

Pearson



**DC
CAPE**

DC COMPREHENSIVE
ASSESSMENTS OF
PROGRESS IN EDUCATION

DC CAPE Training #2

PRODUCED BY:

OSSE

- **Stephanie Snyder,**
Director of Assessments
- **Chelsea Charland,**
Deputy Director of Assessments
- **Yolanda Barber,**
Assessment Specialist, Math
- **Rachel Knaizer,**
Assessment Specialist, ELA
- **Debbie Menard,**
Assessment Specialist, Science
- **Rohini Ramnath,**
Assessment Specialist, Test Security

Pearson

- **Jeff Heathman, Program Manager**
- **Kourtney Mikesell, Sr. Project Manager**
- **Brendon Bourque, Sr. Project Manager**
- **Kai Bouma, 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.

Training Schedule

Next Training Meetings:

- **Virtual Learning Lab Thursday February 12, 2026:**
Step-by-step guidance through User Import, Assignment Tags and Accommodations
- **Virtual Training # 3 Wednesday February 18, 2026:**
Proctor Groups and Proctor Dashboard
- **Virtual Training #4 Thursday March 5, 2026**
Order Materials and Admin Tasks

Book Time with the OSSE team:

[Microsoft bookings link](#)

Timeline

Testing Window

Paper Based Testing – Mon. 4/6/26 – Fri. 5/15/26

Computer Based Testing – Mon. 4/6/26 – Fri. 5/22/26

Create Users

- Add new users
 - School Test Coordinators
 - Tech Coordinators
 - Special Populations Coordinators

Begins 1/5

Add Student Accommodations and Assignment Tags

- Add Assignment Tags
 - HSELA I, HSELA II
 - ALG I, ALG II, GEO
 - BIO
- Add Accommodations

Begins 1/5



Create Proctor Groups

- Add students to Proctor Groups

***Begins 2/23**

Order Window

- Paper Testing Materials ordering ends (Fri) 5/8
- Human Reader Script ordering ends (Fri) 5/15
- Return Materials ordering ends (Fri) 6/5

Begins 3/2



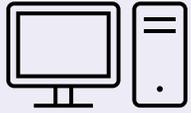
Learning Objectives

- Introduction to Assignment Tags
- Adding Assignment Tags
- Introduction to Accommodations
- Adding Accommodations

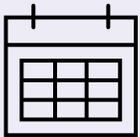
Assignment Tags



What are Assignment Tags?



An assignment tag identifies which assessment a student will take. 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 to start **Jan 5** and needs to be completed before the student begins to test.



Any student taking advanced math courses (including students in grades 7 or 8) need to have an assignment tag to be assigned the correct assessment. More information can be found in the [Participation and Performance Policy](#)

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
 - HSELAI
 - HSELAII
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

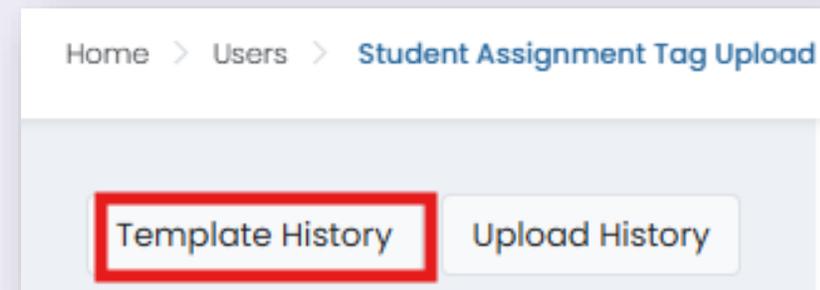
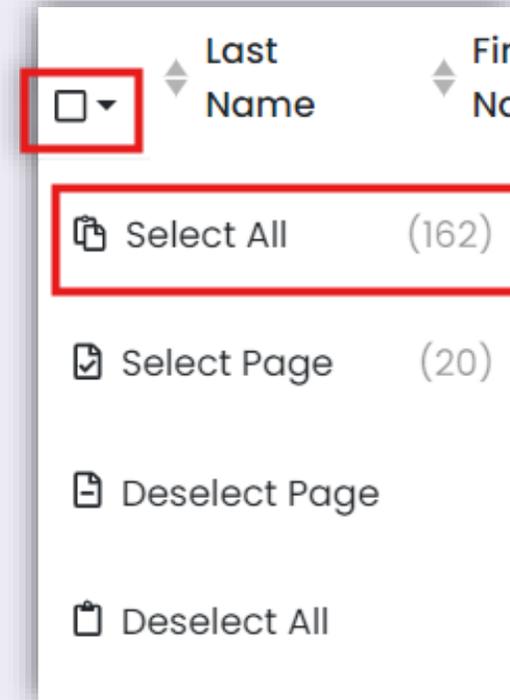
History

