

2025 DC CAPE Training #5



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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.

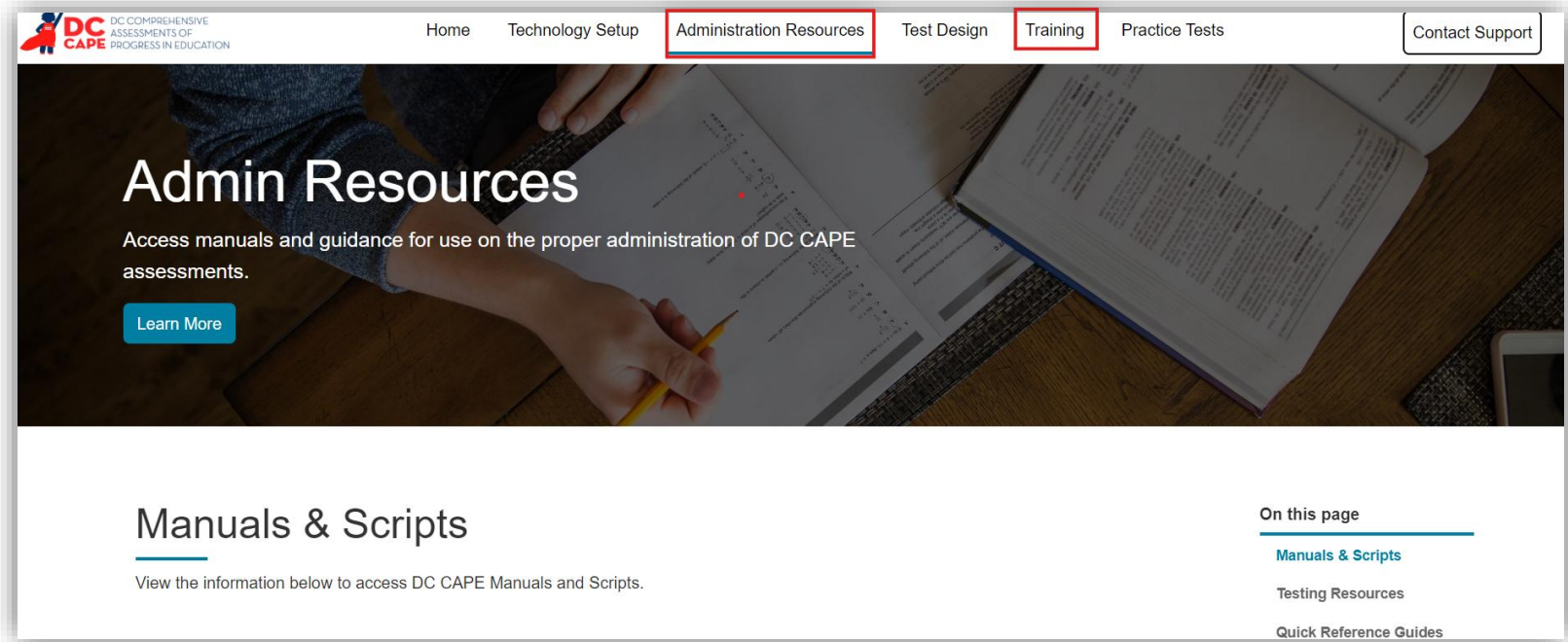


Agenda

- 1 | Timeline of events
- 2 | Day of Tasks
- 3 | Scenarios and Demonstrations
- 4 | Reports (Progress Report & Session Explorer)
- 5 | Q & A
- 6 | Contact Us

DC CAPE Essentials

- DC Support Portal
 - Administration Resources
 - Test Coordinator Manual
 - AF&A Manual
 - Test Administrator Manual
 - Quick Reference Guides



DC CAPE Essentials

- DC Support Portal
 - Training Videos and Ppts
 - DC CAPE Updates
 - DC CAPE Training #1
 - DC CAPE Training #2
 - DC CAPE Training #3
 - DC CAPE Training #4

DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION

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

Training

Access short training modules that provide a step-by-step walkthrough on using ADAM and tasks for online testing. Additionally, access previously recorded live trainings.

