



DC Interim 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.

Interim Training Schedule

Next Trainings:

- **Asynchronous Training #3 posted to Support Portal October 14:**
Teacher Hand-Scoring
- **Asynchronous Training #4 posted to Support Portal October 30:**
Reporting

Interim Timeline

October 2026

June 2027

All student
information feeds
into LaunchPad

Interim Testing
Opens
10.12.26

Interim Testing
Closes
6.25.27

Learning Objectives

- Accessing ADAM
 - LaunchPad single sign-on and user roles
- Designated Supports and Accommodations
 - Assigning individually and by bulk upload
- Proctor Groups
 - Coordinator and teacher workflows, print cards
- Proctor Dashboard
 - Status review and reseating students

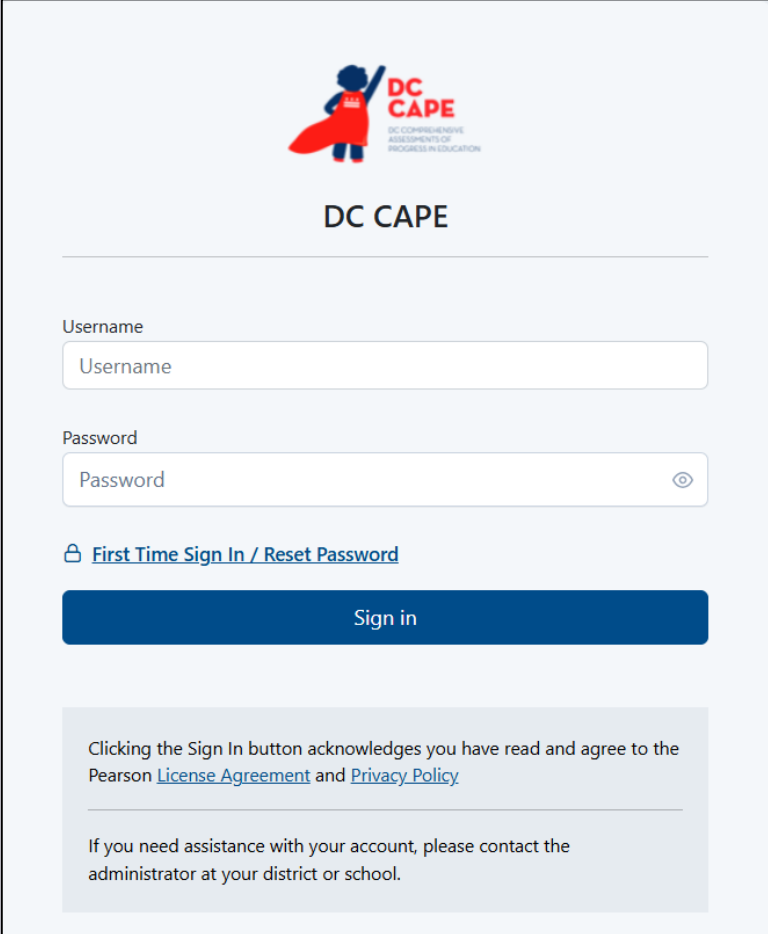
Accessing ADAM



Log in to LaunchPad

LaunchPad is the single-sign-on landing portal that users will enter to access Pearson applications like ADAM or Smarter Balanced applications like Tools for Teachers. User information in LaunchPad syncs nightly with information in the OSSE All Staff Collection database.

- Purpose
 - Login and connect
 - ADAM – access interim assessments, administration, and reporting



The screenshot shows the DC CAPE login interface. At the top, there is a logo featuring a red superhero figure and the text "DC CAPE" and "DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION". Below the logo, the text "DC CAPE" is displayed. The login form includes a "Username" field, a "Password" field with a toggle icon, and a "Sign in" button. A link for "First Time Sign In / Reset Password" is also present. At the bottom, there is a disclaimer about the terms of service and a contact instruction for account assistance.

DC CAPE
DC COMPREHENSIVE
ASSESSMENTS OF
PROGRESS IN EDUCATION

DC CAPE

Username

Username

Password

Password

[First Time Sign In / Reset Password](#)

Sign in

Clicking the Sign In button acknowledges you have read and agree to the Pearson [License Agreement](#) and [Privacy Policy](#).

If you need assistance with your account, please contact the administrator at your district or school.