Information

Preferred Names

Assignment Tagging: Bulk Upload

1. Start at **Rostering > Users**
2. Search for the correct 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. Scroll up and click on Template history, then the download button.
8. 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

grade	ALGII	ALGI	BIO	GEO	ELAI	ELAII
12	1	0	0	1	0	0
09	0	0	1	0	0	0
09	0	1	0	0	0	0
10	0	0	0	0	1	0
09	0	0	0	1	0	0
12	0	0	0	0	0	0

Step 3: Upload the modified file into ADAM.

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

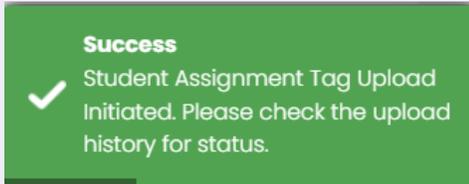
Browse

Students: 161

Upload

Assignment Tag- Bulk Upload – (Troubleshooting)

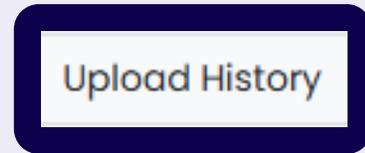
After you click Upload, a green flag that reads “Success Student Assignment Tag Upload Initiated” will appear in the bottom right corner of the screen.



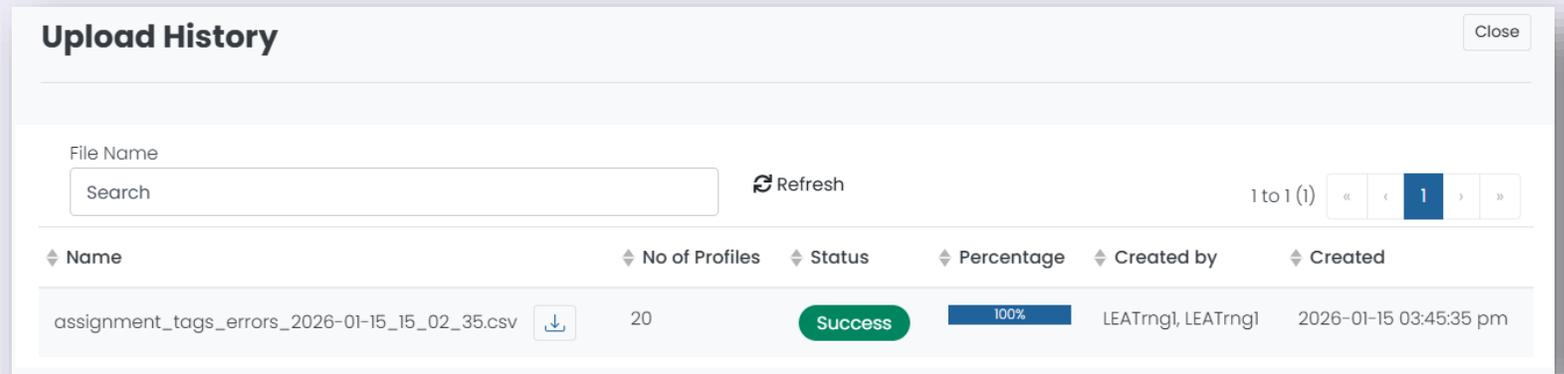
The Browse field might be red and not allow you to click the Upload button. Click the “Validation Error” download button.



