

## Interim Pilot: Accommodations Assignment Quick Reference Guide

**Audience:** Special Populations Coordinators, LEA Test Coordinators and School Test Coordinators

Pre-requisite Reading (available in the [DC Support Portal](#)):

- *Interim Pilot Student Accommodation Upload File Field Definitions Document*
- *2026 DC CAPE Accessibility Features and Accommodations*

This document covers:

- Key Considerations
- How to bulk import accommodations via the Accommodations Registration File (ARF)
- How to modify accommodations for a single student

Some students will need accommodations when taking their test. This will require accommodations and or accessibility features to be applied to the student profile.

Accommodations can be assigned to students with a bulk upload feature or individually in ADAM.

### Key Considerations

- Accommodations must be listed on a student's IEP, 504 plan or EL plan to be used on assessments
- Accessibility features may be assigned to any student who may require them

- There are some that are **Interim Only**:

- Dynamic TTS
- Stacked Languages Interim Only – Spanish + English –math only
- Toggle Languages – Interim Only – English or Spanish – math only
- Translated Glossary –(Spanish) – math only

### How to Bulk Import Accommodations

Rather than individually edit student accounts to indicate needed accommodations, you can modify and upload a file to ADAM for a selected group of students.

*To upload an accommodations registration file:*

1. In the left navigation column, go to Rostering > Users
2. For Role, filter 'Students'



3. Select the students to be in the template; although you could individually select only the students who need an accommodation, it will be much faster to select all students here using the checkbox at the top

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**\*Note:** The SourcedID in the first column is computer-generated. It is used as a unique identifier in ADAM and should not be changed. Do not edit any information in columns A-H as any changes will be overwritten by the nightly student demographic information data feed.

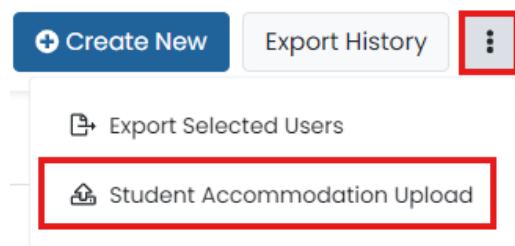
8. Set the accommodation values, noting the following:
  - For details about specific features, refer to the *Interim Pilot: Student Accommodation Upload File Field Definitions Document*

G	H	I	J
grades	profileName	ever Masking - Enable	Answers Recorded in Test Booklet
07	ELA/L		
07	Mathematics		
07	Science		
07	Interim ELA/L		NA
07	Interim Mathematics		NA

- Add a '1' to any accommodation cell to enable that accommodation for that student and subject. Students may be listed up to 5 times.
- Any cell with 'NA' does not apply and should not be changed; any changes made to the values in those columns will be ignored in the upload
- Remove the '1' from any accommodation cell to disable an existing accommodation

9. Save the completed file. The format defaults to CSV; do not change to Excel.

4. Click the kabob menu in the upper right and select Student Accommodation Upload



5. Review the instructions on the 'Student Accommodation and Update Student via CSV' page
6. Click the blue button to download the template

Click to download template

7. Scroll up and click Template History. Click the download button to open and save the file.

10. On the Student Accommodation Upload page in ADAM, click inside the outlined green area to open the file selector

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

[Browse](#)

11. Navigate to the file you created and open it
12. Click **Upload**
13. Scroll up and click on **Upload History** to view status as Success.
14. Confirm a few students have the accommodations applied by search.

**\*Note:** Sessions are updated every 30 minutes and updated accommodations are applied to students

### Troubleshooting

If the upload fails, click the blue button, Download CSV with Errors, to see a copy of the file with an extra column that explains the issue(s). You can fix this version, delete the Errors column and upload again.

Student Accommodation 2024-01-29T17\_18\_13-05\_00.csv

Validation Error: [Download CSV with Errors](#)

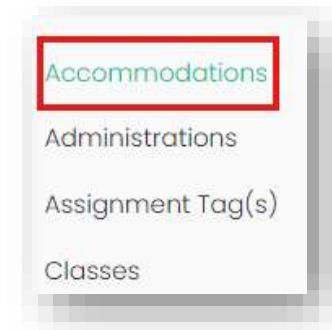
Students: 20 (60 Records)

### How to Modify Accommodations for a Single Student

If you need to make changes for only one or a few students, it will be faster to edit individual student accounts. Do not make any changes to fields other than for accommodations.

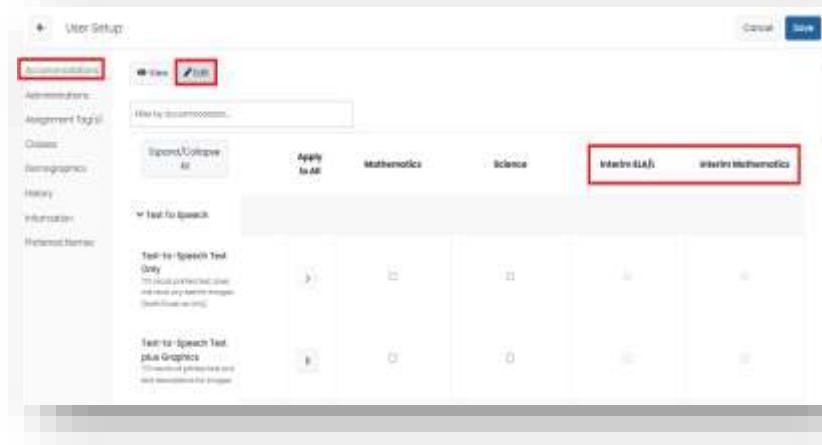
To add or remove accommodations for one student:

1. Navigate to Rostering > Users
2. Search for a student by first or last name
3. In the Action column click the Edit (edit icon) icon for the student
4. Click Accommodations



5. Toggle from View to Edit
6. Select the checkbox for the appropriate accommodation for the appropriate subject

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7. Click Save in the top right corner
8. Click the back arrow button to Users

## Confirm Counts or Export a List of Students

To confirm that accommodations are assigned correctly, you can filter on all students who have a specific accommodation. If you know how many students need a Spanish test, for example, you can use this feature to confirm the number matches in ADAM.

*To search by accommodation:*

1. Navigate to Rostering > Users
2. Filter an Accommodation



This number indicates how many matching students appear in the list.



You can export the list of students meeting the filter criteria

