Proctor Group Guidance:

Students Not Expected to Participate in Computer-Based DC CAPE Assessments

As we approach the beginning of the DC CAPE assessment window, it's essential to ensure accurate student registration within the DC CAPE assessment management platform, ADAM. Not all students who feed into ADAM will participate in the computer-based DC CAPE assessments.

These students may not be participating in computer-based DC CAPE assessments for one of the following reasons:

- Recently arrived EL status (DC ELA ONLY)
- Participation in alternate statewide assessments
- Have an OSSE approved medical exemption on file
- Completing DC CAPE paper-based assessments

To streamline the registration process and maintain clarity with student proctor group assignments in ADAM, Test Coordinators have two options:

> **Default Unassigned Proctor Group:** Test Coordinators may choose to leave these students in the default unassigned proctor group.
>
> **"No Online Assignment" Proctor Group:** Test Coordinators can create a new proctor group labeled "No Online Assignment" and move any students in the above categories into this group. This option provides a clear designation for students who are not expected to participate in the computer-based DC CAPE assessments. Test Coordinators may choose this option to ensure all students are accounted for in their testing plans.

Please ensure that the chosen approach aligns with your LEA or nonpublic school policies and procedures regarding assessment administration. Should you have any questions or require further clarification, please email OSSE.Assessment@dc.gov for assistance.