

» Pearson



**DC
CAPE**

DC COMPREHENSIVE
ASSESSMENTS OF
PROGRESS IN EDUCATION

DC CAPE Training #5

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

Last Training Meeting:

- **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

Began 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

Began 1/5

Create Proctor Groups

- Add students to Proctor Groups

Began 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

Began 3/2

Learning Objectives

- Make-up Testing
 - Progress Reports
 - Session Explorer
- Post -Administrative Tasks
 - Accountability Codes
 - Materials Handling
 - Test Security Affidavit

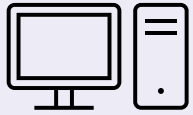
Checklist For Testing Administration

- ✓ User import
- ✓ Accommodations Import
- ✓ Test assignment tagging
- ✓ Create proctor group import
- ✓ Submitting orders
- ✓ Monitoring tests in proctor dashboard
- **Considerations for make up testing**
- **Post testing activities**

Make-up Testing: Progress Report



How can the progress report help with make-up testing?



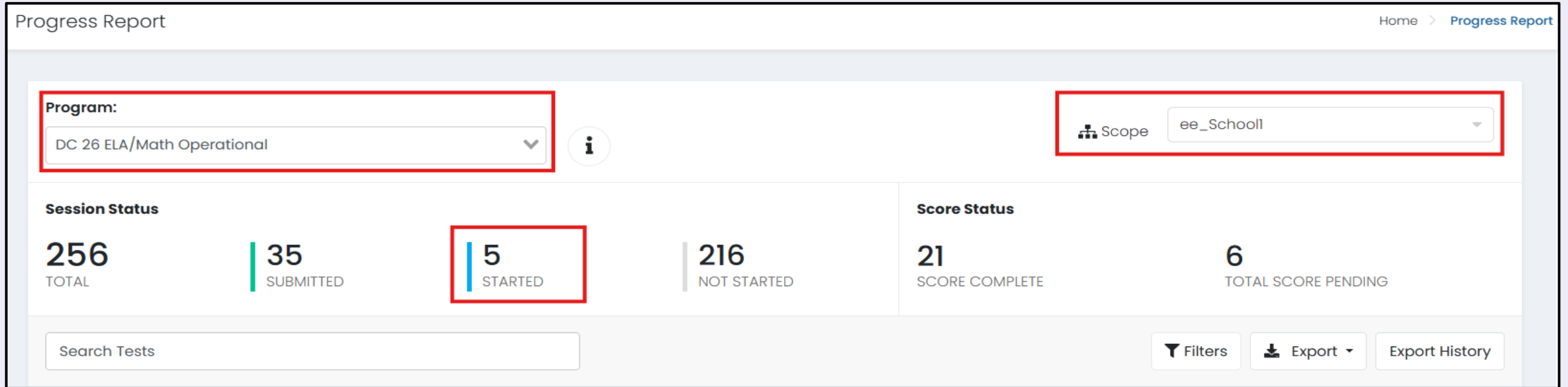
Make-up testing

1. Instructions must match
2. Session timing must match
3. All accommodations must be provided
 - Creating new proctor groups in ADAM is recommended but not required



The progress report can be used to help identify and track students as they start and submit their assessments. You can pinpoint which sections of each test have been submitted and which sections may need to be taken.

Progress Report



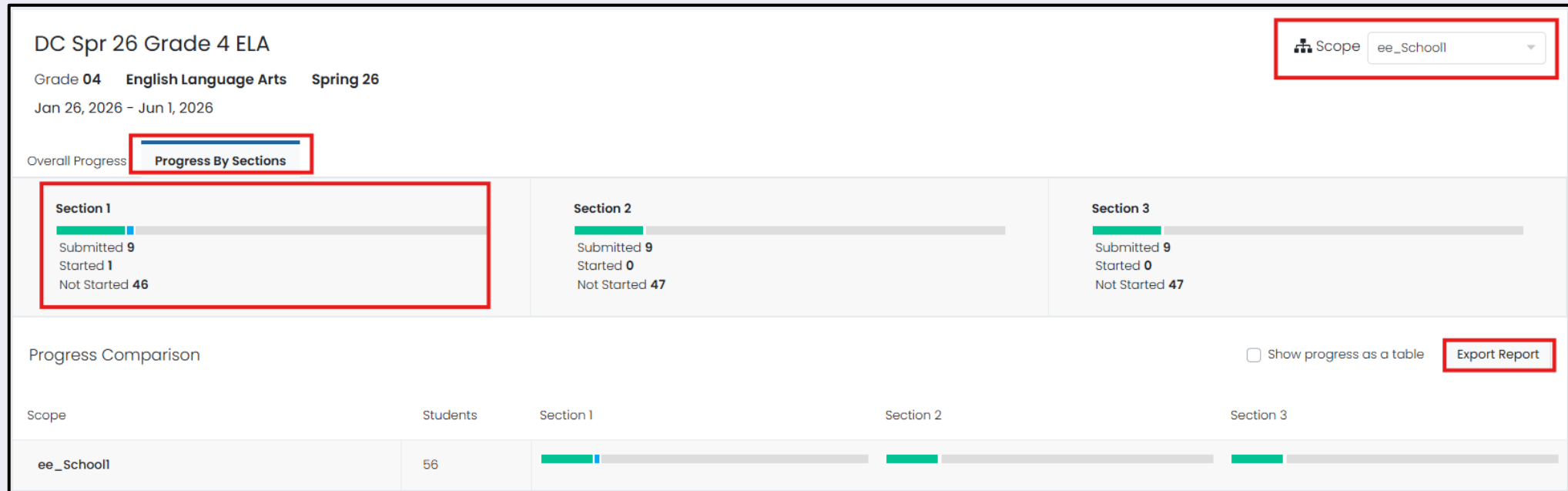
1. Click on **Reporting** in the left navigation menu
2. Click on **Progress**
 - Select the **Program** in the left dropdown and **Scope** in the right dropdown
 - Notice the Session Status number of “Started”

