

DC CAPE Closeout Tasks

There are a few closeout 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.

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.
- 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
Apply Not Tested Codes by 5 p.m. on Friday, May 30	See below.
Destroy or 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.)

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Task	DC CAPE Test Coordinator Manual Location
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

Apply Not Tested Codes

Not Tested codes are referred to as ‘Accountability Codes’ in ADAM. LTCs 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	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 2024-25.

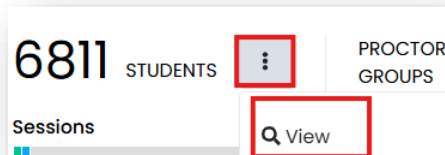
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Accountability Code	Meaning	Use When...
RA (ELA assessment only)	Recently Arrived EL	Student meets the definition of a Recently Arrived English Learner and is exempt from the ELA assessment for 2024-25.
ALT	Alternate Assessment Participant	Student was determined eligible for participation in alternate statewide assessments in 2024-25.
Other		Other scenarios not captured by accountability codes above.

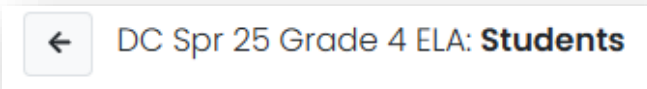
Add Not Tested Codes From Administration Card (Apply to Individual Students)

To add codes by administration:

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



4. Locate a student who needs a code and then in the Actions column, click the kabob menu and Apply Accountability Code.
5. In the pop-up menu, click the dropdown arrow, then select a code.
6. Click Apply.
7. Repeat for additional students in this administration.
8. To return to page with all administration codes, click the back arrow button next to the test name in the top left.



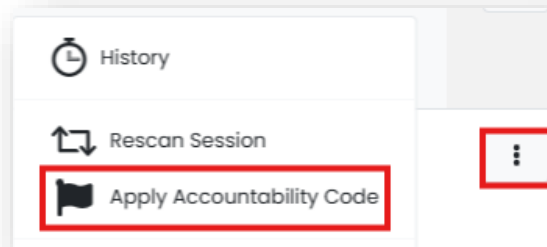
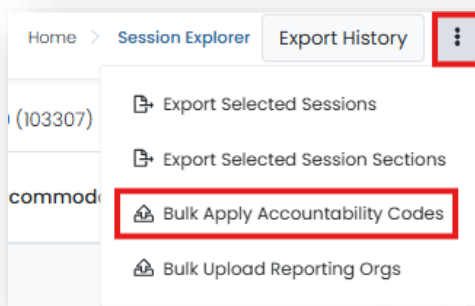
9. Repeat for other administrations.

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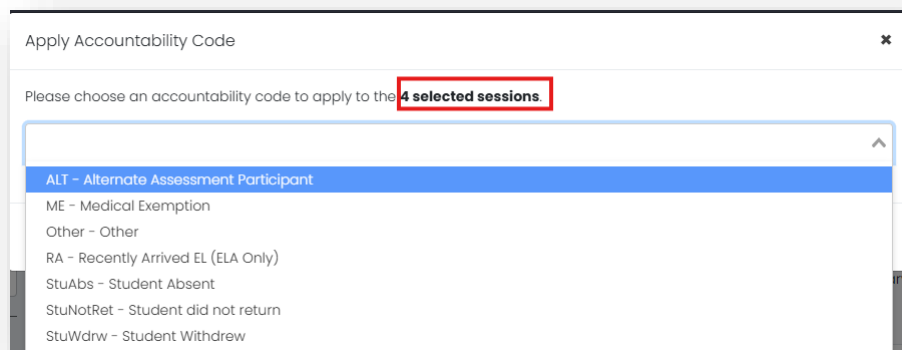
Apply Not Tested Codes to Multiple Sessions (Apply to Students in Bulk)

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 program and select the desired test name.
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.

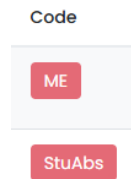


Note: The amount of students selected will be shown above the dropdown selector.

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6. Click Apply.

The code column will populate the accountability code from the chart listed above for all the selected student sessions with the desired code.



