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BALANCED

DC Interim Pilot Training #2

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We thank you for the feedback!

- Please be advised that we have turned off your video and audio capabilities to preserve bandwidth. Feel free to share any ideas or ask any questions by typing them in the chat. We have planned pauses throughout this presentation for questions.
- We will be recording this meeting. The presentation will be posted to [Support Portal](#).
- We appreciate all feedback in the survey at the end.
- All questions in the chat are captured and may get answered during the presentation or in correspondence following this meeting.

Training Schedule

Next Training Meetings:

- **Virtual Learning Lab Wednesday December 17, 2025:**
Step-by-step guidance through all tasks, Q&A

Interim Timeline

December 2025

May 2026

Testing Opens
12.8.25

Testing Closes
5.22.26

Learning Objectives

- Inside ADAM
 - Adding Accommodations
 - Creating Proctor Groups
 - Proctor Dashboard Tour
 - Teacher Hand Scoring
 - Reporting

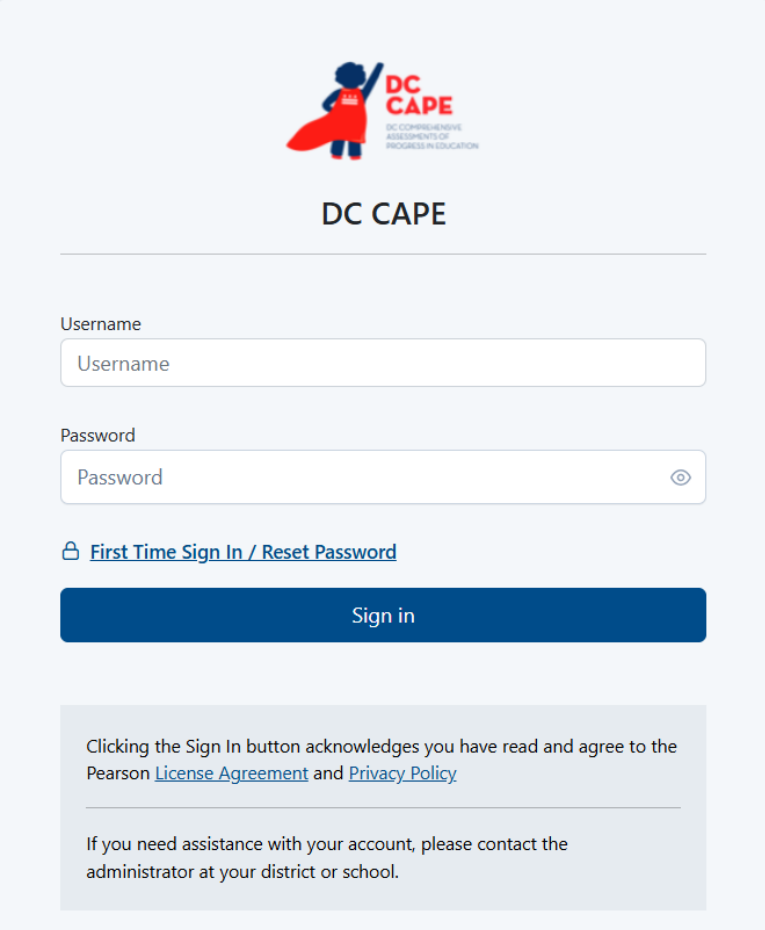
LaunchPad – Log-in



What is LaunchPad?

LaunchPad is a portal to **rostering** and **authentication** services for users to access technology platforms.

- Purpose
 - Login and connect
 - ADAM – access test administration and reporting
 - Tools for Teachers – access classroom resources



The image shows a login page for DC CAPE. At the top right is the DC CAPE logo, which features a stylized figure in a red cape and the text "DC CAPE" and "DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION". Below the logo, the text "DC CAPE" is centered. The page has a white background with a light blue border. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a link that says "First Time Sign In / Reset Password" with a small lock icon. A large blue button labeled "Sign in" is centered below the link. At the bottom of the page, there is a light blue box containing text: "Clicking the Sign In button acknowledges you have read and agree to the Pearson [License Agreement](#) and [Privacy Policy](#)." Below this box, there is another line of text: "If you need assistance with your account, please contact the administrator at your district or school."

LaunchPad - Home

DC CAPE
DC COMPREHENSIVE ASSESSMENTS OF PROGRESS/INSTRUCTION

DC CAPE

Home

Data Import

ROSTER DATA

- Orgs
- Users
- Courses
- Classes

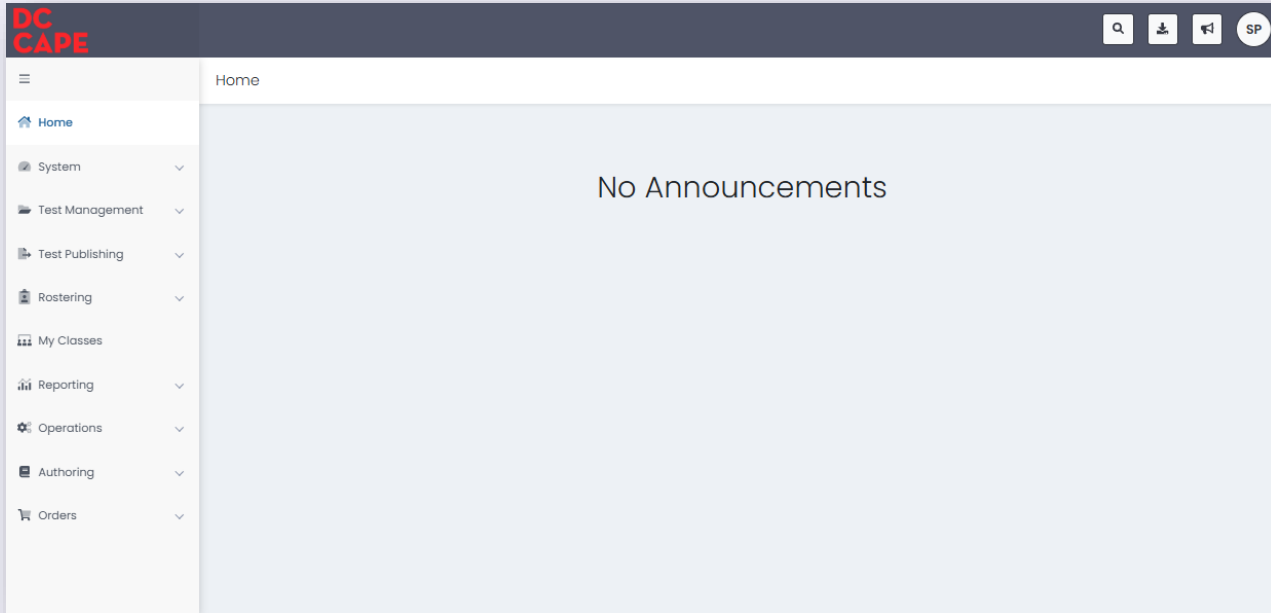
ADAM
Assessment Delivery and Reporting

Tools for Teachers (DC)
DISTRICT OF COLUMBIA

DC CAPE

Sign Out

ADAM



ADAM (Assessment Delivery and Management) where users can manage organization and assessment administration data conveniently and deliver assessments online.

- Once users, classes, and class enrollments are done in LaunchPad they will be passed to ADAM
- In ADAM, users will be able to conduct test administration tasks, participate in teacher hand scoring, and access performance reports.