Progress Report

3. Click on an assessment that has a few students who have started but not submitted the test.

Search Tests		Filters	Export	Export History
DC Spr 26 Grade 3 ELA Grade 03 English Language Arts Spring 26 Jan 26, 2026 - Jun 1, 2026	15 STUDENTS	0 SUBMITTED	0 STARTED	15 NOT STARTED
DC Spr 26 Grade 3 Math Grade 03 Math Spring 26 Jan 26, 2026 - Jun 1, 2026	15 STUDENTS	0 SUBMITTED	0 STARTED	15 NOT STARTED
DC Spr 26 Grade 4 ELA Grade 04 English Language Arts Spring 26 Jan 26, 2026 - Jun 1, 2026	56 STUDENTS	9 SUBMITTED	2 STARTED	45 NOT STARTED
DC Spr 26 Grade 4 Math Grade 04 Math Spring 26 Jan 26, 2026 - Jun 1, 2026	56 STUDENTS	10 SUBMITTED	0 STARTED	46 NOT STARTED

Progress Report



4. Click on the **Progress By Sections** tab
5. Use the **Scope** dropdown if needed
6. Click on **Export Report** and a download will be generated

Progress Report - Export

	A	B	C	D	F	F	G	H	I	J	K
1	school	student	student_identifier	proctor_group	test_progress	test_status	score_status	section_1_status	section_1_visited	section_1_submitted	section_1_started_time
2	ee_School4	Angelia Ondrousek	ee_600000462	MATH.07.SP.R-demo2	NOT_STARTED	NOT_STARTED		NOT_STARTED			
3	ee_School4	Ara Iban	ee_600000512	MATH.07.SP.M-demo4	SUBMITTED	SUBMITTED		SUBMITTED	1	1	3/5/2026 19:48
6	ee_School4	Cammie Saw	ee_600000457	MATH.07.SP.R-demo3	NOT_STARTED	NOT_STARTED		NOT_STARTED			
8	ee_School4	Dulsea Hunday	ee_600000467	MATH.07.SP.R-demo2	NOT_STARTED	NOT_STARTED		NOT_STARTED			
18	ee_School4	Roxanna Santon	ee_600000452	MATH.07.SP.R-demo3	NOT_STARTED	NOT_STARTED		NOT_STARTED			
19	ee_School4	Shaine Cassie	ee_600000507	MATH.07.SP.R-demo1	STARTED	EXITED		SUBMITTED	1	1	2/18/2026 19:52
23	ee_School4	Winslow Dood	ee_600000482	MATH.07.SP.R-demo1	STARTED	EXITED		SUBMITTED	1	1	2/18/2026 20:00

In your spreadsheet, filter the test progress column to find the “Started” tests, then scroll to the right to view submitted sections vs. not started sections to identify the students who may need a make up scheduled.

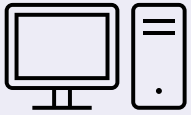
Test Progress

- **Not Started:** test has not started
- **Started / In Progress :** test has been started, but not submitted
- **Submitted:** test submitted or section submitted depending on the column

Make-up Testing: Session Explorer



How can session explorer help with make-up testing?



Session explorer has a wide variety of information and uses. For the purposes of make-up testing, we will be using the Session Section Explorer Export and filtering to identify students test status. Tracking students who have missed sections is helpful when grouping and scheduling make-ups toward the end of the testing window. As a reminder, paper-based testing ends on May 15 which will not be in this report and computer-based end on May 22.



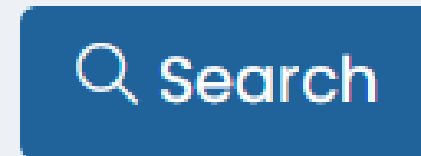
The Session Section Explorer report is comprehensive and helpful for tracking both completion and identifying make-up testers.

Session Explorer

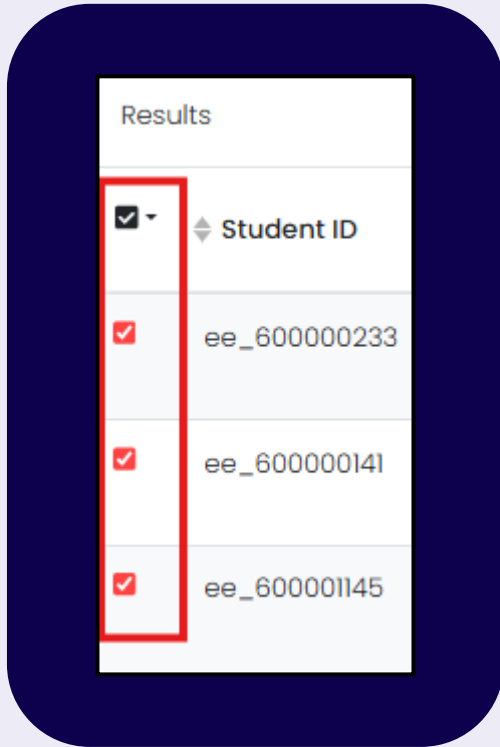
The screenshot shows the Session Explorer interface. On the left is a navigation menu with items: Home, Test Management, Rostering, Reporting, Operations (highlighted with a red box), and Orders. Under the Operations menu, 'Session Explorer' is also highlighted with a red box. The main content area is titled 'Session Explorer' and contains several filter sections:

- Test Information** (highlighted with a red box):
 - Test Program: DC 26 ELA/Math Operational
 - Test Name: DC Spr 26 Grade 7 Math
- Test Code: Type to search...
- Remote Session: Show Remote Session Only
- Report Filters** (highlighted with a red box):
 - Organization: Filter by Organization...
 - Test Status: In Progress, Exited, Reseated