LaunchPad -Home





DC CAPE



DC CAPE

Sign Out

Home

Data Import

ROSTER DATA

Orgs

Users

Courses

Classes



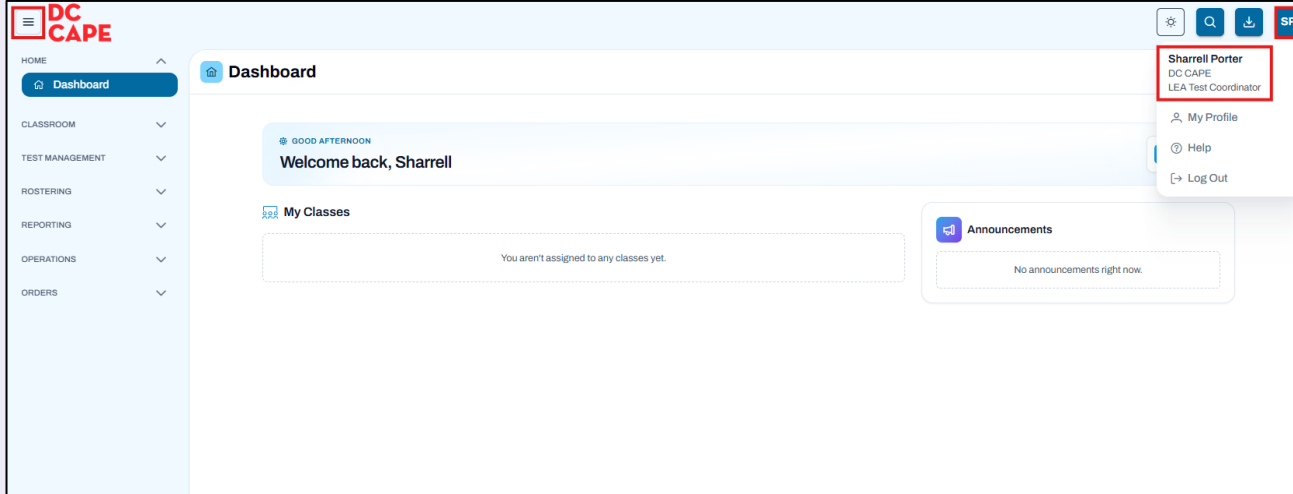
ADAM

Assessment Delivery and Reporting



Tools for Teachers (DC)

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, participate in teacher hand scoring, and access reporting.

Access to ADAM

Users with the OSSE All Staff designations listed below will feed into LaunchPad and receive accounts. LaunchPad and ADAM accounts cannot be created manually; LEAs and schools must assign one of the listed All Staff roles to any staff member they wish to have access to Tools for Teachers and ADAM. Instructions for updating All Staff designations can be found in the [Faculty and Staff Application User Guide](#). If your role is incorrect or you need additional access, contact OSSE or your LEA Test Coordinator.

All Staff Collection Role	LaunchPad Role
LEA Assessment Manager	LEA Test Coordinator
DC CAPE Assessments Coordinator	
LEA Administrator	
School Administrator – Principal/School Leader	School Test Coordinator
School Administrator – Other	
Instructional Coordinator and Supervisor	
Teacher, Elementary (grades 1-6)	Teacher
Teacher, Elementary (grades 7-12)	
Teacher, Adult	
Paraprofessional – General Education	
Paraprofessional – Special Education	

User Role Matrix (ADAM)

	Ability	LEA Test Coordinator	School Test Coordinator	Teacher
1	View Organizations	☒	☒	
2	View User information	☒	☒	☒
3	Login As	☒	☒	
4	Student Accommodation upload/manually edit	☒	☒	
5	Proctor Group upload/manually create	☒	☒	
6	Proctor Group manually create/proctor on the fly			☒
7	Teacher Hand scoring	☒	☒	☒
8	View reports	☒	☒	☒

ADAM – Designated Supports and Accommodations

A decorative graphic on the right side of the slide, consisting of several concentric, curved lines that sweep from the bottom left towards the top right, creating a sense of motion or a stylized wave.

Designated Supports and Accommodations

- Some students need designated supports and accommodations to take their assessments.
- Accommodations and designated supports are assigned to the student profile in ADAM. Because ADAM uses the same student profile for both administrations, anything entered for interim testing also applies to summative testing.
- The new [Accessibility Manual](#) explains each support, who qualifies, and how to apply it. LEA Test Coordinators and School Test Coordinators can access more detailed information on the DC support portal.
- Use the manual first to determine the correct supports, then assign them in ADAM before testing begins.

Designated Supports

Available to ANY student who needs them — no IEP or 504 plan required. Assigned by LEA Test Coordinators and School Test Coordinators based on documented student need, and should mirror the supports the student already uses in daily instruction.

Accommodations

Available ONLY to students with a documented IEP or 504 plan. What you assign must match exactly what is written in that plan — nothing added, nothing left out. Assigned by subject on the student profile.

Designated Supports and Accommodations

Universal Tools (available for all students)		
Embedded Bookmark Eliminate answer choices Embedded calculator Highlight tool Line reader mask tool Magnification Notepad Pop-up Glossary Spell Check Writing Tools Non-Embedded Frequent Breaks Scratch Paper	Designated Supports (available to those who need them; must be selected in student's profile) Embedded Answer masking 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 (non-screen reader) Braille Note-taker/Writer Gestures or dictates to human scribe Hard Copy Braille Edition Human Reader/Signer on ELA Human Signer for Test Directions Large Print Edition Mathematical Tools Monitor Test Response Paper-based Edition Paper-based Edition in Spanish Read & Write/Enable Extensions Specialized Calculation Device Speech-to-Text Tactile Graphics Word-prediction, external device ELA

Accommodations: Individual

- Accommodations can be applied to students individually

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

DC CAPE

HOME

CLASSROOM

TEST MANAGEMENT

ROSTERING

Admin User Import

Classes

Courses

Orgs

Users

REPORTING

OPERATIONS

ORDERS

Edit User : Coiley, Fanni (ee_600001738)

✓ Save

Information

Accommodations

Administrations

Assignment Tag(s)

Classes

Demographics

User History

Accommodations

View Edit

Filter by Accommodation...

Collapse All

ELA/L 0 selected

Mathematics 0 selected

Science 0 selected

Designated Support

Answer Masking - Enable

Answers are masked by default, but the feature can be enabled on each item at any time during the test.

Individual Small Group Testing

Student is tested in a separate location as an individual or with a small group of students with matching accessibility features, accommodations, or testing needs as appropriate.