ADAM



User Role Matrix (ADAM)

	Ability	OSSE	LEA Test Coordinator	School Test Coordinator	Teacher
1	View Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	User file import/export	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Manually create users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	View User information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Login As	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Student Accommodation upload/manually edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Proctor Group upload/manually create	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Teacher Hand scoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	View reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ADAM – Admin Setup



Accommodations

- Some students will need accommodations when taking their test.
 - Accommodations need to be assigned to the student profile.
 - The features listed on this slide are available to students without an IEP/504 plan but need to be identified in advance in the student profile.
-
- Answer Masking – Enable
 - Color Contrast
 - ***Dynamic TTS for Math**
 - Calculation Device on Calculator Parts
 - Test Directions
 - Student Reads Assessment Aloud to Self
 - Native Language Word to Word Dictionary
(*EL students only*)
 - Specified Area or Setting
 - Small Group Testing
- Transadaptation (Spanish) – math only; coming soon
 - ***Translated Glossary – (Spanish) – math only**
 - Emergency Accommodation

***Note: These are only provided during the pilot – *Interim Pilot Only**

Accommodations

- Closed Captioning of Multimedia
- Assistive Technology Non-Screen Reader
- ***Dynamic TTS for ELA**
- Enable Extensions
- Mathematics Tools
- Braille Note-taker
- Braille Writer
- Calculation Device (Non Calculator Parts)
- Constructed Response STT
- Extended Time
- Human Reader /Human Signer
- Human Scribe
- Selected Response STT
- Unique Accommodation
- Word Prediction
- Directions in Native Language
- Frequent Breaks

***Note: These are only provided during the pilot – *Interim Pilot Only**

Accommodations: Bulk Upload

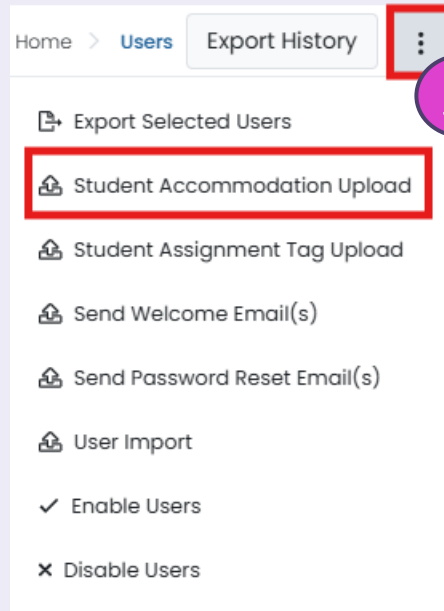
- LEA Test Coordinators will be populated via the nightly feed
- STCs will need to be created manually with a bulk upload using the CSV template file
- The LEA TC and STC roles have access to do these updates

The screenshot shows the DC CAPE User Config interface. The sidebar on the left has 'Rostering' and 'Users' highlighted with red boxes and circled numbers 1 and 2 respectively. The main area has a search bar (2) and filters for Org (EE district 1 (ee_d1) - 3), Class (3), Role (Student - 3), Grades, and Course. A table of users is shown with a 'Select All' option highlighted with a red box and circled number 4.

Res	Last Name	First Name	Identifier
<input checked="" type="checkbox"/>	Ninnetta		ee_600000595
<input type="checkbox"/>	Jeanette		ee_600002295
<input type="checkbox"/>	Cammy		ee_600001030
<input type="checkbox"/>	Giraldo		ee_600002235
<input type="checkbox"/>	Joraison	Faber	ee_600001680
<input type="checkbox"/>	Mathys	Cecilio	ee_600000108
<input type="checkbox"/>	Gosenell	Allyson	ee_600001240
<input type="checkbox"/>	O'Carran	Addie	ee_600001665
<input type="checkbox"/>	Jammes	Vicky	ee_600001820

1. Start at **Rostering > Users**
2. Search for the appropriate **Org.**
3. Choose the Role : **Student**
4. From the results select the top **checkbox** to **Select All**

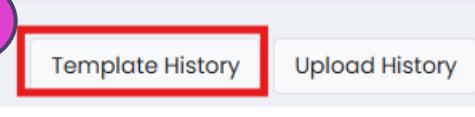
Accommodations: Bulk Upload



5

5. Click the kabob menu in the top right corner and select **Student Accommodation Upload**
6. Scroll down and **click to create template**
7. Scroll up and click **Template History** (top right corner) and click the download button

7



6

Click to create template

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template_<<uuid>>.csv (e.g., Template_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Accommodations: Bulk Upload

8

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

11

Step 3: Upload the modified file into ADAM.

student_accommodation_import_9c91b006-2987-4273-9a9e-a21ea4fb139 Browse

Students: 7 (21 Records)

Upload

13

Upload History

File Name

Search

Refresh

Name

No of Profiles

Status

Percentage

Template_232fc362-d329-4071-a1f8-8d386a641814.csv

100

Success

100%

8. Open the spreadsheet file
9. Place a “1” in the appropriate cell to add accommodations specific students for each subject. Students may be listed 5 times.
10. Save the file (it should remain a .csv file)
11. Place the file in the upload field
12. Click **Upload**.
13. Scroll up and click on **Upload History** to view status as Success.
14. Confirm a few students.

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

Accommodations: Individual

1. Start at **Rostering > Users**

- Search for Student name or ID
- Click Edit in **Action** column
- Click **Accommodations**
- Click **Edit**
- Click the **checkbox** for the appropriate accommodation for the appropriate subject
- Click **Save** in the top right corner

1

The screenshot shows the 'Accommodations' page in a user management system. A purple circle with the number '1' is positioned above the 'Accommodations' tab in the left sidebar. The 'Edit' button in the top right corner is also highlighted with a red box. The main content area displays a table of accommodations for two subjects: ELA/L and Mathematics. The table has columns for 'ELA/L', 'Apply to All', and 'Mathematics'. Under the 'Text To Speech' section, there are two rows of accommodations. The first row is 'Text-to-Speech Text Only' with a description 'TTS reads printed text, does not read any text for images. (Math/Science only)'. The second row is 'Text-to-Speech Text plus Graphics' with a description 'TTS reads all printed text and text descriptions for images.' Each row has a checkbox in the 'ELA/L' column and a right-pointing arrow in the 'Apply to All' column. The 'Mathematics' column has a checkbox for each row.

	ELA/L	Apply to All	Mathematics
Text To Speech			
Text-to-Speech Text Only TTS reads printed text, does not read any text for images. (Math/Science only).	<input type="checkbox"/>	>	<input type="checkbox"/>
Text-to-Speech Text plus Graphics TTS reads all printed text and text descriptions for images.	<input type="checkbox"/>	>	<input type="checkbox"/>

***Note:** Accommodations are added immediately.

Knowledge Check and Demonstration

1. **Which step is required to ensure student accommodations are applied during DC Interim testing?**
 - A. Enter accommodations in ADAM before test sessions begin
 - B. Upload accommodations through LaunchPad after testing
 - C. Assign accommodations in the Smarter Balanced Tools for Teachers portal
 - D. Enable accommodations manually during the test

Let's take a look!

ADAM – Proctor Groups

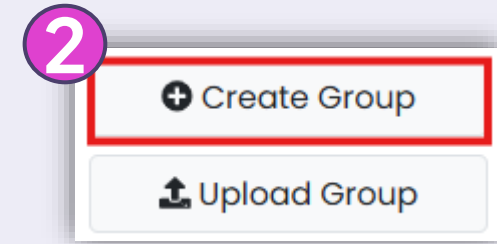
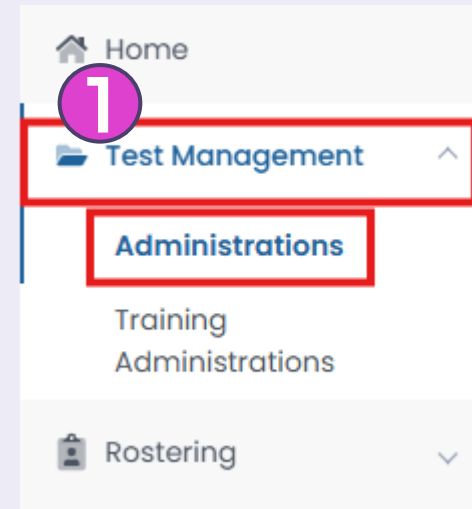


Creating Proctor Groups – (Non-teachers)

- For each grade level/course and subject, test coordinators will be able to:
 - bulk create the proctor groups (test sessions) with students in them
 - create proctor groups individually and place students in them.
- Each assessment is scheduled to eligible students at your school in a default ‘unassigned’ group. Students must be added to proctor groups (‘test sessions’) to be assigned a test code to access their assessment.

Proctor Group: Individual - (Non-teachers)

1. Start at **Test Management > Administrations**
 - On the administration card, click the Proctor Groups kabob menu and click on **View**
2. Click the **Create Group** button
3. On the Proctor Group Config page, create a **proctor group name**
 - ***Note:** Proctor group name can follow the direction of using class name in accordance to the school's information system (SIS) for Interim. Be mindful that a specific naming convention is outlined in the Test Coordinator Manual for Summative.



