

DC CAPE Closeout Tasks

The purpose of this guide is to provide information on closeout tasks to complete at the end of DC CAPE testing.

This document covers:

- Make-up testing expectations
- Using ADAM reports to determine which students need make-up testing
- Tasks to complete at the end of all testing
- Available Not Tested codes
- Applying Not Tested codes individually and in bulk

Make-Up Testing Expectations

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.

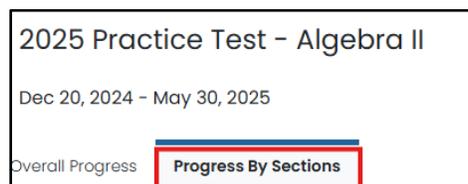
LEA Test Coordinators and School Test Coordinators can use progress reports or session explorer reports to determine if students are missing a section of the assessment.

Option 1 of 2: Using Progress Reports to Determine Which Students Need Make-up Testing

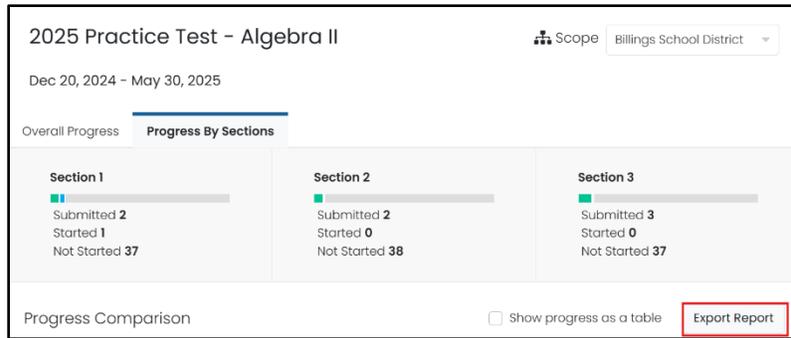
1. In ADAM, click on **Reporting > Progress**
2. In the program dropdown toward the top of the page, select either “DC 26 ELA/Math Operational” or “DC 26 Science Operational”
3. In the scope dropdown on the top right, select the school



4. Several test administrations will be shown on the screen. Click on the test name you wish to run the report for
5. On the selected test administration screen, click on the **Progress by Sections** tab



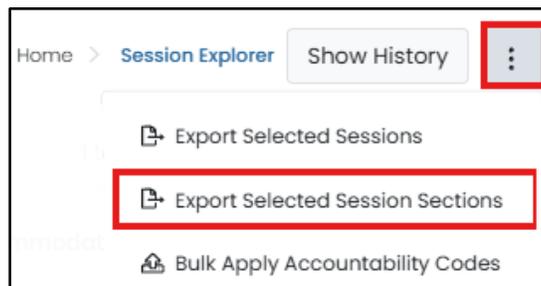
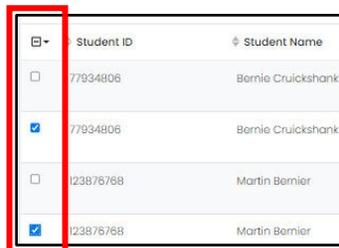
- On the right side of the screen click on **Export Report** and the spreadsheet will download.



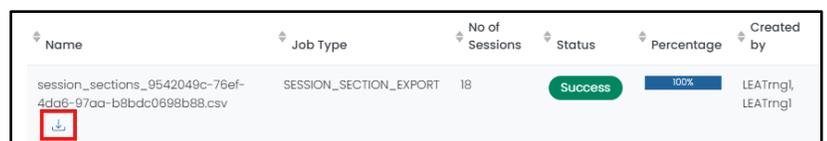
- Once downloaded to your device, open the spreadsheet file. You can apply filters to the document and filter for the desired information (proctor group, test status, section_1_status, etc). This allows you to see which students need to take a specific section of a test.

Option 2 of 2: Using Session Explorer Reports to Determine Which Students Need Make-up Testing

- In ADAM, click on **Operations > Session Explorer**
- You can search using several filters, including:
 - Student search - enter the student name or unique student identifier (USI)
 - Test program - "DC 26 ELA/Math Operational" or "DC 26 Science Operational"
 - Test name – can drill down further for a specific test within the selected test program
- Click **Search**, select individual students to export or the checkbox at the top to select all
- Click on the kabob menu in the upper right, select **Export Selected Session Sections**



- A warning box will appear describing the frequency of updates, click **OK**
- Click on **Show History** at the top right corner, and download the file using the download icon



- Once downloaded to your device, open the spreadsheet file. You can apply filters to the document and filter for the desired information (ProctorGroupName, Status, Section1Submitted, etc). This allows you to see which students need to take a specific section of a test

Tasks to Complete at the End of All Testing

The following table lists end of testing tasks and the location where more information for completing these tasks can be found. Section 5.0 of the *DC CAPE Test Coordinator Manual* on the [DC CAPE Support Portal](#) contains more information on closeout tasks.

