

Pearson



**DC
CAPE**

DC COMPREHENSIVE
ASSESSMENTS OF
PROGRESS IN EDUCATION

DC CAPE Training #3

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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.

Training Schedule

Next Training Meetings:

- **Virtual Training #4 Thursday March 5, 2026**
Order Materials and Admin Tasks
- **Virtual Learning Lab Wednesday March 11, 2026:**
Step-by-step guidance through Proctor Groups, Ordering Materials, and Admin Tasks
- **Virtual Training #5 Friday April 24, 2026**
Post – Admin Tasks and Accountability Codes
- **Virtual Learning Lab Wednesday April 29, 2026**
Post –Admin Tasks and Accountability Codes

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
 - HS ELA I, HS ELA 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



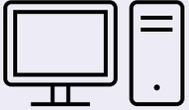
Learning Objectives

- Introduction to Proctor Groups
- Creating Proctor Groups
- Proctor Dashboard Tour
- Navigating scenarios in the Proctor Dashboard

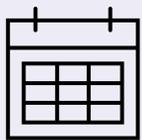
Proctor Groups



What are Proctor Groups?



Proctor groups are groupings of students who will take the same test at the same time and place. For each grade level and subject/course, test coordinators will be able to create the proctor groups with students in them individually and in bulk. 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 2/23. Proctor groups need to be completed two weeks before your planned testing start and submitted as part of your DC CAPE school test security plan.



[Test Coordinator Manual](#); page 19 –proctor group naming convention

Proctor Group Naming Convention

In the Test Coordinator Manual on page 19 the proctor group naming convention is outlined. Test administrators are the staff members conducting the administration of the assessment. Use the following naming convention for the proctor group name and Test Administrator in ADAM.

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

Proctor Group Guidance

- Not all students who feed into ADAM will participate in DC CAPE assessments – [Participation and Performance Policy](#)
- To streamline the registration process and maintain clarity with student proctor group assignments in ADAM, test coordinators have two options for those students who are not expected to test:
 - **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 for assistance.

Students not expected to participate in computer-based DC CAPE Assessments

- Any recently arrived EL status (**DC ELA ONLY**)
- Those participating alternate statewide assessments
- Those who have an OSSE approved medical exemption on file
- Those completing DC CAPE paper-based assessments

Proctor Group: Individual

1. Start at **Test Management** >**Administrations**

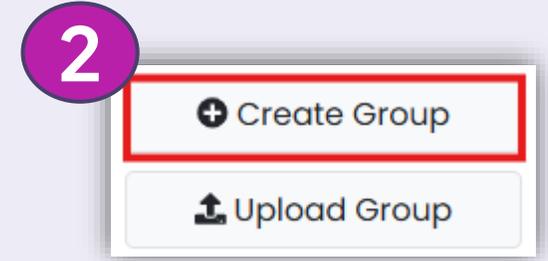
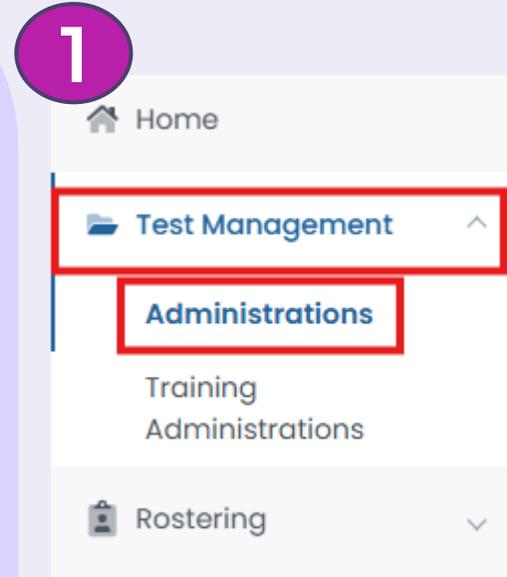
- On the administration card, click the kabob menu next to Proctor Groups and click on **View**

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

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 titled 'Proctor Group Config' with a purple circle containing the number '3' in the top-left corner. The table has two columns: 'Naming Convention' and 'Sample Code'. The first row shows 'SUBJECT.grade/course.TAinitials.regular(R)/makeup (M)' and 'ELA.04.AB.R'. The second row shows 'Lastname.Firstname' and 'Doe.Jane'.

