



Interim Accommodations Assignment Quick Reference Guide

Audience: LEA Test Coordinators and School Test Coordinators

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

- DC Interim Accommodation Upload File Field Definitions
- DC CAPE Accessibility Manual

This document covers:

- How to assign accommodations to an individual student
- How to assign accommodations with a single-file bulk upload
- How to verify upload status and troubleshoot common validation errors

Some students need designated supports and accommodations to take their assessments. Designated supports are available to any student who needs them; no IEP or 504 plan is required. Accommodations are available only to students with a documented IEP or 504 plan, and assigned accommodations must match the student's plan. Both designated supports and accommodations are assigned to the student profile in ADAM. Because ADAM uses the same student profile for interim and summative administrations, updates made for interim testing also apply to summative

testing. Use the [DC CAPE Accessibility Manual](#) to determine the correct supports before assigning them in ADAM.

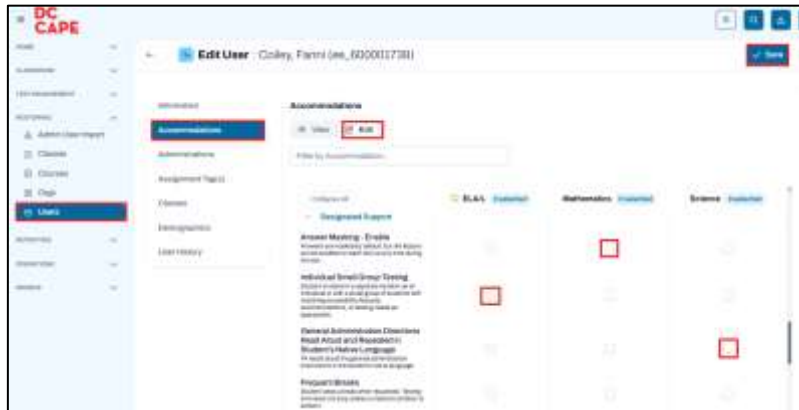
Universal Tools (available for all students)		
Embedded Bookmark Eliminate answer choices Embedded calculator Highlight tool Line reader mark tool Magnification Nonpad Pop-up Glossary Spell Check Writing Tools	Designated Supports (available to those who need them; must be selected in student's profile)	
	Embedded Answer marking Color contrast Online Transadaptation of Math & Science in Spanish Text-to-speech, Math and Science Text-to-Speech, Math and Science in Spanish Non-embedded Adaptive or Specialized Equipment/Furniture Audio amplification Enlargement device Frequent Breaks Headphone/noise buffers Human Reader/Signer, Math and Science Individual or Small Group Testing Medical Supports Separate or Alternative Location Specified Area or Setting Student reads aloud to self Test directions clarified Test directions clarified in student's native language Test directions read aloud/repeated as needed Test directions read aloud/repeated in student's native language Time of Day Word-to-word dictionary	Accommodations (available to students with IEP/504 plan; must be selected in student's profile) Embedded Closed Captioning of multi-media, ELA Text-to-Speech, ELA Non-embedded Answers recorded in test-book Assistive Technology (screen reader) Braille Note-taker/Writer Gestures or dialogues to human scribe Hard Copy Braille Edition Human Reader/Signer in ELA Human Signer for Test Directions Large Print Edition Mathematical Tools Monitor Test Response Paper-based Edition Paper-based Edition in Spanish Read & Write/Write Extensions Specialized Calculation Device Speech-to-Text Tactile Graphics Word prediction, external device ELA

How to Modify Accommodations for a Single Student

Accommodations can be assigned to students with a bulk upload feature or individually in ADAM. Use the individual method when assigning or changing accommodations for one or two students. Do not change fields other than accommodations.

To add or remove accommodations for one student:

1. Navigate to **Rostering > Users**.
2. Search for the student by name or ID.
3. In the **Action** column, click **Edit**.
4. Click **Accommodations**.
5. Click **Edit**.
6. Select the checkbox for the appropriate accommodation and subject.
7. Click **Save** in the top-right corner.