General Administration Directions Read Aloud and Repeated in Student's Native Language

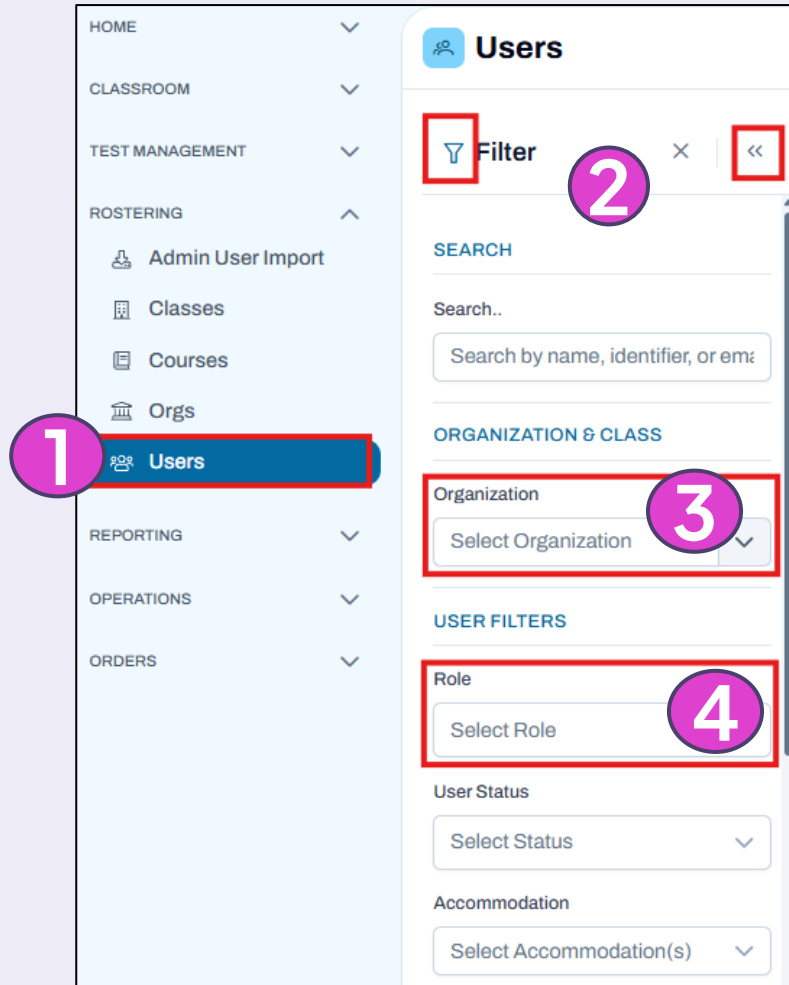
TA reads aloud the general administration instructions in the student's native language.

Frequent Breaks

Student takes a break when requested. Testing time does not stop unless a medical condition is present.

Accommodations: Bulk Upload

- Accommodations can also be applied with a single-file bulk upload



1. Start at **Rostering > Users**
2. Use the filter icon to view the search fields
3. Use the dropdown to select the appropriate **Org.**
4. Choose the Role : **Student**

Accommodations: Bulk Upload

The screenshot displays the 'Accommodations: Bulk Upload' interface. On the left, there are filter sections: 'Filter' (with a close button), 'SEARCH' (with a search bar and placeholder text 'Search by name, identifier, or email'), 'ORGANIZATION & CLASS' (with 'Organization' set to 'ee_School1 (ee_S1)' and 'Class' set to 'Select Class'), and 'USER FILTERS' (with 'Role' set to 'Student'). The main table shows a list of results with columns for 'First Name' and 'Identifier'. A dropdown menu is open over the table, showing options: 'Selection' (with a checkbox and 'All 140' selected), 'Select Page (25)', 'Select All (140)', 'Deselect Page', and 'Deselect All'. On the right, there is a 'Page 1' indicator and a 'Create New' button. A dropdown menu is also open over the 'Create New' button, showing options: 'Export Selected', 'Student Accommodation Upload' (highlighted), 'Student Assignment Tag Upload', 'Send Welcome Email(s)', 'Send Password Reset Email(s)', 'User Import', 'Enable Users', and 'Disable Users'.

5. From the results select the top **checkbox** to **Select All**

6. Click the kabob menu in the top right corner and select **Student Accommodation Upload**

Accommodations: Bulk Upload

The screenshot shows the 'Student Accommodation Upload' interface. At the top, there are tabs for 'Template History' and 'Upload History', with a red box and callout 8 highlighting the 'Template History' tab. On the left, under 'Step 1', there is a list of 'Visible Accommodations' and a 'Download Template' button, with a red box and callout 7 highlighting the button. In the center, 'Step 2' lists instructions for editing the template. On the right, 'Step 3' shows an upload area with a red box and callout 9 highlighting the green upload button.

Student Accommodation Upload

Follow the instructions to modify accommodations on students in ADAM.

Step 1
Click the button to download the template file.

Visible Accommodations

1. Adaptive and Specialized Equipment or Furniture
2. Answer Masking - Enable
3. Answers Recorded in Test Booklet
4. Assistive Technology Non-Screen Reader
5. Audio Amplification
6. Blank Scratch Paper
7. Braille
8. Braille Note-taker/Writer
9. Braille Writer
10. Clarifying Administrative Directions in Student's Native Language - Test Directions
11. Closed Captioning of Multimedia - English
12. Color Contrast (Font Color/Background) - Black/Blue

Download 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 2

- Open the file using Sheets, Numbers, or Excel.
- Each student has a row for each of the Profile types.
- Place a 1 in the cell to enable the accommodation.
- Place either a 0 or set the cell to blank to turn off the accommodation.
- If an accommodation type has multiple columns associated with it (e.g., Closed Caption - English and Closed Caption - Spanish), only one of the columns can be enabled.
- Save the modified file as a .csv (comma-separated values)

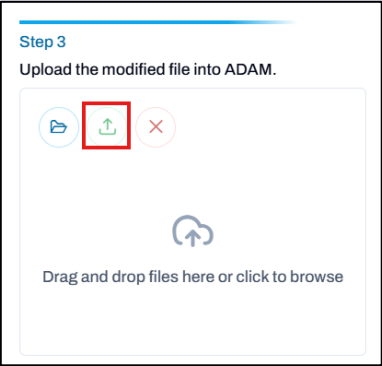
Step 3
Upload the modified file to ADAM.

