ADAM Student Accommodation Upload
File Field Definitions

Version 2.0

DC CAPE 2025

ADAM Student Accommodation Upload

File Field Definitions Document

Document Revisions

Revision Date	Version	Description
1/22/2025	2.0	Updated for 2025

The purpose of this document is to provide the information needed to populate values in the ADAM Student Accommodations Upload.

File must be imported as a **.csv (comma separated values)** file format.

Instructions for importing a file into ADAM and the file template can be found on the Student Accommodation Upload screen within ADAM on the Rostering >Users kabob menu. Additional guidance can be found within the training and Student Accommodations Assignment Quick Reference Guide located at dc.mypearsonsupport.com.

The document contains a table with the list of fields that will be present in the ADAM Student Accommodations Upload file. This table also indicates if fields are required, field length requirements, Field Definitions, Notes, and list of expected values or criteria for entering valid values.

NOTES:

- **For every student, a separate profile by subject (ELA/L, Mathematics, and Science) is set up. Accommodations will be applied to specific subject level tests based on the accommodations on the profile. In the upload, these are presented by 3 separate rows in the download. If a student receives an accommodation in only one subject, ensure only that subject row has the accommodation indicated. If the student must receive the accommodation in all subjects, all 3 rows should have that accommodation selected.**
- **If a student is not taking a test in subject (example: a grade where Science tests are not administered) the row for that subject can be ignored.**
- **For columns A through H, do not edit these columns after download. They must remain as is upon upload. Editing these will not update student demographic information and may cause errors when uploading student accommodations.**

> If assistance is needed, contact the Customer Support Center at **866-688-9555**
> or visit **dc.mypearsonsupport.com** and select **Contact Support.**

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
A	sourcedId	Y	No Max	User's unique Identifier assigned by ADAM	Do not edit – must match what was included on export.	a-z 0-9 :
B	orgName	Y	No Max	School for which the student is enrolled to within ADAM	Do not edit – must match what was included on export.	A-Z a-z 0-9 Special Characters
C	Identifier	Y	10	Student's state identifier	Do not edit – must match what was included on export.	A-Z a-z 0-9
D	familyName	Y	No Max	Student's legal last name	Do not edit – must match what was included on export.	A-Z a-z 0-9 Special Characters
E	givenName	Y	No Max	Student's legal first name	Do not edit – must match what was included on export.	A-Z a-z 0-9 Special Characters
F	middleName	N	No Max	Student's legal middle name	Do not edit – must match what was included on export.	A-Z a-z 0-9 Special Characters
G	Grades	Y	2	Student's Grade	Do not edit – must match what was included on export.	A-Z a-z 0-9 Special Characters
H	profileName	Y	11	Subject name used to identify accommodations profile for the record	Do not edit – must match what was included on export.	ELA/L Mathematics Science