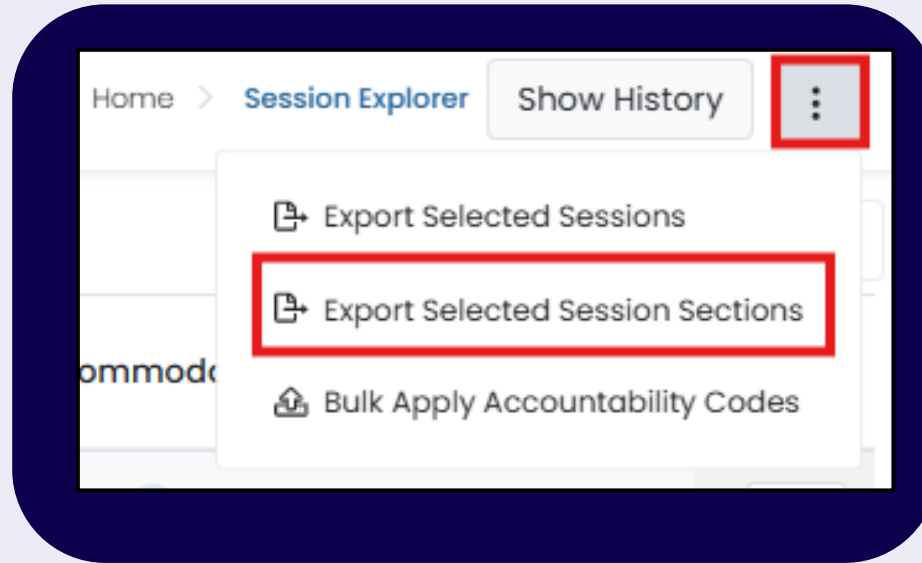
1. Navigate to **Operations > Session Explorer**
2. Filter the report to the desired students
 - This example, filters the test program, the test name, and the test status.
3. Click **Search**
 - The search button **must** be pressed to generate results



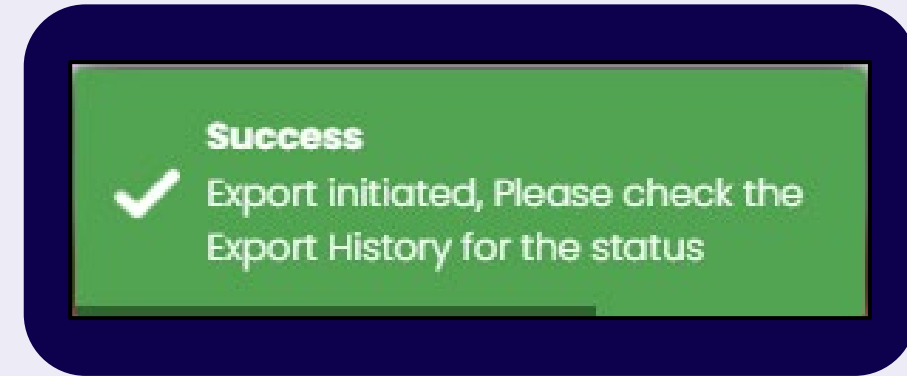
Session Explorer



4. On the left side select all students



5. On the top right side click the kabob menu and select **Export Selected Session Sections**



The success flag will appear in the bottom right of your screen

Session Explorer

Show History

Session History Close

File Name
Search Refresh 1 to 4 (4) « ‹ 1 › »

Name	Job Type	No of Sessions	Status	Percentage	Created by	Created
session_sections_b47be441-0a7e-47cl-a818-4c8b50f52cce.csv 	SESSION_SECTION_EXPORT	9	Success	100%	LEATrngl, LEATrngl	2026-03-25 04:00:16 pm

6. On the top right side click the Show History button

7. In the **Session History** window, click the download icon to open the generated spreadsheet

Session Explorer

AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
StartTime	SubmitTime	TestTime(seconds)	ManualSectionMove	Section1Visited	Section1Submitted	Section1SealCode	Section1Time	Section1StartTime	Section1SubmittedTime
03/20/2026 04:14 PM UTC		0		TRUE	FALSE	TRUE	23	3/20/2026 16:15	3/20/2026 16:15
03/20/2026 03:25 PM UTC		0		TRUE	FALSE	TRUE	1263	3/20/2026 15:25	3/20/2026 15:46
02/18/2026 07:51 PM UTC		0	section4 4	TRUE	TRUE	TRUE	220	2/18/2026 19:52	2/18/2026 19:58
03/17/2026 08:59 PM UTC		0		TRUE	FALSE	TRUE	70	3/17/2026 20:59	3/17/2026 21:03
03/16/2026 08:15 PM UTC		0	section1 1	TRUE	TRUE	TRUE	275	3/16/2026 20:19	3/16/2026 20:20
03/11/2026 08:06 PM UTC		0	section2 2	FALSE	FALSE	TRUE			
02/18/2026 08:00 PM UTC		0	section3 3	TRUE	TRUE	TRUE	107	2/18/2026 20:00	2/18/2026 20:04
02/19/2026 02:55 PM UTC		0		TRUE	FALSE	TRUE	2	2/19/2026 14:57	2/19/2026 14:57
01/30/2026 03:10 AM UTC		0		FALSE	FALSE	TRUE			

In the spreadsheet, you can scroll across to see all the column headers. The headers will show which sections have been submitted and which still need to be taken.

Knowledge Check and Demonstration

In Session Explorer, what step is required to generate results after you set your filters?

