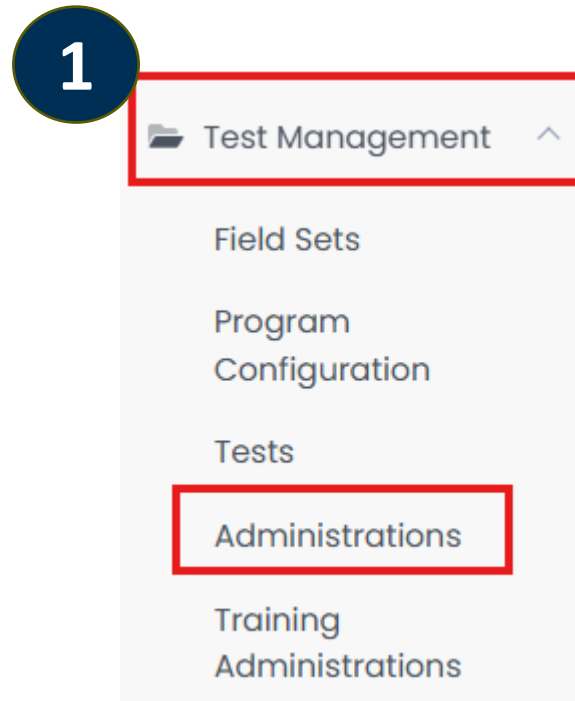
Success
Proctor Group saved.

Cancel **Submit**

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Proctor Group: Bulk

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

E	F	G	H	I
enrollment_org_identifiers	admin_name	existing_proctor_group_name	testing_org_id	new_proctor_group_name
121	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	121	MATH.06.JJ.R
189	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	189	MATH.06.KH2.R
121	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	121	MATH.06.JJ.R
189	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	189	MATH.06.KW.R
121	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	121	MATH.06.JJ.R
189	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	189	MATH.06.KW.R
121	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	121	MATH.06.JJ.R
189	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	189	MATH.06.MS1.R
121	2025 Practice Test - Grade 6 Math	2025 Practice Test - Grade 6 Math Unassigned	121	MATH.06.DT.R

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



Order Materials

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***: Dropdown menu containing 'DC Cape Spring 25'.
- District***: Dropdown menu containing 'Billings School District'.
- Order for***: Dropdown menu containing 'Crystal River Secondary School'.
- Ship To***: Dropdown menu containing 'School'.
- Date Needed***: Date picker 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 next to it.
- Ship To Address**: Text input field containing '7884 Noel St', 'Stockgarden', and 'GA 44789 US'. A **Verify Address** button and an **Edit** button are next to it.
- 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 three steps: 1. Order Details, 2. Order Items, and 3. Confirm Order. The 'Confirm Order' step is highlighted with a red box. The order details include:

- Draft Order**
- Order Name:** Test
- Order Type:** Additional
- Admin Code:** dcspr25
- District:** Billings School District
- Order for:** Independence Secondary School
- Ship To:** school
- Ship To Contact:** Sharrell Porter
- Phone:** 567-986-0987
- Email:** sharrell.poter@pearson.com
- Ordered By:** Sharrell Porter
- Email:** sharrell.porter@pearson.com
- Date Needed:** 02/21/2025
- Shipping Address:** 56 Lily Ln, Smallville, KY 76432 US
- Reason For Order:** Test Order

An **Edit Details** button is located in the top right corner of the details section. Below the details is a table of items:

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

An **Edit Items** button is located in the top right corner of the items table. At the bottom of the window, there are three buttons: **Back to Order Items**, **Cancel**, and **Confirm Order**. The **Confirm Order** button is highlighted with a red box.