Proctor Groups: Individual - (Non-teachers)

- Select your District
 - Select your School
4. Click the **plus (+) symbol** and a **pop-up window** will open to begin adding students
- **Click the plus (+) symbol next to each student you want to add. You can search by name, identifier, or by additional filters**



***Note:** Be mindful of the student icon to the left of a student name. It means they are in another proctor group. Hover over it to see the name of the proctor group

Add Students ✕

Search by student name... Show additional filters Add 8 Students

Accommodations... Elk Creek Elementary ✕ Search by class...

(2) Students In Proctor Group 1 to 8 (8) « ‹ 1 › »

First Name	Organization	Identifier	Last Name	Test Status	Accommodation	Actions
Aadam	Elk Creek Elementary	100000485	Castro	NOT STARTED		✓
Anastasia	Elk Creek Elementary	100000487	Mcdonald	NOT STARTED		4 +
Cheryl	Elk Creek Elementary	100000489	Kennedy	NOT STARTED		✓
 Brodie	Westbrigde Elementary	100000375	Mosley	EXITED		+
 Brooklyn	Westbrigde Elementary	100000378	Simon	NOT STARTED		+

Proctor Groups: Individual (Non-teachers)

5. Close the Add Students window
6. Click **Submit** and receive the success pop-up confirmation.

*Notes:

- The **Actions** column allows you to delete individual students from a proctor group. When a proctor group is empty, this delete option will appear on the proctor group management page.
- The **Proctor Group Config** page can also be accessed from the proctor group management page in the student section by clicking **Edit Proctor Group**

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name
ELA.04.DS.demo

Testing School Setup
This information is used to define the school where this proctor group is physically testing the students.

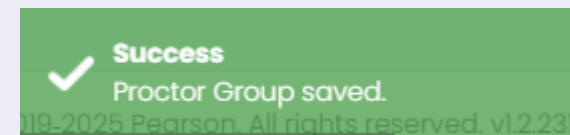
Select Your District
Billings School District

Select Your School
Elk Creek Elementary

Students (2)

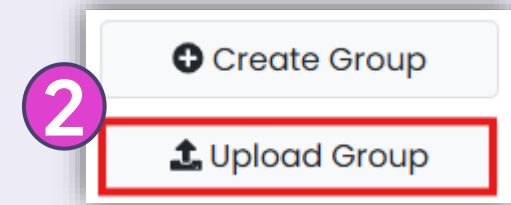
First Name	Last Name	Test Status	Actions
Cheryl	Kennedy	NOT STARTED	
Aadam	Castro	NOT STARTED	

Cancel **Submit**



Proctor Group: Bulk (Non-teachers)

1. Start at **Test Management > Administrations**
 - On the administration card, click the kabob menu and click on **View**
2. Click the **Upload Group** button
3. On the Create Proctor Group via CSV page, select **All Students**. Press the **Click to download template** button



Create Proctor Group via CSV

Follow the instructions to create/modify proctor groups.

Step 1:

Select if the template file should include all students in the administration, only those students not already in a proctor group (unassigned) or only create new proctor groups (no students), then click the button to download the template file.

All Students **All Unassigned Students** **No Students**

Click to download template

The file download is named using a fixed template and UUID (e.g., proctor_group_template_86f93745-c3bb-4c53-b945-21b49343ad4a.csv)

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In column 'testing_org_id', set the testing school for each student
- In column 'new_proctor_group_name', assign a proctor group name for each student.
 - If left blank, the student will be moved into the Unassigned Proctor Group.
 - If an existing name is used, students are added to that group
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here... Browse

Proctor Group: Bulk (Non-teachers)

4. On the Create Proctor Group via CSV page follow **Step 2** to fill in the spreadsheet.

- For column H, **testing_org_id** should have no spaces
- For column G, **new_proctor_group_name** should follow the Naming Convention

5. On the Create Proctor Group via CSV page follow **Step 3** to upload the modified file

- Note: Be sure to validate the number of proctor groups being created

6. Confirm success by clicking the **Upload History** button on the top left corner.

4

existing_proctor_group_name	testing_org_id	new_proctor_group_name
EE - Grade 3 ELA - Read Literary Texts (IAB) Unassigned	ee_S1	ELA.03.LH.demo3
EE - Grade 3 ELA - Read Literary Texts (IAB) Unassigned	ee_S1	ELA.03.LH.demo3
EE - Grade 3 ELA - Read Literary Texts (IAB) Unassigned	ee_S1	ELA.03.LH.demo3

Step 3: Upload the modified file into ADAM.

proctor_group_template_6ec0a7b6-48ca-4dd1-8dc9-cf0875421ce7.csv

New Proctor Groups: 1
Total Sessions: 141

5

Upload History

File Name

6

Name	Rows in File	Status	Percentage
proctor_group_template_6ec0a7b6-48ca-4dd1-8dc9-cf0875421ce7.csv <input type="button" value="Download"/>	141	Success	100%

***Note:** Proctor group name can follow the direction of using class name in accordance to the school's information system (SIS) for Interim. Be mindful that a specific naming convention is outlined in the Test Coordinator Manual for Summative.

Creating Proctor Groups (Teachers)

- For each grade level/course and subject, teachers will be able to:
 - Create a proctor group
 - Print/view print cards (test ticket)
 - View the proctor dashboard
 - View students as they log in and take assessments
- Each class with teachers and students enrolled will appear in My Classes
- The teacher will choose from a list of tests for the students to take

Proctor Group (Teachers)

1. Start at **My Classes**
 - Click the desired class to view the **Class Report**
2. Select the desired **Program** from the dropdown
 - ***Note:** Toggle the view from Roster to Administration to see a list format
3. **Search** or use the **Filter Administrations** button to find the desired assessment
4. Click on the assessment name to view the **Test Report**
5. On the **Test Report** screen, the top right navigation, shows **Print Cards, Proctor, Apply Scores, & Refresh** buttons.
 - As you scroll down, you can view the students in your class. When teachers are ready to assess students:
 - Click **Print cards** to access the Student's Random ID and Last Name (needed for student login to TestNav)
 - Click **Proctor** to access the Proctor Dashboard – in the top right corner the Test Code can be viewed and provided to the student to begin in TestNav

Proctor Group - (Teachers)

DC CAPE

My Classes

Welcome Back, Lona

1

ELATrnClass3
Lona Hukin, Marc Yerrell

Periods **Grades 03, 07, 08**

ELATrnClass4
Lona Hukin, Petey Durnill

Periods **Grade: 03**

Class Report

2

ELATrnClass3
Periods: Grades: 03, 04, 05, 06, 07, 08 Session(s): School Year **9** STUDENTS **3** ADMINISTRATIONS

District Tests **3** **View: Roster Administration**

Test Program: DC 25-26 Interim IAB


EE - Grade 3 Math **Filter Administrations** Sort By: Most Recent

Test Program	TEST PROGRESS SCORED	AVG SCALE SCORE
EE - Grade 3 Math - Measurement and Data (IAB) Grade: 03 Math Measurement and Data (IAB) Oct 14, 2025 - Jun 30, 2026	0% No Scores Available	
EE - Grade 3 Math - Performance Task - Order Form (IAB) Grade: 03 Math Performance Task - Order Form (IAB) Oct 14, 2025 - Jun 30, 2026	11%	2490 2189 - 2623

Proctor Group - (Teachers)

4 Test Report: EE - Grade 3 Math - Performance Task - Order Form (IAB)

5    

Program:
DC 25-26 Interim IAB 

EE - Grade 3 Math - Performance Task - Order Form (IAB)

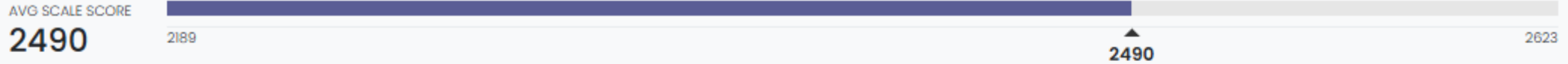
Oct 14, 2025 - Jun 30, 2026 Grade: 03 Math Performance Task - Order Form (IAB)

ELATrnClass3

TEST PROGRESS 11% SCORED



Performance Summary Student Responses Item Analysis



Performance Comparison

 ISR Export  Export Report

Student ^	Test Progress	Scale Score	Achievement Level (1 = Below, 2 = At/Near, 3 = Above) ↓	Standard Error of Measurement ↓
Atkin, Adelle	Submitted	2490	3	29

Knowledge Check and Demonstration

2. What is the main purpose of creating proctor groups in ADAM?

A. To assign teachers to multiple LEAs

B. To organize students for test sessions under specific proctors

C. To manage accommodations for individual students

D. To upload CSV files for bulk user creation

Time to do one.