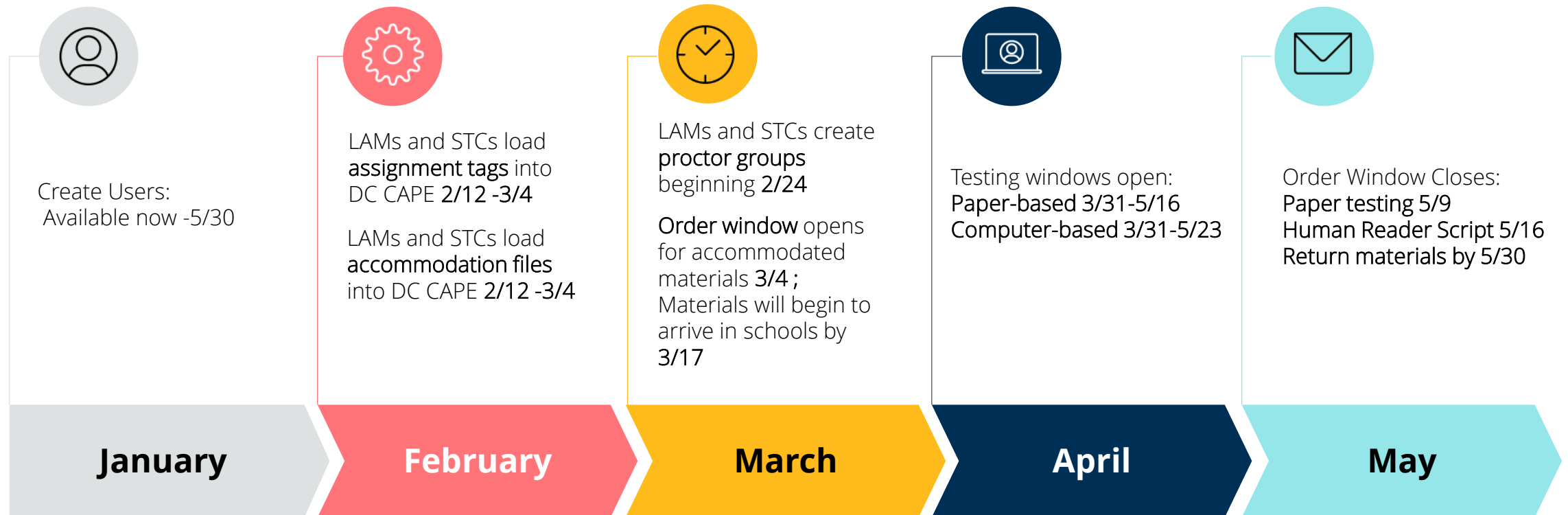
[Learn More](#)

Trainings


Use the training resources below to prepare you for administering DC CAPE assessments.

Title	Description	Action
Welcome to TestNav	These trainings prepare Test Administrators to use TestNav	Start
2025 DC CAPE Updates	A training video showing major updates to the DC CAPE platform for 2025	Watch Video
2025 DC CAPE Training #1	A training recording showing the DC CAPE platform overview	Watch Video Print PPT