Order Shipment Tracking

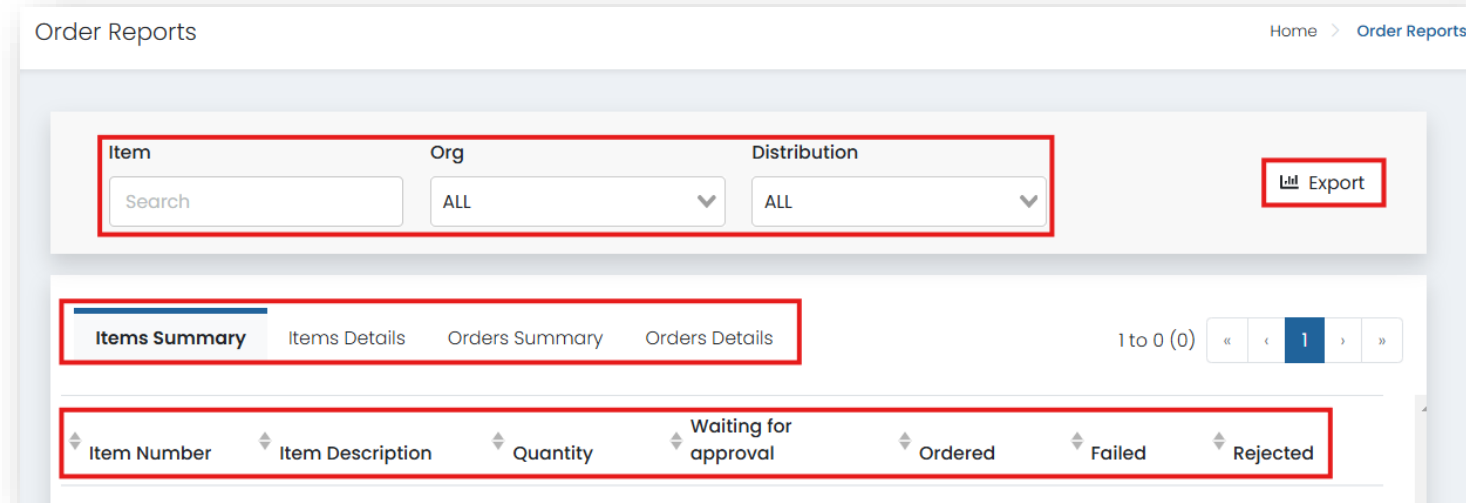
To track shipping, go to **Orders > Shipment Tracking**. You can search by Order Name, Org, or Shipment Status.

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 for assistance.


The screenshot displays the 'Shipment Tracking' interface. At the top, there is a breadcrumb trail: 'Home > Shipment Tracking'. Below this, there is a search and filter section with three input fields: 'Order' (containing 'Search'), 'Org' (set to 'All'), and 'Shipment Status' (set to 'All'). To the right of these fields is an 'Export' button. Below the search section, there is a 'Results' section showing '1 to 0 (0)' items. A table header is visible, listing the following columns: Order Number, Order Name, Order Type, Administration Code, District, Ordered for, Date Ordered, Status, Number of Packages, and Destination.

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



Day of Tasks

Ms. Abreu Feels Accomplished (Sort Of)

Task Name	Required for STSP	Required for ADAM
Identification of Key Personnel and Role Assignment (User Upload)	✗	✗
Assignment Tag	✗	✗
Accommodations Registration File	✗	✗
Proctor Groups	✗	✗



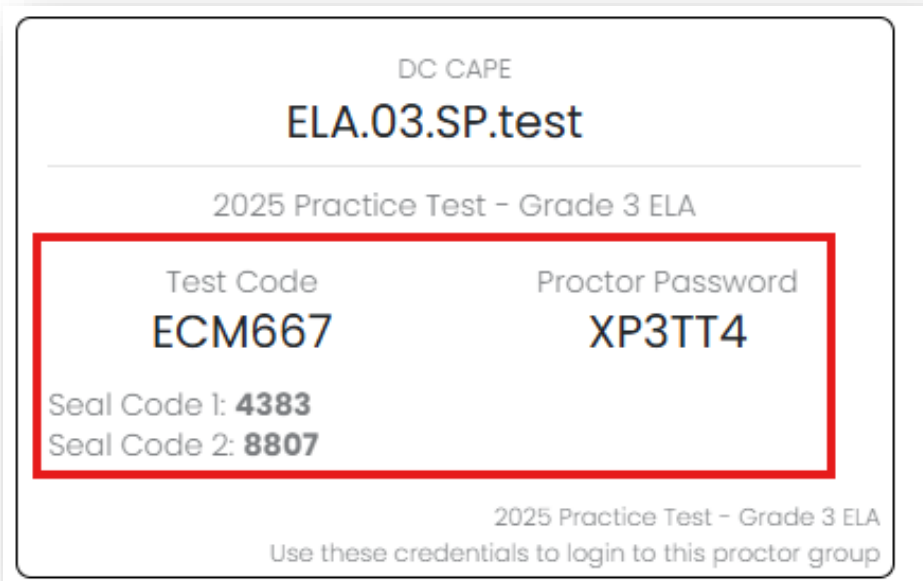
Ms. Abreu Wonders



But what will testing look like?