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
I	Answer Masking - Enable	N	1	By default, answer choices for multiple-choice items are covered when the item is first presented. The student has the ability to remove the masks at a time of their choosing. This is available to ALL students taking computer-based tests and is available on all test forms.	Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
J	Answers Recorded in Test Booklet	N	1	The student records answers directly in the test booklet. Responses must be transcribed verbatim by a test administrator into a student answer document. Responses that have not been transcribed will not be scored.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
K	Assistive Technology Non-Screen Reader	N	1	Used to assign the form administered for computer-based testing when an assistive technology application is needed for students without visual impairments. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.	Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
L	Braille Note-taker	N	1	For a student who is blind or visually impaired, responses are captured by a Braille Note-taker.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
M	Braille Writer	N	1	For a student who is blind or visually impaired, responses are captured by a Braille Writer.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
N	Braille with Tactile Graphics	N	1	Student needs a set of hard copy braille test booklets with embedded tactile graphics.	Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
O	Calculation Device (on Calculator Parts)	N	1	The student is allowed to use a specialized calculator as an accommodation of the test with an embedded platform provided calculator. *See DC CAPE Calculator Policy for additional details on allowable calculation devices.*	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
P	Calculation Device (on Non-Calculator Parts)	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator parts. *See DC CAPE Calculator Policy for additional details on allowable calculation devices.*	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
Q	Closed Captioning of Multimedia - English	N	1	Used to assign the form administered for computer-based testing. Closed captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.	Only available for ELA/L. Will appear as N/A upon download in ADAM for Mathematics and Science. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
R	Color Contrast (Font Color/Background) – Black/Blue	N	1	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors	**For Computer-based Testing:** The interface launches with the Black/Blue pre-selected alternate color combination for the text (foreground) and background colors. Only select one column for color contrast for columns U-Z. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
S	Color Contrast (Font Color/Background) – Black/Cream	N	1	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors	**For Computer-based Testing:** The interface launches with the Black/Cream pre-selected alternate color combination for the text (foreground) and background colors. Only select one column for color contrast for columns U-Z. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
T	Color Contrast (Font Color/Background) – Black/Magenta	N	1	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors	**For Computer-based Testing:** The interface launches with the Black/Magenta pre-selected alternate color combination for the text (foreground) and background colors. Only select one column for color contrast for columns U-Z. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
U	Color Contrast (Font Color/Background) – Gray/Green	N	1	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors	**For Computer-based Testing:** The interface launches with the Gray/Green pre-selected alternate color combination for the text (foreground) and background colors. Only select one column for color contrast for columns U-Z. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
V	Color Contrast (Font Color/Background) – White/Black	N	1	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors	**For Computer-based Testing:** The interface launches with the White/Black pre-selected alternate color combination for the text (foreground) and background colors. Only select one column for color contrast for columns U-Z. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
W	Color Contrast (Font Color/Background) – Yellow/Blue	N	1	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors	**For Computer-based Testing:** The interface launches with the Yellow/Blue pre-selected alternate color combination for the text (foreground) and background colors. Only select one column for color contrast for columns U-Z. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
X	Constructed Response Speech-to-Text	N	1	The student's responses to constructed response items are captured by an external Speech to Text device.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
Y	Directions in Native Language	N	1	The test administrator reads aloud, and repeats as needed, test directions in the student's native language.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
Z	Emergency Accommodation	N	1	Student received an emergency accommodation. **Note:** *Emergency accommodations must be approved by OSSE prior to use.*	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AA	Enable Extensions	N	1	Student's online test will start with the ability to select Co-Writer or Read&Write software embedded within TestNav. Tools for these software options (Speech to text, Text to Speech, Word Prediction) will be available for use dependent on the student choice selection when logging in.	Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
AB	Extended Time	N	1	Extended Time is provided to the student.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AC	Frequent Breaks	N	1	Student is allowed to take breaks, at their request, during the testing session.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AD	Human Reader/Human Signer	N	1	The test is read aloud or signed to the student by the test administrator. **Important:** *Students requiring a human reader or human signer computer-based test may not be placed in proctor groups with students who are not receiving these accommodations.*	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AE	Human Scribe	N	1	The student's responses are entered by a person other than the student.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AF	Human Signer – Test Directions	N	1	A human signer will sign the test directions to a student. The student may need to be tested in a small group or separate setting.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
AG	Large Print Edition	N	1	Student needs a large print test booklet is provided with text increased 150% to an 18-point font. Student responds in large print test booklet and responses are transcribed.	Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AH	Mathematics Tools	N	1	Student uses arithmetic table/manipulatives on the NON-CALCULATOR PART of the mathematics assessment.	Only available for Mathematics. Proctor/School Provided Accommodation. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AI	Monitor Test Response	N	1	The test administrator or assigned accommodator monitors proper placement of student responses on a test booklet/answer document or within a computer-based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AJ	Native Language Word-to-Word Dictionary	N	1	The student uses a published word-to-word hand-held dictionary. *A list of OSSE approved dictionaries can be found in the Testing Accommodations Guide.* https://osse.dc.gov/service/testing-accommodations	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
AK	Paper-Based Edition	N	1	Student requires paper and pencil test format as an approved accommodation.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AL	Selected Response Speech-to-Text	N	1	The student's responses to selected response items are captured by an external Speech to Text device	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AM	Small Group Testing	N	1	Student is tested in a separate location with a small group of students with matching accessibility features or accommodations/testing needs as appropriate.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AN	Specified Area or Setting	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door; library, etc.).	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AO	Student Reads Assessment Aloud to Self	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. The student must be tested in a separate setting.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
AP	Text-to-Speech Text Only	N	1	Test content (Text Only) is read aloud to student through the computer-based platform. Headphones are required unless the student is being tested individually. This accommodation is not intended to support students who are blind or visually impaired.	Only available for Mathematics and Science. Will appear as N/A upon download in ADAM for ELA/L. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AQ	Text-to-Speech Text Plus Graphics	N	1	Test content (Text plus Graphics descriptions) is read aloud to student through the computer-based platform. Headphones are required unless the student is being tested individually. This accommodation is not intended to support students who are blind or visually impaired.	Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AR	Transadaptation – Spanish	N	1	Used to assign the Spanish form administered for testing. **Note:** *Spanish Transadaptation is available with Text-to-Speech enabled. To receive this accommodation, populate the appropriate Text-to-Speech field (Text Only Column AR or Text Plus Graphics Column AS) and the Transadaptation – Spanish field.*	Will appear as NA upon download in ADAM for ELA/L. Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank

Column Letter	Field Name (in template)	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
AS	Unique Accommodation	N	1	An accommodation required for a student with a disability or an English Learner that is not listed in the *Accessibility Features and Accommodations Manual* but is identified in the student's IEP, 504 plan or EL plan. **Note:** *Unique accommodations must be approved by OSSE prior to use*.	Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank
AT	Word Prediction	N	1	The student uses a word prediction external device that provides a bank of frequently- or recently used words as a result of the student entering the first few letters of a word.	Only available for ELA/L and Science. Will appear as N/A upon download in ADAM for Mathematics. Proctor/School Provided Accommodation Enter a value of 1 in the field if the student should receive the accommodation.	1, Blank