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 x v

Select Your School
Elk Creek Elementary x v

Students (2)

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

Success
Proctor Group saved.
© 2019-2025 Pearson. All rights reserved. v1.2.231

Cancel **Submit**

Proctor Group: Bulk Upload

1. Start at **Test Management > Administrations**

- On the administration card, click the kabob menu and Next to Proctor group 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

1

Home

Test Management

Administrations

Training Administrations

Rostering

2

Create Group

Upload Group

3

Create Proctor Group via CSV

Follow the instructions to create/modify proctor groups.

Step 1:

Select if the template file should include all students in the administration, only those students not already in a proctor group (unassigned) or only create new proctor groups (no students), then click the button to download the template file.

All Students All Unassigned Students No Students

Click to download template

The file download is named using a fixed template and UUID (e.g. proctor_group_template_86f93745-c3bb-4c53-b945-21b49343ad4a.csv)

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In column 'testing_org_id', set the testing school for each student
- In column 'new_proctor_group_name', assign a proctor group name for each student.
 - If left blank, the student will be moved into the Unassigned Proctor Group.
 - If an existing name is used, students are added to that group
- Save the modified file as a .csv (comma separated values)

Proctor Group: Bulk Upload

5. Open your spreadsheet and fill in the last two columns

- For column H, **testing_org_id**
- For column I, **new_proctor_group_name** should follow the Naming Convention

5

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

6. On the Create Proctor Group via CSV page press the Browse button to place the modified file to upload into ADAM

6

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

7. Confirm success by clicking the **Upload History** button in the top left corner.

7

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

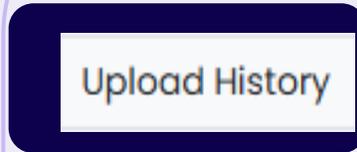
Proctor Group – Bulk Upload (Troubleshooting)



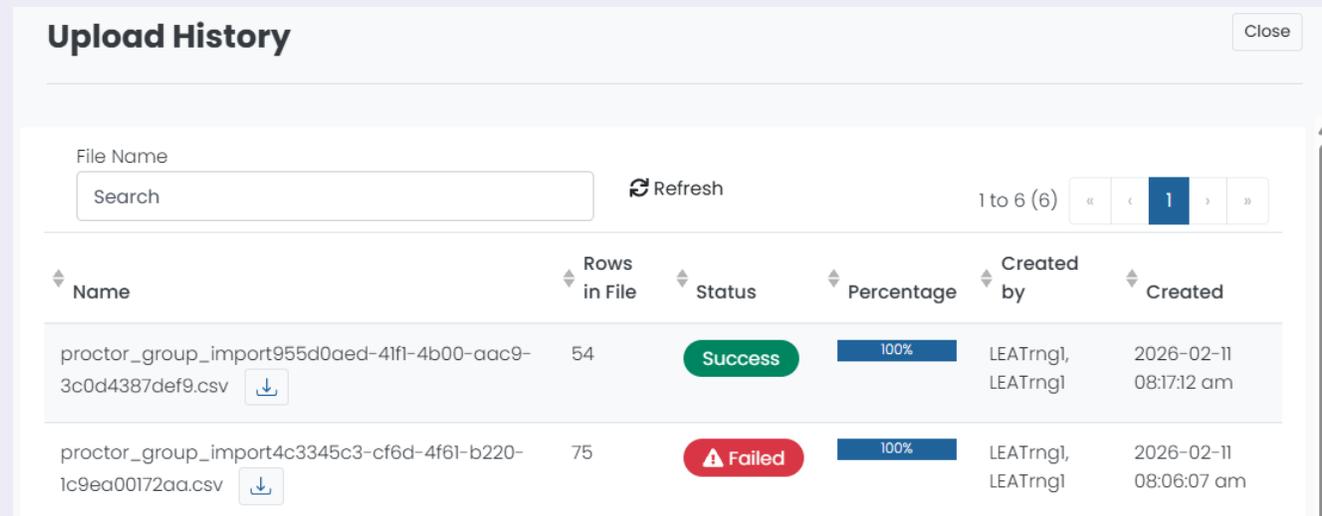
After you click Upload, a green flag that reads “**Success Proctor Group import initiated**” will appear in the bottom right corner of the screen.