- A. Click Export Report
- B. Click Search
- C. Click Show History
- D. Click Progress by Sections



Post –Administrative Tasks Accountability Codes

Accountability Codes

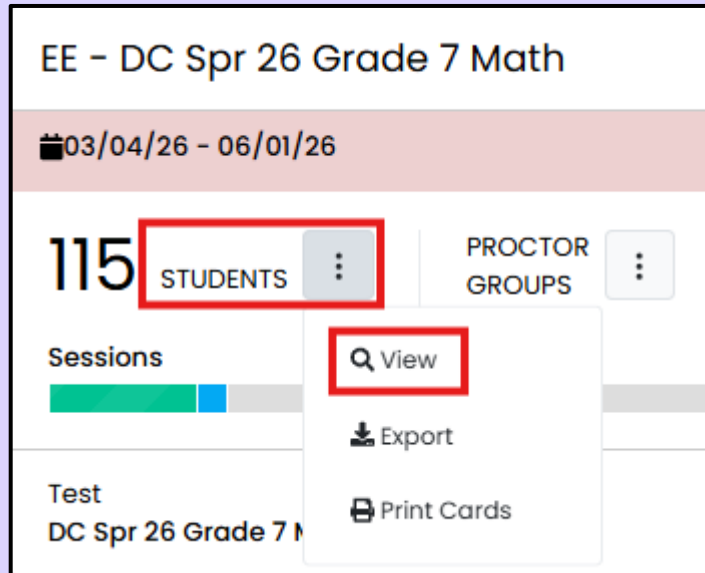
Accountability Code	Meaning	Use When...
StuAbs	Student Absent	Student did not start the assessment due to absence for the entire testing window.
StuNotRet	Did not Return	Student started the assessment but did not complete all sections due to absence.
StuWdrw	Student Withdrew	Student either did not start or did not complete the assessment because they were not continuously enrolled in the LEA/school during the testing window.
ME	Medical Exemption	Student has an OSSE-approved assessment medical exemption for 2025-26.

Accountability Codes

Accountability Code	Meaning	Use When...
RA (ELA assessment only)	Recently Arrived EL	Student meets the definition of a Recently Arrived English Learner and is exempt from the ELA assessment for 2025-26.
ALT	Alternate Assessment Participant	Student was determined eligible for participation in alternate statewide assessments in 2025-26.
Other		Other scenarios not captured by accountability codes above.

More information about eligibility and participation requirements can be found in the [Assessments Participation and Performance Policy](#).

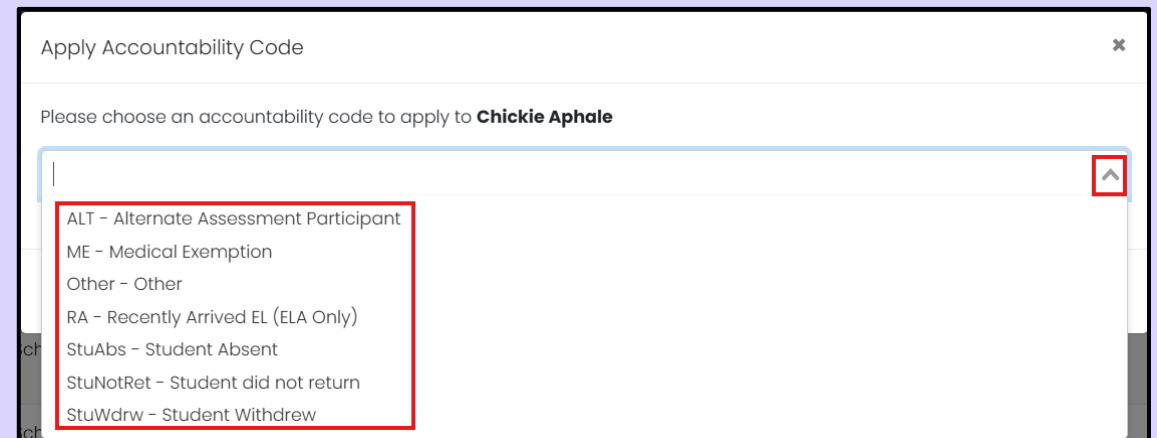
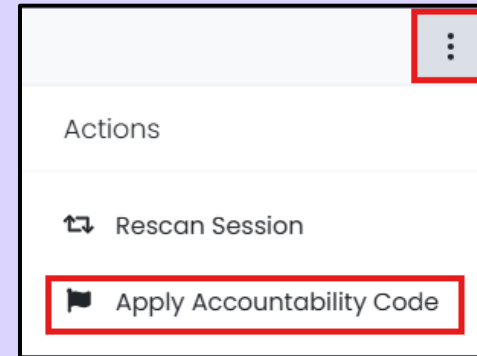
Apply Accountability Codes Individually