Proctor Dashboard Tour



Navigate to the Proctor Dashboard (Non-Teachers)

1. Start in the left navigation at **Test Management** > click on **Administrations**
2. Find the appropriate Admin Card; use the **Filters** as needed
3. Next to **Proctor Groups** click the kabob menu and click **View**

***Note:** The Teacher role navigation to the Proctor Dashboard is highlighted in a previous slide

The screenshot displays the DC CAPE Proctor Dashboard. The left navigation menu is visible, with 'Test Management' and 'Administrations' highlighted by a red box and a pink circle with the number '1'. The main content area shows a list of Administrations. The first card is for 'EE - Grade 3 ELA - Research: Interpret and Integrate (FIAB)'. A red box and pink circle with the number '2' highlight the search bar and filter icon. The second card is for 'EE - Grade 3 ELA - Write and Revise Informational Texts (FIAB)'. A red box and pink circle with the number '3' highlight the 'PROCTOR GROUPS' section and its kabob menu.

Proctor Group Management Page (Non-Teachers)

On the proctor group management page you will see a list of proctor groups. Keep in mind you can use the search bar to find a specific group.

In the actions column you have the ability to view:

- **Students** – where you can see the randomID to help with login to TestNav, where you can edit the proctor group (adding or removing students)
- **Proctor**– view the students as they interact with the tests on the proctor dashboard

The screenshot displays the Proctor Group Management interface. At the top, it shows the breadcrumb 'EE - Grade 3 ELA - Write and Revise Informational Texts (FIAB): Proctor Groups'. Below this, there are statistics: 3 Proctor Groups, 148 Students, 11 Assigned, and 137 Unassigned. A search bar is highlighted with a red box, containing the text 'Search by Proctor Group, Testing School or Student Info'. Below the search bar is a table with columns: Name, Testing School, Students, Test Code, Proctor Password, Test Progress, Active, and Actions. The table lists three proctor groups: 'EE Test Sample', 'ELA.03.LH.demo4', and 'ELA.03.LH.demo5'. The 'ELA.03.LH.demo5' row has a red box around its Actions column, which contains icons for view, edit, and delete.

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
EE Test Sample	ee_School1	1	ZZ6A63	2D7DSM	<div style="width: 100%; height: 10px; background-color: green;"></div>	<input checked="" type="checkbox"/>	
ELA.03.LH.demo4	ee_School1	10	32U42F	GUTB33	<div style="width: 50%; height: 10px; background-color: gray;"></div>	<input checked="" type="checkbox"/>	
ELA.03.LH.demo5	ee_School1	0	7KH4E	V6VZDW	No Students	<input type="checkbox"/>	

*** Note:** If the proctor group is empty you will see a delete button to remove it from the list. Some actions are limited by role.

Proctor Dashboard – All roles

DC CAPE

EE - Grade 3 ELA - Write and Revise Informational Texts (FIAB) ⓘ

Edit Proctor ✕

Print Cards

Test Code: 32U42F ↗

10
SESSIONS

All	Not Started	In Progress	Paused	Submitted	Needs Attention	Exited
10	10	0	0	0	0	0

Actions: ALL SESSIONS ⏻

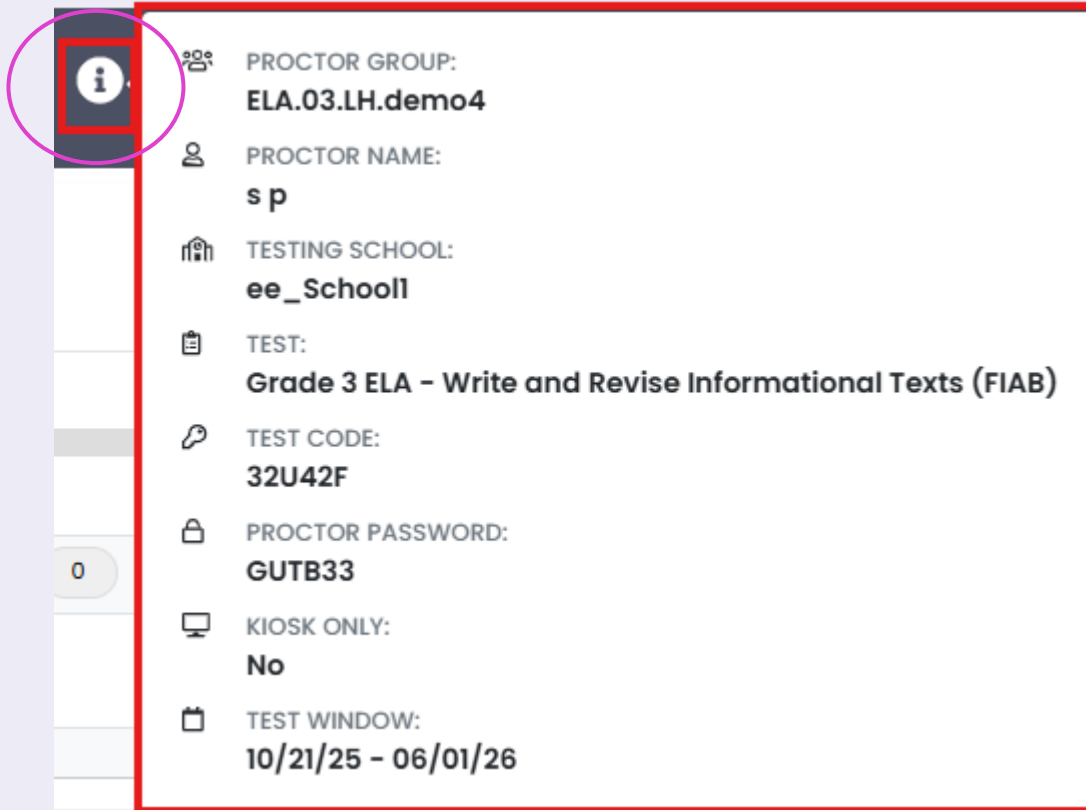
Search...

Auto Refresh (5 mins) 1 to 10 (10) « ‹ 1 › »

1. At the top you will see the test name, followed by an “i” icon, and the **Edit Proctor** button
2. Next you will see the **Print Cards** on the left, **Test Code** on the right, and directly below that the **Actions** options

***Note:** In the teacher view, the proctor dashboard will be empty until students begin to log in to TestNav using the Test Code, Student Last Name, and Random ID

Proctor Dashboard



i

PROCTOR GROUP:
ELA.03.LH.demo4

PROCTOR NAME:
s p

TESTING SCHOOL:
ee_School1

TEST:
Grade 3 ELA - Write and Revise Informational Texts (FIAB)

TEST CODE:
32U42F

PROCTOR PASSWORD:
GUTB33

KIOSK ONLY:
No

TEST WINDOW:
10/21/25 - 06/01/26

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

Proctor Last Name

[Save](#)

1. When hovered over the “**i**” **icon** more information will show including the Test Code and Proctor Password
2. If you need to change the name of the proctor, click **Edit Proctor**

Proctor Dashboard










As students log in and begin testing, proctors will see detailed information about testing progress. More information can be viewed as you hover your mouse over various features on the screen. The **Actions** column will show individual session details and the option to reseal students as needed.