Administration Day of Tasks

School Test Coordinators will print cards for Test Administrators



Once printed Test Administrators will use this information to log in

- Test Code
- Proctor Password
- Seal Codes for each section

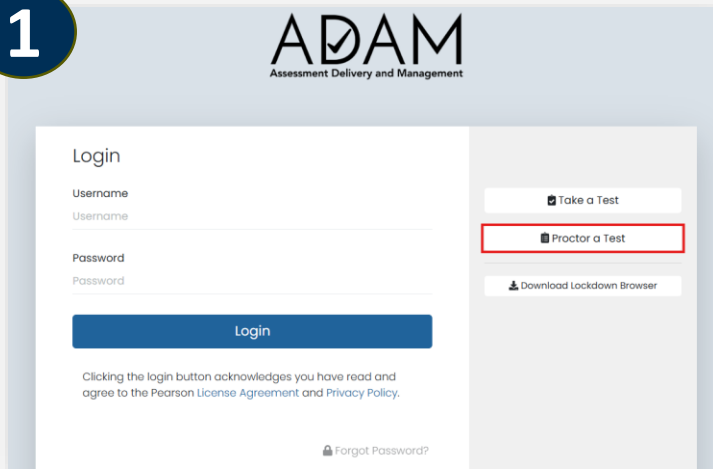
- Verify the Proctor Group name with the corresponding test name

Administration Day of Tasks

Test Administrator Log in

Bookmark the URL: <https://ltr.adamexam.com/#/proctor>

1



ADAM
Assessment Delivery and Management

Login

Username
Username

Password
Password

Take a Test

Proctor a Test

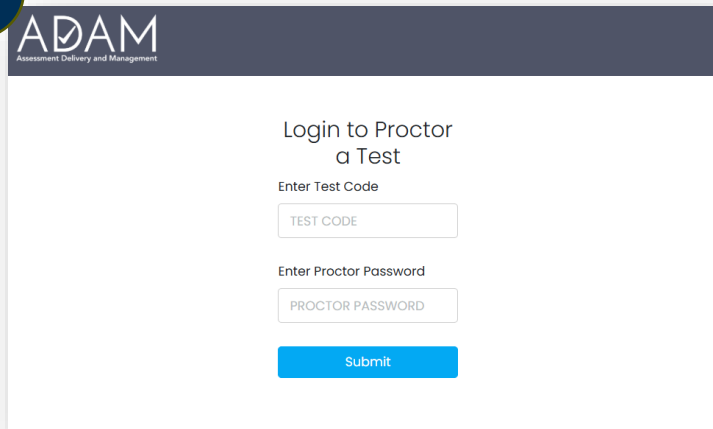
Download Lockdown Browser

Login

Clicking the login button acknowledges you have read and agree to the Pearson License Agreement and Privacy Policy.

Forgot Password?