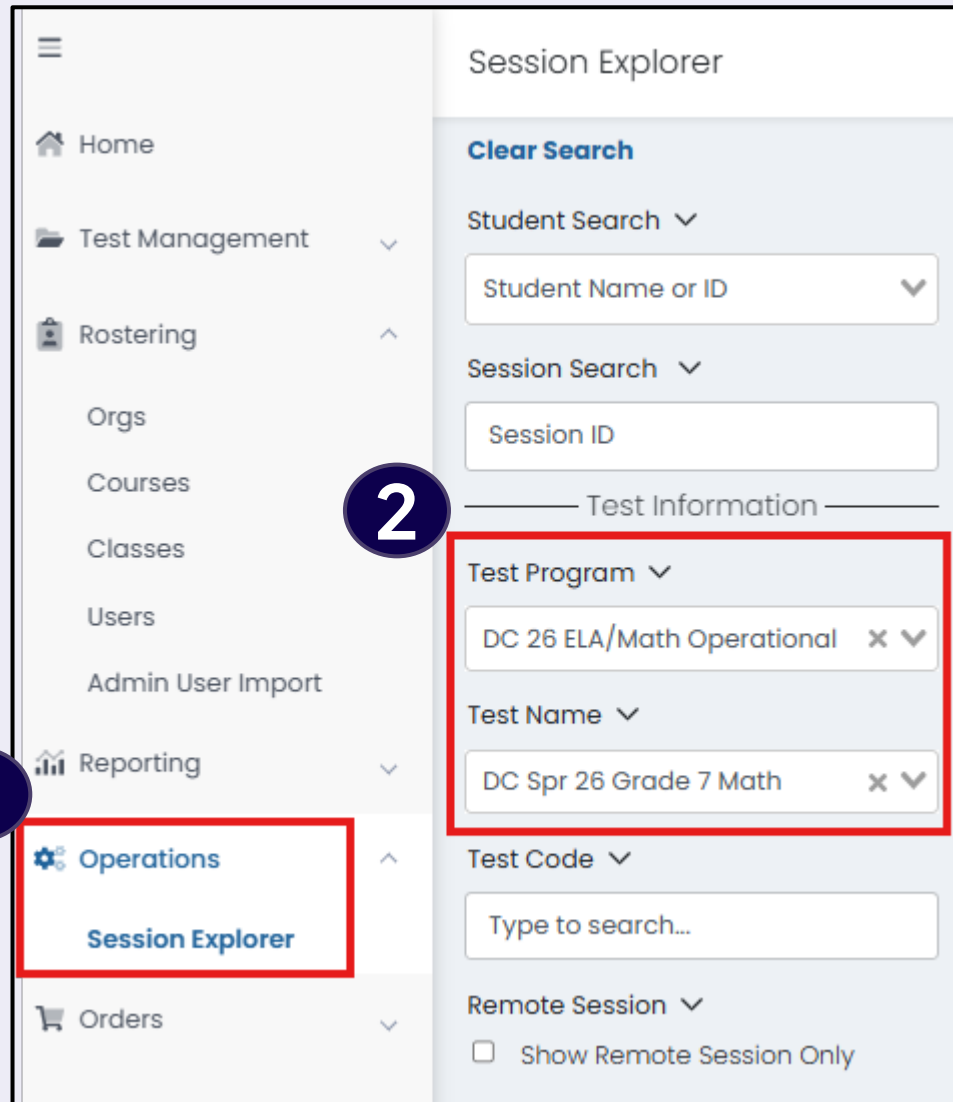
1. Navigate to Test Management and click Administrations
2. Locate the desired Administration Card
3. Click on the kabob menu next to Students, and click View

Apply Accountability Codes Individually

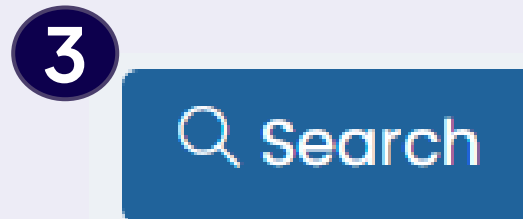
4. Find the student who needs a code, in the Actions column on the right click the kabob menu and **Apply Accountability Code**
5. The pop window will show a dropdown menu to choose a code
6. Click **Apply**



Apply Accountability Codes In Bulk

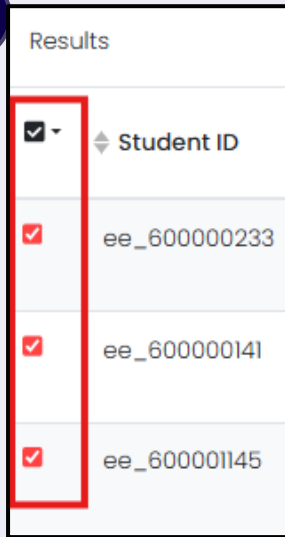


1. Navigate to **Operations** > **Session Explorer**
2. Filter the report to the desired students
 - This example, filters the Test Program and the Test Name.
3. Click **Search**
 - The search button **must** be pressed to generate results



Apply Accountability Codes In Bulk

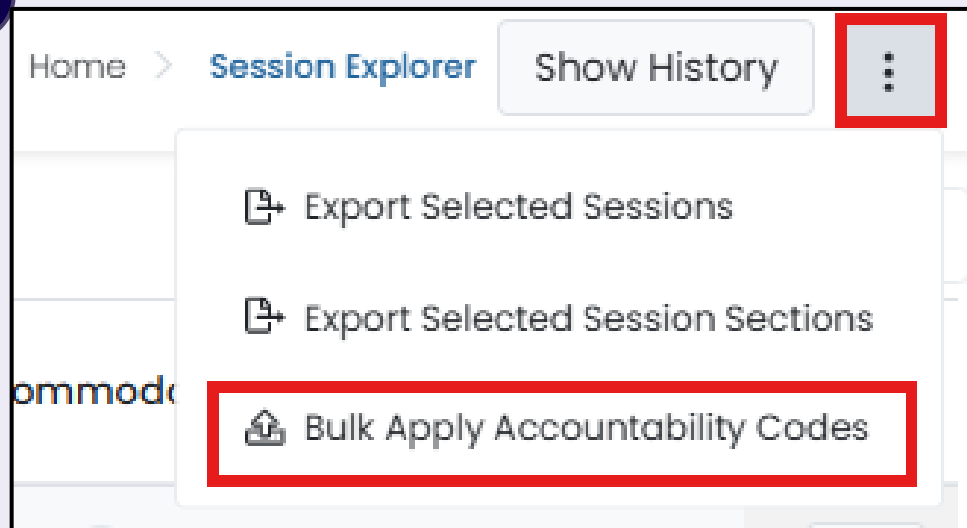
4



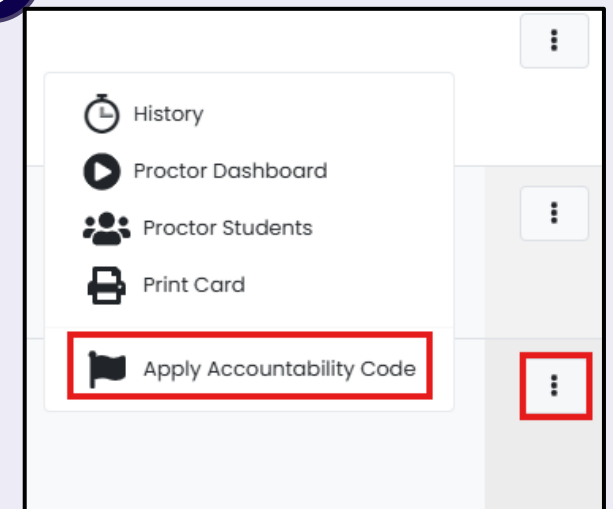
<input checked="" type="checkbox"/>	Student ID
<input checked="" type="checkbox"/>	ee_600000233
<input checked="" type="checkbox"/>	ee_600000141
<input checked="" type="checkbox"/>	ee_600001145