<input type="checkbox"/>	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	ee_600000162	Ali	Curucelis	ee_School1	Nov 21st, 12:16:16 pm		SUBMITTED	None	100% Answered	00:02:58	6		
<input type="checkbox"/>	ee_600000181	Cart	Marfield	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000136	Collin	Selliman	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000212	Genevra	Allon	ee_School1	Nov 21st, 11:45:40 am		EXITED	Section 1	70% Answered	00:11:49	6		
<input type="checkbox"/>	ee_600000178	Matthus	Johnigan	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000213	Mildred	Sergant	ee_School1	Nov 21st, 12:28:30 pm		IN PROGRESS	Section 1	10% Answered		6		
<input type="checkbox"/>	ee_600000238	Randee	Pitrollo	ee_School1	Nov 21st, 12:23:35 pm		RESEAT	Section 1	30% Answered	00:00:24	2		
<input type="checkbox"/>	ee_600000234	Rhett	Beat	ee_School1	Not Started		NOT STARTED	None	None				
<input type="checkbox"/>	ee_600000264	Rick	MacKeever	ee_School1	Not Started		NOT STARTED	None	None		6		
<input type="checkbox"/>	ee_600000237	Uriah	Larby	ee_School1	Not Started		NOT STARTED	None	None		6		

Proctor Dashboard- Status Meanings

Possible combinations of Test Progress and Test Status:

- If Test Progress Is **Not Started**, the possible Test Status value is: Not Started
- If Test Progress is **Started**, the possible Test Status values are: In Progress, Reseat, and Exited
- If Test Progress is **Submitted**, the possible Test Status value is: Submitted

Progress: Not Started	Progress: Started	TestNav Status	Progress: Submitted
 NOT STARTED	 IN PROGRESS		 SUBMITTED
	 RESEATED		
	 EXITED		
			
			

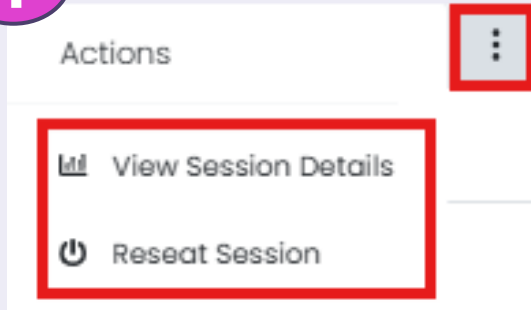
The session has been marked to begin again.

TestNav Status:  Reseat

RESEAT

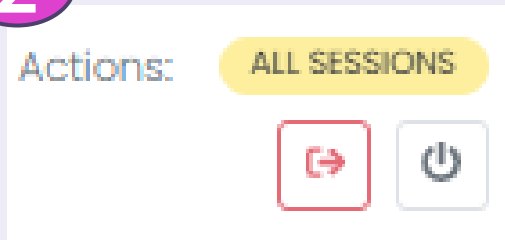
Proctor Dashboard – Actions

1



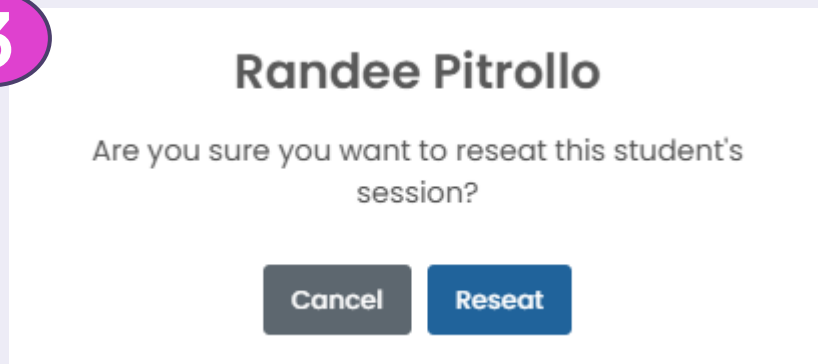
1. These options, if any, may become available **Actions** for a student and will vary based on their test status.
 - Both **Reset** and **View Session Details** can be seen per student
 - Or for the whole group to update all sessions at once.

2



2. These options become available once a student logs into the test and begins answering questions.

3



3. When a student is reset, you will see a pop-up window to confirm.

Proctor Dashboard – View Session Details

Session Details

Genevra Allon
ID: ee_600000212

Last Updated **Nov 21st, 11:58:41 am** Refresh

Test: **Grade 3 ELA - Write and Revise Informational Texts (FIAB)** Test Start Time: **Nov 21st, 11:45:40 am** Test Submitted Time: - Test Status: **IN PROGRESS**

Section Information

Section ID	Name	Section Type	Progress	Seal Code	Start Time	End/Exited Time
section1	Section 1	Linear		N	Nov 21st, 11:46:15 am	Nov 21st, 11:58:17 am

10 ITEMS

6 VISITED | **6** ANSWERED | **4** REMAINING

#	Section ID	Sequence	Item UIN	Progress	Last Update
1	section1	7	sbac-200-85080 Current Item	REMAINING	Not Started
2	section1	8	sbac-200-60480	REMAINING	Not Started
3	section1	9	sbac-200-60632	REMAINING	Not Started
4	section1	10	sbac-200-27695	REMAINING	Not Started
5	section1	1	sbac-200-95982	ANSWERED	Nov 21st, 11:47:43 am
6	section1	2	sbac-200-125503	ANSWERED	Nov 21st, 11:47:52 am

- 1. View Session Details** can be seen per student
 - You see the **Test Status** update
 - This populates once a student logs into the test and begins answering questions.
- When the student is In Progress, the **Current Item** shows at the top of the list.
- As items are **Answered**, a timestamp is provided also.

Knowledge Check and Demonstration

3. What information can proctors view on the Proctor Dashboard?

- A. Student progress, reseal actions, and test status
- B. Teacher hand scoring assignments
- C. LEA-level reporting metrics
- D. Smarter Balanced instructional resources

Let's take a look.

Teacher Hand Scoring



Teachers View – My Classes

When Teachers log in the first page they will see is **My Classes**.

- All classes created in LaunchPad will have Teachers and Students enrolled in them, Click a Class

The screenshot displays the DC CAPE 'My Classes' interface. The top navigation bar includes the DC CAPE logo, a search icon, a download icon, and a user profile icon labeled 'LH'. The breadcrumb trail shows 'Home > My Classes'. The main content area features a welcome message 'Welcome Back, Lona' and a 'View All' button. Two class cards are listed:

- ELATrnClass3**: Lona Hukin, Marc Yerrell, 9 STUDENTS. Details: Periods, Grades 03, 04, 05, 06, 07, 08, Session(s): School Year, Class Code: ELATrnClass3.
- ELATrnClass4**: Lona Hukin, Petey Durnill, 10 STUDENTS. Details: Periods, Grade: 03, Session(s): School Year, Class Code: ELATrnClass4.

The 'My Classes' sidebar item and the 'ELATrnClass4' card are highlighted with red boxes.

Teachers View – Class Report

Class Report

ELATrnClass4 10 94
Periods: Grade: 03 Session(s): School Year STUDENTS ADMINISTRATIONS

District Tests **94** View: Roster Administration

Test Program
DC 25-26 Interim FIAB

Search Administrations Filter Administrations

Students by Score / Level

Student ^	EE - Grade 3 MATH - Geometry (FIAB)	EE - Grade 3 ELA - Text Analysis...	EE - Grade 3 ELA - Write and Revise...	EE - Grade 3 ELA - Text Analysis...	EE - Grade 3 MATH - Multiplication and...	EE - Grade 3 ELA - Research: Use...
Class Average	No Results	No Results	No Results	No Results	No Results	No Results
Allon, Geneva	Not Started	Not Started	Exited	Not Started	Not Started	Not Started
Beat, Rhett	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started
Curucilis, Ali	Not Started	Not Started	Submitted: Score Pending	Not Started	Not Started	Not Started

On the Class Report page, use the filters and scroll across to find and click the test with a status of **“Submitted: Score Pending”**

Teachers View – Test Report

On the Test Report page, in the top right navigation click the “**checkmark**” icon to begin hand-scoring. As you hover over it shows “**Apply Scores**”

***Note:** An item type that would be hand-scored would be ‘Extended Text’

Test Report: EE - Grade 3 ELA - Write and Revise Informational Texts (F... [Print] [Clipboard] [Checkmark] [Refresh]

Program: DC 25-26 Interim FIAB [Info]

EE - Grade 3 ELA - Write and Revise Informational Texts (FIAB) ELATrnClass4
TEST 0%
PROGRESS SCORED

Oct 21, 2025 - Jun 1, 2026 Grade: 03 Write and Revise Informational Texts (FIAB)

Performance Summary Student Responses Item Analysis

AVG SCALE SCORE SCORE GROUPS
0
PROFICIENCY
0%

Score Group Details

Performance Comparison [ISR Export] [Export Report]

Student ^	Test Progress	Achievement Level	Scale Score	Standard Error of Measurement ⇅
Allon, Genevra	Exited	-	-	-
Beat, Rhett	Not Started	-	-	-
Curuclis, Ali	Submitted: Score Pending	-	-	-

Teacher View - Score

On the Score page, you can view how many items need to be scored, the rubric, the full items, and toggle between options to score by item or student.

