

# ADAM User Role Matrix



**Version 3.0**

**DC CAPE 2026  
ADAM User Role Matrix**



# Document Revisions

Revision Date	Version	Description
1/30/2024	1.0	Initial Version
1/22/2025	2.0	Revised Version
1/5/2026	3.0	Revised Version

The purpose of this document is to provide information about Roles and Permissions for user accounts within ADAM. This document defines each user role and contains a matrix that details permissions granted to each user role. This document can be used to determine which roles each user should have to support test administration.

If assistance is needed, contact the Customer Support Center at **866-688-9555** or visit [dc.mypearsonsupport.com](https://dc.mypearsonsupport.com) and select **Contact Support**.



## Roles

**Roles** are created with abilities that generally align to the organization level and title of the user (LEA Test Coordinator, School Test Coordinator, etc.). A user account only needs one role assigned. The top-level role includes all the permissions for all roles beneath it. For example, a School Test Coordinator Role includes all the permissions included in a Technology Coordinator Role.

**NOTE:** Test Administrator accounts are not required to administer a test. Test Administrator accounts will not be created in ADAM.

### List of Roles:

- **LEA Test Coordinator Role** – Assigned to LEA Test Coordinators user accounts.
  - Users with the role of “LEA Assessment Manager” or “DC CAPE Assessments Coordinator” in the OSSE AllStaff Integrated Data Submission (IDS) tool will have a LEA Test Coordinator account automatically created.
- **School Test Coordinator Role** – Assigned to School Test Coordinator user accounts.
- **Technology Coordinator Role** – Assigned to users that support technology for computer-based tests.
- **Special Populations Coordinator Role** – Assigned to users that support entering student accommodations and accessibility features.

	Ability	LEA Test Coordinator Role	School Test Coordinator Role	Technology Coordinator Role	Special Populations Coordinator Role
<b>Organizations – NOTE: All LEA and School Data must be updated through OSSE</b>					
1	Organizations – View	✓	✓	✓	✓
<b>Users – NOTE: All LEA users must be created and updated through OSSE.</b>					
2	User Import / Export	✓	✓		
3	Users – Send Welcome email/Password Reset Email	✓	✓		
4	Manually create users via the User Interface (UI)	✓	✓		
5	Users – View user information	✓	✓	✓	✓

	Ability	LEA Test Coordinator Role	School Test Coordinator Role	Technology Coordinator Role	Special Populations Coordinator Role
<b>Students – NOTE: All individual student demographic information must be updated through OSSE</b>					
6	Students – View (All information)	✓	✓	✓	✓
7	Student Accommodation Upload	✓	✓		✓
8	Students – Manually edit accommodations via the User Interface (UI)	✓	✓		✓
9	Student Assignment Tag Upload	✓	✓		✓
10	Students – Manually edit assignment tags via the User Interface (UI)	✓	✓		✓
<b>Orders</b>					
11	Orders – View	✓	✓		
12	Orders – Manage (create/edit)	✓	✓		
13	Orders – Edit Address	✓	✓		
14	View order shipment tracking	✓	✓		
15	Access Order Reports	✓	✓		
<b>Proctor Groups</b>					
16	Upload Proctor Group import	✓	✓		
17	Manually create Proctor Groups via the User Interface (UI)	✓	✓		
18	Manually add Students to Proctor Groups via the User Interface (UI)	✓	✓		
19	Access administrations and view proctor groups	✓	✓	✓	
20	View Proctor Dashboard	✓	✓	✓	
21	Print student cards and Proctor Group Cards	✓	✓		
22	Apply accountability codes	✓	✓		



Reporting					
23	View Progress Report	✓	✓		
24	View Activity Report	✓	✓		