Drag and drop files here or click to browse

7. Click the **Download template** button
8. At the top the click **Template History** and click the download button next to your most recent file.
9. Fill in the template (spreadsheet), save the file, and upload into ADAM by clicking the green upload button.

Accommodations: Bulk Upload

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

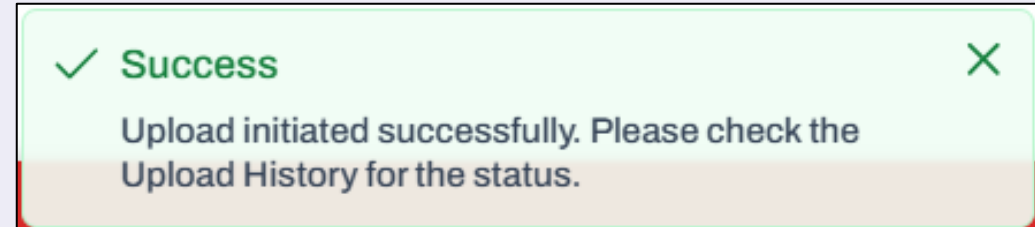
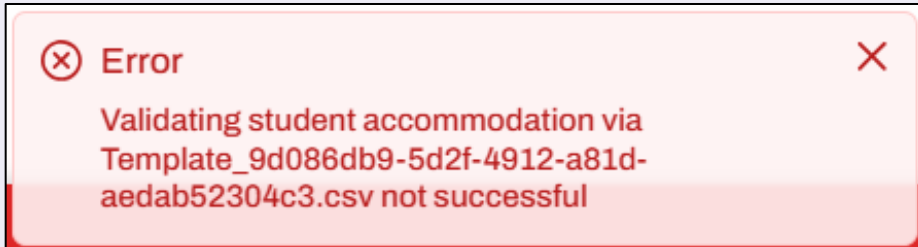


- Open the spreadsheet file
- Place a “1” in the appropriate cell to add accommodations specific students for each subject. Students may be listed 3 times to account for ELA/L, Mathematics, and Science profiles.
- Save the file (it should remain a .csv file)
- Place the file in the upload field
- Click **Upload**.
- Scroll up and click on **Upload History** to view status as Success.
- Confirm a few students.

Upload History			
File Name		Refresh	
1 to 2 (2)		Rows per page 10 << < (1 of 1) > >> More columns < >	
Name ↑↓	No of Profiles ↑↓	Status ↑↓	Progress ↑↓
Template_9d086db9-5d2f-4912-a81d-aedab52304c3.csv	420	COMPLETED	100%
Template_9d086db9-5d2f-4912-a81d-aedab52304c3.csv	420	COMPLETED	100%