2



ADAM
Assessment Delivery and Management

Login to Proctor
a Test

Enter Test Code

TEST CODE

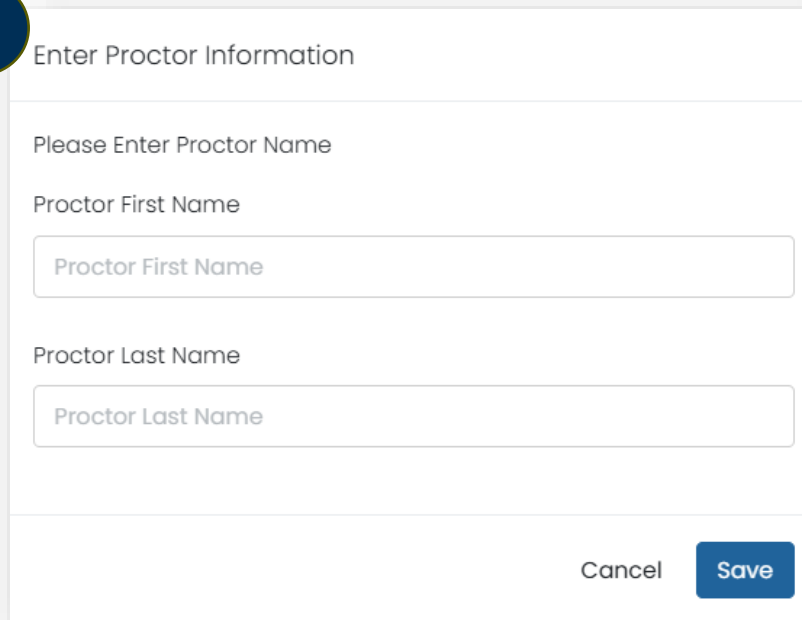
Enter Proctor Password

PROCTOR PASSWORD

Submit

Test Administrators will be prompted to enter their name before entering the proctor dashboard

3



Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor First Name

Proctor Last Name

Proctor Last Name

Cancel Save

Administration Day of Tasks

Print cards for Students

DC CAPE

Dana Brock

2025 Practice Test - Grade 3 ELA

Test Code RZCW3Q

Last Name Brock

Random ID 4202563335

2025 Practice Test - Grade 3 ELA
ELA.03.SP.test

Roster view with accommodations

Layout: [Icons] Grouping: [Sequential] [Stacked] Choose Proctor Groups [Print Icon] Proctor Groups: 1 Pages: 6

Page 1

Administration: 2025 Practice Test - Grade 3 ELA
Proctor Group: 2025 Practice Test - Grade 3 ELA Unassigned

Student	Last Name	Accommodations
1.		
2.		
3.		
4.		
5.		Extended Time Human Reader/Human Signer Small Group Testing Specified Area or Setting
6.		
7.		
8.		Closed Captioning of Multimedia - English Extended Time Human Reader/Human Signer Monitor Test Response Small Group Testing Specified Area or Setting

Administration Day of Tasks

- Reminder of checklists provided in:
 - Test Coordinator Manual
 - Test Administrator Manual

Computer-Based Testing: Are you ready?

- Manage proctor groups and review each student's status in ADAM.
- Test Administrator log in.
- Confirm that the Test Coordinator has prepared the proctor groups.

Computer-Based Testing: After You're Done

- Test Administrator Manual
- Used and unused scratch paper
- Human Reader scripts

Paper-Based Testing: Are You Ready?

- Receive test materials from School Test Coordinator and track receipt using the Chain-of-Custody.
- Distribute test materials to students and administer the DC CAPE assessment according to the directions in this manual and using the appropriate administration script.
- Monitor testing time.
- Supervise test administration and provide breaks (if applicable).
- Return all testing materials to the School Test Coordinator.
- Complete any documentation necessary for reporting any testing irregularity or security breach.

Paper-Based Testing: After You're Done

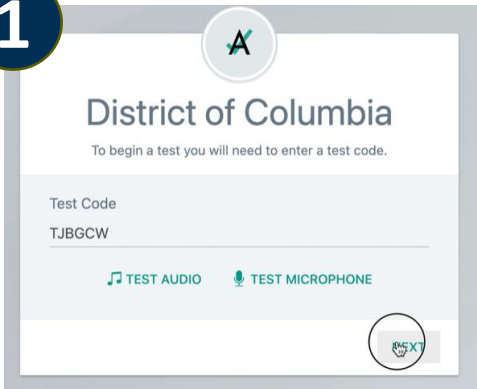
Return Materials to the School Test Coordinator

- Test Administrator Manual
- DC CAPE-supplied mathematics reference sheets
- Mathematics tools, if applicable (e.g., calculator, rulers, protractors)
- Used and unused scratch paper
- Student test booklets and answer sheets