- Next to each student name there are **checkboxes**, select the students who need the same accountability code
- From here you can apply the codes 2 ways by:
 - Click the kabob menu in the top right corner and select **Bulk Apply Accountability Codes**
 - Select the kabob menu in the actions column and select **Apply Accountability Code** (doesn't matter which student)

5



5



Apply Accountability Codes in Bulk

6. The pop window will show a dropdown menu to choose a code
7. Click **Apply**

6

Apply Accountability Code

Please choose an accountability code to apply to the **20 selected sessions.**

ALT - Alternate Assessment Participant
ME - Medical Exemption
Other - Other
RA - Recently Arrived EL (ELA Only)
StuAbs - Student Absent
StuNotRet - Student did not return
StuWdrw - Student Withdrew

7

Apply

Accountability Codes Reminders

- Accountability codes are the only action LEA Test Coordinators (LTCs) can take to complete testing in ADAM. This must be completed by May 29.
- Accountability codes are optional.
- Accountability codes providing clarification on why students may not be counted toward participation rates.
- Accountability codes may be applied to individual students or in bulk.

Knowledge Check and Demonstration

Which statement is true about Accountability Codes in ADAM?

- A. Required for all students
- B. Auto-applied in ADAM
- C. Optional but recommended
- D. Applied before testing



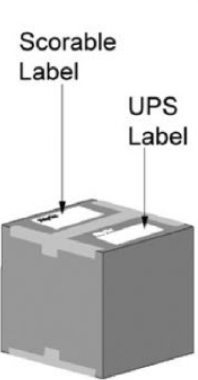

Post-Administrative Task Materials Handling

Materials Handling

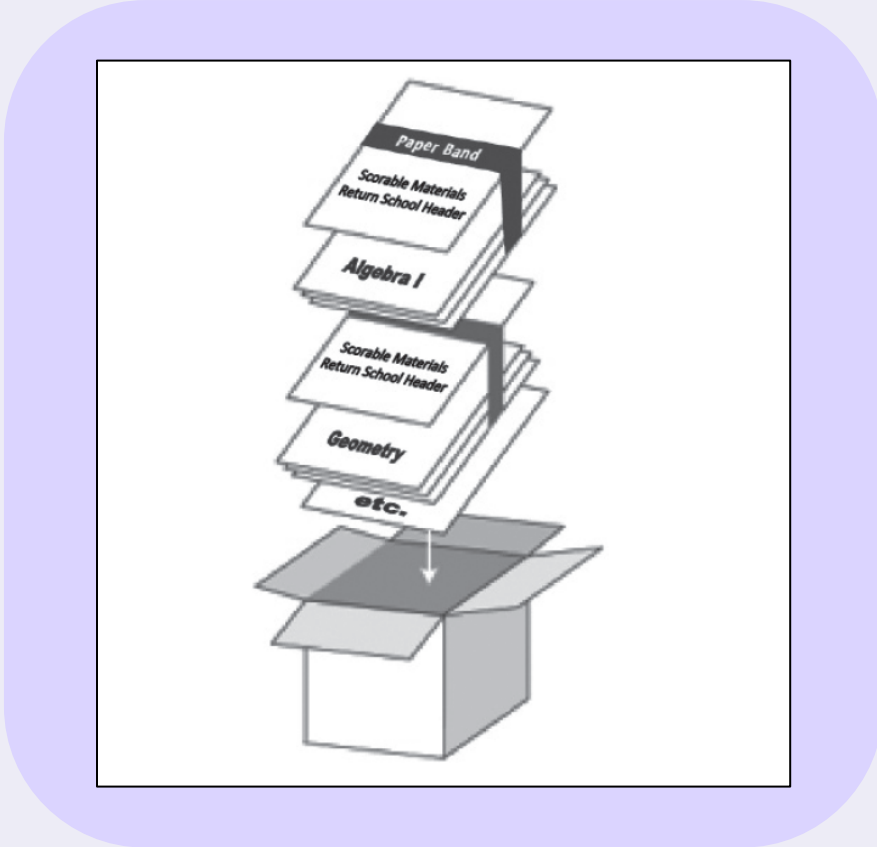
Handled Locally		Shipped	
Secure Materials to Be Securely Destroyed	Scratch paper written on by students during testing	Scorable Materials to Be Shipped	Used test booklets (grade 3)
	Mathematics Reference sheets written on by students during testing		Used answer documents (grades 4 - high school)
	Any reports or other documents that contain personally identifiable student information		Transcribed test booklets (grade 3)
Transcribed answer documents (grades 4 - high school)			
Nonsecure Materials to Be Recycled	Test administrator manuals	Nonscorable Materials to Be Shipped	Unused test booklets
	Unused mathematics references sheets		Unused answer documents (grades 4 - high school)
			Used test booklets and answer documents that have been marked "Do Not Score"
			Used test booklets (grades 4 - high school)
			Human Reader scripts
			Large print test booklets
			Braille test booklets

Scorable Materials must be shipped by May 22, 2026 and Nonscorable Materials by May 29, 2026.