***Note:** For Mac (Apple) users, always “Save” the file as-is; do not save as apple csv

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

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

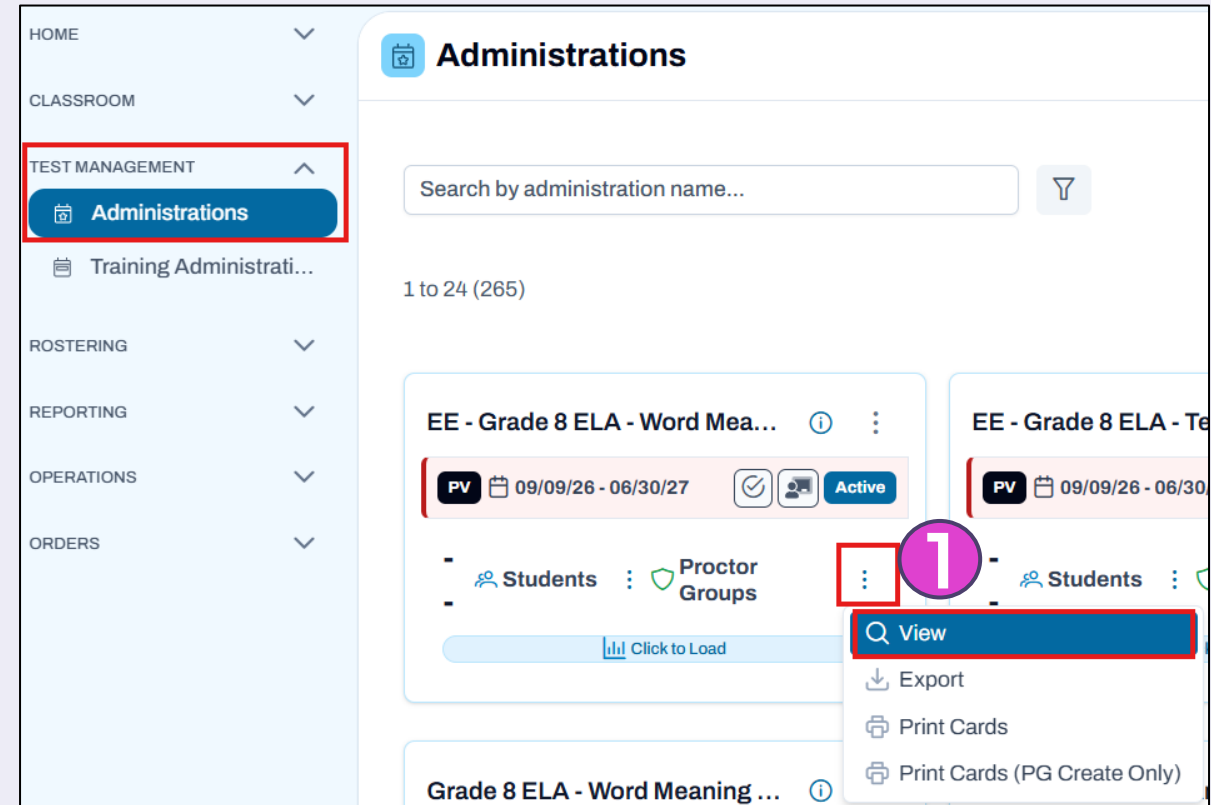


Creating Proctor Groups – (LTC and STC)

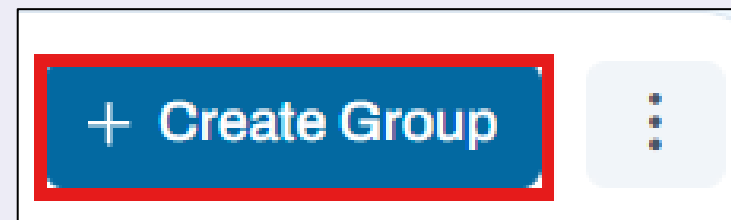
- For each grade level/course and subject, test coordinators will be able to:
 - bulk create the proctor groups (test sessions) with students in them
 - create proctor groups individually and place students in them.
- Each assessment is scheduled to eligible students at your school in a default 'unassigned'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

Proctor Group: Individual – (LTC and STC)

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



2



Proctor Groups: Individual – (LTC and STC)

- 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)
 - Select your District
 - Select your School

- 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

3

Proctor Group Configuration

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.

* Required fields

Group Name *

Testing School Setup

This information is used to define the school where this proctor group is physically testing the students

Select District * EE district 1 (ee_d1)

Select School * ee_School1 (ee_S1)

Students (0)

0 to 0 (0)

Rows per page 25 << < (0 of 0) > >>

Example group name (matches SIS):
Gr3-ELA-Smith-P2 — grade, subject, teacher, period

First Name ↑↓	Last Name ↑↓	Identifier ↑↓	Organization ↑↓	Status ↑↓	Accommodations ↑↓	
PVFINTAABDC	PVLINTAABDC	222222223	PV INT Sch 20	Not Started		✓
PVFINTAACDC	PVLINTAACDC	222222224	PV INT Sch 20	Not Started		✓
PVFINTAADDC	PVLINTAADDC	222222225	PV INT Sch 20	Not Started		+
NTAAEDC	NTAAEDC	222222226	PV INT Sch 20	Not Started		+
NTAAGDC	NTAAGDC	222222228	PV INT Sch 20	Not Started		✓
NTAAHDC	NTAAHDC	222222229	PV INT Sch 20	Not Started		+

The student is currently assigned to Testcase Grade 3 ELA - Research Analyze Information (FIAB) take 2'

4

Proctor Groups: Individual (LTC and STC)

5. Close the Add Students window.
6. Click **Save** at the top of your screen.

*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**

← | **Create Proctor Group** : PV Grade 3 ELA - Research Analyze Information (FIAB) take 2 

Proctor Group Configuration
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.

* Required fields

Group Name *

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

Select District * EE district 1 (ee_d1) Select School * ee_School1 (ee_S1)

Students (2) 

1 to 2 (2) Rows per page 25 << < (1 of 1) > >>

First Name ↑↓	Last Name ↑↓	Test Status ↑↓	
PVFINTAABDC	PVLINTAABDC	Not Started	
PVFINTAACDC	PVLINTAACDC	Not S	

Example group name (matches SIS):
Gr3-ELA-Smith-P2 — grade, subject, teacher, period

Proctor Group: Bulk (LTC and STC)

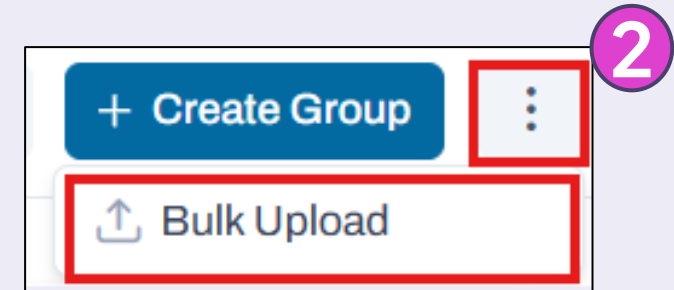
1. Start at **Test Management > Administrations**