The screenshot displays the 'Score' page for 'Grade 3 ELA - Write and Revise Informational Texts (FIAB)'. The page includes a navigation bar with a back arrow and the title 'Score'. Below this, the test title and details are shown: 'Class: ELATrnClass4', 'Date Range: Oct 21, 2025 - Jun 01, 2026', and 'Form: Grade 3 ELA - Write and Revise Informational Texts (FIAB) - 25ELA03FIABGUONEN0109'. A 'Submit Scores' button is located in the top right corner. The main area shows a student list with 'Curucis, Ali' selected. There are controls for 'Show Responses' (Scoring Required, All) and 'Score By' (Item, Student). A 'Show Rubric' and 'Full Item' button are also visible. A score of 1 is shown for 'Item 2'.

1. Apply a score to the item and move to the next item
2. Click **Submit Scores**

After items are hand-scored, results will populate on the Class Report, Test Report, and student ISR

Knowledge Check and Demonstration

4. When should teachers complete hand scoring for DC Interim assessments?

- A. Immediately after the test session ends
- B. Before scores can be viewed
- C. Only if the proctor dashboard indicates missing responses
- D. When the test report indicates “Submitted: Score Pending”

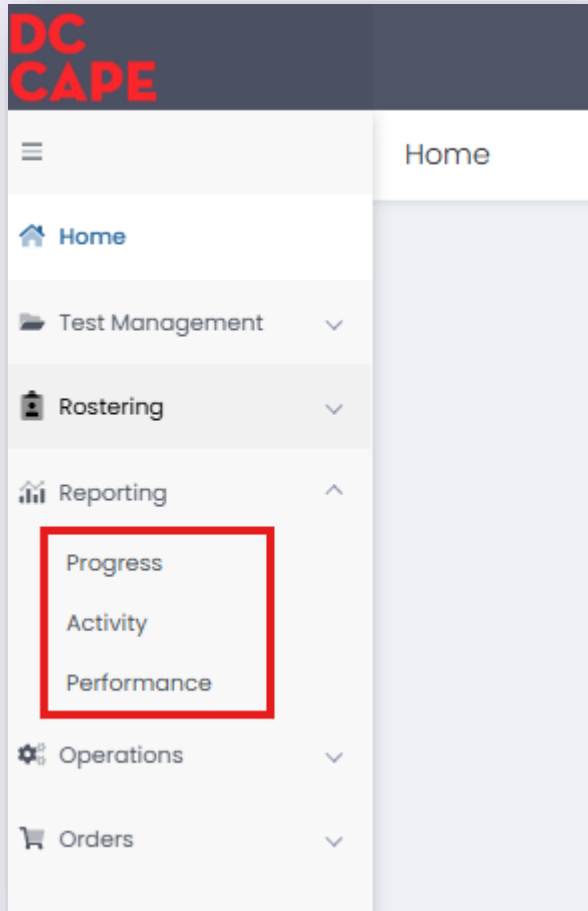
Let's see what this looks like.

Reporting



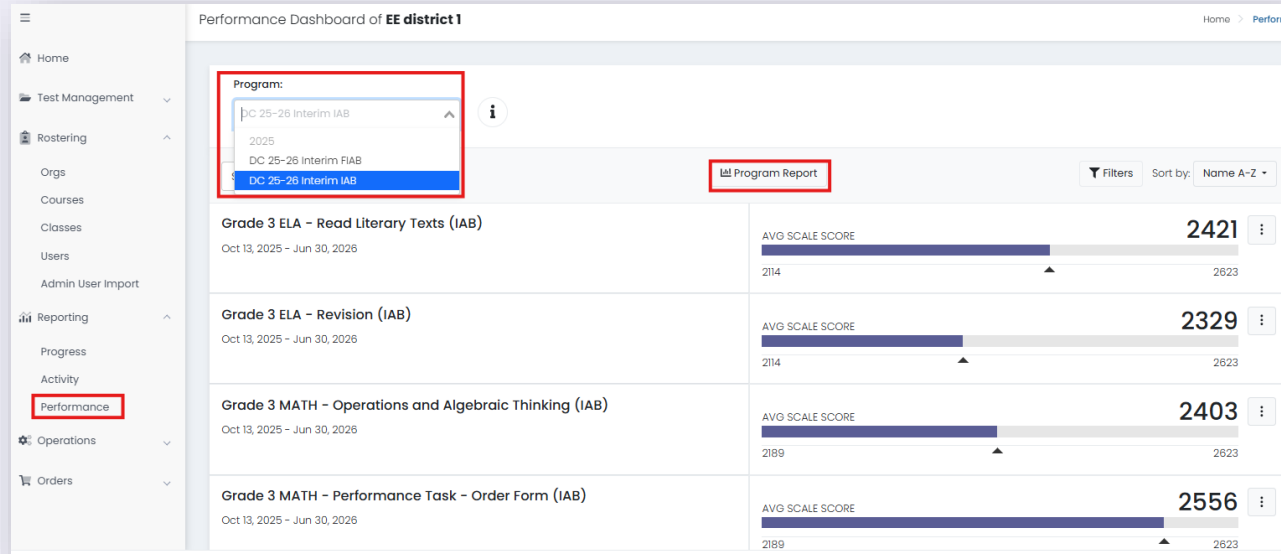
LTC View – Report

LEA Test Coordinators (LTC) – will be able to view the progress, activity, and performance reports

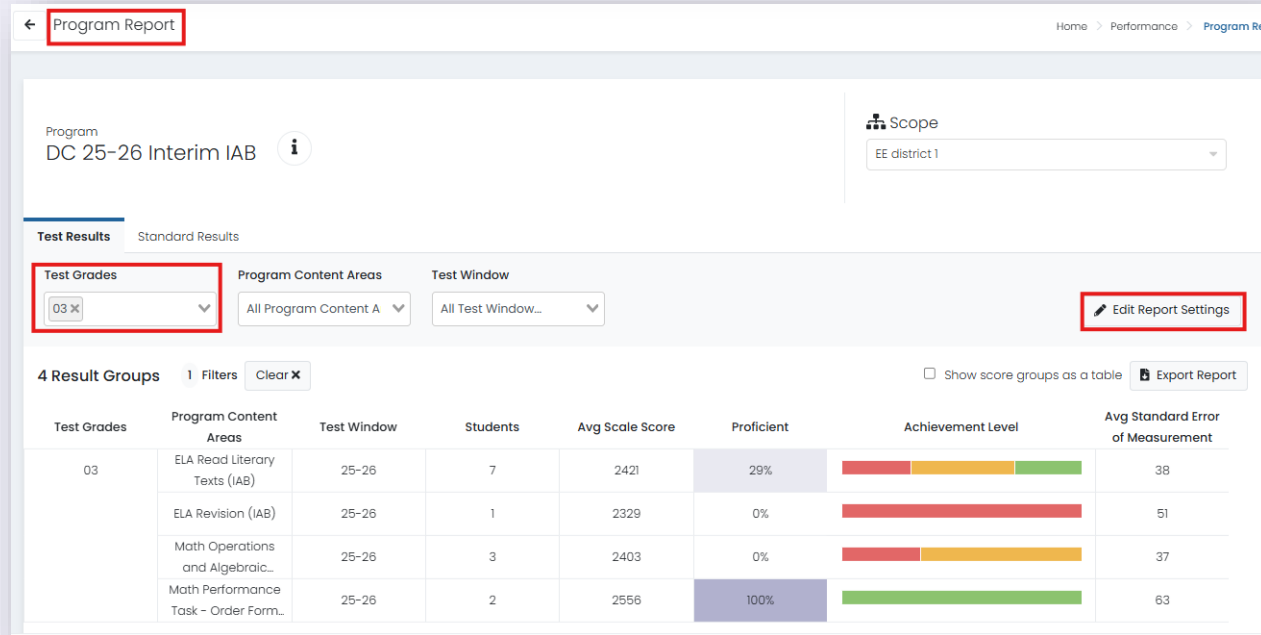


- Progress Report: shows each test within the program
 - Session Status will tell if a student has submitted, started, or not started the test
 - Score Status will show if the scoring of the test is completed or pending
 - ***Note** – a “score pending” status is due to teacher hand scoring needing to be completed; allow up to 15 minutes for all scoring to be complete
- Activity Report: shows the activity of new and submitted test and is broken down by each test and each school
- Performance Dashboard: shows all available scores for each test can be viewed and sorted by each school’s Student Performance, Class Performance, and Teacher Performance