Red: Returning Scorable Materials

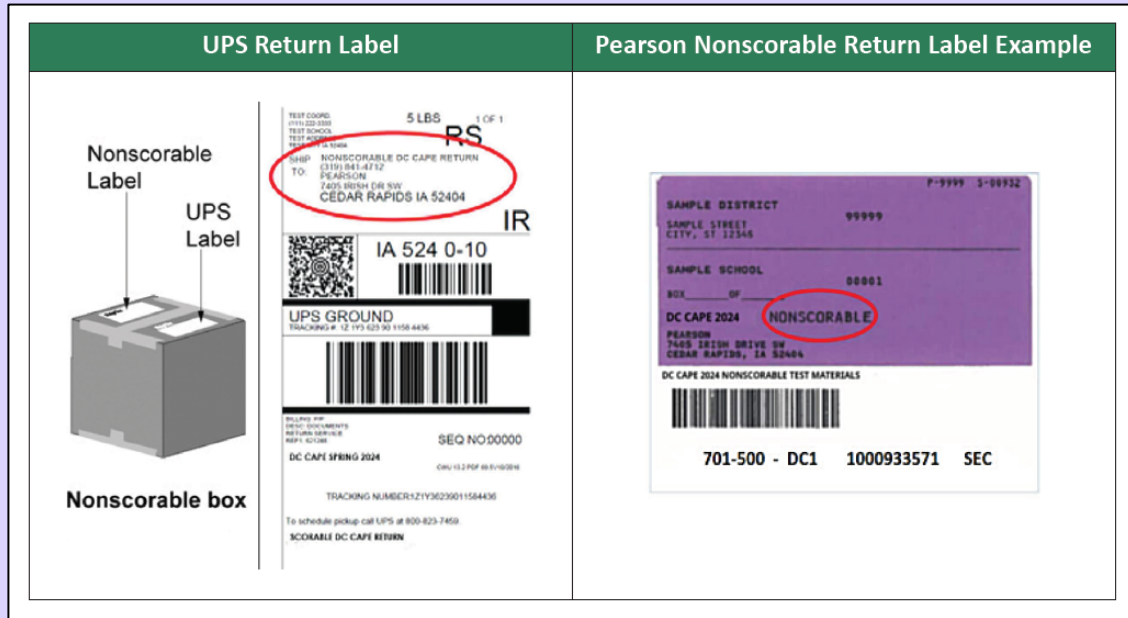
UPS Return Label	Pearson Scorable Return Label Example
 <p>Scorable Label</p> <p>UPS Label</p> <p>Scorable box</p>	 <p>DC CAPE 2024 SCORABLE TEST MATERIALS</p> <p>701-500 - DC1 1000933573 ANS</p>

Scorable Return Label Example



Scorable Packing Order

Purple: Returning Nonscorable Materials




- Use boxes in which the test materials were delivered
- Place all of **one** school's nonscorable materials in a box
- Ensure no extraneous materials are returned like scratch paper, rulers, manuals
- Seal the boxes securely with packing tape
- Remove any previous markings or labels

Nonscorable Return Label Example

Form to Report Contaminated, Damaged, or Missing Materials

Test Coordinator
Manual –Appendix E:
<https://dc.mypearsonsupport.com/resources/manuals/TCM%20-%20Appendix%20E%20Webtag.pdf>


2025–2026 DC CAPE Assessment
Form to Report Contaminated, Damaged, or Missing Materials

Instructions:

1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 4.2.3), damaged (Section 4.2.3), or missing (Section 3.10.2).
2. Then report the incident using this form to describe the circumstances.
3. Submit the form to Pearson, OSSE, and your LEA Test Coordinator.

State _____ Fall Spring

Contact Name _____ Contact Phone and Ext _____

Contact Person's Role _____

Contact Email _____

School Name _____ School Organization Code _____

LEA/District Name _____

LEA/District Organization Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:

Email PearsonDCAdminSupport@pearson.com

Mail DC Program Team

Mail Stop B044

9200 Earhart Ln SW, Cedar Rapids, IA, 52404

Submit this form to OSSE online, via the OSSE Support Tool.

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 9 ELA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to LEA protocol.

Knowledge Check

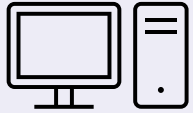
Which return label is used for nonscorable materials?

- A. Red label
- B. Blue label
- C. Purple label
- D. Green label

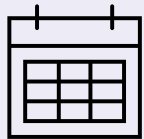


Post-Administrative Task: Test Security Affidavit

Submit Test Security Affidavit to OSSE



LEA Assessment Managers and nonpublic School Test Coordinators must sign affidavits and submit them directly to OSSE via the [OSSE Assessment Portal](#).



- Within **10 business days** after the close of each statewide assessment window, the LEA Test Integrity Coordinator must obtain signed affidavits from the School Test Coordinator for each approved test security plan.
- Within **15 business days** after the close of each statewide assessment window, LEAs must submit all school affidavits and one LEA-level affidavit to OSSE via the [OSSE Assessment Portal](#).

Test Security Affidavits – Due Dates

Assessment	Assessment End Date	10 Days from Assessment End Date	Due to OSSE via OSSE Assessment Portal
ACCESS for ELLs	March 20, 2026	April 3, 2026	April 10, 2026
MSAA and DLM	April 24, 2026	May 8, 2026	May 15, 2026
DC CAPE	May 22, 2026	June 8, 2026	June 15, 2026

Test Security Reminder

- School Test Coordinators must submit an affidavit for each approved school test security plan.
- The LEA Test Coordinator must submit one affidavit. One school-level affidavit can be submitted as both school-level and LEA-level to satisfy the LEA-level affidavit requirement.
- If you are both the LEA Test Coordinator and the School Test Coordinator, please indicate that on the affidavit upon submission.
- **OSSE test security guidelines:** <https://osse.dc.gov/service/test-security-and-test-integrity-information-and-documents>

General Reminders

- Plan for makeup testing in a secure, efficient manner
- Accountability Codes are a way to identify students who did not test and may appear as required to participate in testing. It explains why the student did not test and is the only action in ADAM that is done after testing. - <https://octo.quickbase.com/db/btn6n8wja>
- Materials fall into two categories: secure and nonsecure. Some secure materials will be shipped to Pearson. Review sections 5.1 and 5.2 in the Test Coordinator's Manual for more information. - https://dc.mypearsonsupport.com/resources/manuals/DC1167409_DC_TCM_Spring26_Webtag.pdf
- Complete the School Test Security file and submit affidavits to OSSE - <https://osse.dc.gov/service/test-security-and-test-integrity-information-and-documents>

Knowledge Check

For DC CAPE, what is the due date for the LEA-level affidavit to OSSE (via the OSSE Assessment Portal)?