- On the administration card, click the kabob menu and click on **View**

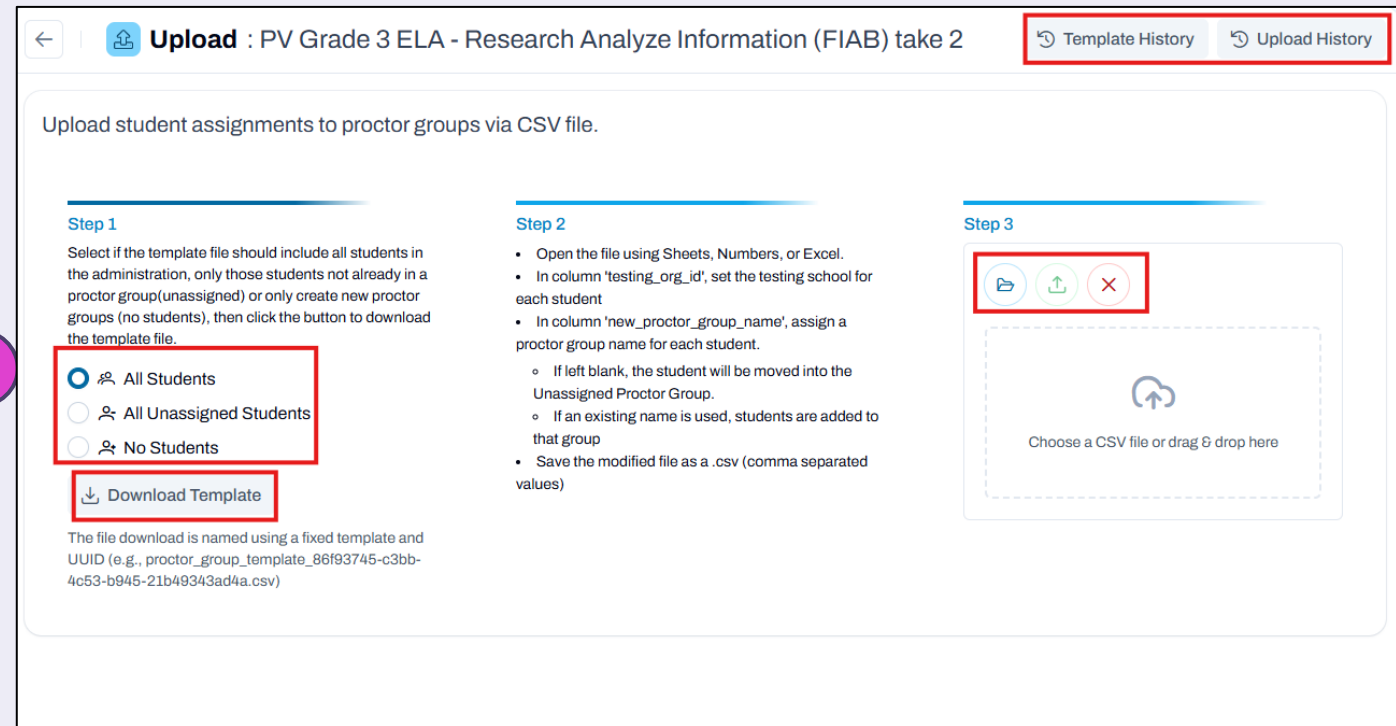
2. Click the kabob menu and the **Bulk Upload** button

3. On the Create Proctor Group via CSV page, select **All Students**. Press the **Click to download template** button

- Open the **Template History** to download the file



3



Proctor Group: Bulk (LTC and STC)

- Open and fill in the spreadsheet.
 - For column H, **testing_org_id** should have no spaces
 - For column I, **new_proctor_group_name** should follow the naming convention
- 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
- Confirm success by clicking the **Upload History** button on the top left corner.

4

G	H	I
group_name	testing_org_id	new_proctor_group_name
Research Analyze Information (FIAB) take 2 Unassigned	408	className.03.demo1
Research Analyze Information (FIAB) take 2 Unassigned	408	className.03.demo2
Research Analyze Information (FIAB) take 2 Unassigned	3369	className.03.demo3
Research Analyze Information (FIAB) take 2 Unassigned	3369	className.03.demo4

5

Step 3

📁 📶 ✕

📄 proctor_group_template_b6c9d...
34.60 KB

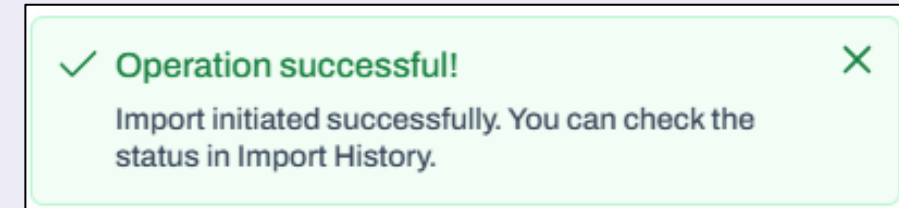
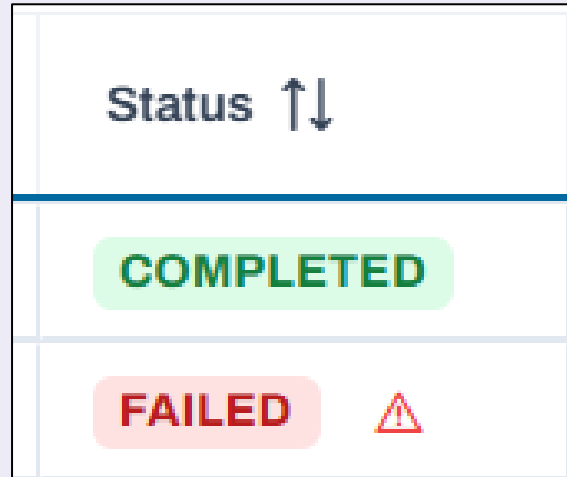
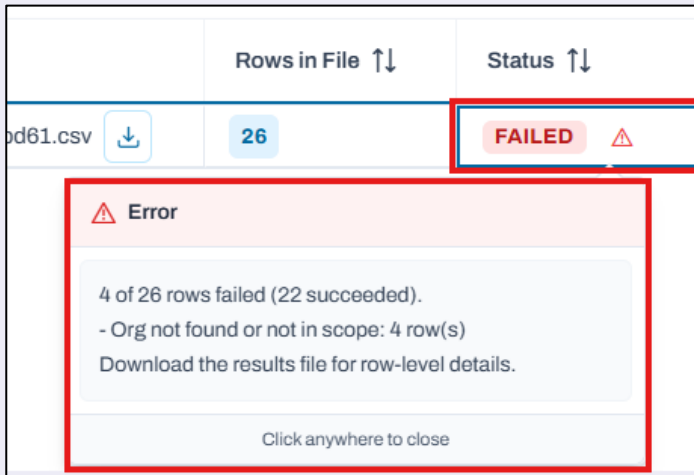
New Proctor Groups: 4
Total Sessions: 203