Timeline of events



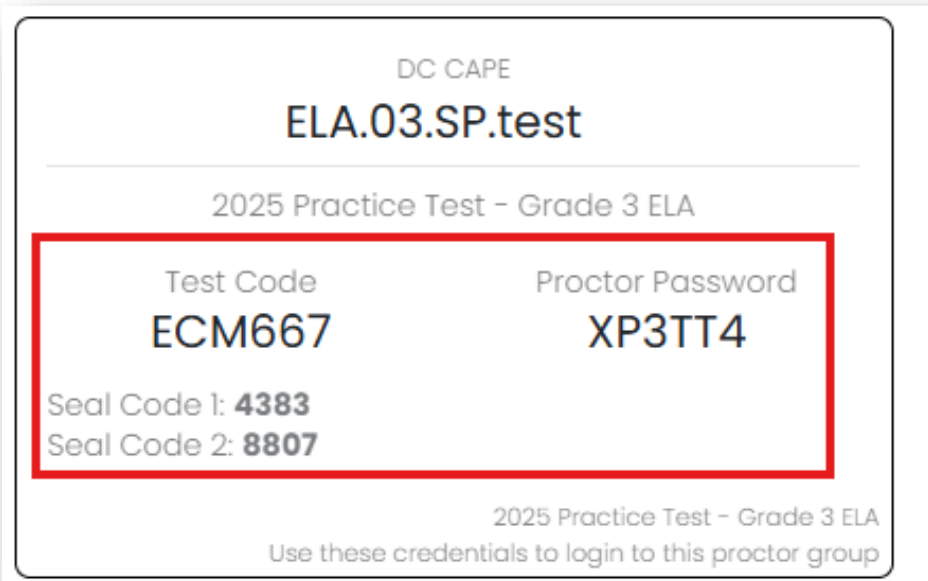
***Note:** *These dates are available in the Test Coordinator Manual*



Day of Tasks

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

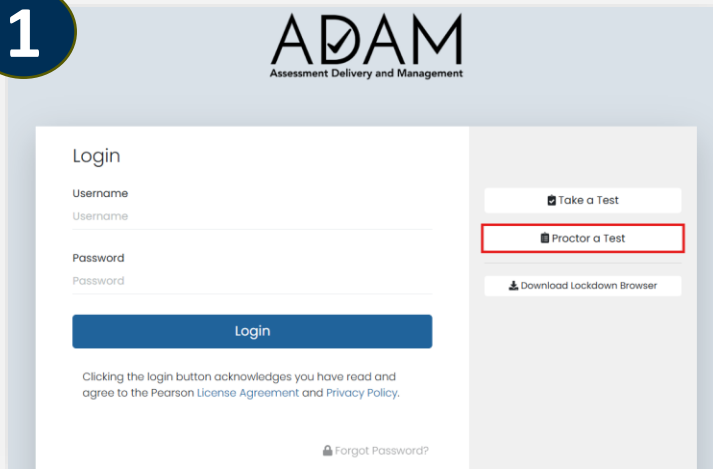
- Verify the Proctor Group name with the corresponding test name