End of Testing Task	Additional Information Location
Apply Not Tested Codes by 5 p.m. on Friday, May 26, 2026	See below.
Destroy/recycle designated testing materials.	Section 5.1.2 (computer-based) and 5.2.3 (paper-based)
Complete Form to Return Secure Materials.	Section 5.1.2; Appendix I
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.)
Report contaminated, damaged, and missing test materials.	Appendix E
Review the Test Integrity and Test Security Notification Statement.	Appendix B
Keep records in your school test security file.	Section 5.1.4
Transcription of Student Test Responses if needed	Section 5.2.2

***Note:** All in-progress tests will be “auto-submitted” at the end of the test window, so 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.
- Students who did complete all sections but appear on the Proctor Dashboard in Exited, Reseated or In Progress status.

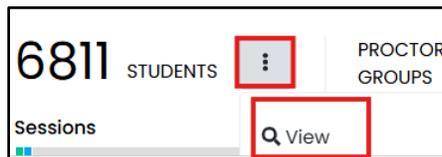
Available Not Tested Codes

Not Tested codes are referred to as 'Accountability Codes' in ADAM. Test Coordinators can apply these codes to student sessions. Not Tested codes are not required, however they may be useful for LEAs during the OSSE data verification window. The table below outlines the Accountability Codes that are available in ADAM, and guidance for when each should be applied.

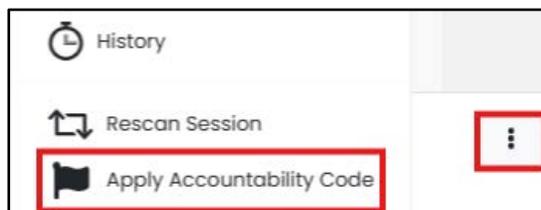
Accountability Code	Meaning	Use When...
StuAbs	Student Absent	Student did not start the assessment due to absence for the entire testing window.
StuNotRet	Student did not Return	Student started the assessment but did not complete all sections due to absence.
StuWdrw	Student Withdrew	Student either did 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.
RA	Recently Arrived EL (ELA only)	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 for 2025-26.
Other	Other	Other scenarios not captured by accountability codes above.

Applying Not Tested Codes: Individually by student from Administration Card

1. In ADAM, click on **Test Management > Administrations**
2. Search for the administration card needed and click on the kabob menu next to Student, then click **View**



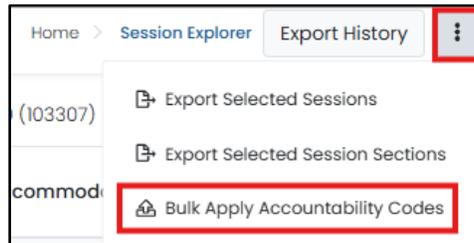
3. Locate the student needed. In the Actions column, click the kabob menu then click **Apply Accountability Code**



4. In the pop-up menu, click the dropdown arrow, then select the desired code
5. Click **Apply**

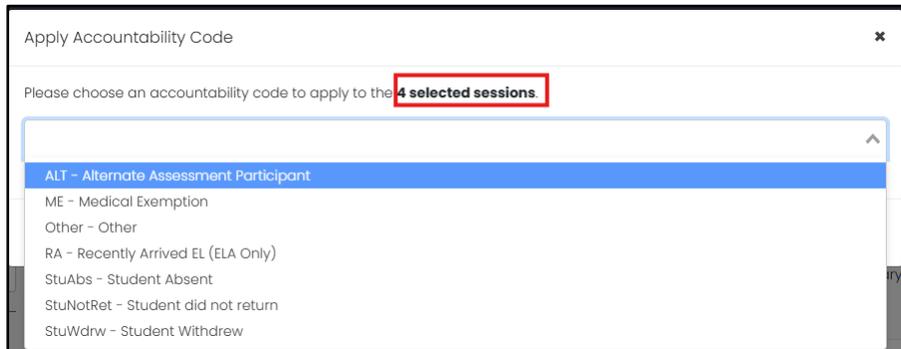
Applying Not Tested Codes: Bulk Upload from Session Explorer

1. In ADAM, click on **Operations > Session Explorer**
2. Filter sessions by:
 - a. Test program - “DC 26 ELA/Math Operational” or “DC 26 Science Operational”
 - b. Test name – can drill down further for a specific test within the selected test program
3. Select the checkbox next to student sessions needing the same accountability code
 - Make sure you are selecting the student's correct session by looking at the test name
4. Click the kabob menu in the top right corner and select **Bulk Apply Accountability Codes** or select the kabob menu in the actions column and select **Apply Accountability Code** (doesn't matter which student)



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

***Note:** *The amount of students selected will be shown above the dropdown selector*



6. Click **Apply**
7. Back on the Session Explorer screen, the code column for all the selected student sessions will populate the accountability code selected.