Best practice is to view **Upload History** to see if your file successfully uploaded or failed. If it failed, click the download button to view the error messages in the last column.

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 screenshot of the "Upload History" interface. It features a search bar, a refresh button, and a table with columns for Name, Rows in File, Status, Percentage, Created by, and Created. Two rows are visible: one with a "Success" status and one with a "Failed" status. Both rows have a download icon next to the file name.

Name	Rows in File	Status	Percentage	Created by	Created
proctor_group_import955d0aed-41f1-4b00-aac9-3c0d4387def9.csv 	54	Success	100%	LEATrngl, LEATrngl	2026-02-11 08:17:12 am
proctor_group_import4c3345c3-cf6d-4f61-b220-1c9ea00172aa.csv 	75	Failed	100%	LEATrngl, LEATrngl	2026-02-11 08:06:07 am

Proctor Group– Bulk Upload – (Troubleshooting)

H	I	J
testing_org_id	new_proctor_group_name	Errors 
		Session not found
ee_S1	ELA.04.LL-demo1	Session ID is required
		Session not found
		Session not found

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

- Each row will tell you where to make corrections
- The only columns that should be updated are **testing_org_id** and **new_proctor_group_name**

Knowledge Check and Demonstration

A test coordinator uploads a proctor group CSV file and sees “Success Proctor Group import initiated” message. What is the best next step?

- A. Assume the upload is complete and proceed with testing
- B. Refresh the page and continue working
- C. Check Upload History to confirm the file processed successfully
- D. Re-upload the file to be safe

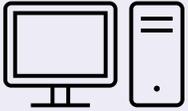
A bulk upload fails and the error file is downloaded. Which column should you look at to find how to correct it?

- A. first_name
- B. admin_name
- C. new_proctor_group_name
- D. Errors

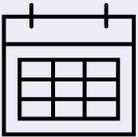
Proctor Dashboard



The Proctor Dashboard



The Proctor Dashboard is where Test Administrators monitor student testing in real time. For students to receive online assessments, they must log in to TestNav. A proctor will provide the Test Code, and Random ID and monitor student assessment progress from the Proctor Dashboard.



Testing Window – Monday April 6, 2026 – Friday May 22, 2026



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

Navigate to the Proctor Dashboard

The screenshot shows the DC CAPE Proctor Dashboard. On the left is a navigation menu with 'Test Management' expanded to show 'Administrations'. A red box and callout '1' highlight this menu. The main content area has a search bar containing 'ee - dc' and a 'Filter' button, both highlighted with a red box and callout '2'. Below this is a card for 'EE - DC Spr 26 Grade 3 ELA' with an 'ACTIVE' status. A red box and callout '3' highlight the 'PROCTOR GROUPS' dropdown menu. Below the card is a 'Sessions' section with a 'Click to Load' button and a table with columns for 'Test' and 'Organization'.

1. Start in the left navigation at **Test Management** > click on **Administrations**
2. Find the appropriate Admin Card; use the **Filters** as needed
3. Next to **Proctor Groups** click the kabob menu and click **View**

Proctor Group Management Page

On the proctor group management page, you will see a list of proctor groups. Keep in mind you can use the search bar to find a specific group.