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

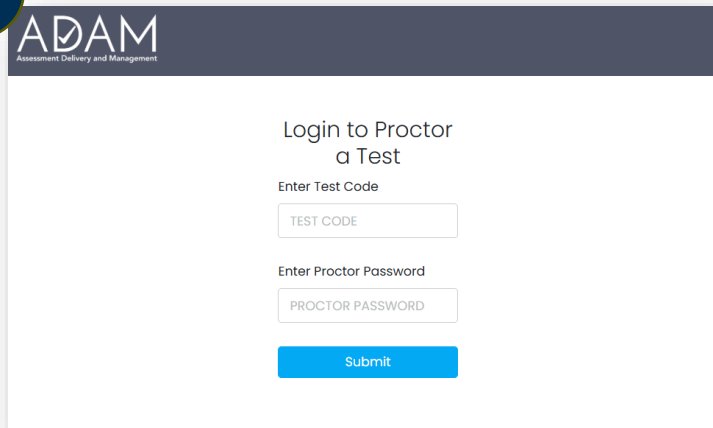
Download Lockdown Browser

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

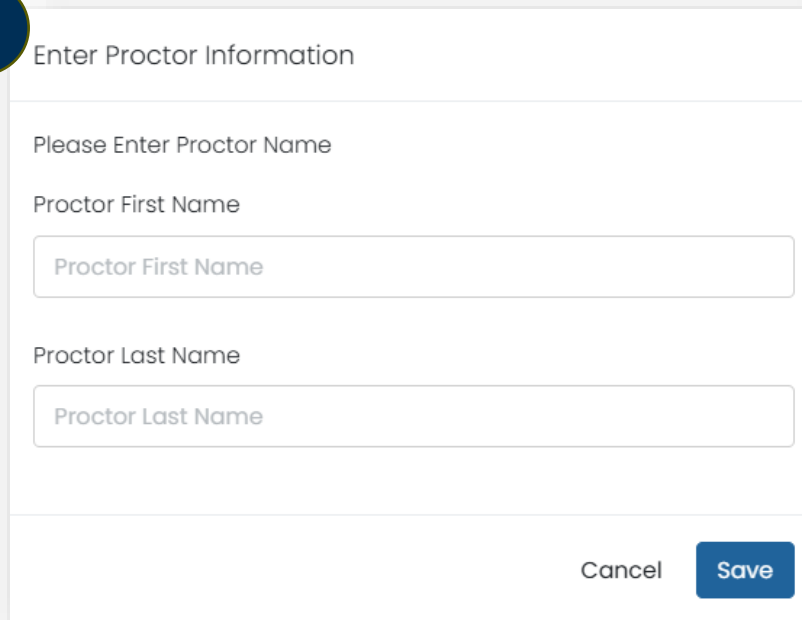
Enter Proctor Password

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: [Grid] [List] [Print] [Share] [Refresh] [Grouping]

Grouping: Sequential | Stacked

Choose Proctor Groups

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

To log into TestNav students will need:

- Test Code
- Last Name
- Random ID

After each section students will need to log out correctly

The image shows three sequential screenshots of the TestNav student login process, numbered 1, 2, and 3. Each screenshot is enclosed in a grey border and has a blue circle with a white number in the top-left corner. A small circular icon with a white 'A' on a blue background is in the top-right corner of each screen.

1 The first screenshot shows the 'District of Columbia' login screen. It includes the text 'To begin a test you will need to enter a test code.' and a 'Test Code' field with the value 'TJBGCW'. There are 'TEST AUDIO' and 'TEST MICROPHONE' buttons. A 'NEXT' button is in the bottom-right corner.

2 The second screenshot shows the '2025 Practice Test - Grade 7 Math' screen. It includes the text 'Enter your information before continuing.' and fields for 'Last Name' (Foley) and 'Random ID' (0045323523). There is a 'BACK' button in the bottom-left and a 'NEXT' button in the bottom-right.

3 The third screenshot shows the 'Confirm' screen. It includes the text 'Click Next when you are ready.' and fields for 'Test' (2025 Practice Test - Grade 7 Math) and 'Your Name' (Denise Foley). There is a 'QUIT' button in the bottom-left and a 'NEXT' button in the bottom-right.