- A. June 8, 2026
- B. June 15, 2026
- C. May 22, 2026
- D. April 10, 2026

Next Steps



Training Schedule

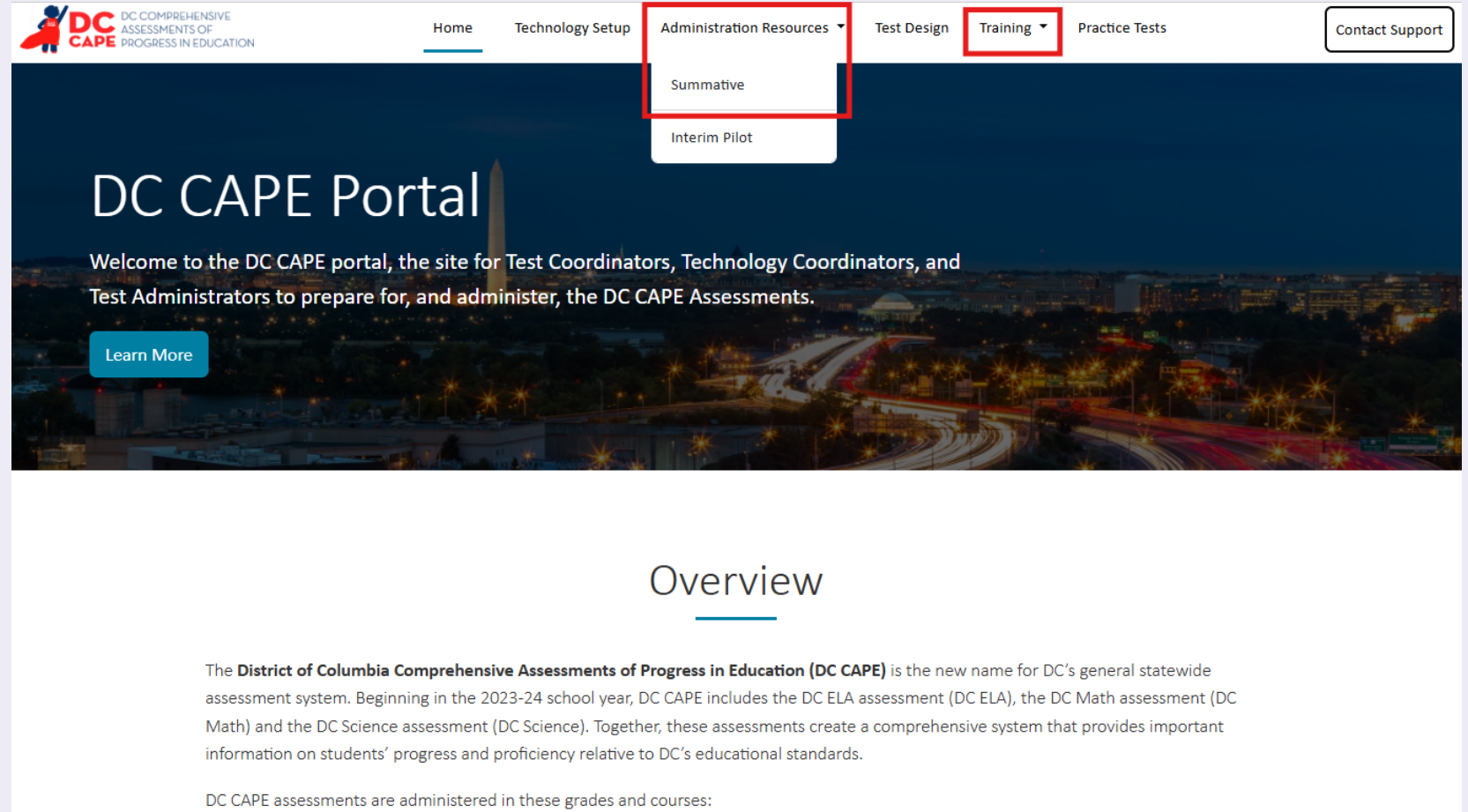
Last Training Meeting:

- **Virtual Learning Lab Wednesday April 29, 2026**
Post –Admin Tasks and Accountability Codes

Book Time with the OSSE team:
[Microsoft bookings link](#)

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 the DC CAPE logo (DC Comprehensive Assessments of Progress in Education) and several menu items: Home, Technology Setup, Administration Resources (highlighted with a red box), Test Design, Training (highlighted with a red box), Practice Tests, and Contact Support. A dropdown menu for Administration Resources is open, showing options for Summative and Interim Pilot. The main content area features a large banner with the text "DC CAPE Portal" and a welcome message for Test Coordinators, Technology Coordinators, and Test Administrators. A "Learn More" button is visible. Below the banner, the "Overview" section is titled and underlined, followed by a paragraph explaining that DC CAPE is the new name for DC's general statewide assessment system, including DC ELA, DC Math, and DC Science assessments.

DC CAPE assessments are administered in these grades and courses:

Survey and Thank You



Survey Link:

<https://forms.cloud.microsoft/r/zGWKTM1UKG>

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

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