Upload Status



Click the upload history button to confirm the status of your upload. Success means all profiles were tagged. You can download the file to view the errors on your spreadsheet. Click the download file button next to the file name.

A modal window titled "Upload History" with a "Close" button in the top right. It contains a search bar for "File Name" with a "Refresh" button and a pagination control showing "1 to 1 (1)". Below is a table with columns: Name, No of Profiles, Status, Percentage, Created by, and Created. One row is visible with a download icon next to the file name.

Name	No of Profiles	Status	Percentage	Created by	Created
assignment_tags_errors_2026-01-15_15_02_35.csv 	20	Success	100%	LEATrngl, LEATrngl	2026-01-15 03:45:35 pm

Assignment Tag– Bulk Upload – (Troubleshooting)

A	B	C	D	I	J	K	L	M	N	O	P
orgName	identifier	familyName	givenName	grades	ALGI	ALGII	BIO	GEO	ELAI	ELAI	Errors
ee_School4	ee_600000462	Ondrousek	Angelia	07	0	A	0	0	0	0	Invalid Tag value
ee_School13	ee_600000465	Simoes	Glenn	07	0	0	0	0	1	0	
ee_School4	ee_600000592	Whayman	Carlin	08	0	5	0	0	0	0	Invalid Tag value
ee_School13	ee_600000710	Matthews	Chelsey	08	0	0	0	0	0	0	

P
Errors
Invalid Tag value
Invalid Tag value

The last column in the spreadsheet will be labeled “Errors”:

- Each row will tell you where to make corrections
- The only values that are acceptable are 0, 1, or Blank

Knowledge Check and Demonstration

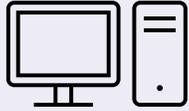
When bulk uploading student assignment tags, what do you click on to see the upload status?

- A. Template history
- B. Browse
- C. Click to download template
- D. Upload history

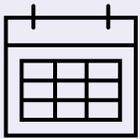
Accommodations



How to apply accommodations and/or accessibility features?



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. When applying accommodations, if a student is in a test status other than “Not Started” contact OSSE for support.



You have a window of time to complete this task. It is available to start **Jan 5** and needs to be completed before the student begins to test.



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.



Accessibility features and accommodations must be entered in ADAM before submitting an accommodated materials order. Materials orders without completed student accommodations will be rejected.

Accommodations Hierarchy

- **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 incorrect accommodation entry, the student test status needs to be “Not Started”. Once the appropriate accommodation is edited for the student, the student should be rescanned.

- **Form Types in ADAM**

- Regular (un-accommodated)
- ELA
 - Paper
 - Closed Caption: English
 - Text to Speech Text plus Graphics
 - Human Reader/Human Signer
- Math and Science
 - Detailed in Next Training

Accommodations Hierarchy

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

***Note:** If Transadaptation - Spanish TTS is needed select both.

Accommodations Hierarchy

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.