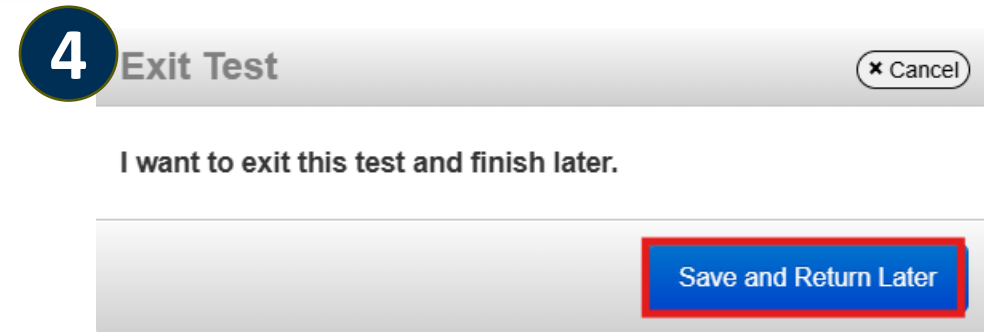
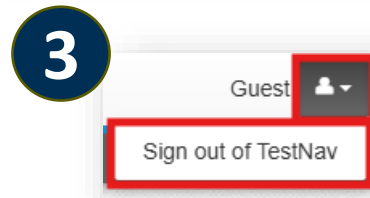
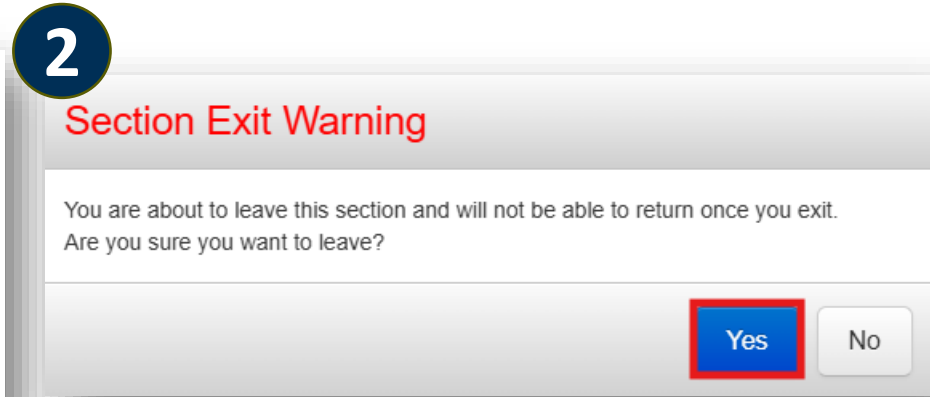
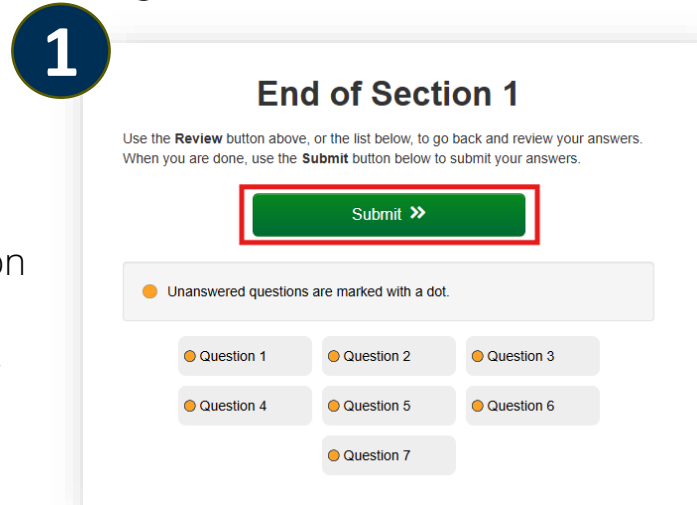
Administration Day of Tasks

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. Have the student correctly exit (following direction on previous slide)
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

- Once the student has been manually moved to a new section it will show in the Session Details

If a student has been manually moved to a section due to a makeup, they either must be moved to the next section manually or set to **Automated Section Movement** to advance to a different section.

A student will remain in the section they were manually moved to unless one of the above actions is taken.

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

Proctor Dashboard

1

<p>Test Status Column Filter</p>	<p>The filter applies to the status in the Test Status column. Click any status to view applicable students. * Note: <i>Paused and Needs Attention do not apply to DC.</i></p>
<p>Test Statuses</p>	<ul style="list-style-type: none"> • Not Started: Student has not logged into TestNav at all for any section • In Progress: The student has logged into TestNav at least once but has not submitted the final section • Exited: Student has been exited and will need to be <u>reseated in order to continue</u> • Reseated: The student has been reseated and can now re-enter the test • Submitted: The student has submitted the final section • Paused: N/A for DC CAPE • Needs Attention: N/A for DC CAPE

2

<p>Group Action Buttons</p>	<p>Use extra caution with the buttons that apply to the entire group (Move to Section, Exit All and Reseat). Hover over a button to see its action. *Note: <i>Approve all does not apply to DC (double checkmarks)</i></p>
<p>Completion Bar</p>	<p>As students submit their final section, the green bar will provide a visual indicator of what amount of the group is complete.</p>

3

<p>Student Actions Menu</p>	<p>The available actions for a student, if any, will vary based on their test status.</p> <p>Both reseat and move to section can be done per student or for the whole group.</p> <p>View Session Details is available once a student logs into the test.</p>
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Scenarios and Demos

When to reseal a student?

What is shown on the proctor dashboard? (Demo of proctor dashboard will display student taking section 1 and exiting (bathroom break), without submitting, upon return they must be **reseated** to resume the test.