Administration Day of Tasks

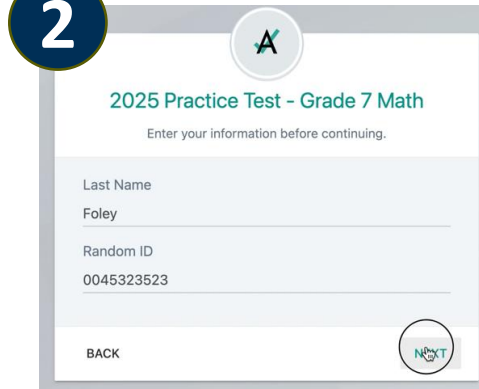
Student Log in

1



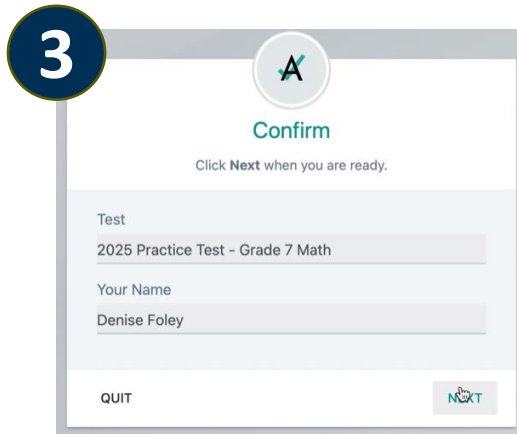
A screenshot of the TestNav login interface for the District of Columbia. At the top, there is a circular icon with the letter 'A'. Below it, the text reads "District of Columbia" and "To begin a test you will need to enter a test code." There is a "Test Code" input field containing "TJBGCW". At the bottom, there are two buttons: "TEST AUDIO" and "TEST MICROPHONE". A "NEXT" button is located in the bottom right corner.

2



A screenshot of the TestNav login interface for the 2025 Practice Test - Grade 7 Math. At the top, there is a circular icon with the letter 'A'. Below it, the text reads "2025 Practice Test - Grade 7 Math" and "Enter your information before continuing." There are three input fields: "Last Name" with "Foley", "Random ID" with "0045323523", and a "BACK" button at the bottom left. A "NEXT" button is located in the bottom right corner.

3



A screenshot of the TestNav "Confirm" screen. At the top, there is a circular icon with the letter 'A'. Below it, the text reads "Confirm" and "Click Next when you are ready." There are three input fields: "Test" with "2025 Practice Test - Grade 7 Math", "Your Name" with "Denise Foley", and a "QUIT" button at the bottom left. A "NEXT" button is located in the bottom right corner.

To log into TestNav students will need:

- Test Code
- Last Name
- Random ID

After each section students will need to log out correctly:

- Click the review button at in the top navigation and select 'End of Section' ; Click Submit

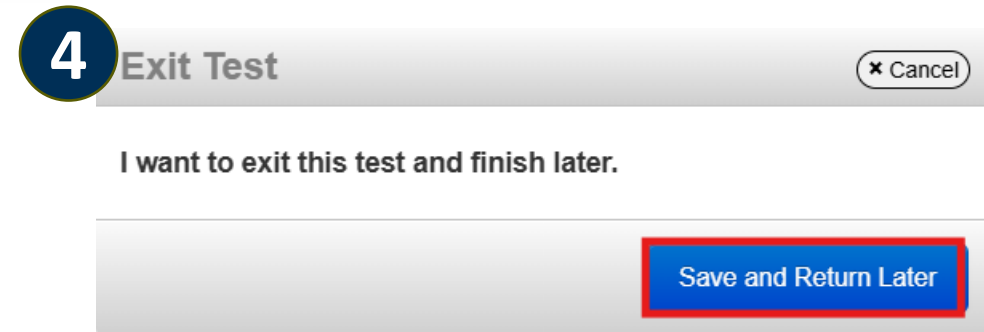
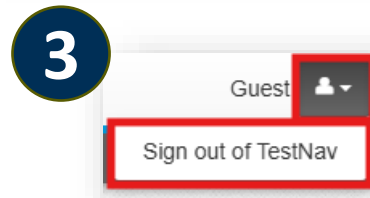
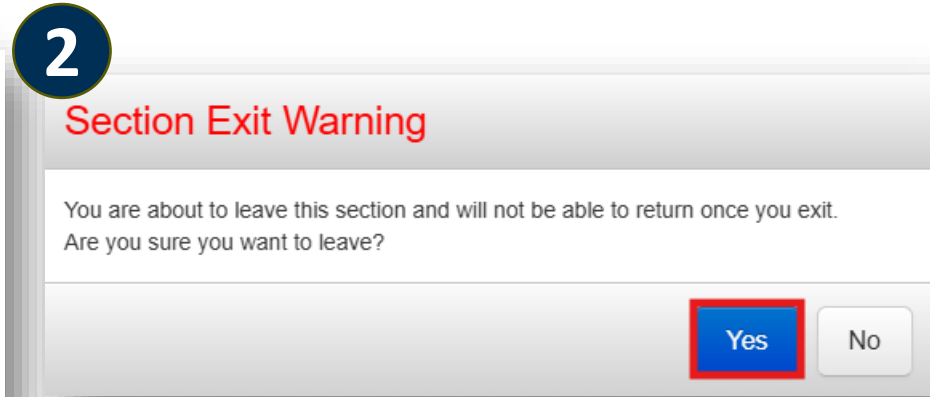
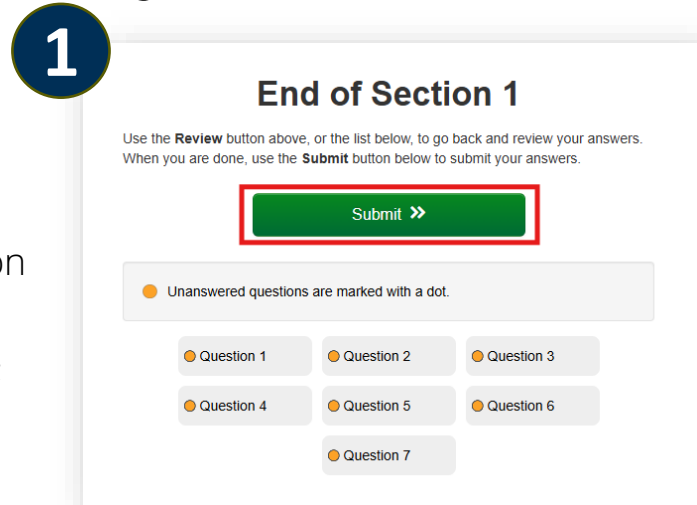
Administration Day of Tasks

