DC CAPE Closeout Tasks

There are a few tasks to complete at the end of testing. This document also explains tasks that are no longer required.

Before the End of the Test Window: Make-Up Testing

Schools should make every effort to ensure that all students complete all sections of their required assessments before the end of the statewide assessment window. Students who missed one or more sections of an assessment should participate in makeup testing according to the schedule outlined in their school's approved test security plan. Instructions on how to determine which section(s) a student has not yet completed can be found in the For details on creating a make-up testing group, see pg. 5 of the [Proctor Group Quick Reference Guide.](#)

Tasks to Complete at the End of All Testing

This section describes activities for the School Test Coordinator (STC) or LEA Test Coordinator (LTC) to perform after testing is complete.

Because all in-progress tests will be "auto-submitted" at the end of the test window, no action is required for:

- Students who were not able to complete makeup testing before the end of the test window and only completed some sections.
- For students who did complete all sections but appear on the Proctor Dashboard in Exited, Reseated or In Progress status.

Review the **After Completion of ALL Testing** section of the *DC CAPE Test Coordinator Manual* (Section 5.0), which starts on pg. 44.

	Task	DC CAPE Test Coordinator Manual Location
	Destroy designated testing materials.	Section 5.1.2 (computer-based) and 5.2.3 (paper-based)
	Recycle designated materials.	Section 5.1.2 (computer-based) and 5.2.3 (paper-based)
	Sort, package and return designated materials to Pearson.	Section 5.2.4 (also refer to the Pearson Return Instruction Sheet and Shipping Carrier Return Instructions included in the Test Coordinator Kit shipped with your testing materials.)
	Complete Form to Return Secure Materials.	Section 5.1.2; Appendix I

	Task	DC CAPE Test Coordinator Manual Location
	Report contaminated, damaged, and missing test materials.	Appendix E
	Complete the Test Integrity and Test Security Affidavit.	Appendix B
	Keep records in your school test security file.	Section 5.1.5
	Transcription of Student Test Responses May be required for some paper-based and braille tests or damaged test booklets, but no longer required for science.	Section 5.2.2
	Apply Not Tested Codes by **5 p.m. on Friday, May 31**	See below.

Apply Not Tested Codes

Not Tested codes are referred to as 'Accountability Codes' in ADAM. OSSE and LTCs can apply these codes to student sessions. Not Tested codes that impact participation and performance calculations will be verified during the OSSE data validation process. The table below outlines the Accountability Codes that are available in ADAM, and guidance for when each should be applied.

| 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.
StuWdr	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 2023-24.

| 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 2023-24.
ALT	Alternate Assessment Participant	Student was determined eligible for participation in alternate statewide assessments in 2023-24.
Other		Other scenarios not captured by accountability codes above.

Add Not Tested Codes From Administration Card (Apply to Individual Students)

To add codes by administration:

1. Navigate to **Test Management** > **Administrations**.
2. Locate the desired Administration Card.
3. Under the student count, click **View.**
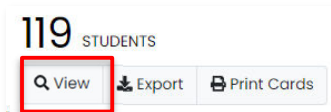
4. Locate a student who needs a code and then in the Code column, click **Apply.**
5. In the pop-up menu, select a code.
6. Click **Apply.**
7. Repeat for additional students in this administration.
8. To return to page with all administration codes, click **Administrations** in the breadcrumb navigation on the top right.
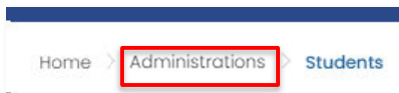
9. Repeat for other administrations.

Apply Not Tested Codes to Multiple Sessions (Apply to Students in Bulk)

LEA Test Coordinators can apply accountability (Not Tested) codes to one multiple student sessions in Session Explorer:

1. Navigate to **Operations** > **Session Explorer.**
2. Filter on a school, program and test.

3. Select the sessions needing the same accountability code.
   Make sure you are selecting the student's correct session by looking at the test name.

4. For any one of the selected sessions (it does not matter which one), click **Set Code**.
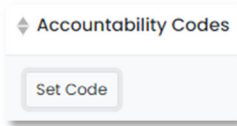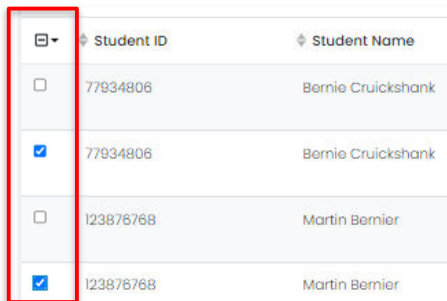

5. In the pop-up window, choose the code to apply to the selected student sessions.

6. Click **Bulk Apply.**

   The **Set Code** button will be replaced for all the selected student sessions with the Not Tested code.

7. Repeat for other codes, schools and tests as needed.

Using the Session Explorer to Determine if Students are Missing Sections

LEA Test Coordinators can use the Session Explorer report for locating students who missed a section or other troubleshooting.

To run the Sections report:

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.
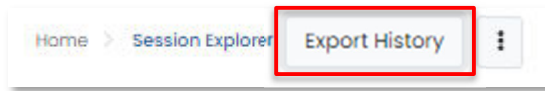

5. From the "kabob" menu in the upper right, select 'Export Selected Session Sections.'
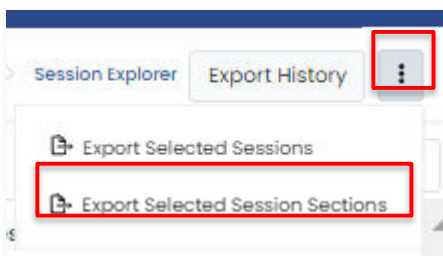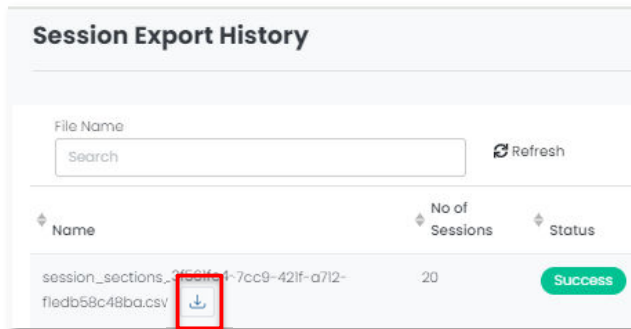
6. Read the warning on the frequency of update and then click **OK.**
7. Click Export History.

8. Click the download icon.

Tasks No Longer Required

This year the test was managed in the ADAM platform. You <u>do not have to do</u> these PAN-specific tasks this year:

- Marking all units complete at the end of testing.
- Removing unstarted students from sessions and stopping test sessions. (The task to stop proctor groups on pg. 44 of the printed DC CAPE Test Coordinator Manual has been removed.)
- Transcribe paper science tests