1

Section 1

- Test status : Not Started
- Section progress: None (because they have never logged in)
- Item progress: None

2

Exited section 1 and reseated

- Test status : Reseat
- Section progress: Section 1
 - (Actions column) View Session progress: Reseat section 1(in progress blue arrows)
- Item progress: % answered (hover to view more information)

3

Section 1 –reseat to in progress to exited

- Test status : In progress to Exited
- Section progress: Section 1
- Item progress: % answered (hover to view more information)
- Test Administrator will see student progress through the test and submit section 1
- Student will submit section 1 and exit
- Test status : Exited
- Section Progress: Section 2

Note: *Students will need to be reseated between sections.*

What if a student is absent for a section?

What is shown on the proctor dashboard? (Demo of proctor dashboard will display student completing and submitting section 1 and exiting correctly, **being absent for section 2**, and being moved to section 3 and being reseated to log in to the test.)

1

Section 1

- Test status : Not Started
- Section progress: None (because they have never logged in)
- Item progress: None

2

Submitted section 1 and exited correctly

- Test status : Exited
- Section progress: Section 1
 - (Actions column) View Session progress: Submitted section 1 (green checkmark)
- Item progress: % answered (hover to view more information)

3

Section 3

- Test status : Exited
- Section progress: Section 1
- Item progress: % answered (hover to view more information)
- Test Administrator moves student to section 3; black bubble with 4 icon appears in section progress column
- Test Administrator reseats student
- Student logs in to take section 3 with class
- Student submits section 3; will need to make-up section 2 with make-up proctor group

What happens when a student does not submit a section of the test?

What is shown on the proctor dashboard? (Demo of proctor dashboard will display student completing, but **NOT submitting section 1** and exiting incorrectly, completes and submits section 2 and 3 correctly.)

1

Section 1

- Test status : Not Started
- Section progress: None (because they have never logged in)
- Item progress: None

2

Exits section 1

Test status : Exited

- Section progress: Section 1
 - (Actions column) View Session progress: In progress (blue arrows) for section 1
- Item progress: % answered (hover to view more information)

3

Section 3

- Test status : Exited
- Section progress: Section 3
- Item progress: % answered (hover to view more information)
- Student did NOT submit section 1; and will remain as exited on proctor dashboard
- Test window closes 5/23 and test will be auto submitted in the following days

Note: *Students will need to be reseated between sections.*

What about make-up proctor groups?

What is shown on the proctor dashboard? (Demo of proctor dashboard will display student completing and submitting section 2 and 3 and exiting correctly, **being absent for section 1**, and being moved to a new proctor group (make-up group) and moved to section 1 and being reseated to log in to the test.)

1

Section 2

- Test status : Not Started
- Section progress: None (because they have never logged in)
- Item progress: None

2

Missed section 1 and submitted section 2 and 3

- Test status : Exited
- Section progress: Section 3
 - (Actions column) View Session progress: Submitted section 2 and 3 (green checkmark)
- Item progress: % answered (hover to view more information)

3

Section 1

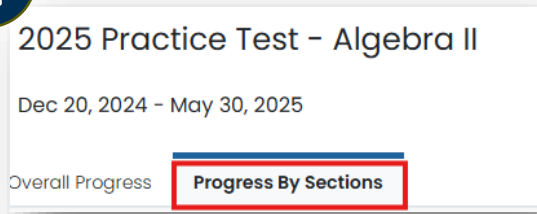
- Test status : Exited
- Section progress: Section 3
- Item progress: % answered (hover to view more information)
- School Test Coordinator moves student to make-up proctor group.
- Use new test code for make-up proctor group.
- Test Administrator moves student to section 1; black bubble with 1 icon appears in section progress column
- Test Administrator reseats student
- Student logs in to take section 1 with make-up class
- Student submits section 1 and entire test; Test Status: Submitted