Student Log out

After each section students will need to log out correctly:

1. Click the review button at in the top navigation and select 'End of Section' ; Click Submit
2. In the "Section Exit Warning" pop-up window; Click Yes
3. In the top right corner (student name) click the dropdown ; Click "Sign out of TestNav"
4. In the "Exit Test" pop-up window; Click Save and Return Later

Note: *In the Proctor Dashboard the student test status will be 'Exited'. If this is the end of the test and they have submitted all sections it will show as 'Submitted'. All tests will be auto-submitted after the testing window closes.*



Administration Day of Tasks

Moving Students Manually to Sections

Most students will progress to each section automatically with no moving required. In order to handle absent students, however, **Move to Section** allows the selection of which section a student should launch next when they log into TestNav.

For grades 6, 7, ALG I, ALG II, and GEO, ensure when reseating and moving students that they are only being moved to the beginning of a section, not a Non-Calculator or Calculator part of Section 1.

Note: *If you have manually moved a student to a new section, but the student logs into TestNav and it is not showing the correct section. Follow these steps:*

1. Exit the student correctly
2. Open Move to Section, select Automated Section Movement
3. Click Save
4. Open Move to Section again, select desired section.
5. Click Save
6. Reseat the Student and allow them to log in to correct section

Move to Section

Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.

- Automated section movement - student(s) move naturally through the sections.
- Choose a specific section - student(s) will start in this section when they log into TestNav.

Sections

Select...

Automated Section Movement

Section 1 - Part 1 (Non Calculator)

Section 1 - Part 2 (Calculator)

Section 2 (Calculator)

Administration Day of Tasks

- Walkthrough and Demo

Test: **2025 Practice Test - Grade 7 Math** Test Start Time: **Feb 18th, 4:29:23 pm** Test Submitted Time: - Test Status: **EXITED**


Section Information Manual Section Move: **4**

Section ID	Name	Section Type	Progress	Seal Code	Start Time	End/Exited Time
Section1p1	Section 1 - Part 1 (Non Calculator)	Linear		Y	Feb 18th, 4:30:42 pm	Feb 18th, 4:34:14 pm
Section1p2	Section 1 - Part 2 (Calculator)	Linear		N	Feb 18th, 4:34:24 pm	Feb 18th, 4:36:12 pm
Section2	Section 2 (Calculator)	Linear		Y	Feb 18th, 4:37:00 pm	Feb 18th, 4:38:39 pm
Section3	Section 3 (Calculator)	Linear		Y	Not Started	Not Started

31 **10** VISITED **7** ANSWERED **24** REMAINING

Ms. Abreu Cheers for You





Q & A

Contact us for support:



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



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

Survey

DC CAPE Training #4 Survey





Thank you