6

Upload History				✕
File Name				↻ Refresh
1 to 2 (2)		Rows per page	10	<< < (1 of 1) > >> More columns < >
Name ↑↓	Rows in File ↑↓	Status ↑↓	Progress ↑↓	
proctor_group_template_b6c9d567-dae9-4654-94ef-13ac42d70143.csv	203	COMPLETED	100%	

***Note:** Proctor group name can follow the direction of using class name in accordance to the school's information system (SIS)

Proctor Groups: Bulk Upload – Troubleshooting (LTC and STC)



When uploading proctor groups 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 org input – when placing the testing_org_id make sure it is the correct 3 or 4 digit school organization number (ex. 408 or 3369)
- Uploading a non-.csv file. The template file downloads as .csv therefore saving the file as-is is ideal

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 Classroom
- The teacher will choose from a list of interim assessments for the students to take
- Teachers can create a proctor group on the fly or open a previously created proctor group to add or move students

Proctor Group (Teachers)

1. Start at **Classroom**
 - Select Student Assignment
 - Use the filters to choose between the ICA, FIAB, or IAB programs
2. Select the desired **Program** from the dropdown
 - ***Note:** Choose which tab view from Assignment to Roster to see a list or vertical scroll format of the assessments assigned
3. Click on the assessment name to view the **Assignment Details**
4. On the **Assignment Details** 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)
 - Select your student(s) checkbox and click the **Proctor** button to access the Proctor Dashboard

Proctor Group – (Teachers)

HOME

CLASSROOM

Student Assignments

Student Performance

ROSTERING

REPORTING

Student Assignments

Filter

PROGRAM & SCOPE

Program

DC 26-27 Interim ICA

Scope

ee_School1 (ee_S1)

Class

InterimTestELA4

TEST FILTERS

Content Area

Search Content Area

Grades

Search Grades

Assign Students

DC 26-27 Interim ICA

ee_School1 (ee_S1)

4 STUDENTS

Assignment Roster

Search Students

Sort by: A-Z

Export

1-4 of 4

More columns

25

(1 of 1)

Student	EE - Grade 3 ELA - Interim...	EE - Grade 3 MATH - Interim...	EE - Grade 4 ELA - Interim...	EE - Grade 4 MATH - Interim...	EE - Grade 5 - Interim...
Diben, Brittani					
Idwal Evans, Norris					
Lammers, Jillie					
Selliman, Collin					

Proctor Group – (Teachers)

***Note:** The buttons here at the top are for Print Cards, Proctor, Apply Scores, and Refresh

←

Assignment Details : DC 26-27 Interim ICA

Print Cards

Proctor

Apply Scores

Refresh

FILTER

EE - Grade 3 ELA - Interim Assessment (ICA)

4 STUDENTS

Grade: 03 English Language Arts 26-27

Jul 29, 2026 - Jun 4, 2027

Session Status

4 TOTAL

0 SUBMITTED

0 STARTED

4 NOT STARTED

Score Status

0 SCORING COMPLETE

0 TOTAL SCORE PENDING

0 HUMAN SCORE PENDING

Search Students

Refresh

1 to 4 (4) ☒ Selection 4 selected

4

☒ Select Page (4)

☒ Select All (4)

☒ Deselect Page

☒ Deselect All

☒		Test Progress ↑↓	Form ↑↓	Accommodations
☒	D		Grade 3 ELA - Interim Assessment (ICA) - 26EL03ICASBONEN0101	
☒	Id		Grade 3 ELA - Interim Assessment (ICA) - 26EL03ICASBONEN0101	
☒	Lammers, Jillie		Grade 3 ELA - Interim Assessment (ICA) - 26EL03ICASBONEN0101	
☒	Selliman, Collin		Grade 3 ELA - Interim Assessment (ICA) - 26EL03ICASBONEN0101	

Proctor Group - (Teachers)

Proctor Students

×

Choose how you'd like to proceed with the 4 selected students.

* Required fields

Proctor Group Name *

Cancel

View Proctor Groups

Proctor Selected Students

EE - Grade 3 ELA - Interim Assessment (ICA) ⓘ

Test Code: **NE548M**

⌵

⌵

⌵

⌵

4

All

4 Not Started

0 In Progress

0 Paused

0 Exited

0 Submitted

0 Needs Attention

0 Breached

GROUP ACTIONS

All

Sessions

Search students...