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

***Note:** If Transadaptation – Spanish TTS is needed select both.

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

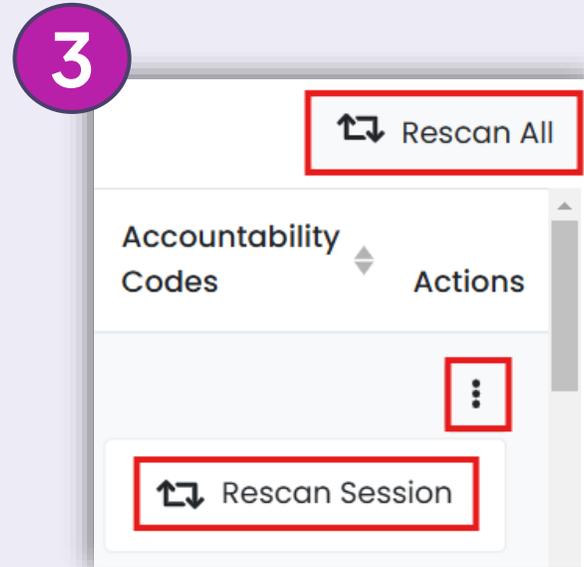
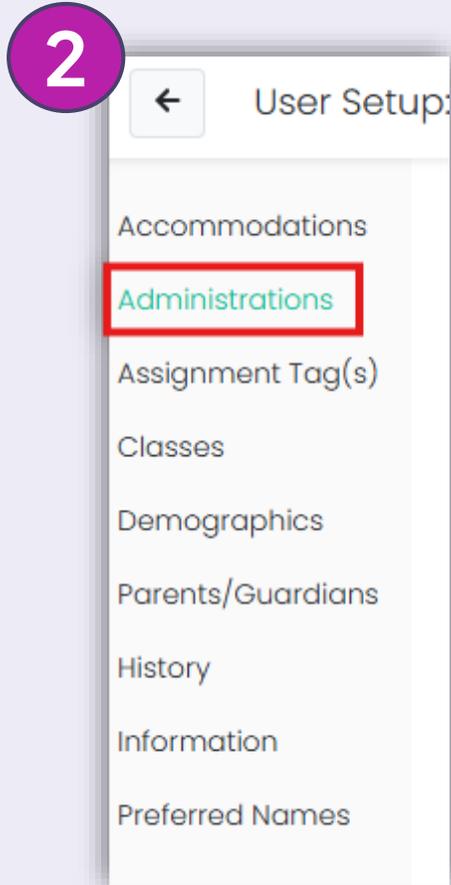
Administrations

Assignment Tag(s) 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**

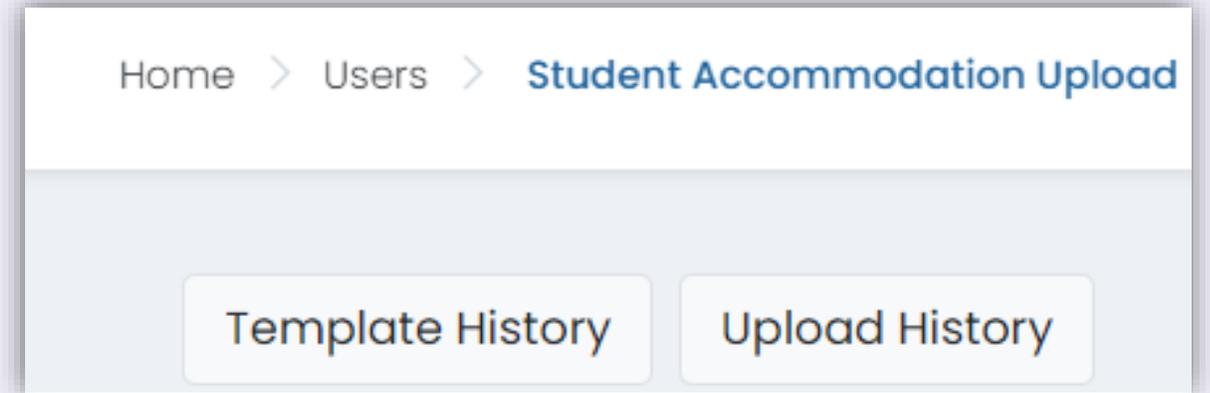
- You can rescan an individual test session by clicking the kabob menu and clicking “**Rescan Session**”
- You can “**Rescan All**” sessions by clicking the button at the top

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 of Administrations happens every 30 minutes

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

- Open the spreadsheet file
- Place a “1” in the appropriate cell to add accommodations specific students for each subject. Students maybe listed 5 times.
- Save the file (it should remain a .csv file)
- Place the file in the upload field
- Click **Upload**.
- Scroll up and click on **Upload History** to view status as Success.
- Confirm a few students by looking them up individually and verify the newly added accommodations.