In the actions column you can view:

- **Students** – where you can see the randomID to help with login to TestNav, where you can edit the proctor group (adding or removing students)
- **Proctor**– view the students as they interact with the tests on the proctor dashboard

The screenshot shows the 'Proctor Groups' management page for 'EE - Grade 3 ELA - Write and Revise Informational Texts (FIAB)'. The page displays 3 proctor groups and 148 students. A progress bar shows 11 assigned and 137 unassigned students. A search bar is highlighted with a red box, containing the text 'Search by Proctor Group, Testing School or Student Info'. Below the search bar is a table with columns: Name, Testing School, Students, Test Code, Proctor Password, Test Progress, Active, and Actions. The table lists three groups: 'EE Test Sample', 'ELA.03.LH.demo4', and 'ELA.03.LH.demo5'. The 'ELA.03.LH.demo5' group is highlighted with a red box, and its 'Actions' column contains a delete button (trash icon) also highlighted with a red box.

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
EE Test Sample	ee_School1	1	ZZ6A63	2D7DSM	<div style="width: 100%; height: 10px; background-color: green;"></div>	<input checked="" type="checkbox"/>	
ELA.03.LH.demo4	ee_School1	10	32U42F	OUTB33	<div style="width: 100%; height: 10px; background-color: gray;"></div>	<input checked="" type="checkbox"/>	
ELA.03.LH.demo5	ee_School1	0	7XIN4E	V6VZDW	No Students	<input type="checkbox"/>	

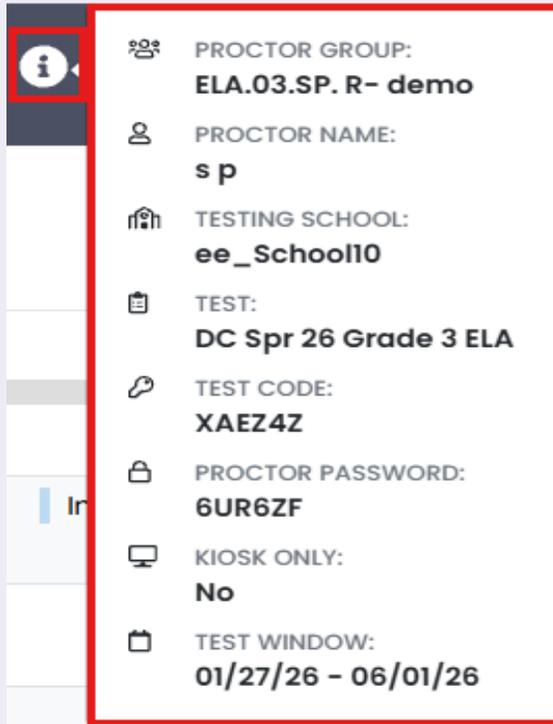
* **Note:** If the proctor group is empty, you will see a delete button to remove it from the list. Some actions are limited by role.

Proctor Dashboard

The screenshot displays the DC CAPE Proctor Dashboard for the test 'EE - DC Spr 26 Grade 3 ELA'. The dashboard includes a top navigation bar with the DC CAPE logo, the test name, an information icon, and an 'Edit Proctor' button. Below the navigation bar, there are buttons for 'Print Cards' and 'Seal Code(s)', and a 'Test Code: XAEZ4Z' field. The main section shows '4 SESSIONS' and a progress bar. A status filter bar includes categories: All (4), Not Started (4), In Progress (0), Paused (0), Submitted (0), Needs Attention (0), and Exited (0). To the right, an 'Actions' menu is set to 'ALL SESSIONS' and contains refresh and power icons. At the bottom, there is a search bar, an 'Auto Refresh (5 mins)' toggle, and a pagination control showing '1 to 4 (4)' with page 1 selected.