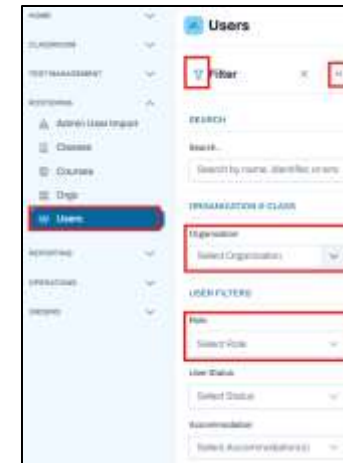


How to Bulk Import Accommodations

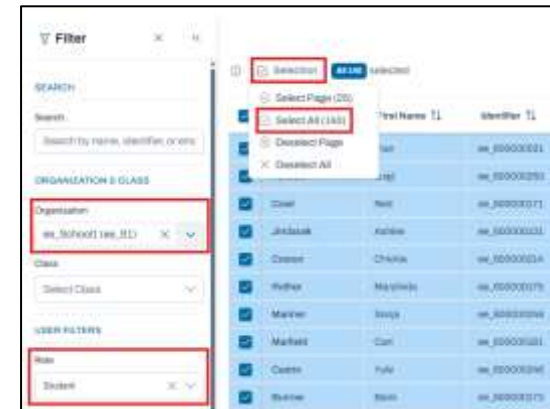
Use the single-file bulk upload when accommodations must be assigned or updated for many students. Start in **Rostering > Users**, filter the results, select the students, and open **Student Accommodation Upload**.

To upload an accommodations registration file (ARF):

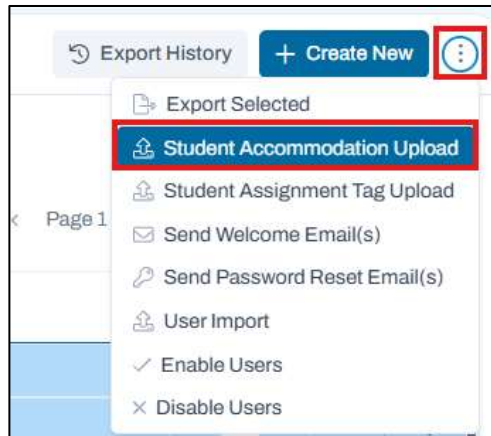
1. In the left navigation, go to **Rostering > Users**.
2. Click the filter icon, select the appropriate organization, and set **Role** to **Student**.



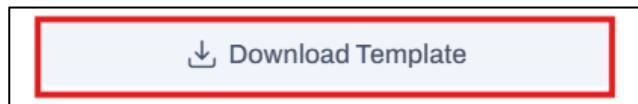
3. From the results, select the top checkbox, then choose **Select All**.



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



5. Click **Download template**.
6. At the top of the page, click **Template History**, then download the most recent file.



7. Open the CSV spreadsheet. Enter **1** in the appropriate accommodation cell for each student and subject; leave cells blank when an accommodation is not selected.

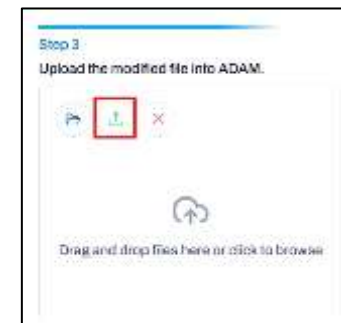
***Note:** A student may appear three times in the template for ELA/Literacy, Mathematics, and Science profiles. Science is not part of the interim administration, but it remains in the shared template because the same process is used for summative testing. Do not alter computer-generated identifiers or other student information.

8. Set the accommodation values, noting the following:

- For details about specific features, refer to the [Interim Accommodation Upload File Field Definitions](#)

G	H	I
grades	profileName	Adaptive and Specialized Equipment or Furniture
03	ELA/L	
03	Mathematics	
03	Science	

- Save the completed file in CSV format. For Mac users, save the file as-is; do not save it as an Apple CSV.
- On the Student Accommodation Upload page, place the file in the upload field and click **Upload**.
- Click **Upload History** and confirm the status is **Success**.
- Spot-check several student profiles to confirm the accommodations were applied as expected.



Troubleshooting

- **Headers are misspelled or missing:** Use the downloaded template without changing any column headers.
- **Invalid cell input:** Enter only the number **1** to select an accommodation, or leave the cell blank for no selection.
- **Incorrect file type:** Upload a CSV file. The template downloads as CSV, so saving it as-is is recommended.

Accommodations: Bulk Upload – Troubleshooting



When uploading accommodations in ADAM, the system conducts a validation on files before it allows you to upload them. Common reasons for failure are:

- Headers being misspelled or missing
- Invalid cell input – when selecting an accommodation or designated support in the spreadsheet use the number 1, or leave the cell blank for non-selection
- Uploading a non-csv file. The template file downloads as csv therefore saving the file as -is is ideal