LTC View – Performance Dashboard and Program Report

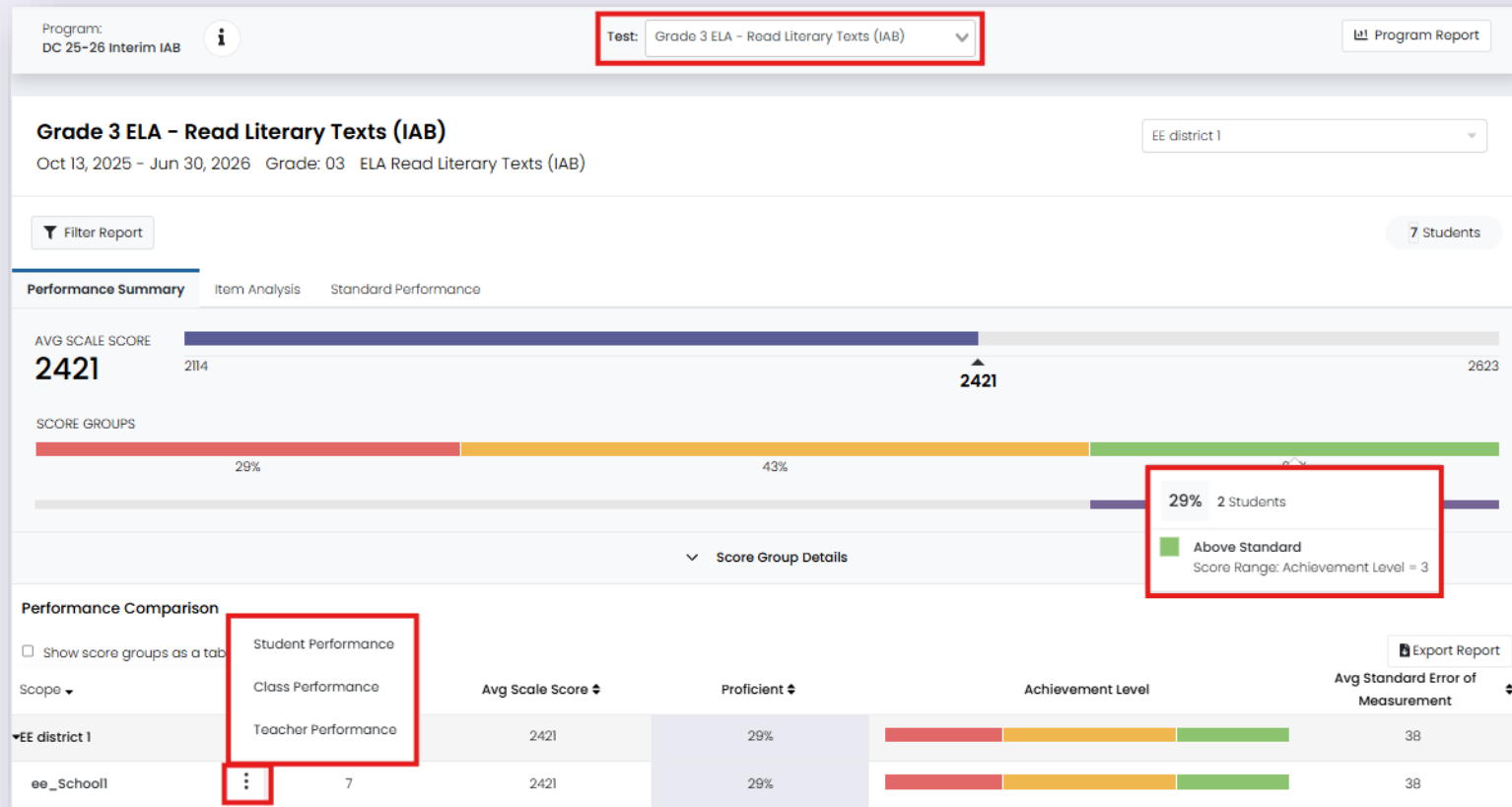


- Performance Dashboard
 - Select the desired program
 - Tests that have completed scoring will populate below
 - Click on a test name. From there you will be taken to the Performance Report



- Program Report
 - Allows for more filter capabilities including “Edit Report Settings” which can add more demographic data

LTC View – Performance Report



- Performance Report
 - Use the dropdown menu to move between tests
 - Drill down to the school and choose between
 - Student Performance
 - Class Performance
 - Teacher Performance
 - ***Note:** each report compares item analysis, and standard performance also
 - ***Note:** When you hover over the Score Groups bar, more information about achievement levels will appear

Teachers View – My Classes

When Teachers log in the first page they will see is My Classes.

- As students submit tests the results will be available on the Class Report, Test Report, and student ISR

DC CAPE Home > My Classes

Welcome Back, Lona [View All](#)

ELATrnClass3		9
Lona Hukin, Marc Yerrell		STUDENTS
Periods	Grades 03, 04, 05, 06, 07, 08	Session(s): School Year
		Class Code: ELATrnClass3

ELATrnClass4		10
Lona Hukin, Petey Durnill		STUDENTS
Periods	Grade: 03	Session(s): School Year
		Class Code: ELATrnClass4

Teacher View – Class Report

The class report can be viewed two ways (Roster or Administration) using the toggles in the middle. Select the Test Program and Filter the Administrations to view the desired tests.

The screenshot shows the 'Class Report' page for 'ELATrnClass3'. At the top, it displays '9 STUDENTS' and '1 ADMINISTRATION'. Below this, there are two red-bordered boxes: one for 'View: Roster Administration' and another for 'Test Program' set to 'DC 25-26 Interim IAB'. A third red-bordered box highlights the 'Filter Administrations' dropdown, which is currently set to 'EE - Grade 3 ELA - Read Literary'. The 'Sort By' dropdown is set to 'Most Recent'. Below the filters, a table titled 'Students by Score / Level' is shown. The table has columns for 'Student', 'Score', and 'Level'. The 'Class Average' is 2425. Individual student scores are: Atkin, Adelle (2319), Curuclis, Ali (Not Started), and Deville, Celeste (2327). A yellow-bordered box highlights the test name 'EE - Grade 3 ELA - Read Literary Texts (IAB)' in the table header.