1. At the top you will see the test name, followed by an “i” icon, and the **Edit Proctor** button
2. Next you will see the **Print Cards** on the left, **Test Code** on the right, and directly below that the **Actions** options

Proctor Dashboard



i PROCTOR GROUP:
ELA.03.SP. R- demo

PROCTOR NAME:
s p

TESTING SCHOOL:
ee_School10

TEST:
DC Spr 26 Grade 3 ELA

TEST CODE:
XAEZ4Z

PROCTOR PASSWORD:
6UR6ZF

KIOSK ONLY:
No

TEST WINDOW:
01/27/26 - 06/01/26

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor Last Name

[Save](#)

1. When hovered over the “**i**” **icon** more information will show including the Test Code and Proctor Password
2. If you need to change the name of the proctor, click **Edit Proctor**

Proctor Dashboard

As students log in and begin testing, proctors will see detailed information about testing progress. More information can be viewed as you hover your mouse over various features on the screen. The **Actions** column will show individual session details and the option to reseal students as needed.

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	ee_600000162	Ali	Curucelis	ee_School1	Nov 21st, 12:16:16 pm		SUBMITTED	None	100% Answered	00:02:58	6		
<input type="checkbox"/>	ee_600000181	Cart	Marfield	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000136	Collin	Selliman	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000212	Genevra	Allon	ee_School1	Nov 21st, 11:45:40 am		EXITED	Section 1	70% Answered	00:11:49	6		
<input type="checkbox"/>	ee_600000178	Matthus	Johnigan	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000213	Mildred	Sergant	ee_School1	Nov 21st, 12:28:30 pm		IN PROGRESS	Section 1	10% Answered		6		
<input type="checkbox"/>	ee_600000238	Randee	Pitrollo	ee_School1	Nov 21st, 12:23:35 pm		RESEAT	Section 1	30% Answered	00:00:24	2		
<input type="checkbox"/>	ee_600000234	Rhett	Beat	ee_School1	Not Started		NOT STARTED	None	None				
<input type="checkbox"/>	ee_600000264	Rick	MacKeever	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000237	Uriah	Larby	ee_School1	Not Started		NOT STARTED	None	None		6		

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

The diagram illustrates the relationship between Test Progress and Test Status. It is divided into four vertical sections:

- Progress: Not Started:** Shows a progress indicator with a clock icon and a grey button labeled "NOT STARTED".
- Progress: Started:** Shows a progress indicator with three blue double-right arrows. To the right are three buttons: "IN PROGRESS" (blue), "RESEATED" (orange), and "EXITED" (red).
- TestNav Status:** Shows a vertical list of icons: a blue double-right arrow, a clock icon, a green checkmark, a red double-right arrow, and a blue refresh icon.
- Progress: Submitted:** Shows a progress indicator with a green checkmark and a green button labeled "SUBMITTED".

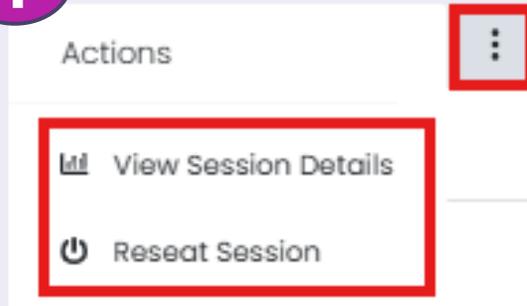
The session has been marked to begin again.