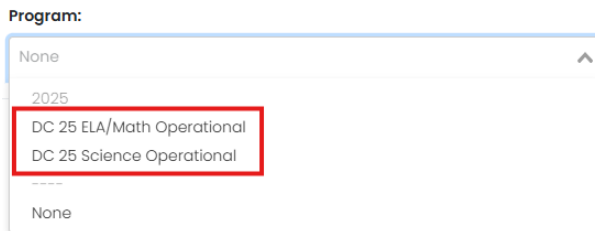
7. Repeat for other codes, students and tests as needed.

Using the Progress Report to Determine if Students are Missing Sections

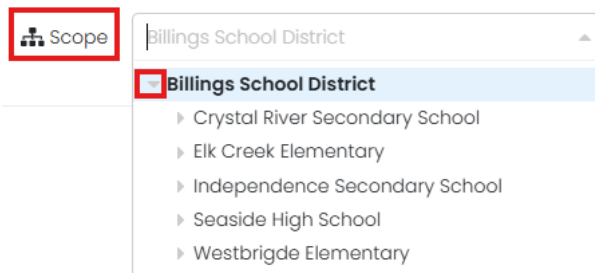
LEA Test Coordinators and School Test Coordinators can use the Progress report for locating students who missed a section.

Directions to get to the report, export, and filter:

1. Navigate to Reporting > Progress
2. Click the desired Program from the dropdown



3. There is also an option to select the Scope (District/ School)



4. Click on the desired test name.
5. Click on the Progress by Sections tab

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2025 Practice Test – Algebra II

Dec 20, 2024 – May 30, 2025

Overall Progress **Progress By Sections**

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

2025 Practice Test – Algebra II Scope Billings School District

Dec 20, 2024 – May 30, 2025

Overall Progress **Progress By Sections**

Section 1	Section 2	Section 3
Submitted 2 Started 1 Not Started 37	Submitted 2 Started 0 Not Started 38	Submitted 3 Started 0 Not Started 37

Progress Comparison Show progress as a table **Export Report**

- Open the spreadsheet file and keep in mind you can filter any column desired (proctor group, test status, section_1_status, etc). This allows you to see which students need to take a specific section of a test.

proctor_group	test_progress	test_status	score_status	section_1_status	section_1_visited	section_1_submitted	section_1_started_time	section_1_submitted_time
BBB - Test - ALG II	SUBMITTED	SUBMITTED		SUBMITTED	1	1	1/10/2025 16:16	1/10/2025 16:16
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
BBB - Test - ALG II	STARTED	IN_PROGRESS		STARTED	1		1/17/2025 17:50	1/17/2025 17:50
BBB - Test - ALG II	SUBMITTED	SUBMITTED		SUBMITTED	1	1	1/9/2025 20:42	1/9/2025 20:42
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				
2025 Practice Test - Algebra II Unassigned	NOT_STARTED	NOT_STARTED		NOT_STARTED				

Using the Session Explorer to Determine if Students are Missing Sections

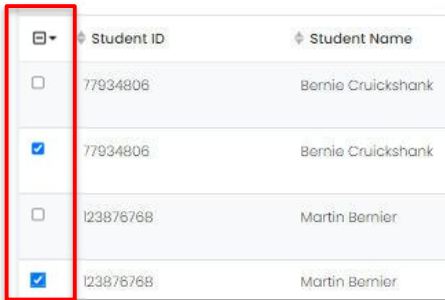
LEA Test Coordinators School Test Coordinators can use the Session Explorer report for locating students who missed a section.

To run the Sections report:

- Navigate to Operations > Session Explorer.
- Filter the report to the desired students.
- Click Search.

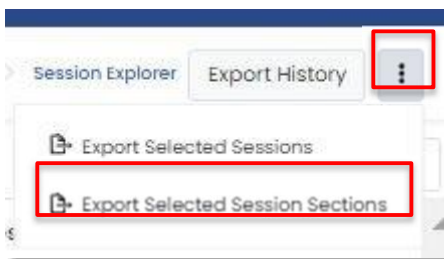
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4. Check the students to include in the export individually or select the checkbox at the top to select all.

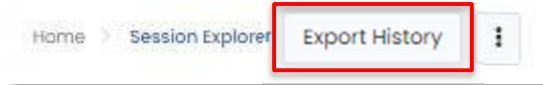


<input type="checkbox"/>	Student ID	Student Name
<input type="checkbox"/>	77934806	Bernie Cruickshank
<input checked="" type="checkbox"/>	77934806	Bernie Cruickshank
<input type="checkbox"/>	123876768	Martin Bernier
<input checked="" type="checkbox"/>	123876768	Martin Bernier

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.