G	H	I	J
grades	profileName	Over Masking - Enable	Answers Recorded in Test Booklet
07	ELA/L		
07	Mathematics		
07	Science		
07	Interim ELA/L		NA
07	Interim Mathematics		NA

Step 3: Upload the modified file into ADAM.

student_accommodation_import_9c91b006-2987-4273-9a9e-a21ea4fb139 Browse

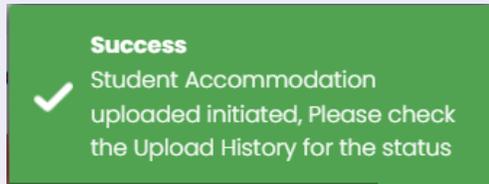
Students: 7 (21 Records)

Upload

*** Sessions are rescanned every 30 minutes and updated accommodations are applied to students**

Accommodations– Bulk Upload – (Troubleshooting)

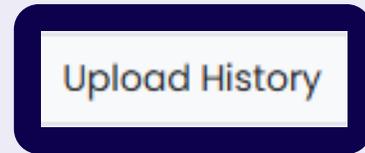
After you click Upload!
“Success Upload Complete”
will appear as a Green flag at
the bottom right corner of the
screen.



The Browse field might be
red and not allow you to click
the Upload button. Click the
“Validation Error” download
button.



Upload Status



Click the upload history button to confirm the status of your upload.
Success means all profiles were created
You can download the file to view the errors on your spreadsheet.
Click the download file button next to the file name.

Upload History Close						
File Name						
<input type="text" value="Search"/>			Refresh	1 to 2 (2) « « 1 » »		
◆ Name	◆ No of Profiles	◆ Status	◆ Percentage	◆ Created by	◆ Created	
Template_254d3d74-1fe6-4e1e-9c2f-6e71db8524f4.csv	100	Success	<div style="width: 100%;"><div style="background-color: #0056b3; color: white; text-align: center;">100%</div></div>	LEATrngl, LEATrngl	2026-01-15 01:39:15 pm	
Template_232fc362-d329-4071-a1f8-8d386a641814.csv	100	Success	<div style="width: 100%;"><div style="background-color: #0056b3; color: white; text-align: center;">100%</div></div>	LEATrngl, LEATrngl	2025-11-20 03:01:10 pm	

Accommodations– Bulk Upload – (Troubleshooting)

H	I	J	K	BA
profileName	Answer Masking - Enable	Answers Recorded in Test Booklet	Assistive Technology Non-Screen Reader	Errors
ELA/L	5			Invalid value 5 for accommodation Answer Masking - Enable
Mathematics			8	Invalid value 8 for accommodation Assistive Technology Non-Screen Reader
Science		a		Invalid value a for accommodation Answers Recorded in Test Booklet

BA
Errors
Invalid value 5 for accommodation Answer Masking - Enable
Invalid value 8 for accommodation Assistive Technology Non-Screen Reader
Invalid value a for accommodation Answers Recorded in Test Booklet

The last column in the spreadsheet will be labeled “Errors”:

- Each row will tell you where to make corrections
- The only values that are acceptable are 1, or Blank

Knowledge Check and Demonstration

How many days before testing is your School's Test Security Plan due?

- A. 2 days
- B. 15 days
- C. 10 days
- D. 5 days

For bulk uploading student accommodations, how many student profiles will be in the spreadsheet for grades 3- 8?