TestNav Status:  Reseat

RESEAT

Proctor Dashboard – Actions

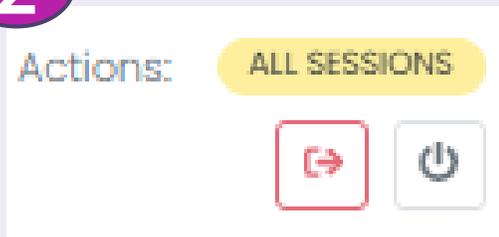
1



1. These options, if any, become available **Actions** for a student and will vary based on their test status.

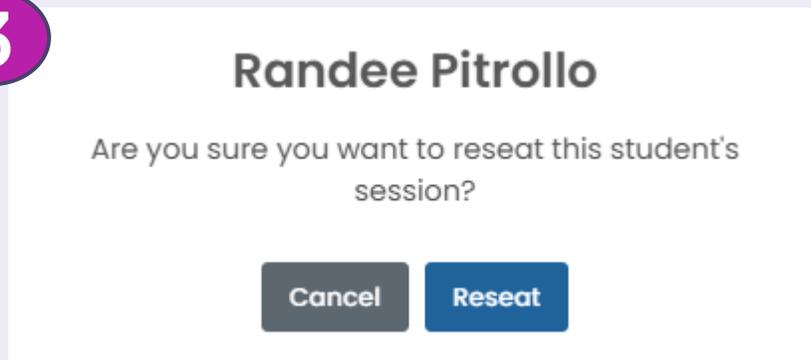
- Both **Reset** and **View Session Details** can be seen per student
- Or for the whole group to update all sessions at once.

2



2. These options become available once a student logs into the test and begins answering questions.

3



3. When a student is reset, you will see a pop-up window to confirm.

Proctor Dashboard – View Session Details

Session Details

Genevra Allon
ID: ee_600000212

Last Updated **Nov 21st, 11:58:41 am** Refresh

Test: **Grade 3 ELA – Write and Revise Informational Texts (FIAB)** Test Start Time: **Nov 21st, 11:45:40 am** Test Submitted Time: - Test Status: **IN PROGRESS**

Section Information

Section ID	Name	Section Type	Progress	Seal Code	Start Time	End/Exited Time
section1	Section 1	Linear		N	Nov 21st, 11:46:15 am	Nov 21st, 11:58:17 am

10 ITEMS

6 VISITED | 6 ANSWERED | 4 REMAINING

#	Section ID	Sequence	Item UIN	Progress	Last Update
1	section1	7	sbac-200-85080 Current Item	REMAINING	Not Started
2	section1	8	sbac-200-60480	REMAINING	Not Started
3	section1	9	sbac-200-60632	REMAINING	Not Started
4	section1	10	sbac-200-27695	REMAINING	Not Started
5	section1	1	sbac-200-95982	ANSWERED	Nov 21st, 11:47:43 am
6	section1	2	sbac-200-125503	ANSWERED	Nov 21st, 11:47:52 am

1. View **Session Details** can be seen per student
 - You see the Test Status update
 - This populates once a student logs into the test and begins answering questions.
2. When the student is In Progress, the **Current Item** shows at the top of the list.
3. As items are **Answered**, a timestamp is provided also.

Knowledge Check and Demonstration

A student's Test Progress is listed as Started. Which Test Status values are possible?

- A. Not Started
- B. In Progress, Reseat, or Exited
- C. Submitted
- D. Paused or Completed

A student's Test Progress shows Submitted. What does this indicate?

- A. The student exited the test and must be reseated
- B. The student has not yet logged in
- C. The student has completed and submitted the assessment
- D. The proctor must take action to resume the test

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. At the top left is the logo for DC CAPE, with the text "DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION". The navigation menu includes "Home", "Technology Setup", "Administration Resources" (with a dropdown arrow), "Test Design", "Training" (with a dropdown arrow), "Practice Tests", and "Contact Support". The "Administration Resources" dropdown menu is open, showing "Summative" and "Interim Pilot" options. The main content area features a large image of a city at night with the Washington Monument. The text reads "DC CAPE Portal" and "Welcome to the DC CAPE portal, the site for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for, and administer, the DC CAPE Assessments." Below this is a "Learn More" button. The "Overview" section is titled "Overview" and contains the following text: "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 states "DC CAPE assessments are administered in these grades and courses:".

Survey and Thank You



Survey Link:

<https://forms.office.com/r/Vr1fLy1hPj>

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

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