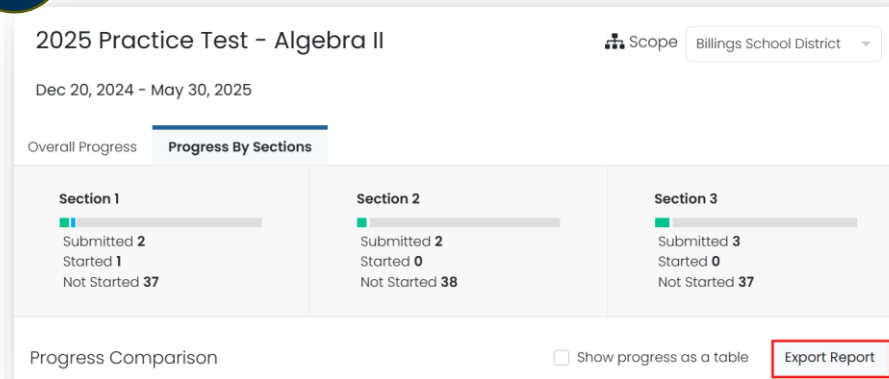
Reports

Progress Reports: Students who have missed section(s)

1



2



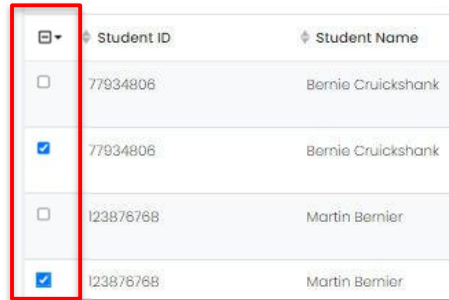
3

proctor_group	test_progress	test_status	score_status	section_1_status	section_1_visited	section_1_submitted	section_1_started_time	section_1_submitted_time
BBB - Test - ALG II	SUBMITTED	SUBMITTED		SUBMITTED	1	1	1/10/2025 16:16	1/10/2025 16:16
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
BBB - Test - ALG II	STARTED	IN_PROGRESS		STARTED	1		1/17/2025 17:50	1/17/2025 17:50
BBB - Test - ALG II	SUBMITTED	SUBMITTED		SUBMITTED	1	1	1/9/2025 20:42	1/9/2025 20:42
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				

1. Navigate to Reporting > Progress
2. Click the desired Program from the dropdown
3. Click on the desired test name.
4. Click on the Progress by Sections tab
5. Then on the right side of the screen click on **Export Report** and the spreadsheet will download.
6. Open the spreadsheet file and keep in mind you can filter any column desired (proctor group, test status, section_1_status, etc). This allows you to see which students need to take a specific section of a test.

Sessions Explorer: Students who have missed section(s)

1

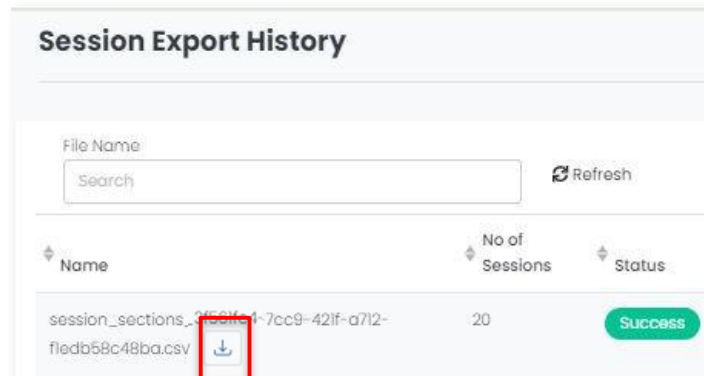


Student ID	Student Name
77934806	Bernie Cruickshank
77934806	Bernie Cruickshank
123876768	Martin Bernier
123876768	Martin Bernier

2



3




Session Export History

File Name: Search Refresh

Name	No of Sessions	Status
session_sections_7f501f-7cc9-421f-a712-f1edb58c48ba.csv	20	Success

1. Navigate to Operations > Session Explorer.
2. Filter the report to the desired students.
3. Click Search.
4. Check the students to include in the export individually or select the checkbox at the top to select all.
5. From the “kabob” menu in the upper right, select ‘Export Selected Session Sections.’
6. Read the warning on the frequency of update and then click OK.
7. Click Export History



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 #5 Survey





Thank you