Student	Score	Level
Class Average	2425	
Atkin, Adelle	2319	
Curuclis, Ali	Not Started	
Deville, Celeste	2327	

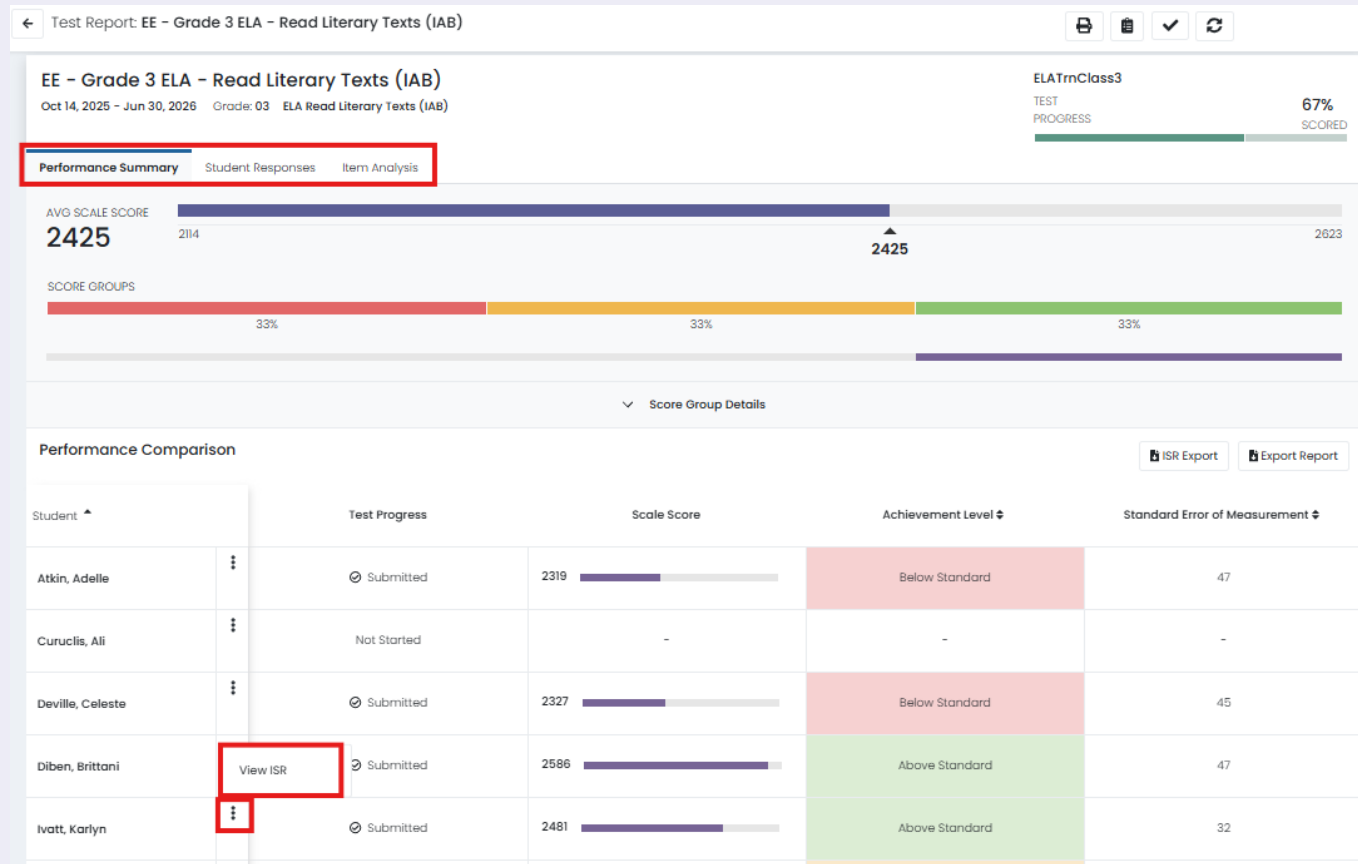
The screenshot shows the 'Class Report' page for 'ELATrnClass3'. At the top, it displays '9 STUDENTS' and '1 ADMINISTRATION'. Below this, there are two red-bordered boxes: one for 'View: Roster Administration' and another for 'Test Program' set to 'DC 25-26 Interim IAB'. A third red-bordered box highlights the 'Filter Administrations' dropdown, which is currently set to 'EE - Grade 3 ELA - Read Literary'. The 'Sort By' dropdown is set to 'Most Recent'. Below the filters, there are two summary cards. The first card is for 'EE - Grade 3 ELA - Read Literary Texts (IAB)' and shows 'TEST PROGRESS' at 67% SCORED. The second card shows 'AVG SCALE SCORE' as 2425, with a range from 2114 to 2623. A yellow-bordered box highlights the test name 'EE - Grade 3 ELA - Read Literary Texts (IAB)' in the first card.

Click the test name and you will be on the Test Report

Teacher View- Test Report: Performance Summary

On the test report, the top tabs show the Performance Summary, Student Responses, and Item Analysis.

Next to each student name, click the kabob menu to open the ISR (Individual Student Report).



Teacher View- Test Report: Student Responses

On the test report, the tab Student Responses shows the response distribution of all students, or you can use the dropdown to view each student individually.

The screenshot displays a test report for 'EE - Grade 3 ELA - Read Literary Texts (IAB)'. The top navigation bar includes a back arrow, the test title, and icons for print, copy, check, and refresh. Below the title, the test details are shown: 'EE - Grade 3 ELA - Read Literary Texts (IAB)', 'Oct 14, 2025 - Jun 30, 2026', 'Grade: 03', and 'ELA Read Literary Texts (IAB)'. On the right, the class 'ELATrnClass3' is listed, along with 'TEST PROGRESS' at '67%' and 'SCORED'.

The main content area has three tabs: 'Performance Summary', 'Student Responses' (highlighted with a red box), and 'Item Analysis'. Below the tabs, it shows '15 ITEMS' and a 'Student:' dropdown menu (also highlighted with a red box). The dropdown menu is open, showing a list of student names: 'All Students' (highlighted in blue), 'Atkin, Adelle', 'Deville, Celeste', 'Diben, Brittani', 'Ivatt, Karlyn', 'Lanchberry, Darla', and 'Spolton, Shelba'.

The main content area is titled 'Item 1' and features an 'Export Distribution' button and a 'Hide' button. Below the title, there are two response sections: 'Response 1 (1 Point)' with a green checkmark and '3 Students' (indicated by a green bar), and 'Response 2 (0 Points)' with '3 Students' (indicated by a grey bar).

Teacher View- Test Report: Item Analysis

On the test report, the tab Item Analysis shows a few more options to toggle through (item details, rubric performance, and class roster).

In the class roster view, when you click on any item you will see the student response and distribution.

EE - Grade 3 ELA - Read Literary Texts (IAB)
Oct 14, 2025 - Jun 30, 2026 Grade: 03 ELA Read Literary Texts (IAB)

ELATrnClass3
TEST PROGRESS 67% SCORED

Performance Summary Student Responses **Item Analysis**

15 Items **Item Details** Rubric Performance Class Roster

Class Roster Export Report

Item Average score (Mean Score / Max Score)

Order Items By: Item Order

Student	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6
Class Average	0.5 / 1	0.33 / 1	0.5 / 1	0.33 / 1	0.33 / 1	0.33 / 1
Atkin, Adelle	1/1	0/1	0/1	0/1	0/1	0/1
Curucelis, Ali	-	-	-	-	-	-
Deville, Celeste	0/1	0/1	0/1	0/1	0/1	0/1
Diben, Brittani	1/1	1/1	1/1	1/1	1/1	1/1
Ivatt, Kariyn	1/1	0/1	1/1	1/1	0/1	1/1

Demonstration / Q&A

Let's see what this looks like.

Next Steps



Training Schedule

Next Training Meetings:

- **Virtual Learning Lab Wednesday December 17, 2025:**
Step-by-step guidance through all tasks, Q&A

Support Portal Resources

Access this training and all other resource materials on the [DC Support Portal](#)

The screenshot displays the DC CAPE Portal website. At the top left is the logo for DC CAPE, with the text "DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION". The navigation menu includes "Home", "Technology Setup", "Administration Resources" (with a dropdown arrow), "Test Design", "Training" (with a dropdown arrow), "Practice Tests", and "Contact Support". The "Administration Resources" dropdown menu is open, showing "Summative" and "Interim Pilot" options. The main content area features a large image of a city at night with the Washington Monument. The text reads "DC CAPE Portal" and "Welcome to the DC CAPE portal, the site for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for, and administer, the DC CAPE Assessments." Below this is a "Learn More" button. The "Overview" section is titled "Overview" and contains the following text: "The **District of Columbia Comprehensive Assessments of Progress in Education (DC CAPE)** is the new name for DC's general statewide assessment system. Beginning in the 2023-24 school year, DC CAPE includes the DC ELA assessment (DC ELA), the DC Math assessment (DC Math) and the DC Science assessment (DC Science). Together, these assessments create a comprehensive system that provides important information on students' progress and proficiency relative to DC's educational standards." Below this text, it states "DC CAPE assessments are administered in these grades and courses:".

Survey and Thank You



Thank you all for your time, engagement, and thoughtful contributions.

Your collaboration is truly appreciated, and I look forward to continuing our work together.