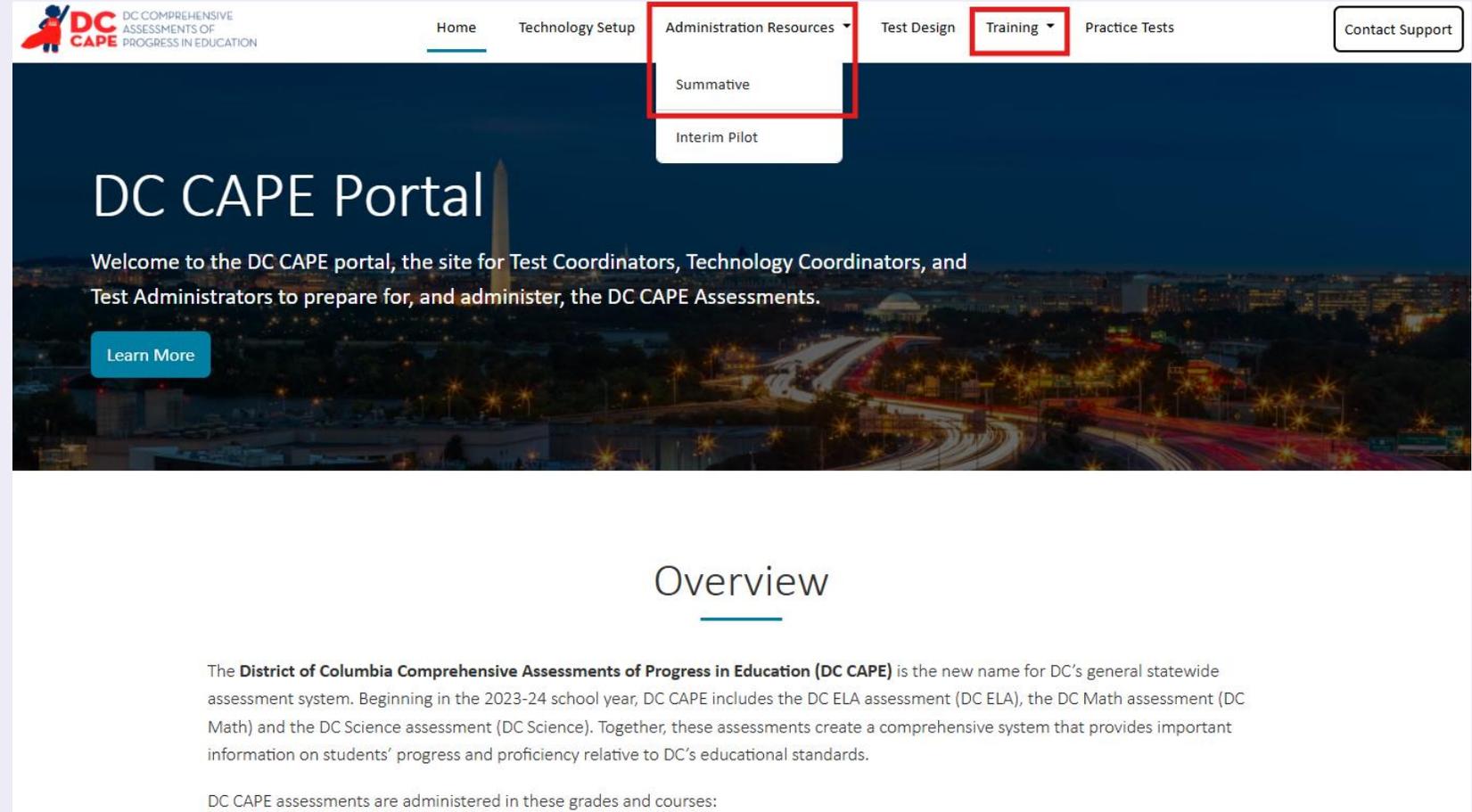
- A. 3
- B. 2
- C. 5
- D. 4

Next Steps



Support Portal Resources

Access this training and all other resource materials on the [DC Support Portal](#)



The screenshot displays the DC CAPE Portal website. The top navigation bar includes links for Home, Technology Setup, Administration Resources (with a dropdown menu open showing Summative and Interim Pilot), Test Design, Training (with a dropdown arrow), and Practice Tests. A Contact Support button is located in the top right corner. The main content area features a large banner with the text "DC CAPE Portal" and a "Learn More" button. Below the banner is an "Overview" section with a blue underline. The overview text states: "The **District of Columbia Comprehensive Assessments of Progress in Education (DC CAPE)** is the new name for DC's general statewide assessment system. Beginning in the 2023-24 school year, DC CAPE includes the DC ELA assessment (DC ELA), the DC Math assessment (DC Math) and the DC Science assessment (DC Science). Together, these assessments create a comprehensive system that provides important information on students' progress and proficiency relative to DC's educational standards." Below this text, it begins to list the grades and courses administered.

Survey and Thank You



Survey Link:

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

Thank you all for your time, engagement, and thoughtful contributions.

Your collaboration is truly appreciated, and I look forward to continuing our work together.