☐ Selection

25

⏪

⏩

(1 of 1)

More columns

⏴

⏵

☐	Student ID ⓘ	First Name ⓘ	Last Name ⓘ	Organizations	Start Time ⓘ	Test Progress ⓘ	Test Status ⓘ	Section Progress	Item Progress ⓘ	1	Actions
☐	ee_600000141 ⓘ	Brittani	Diben	ee_School1	Not Started		Not Started	None	None		
☐	ee_600000136 ⓘ	Collin	Sellman	ee_School1	Not Started		Not Started	None	None		
☐	ee_600000146 ⓘ	Jillie	Lammers	ee_School1	Not Started		Not Started	None	None		
☐	ee_600000151 ⓘ	Norris	Idwal Evans	ee_School1	Not Started		Not Started	None	None		

5. Once student(s) are selected and teachers' click the Proctor button, Create a proctor group name and **click Proctor Selected Students**
 - ***Note:** The View Proctor Groups button takes you to the proctor group management page to revisit past session details, proctor more students within the same group, or access the proctor dashboard for a specific group.
6. The Proctor Dashboard will appear, give the students the test code
 - ***Note:** The proctor group can be edited to add or subtract students who need to be moved or who were not tested

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.

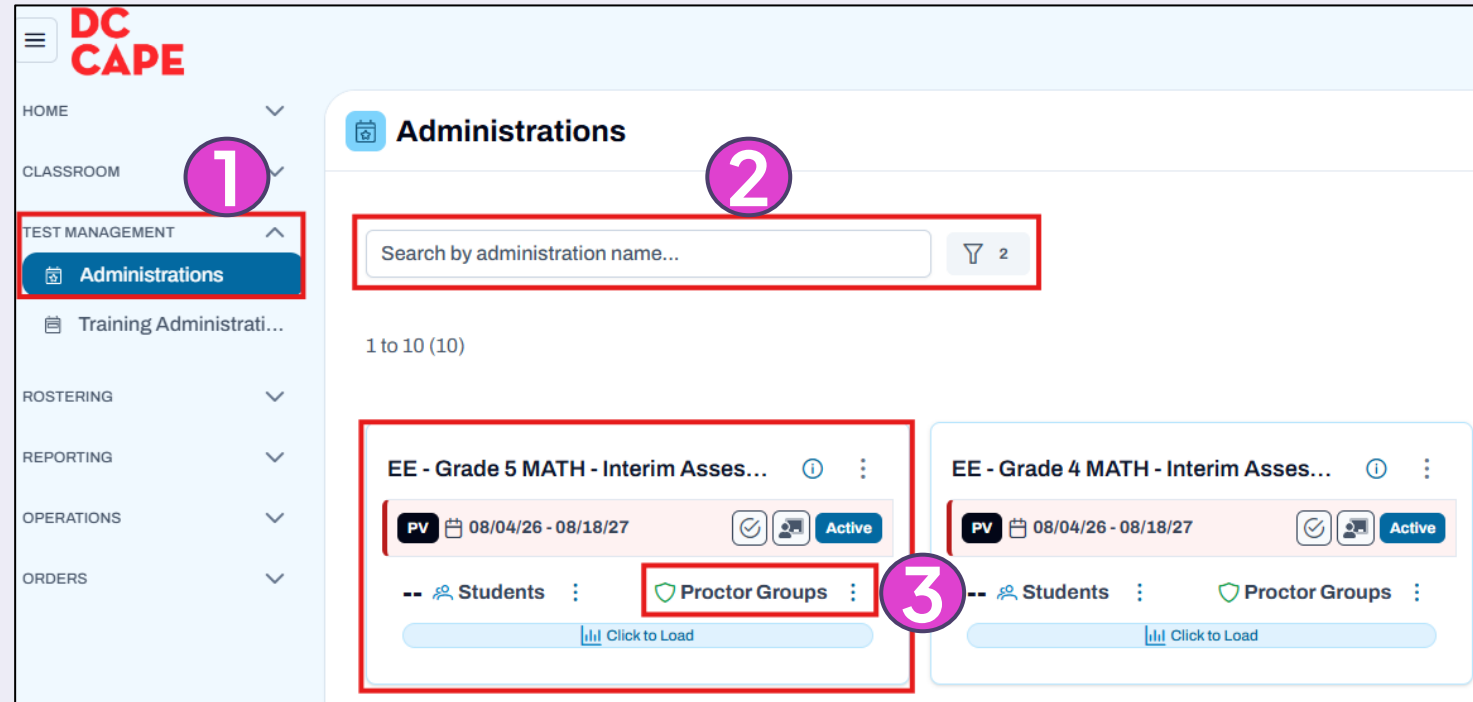
Proctor Dashboard Tour



Navigate to the Proctor Dashboard (LTC and STC)

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



Proctor Group Management Page (LTC and STC)

On the proctor group management page you will see a list of proctor groups. Keep in mind you can use the filter on the left panel 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

Proctor Groups : EE - Grade 3 MATH - Interim Assessment (ICA)

Create with Code + Create Group

3 PROCTOR GROUPS

209 TOTAL STUDENTS

2 ASSIGNED

207 UNASSIGNED

1 to 3 (3) Rows per page 20 << < (1 of 1) > >>

Name ↑↓	Testing School ↑↓	Students	Test Code	Proctor Password	Test Progress	
BBB - Test	ee_School12	1	GX6AUH	DXD34H		⋮
EE Test Sample	ee_School11	1	KJNUM6	KAMZFB		⋮
Empty test p group	ee_School1	0	SQAKXA	F6SHAU	No Sessions	⋮

- Students
- Proctor
- Edit
- Delete

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

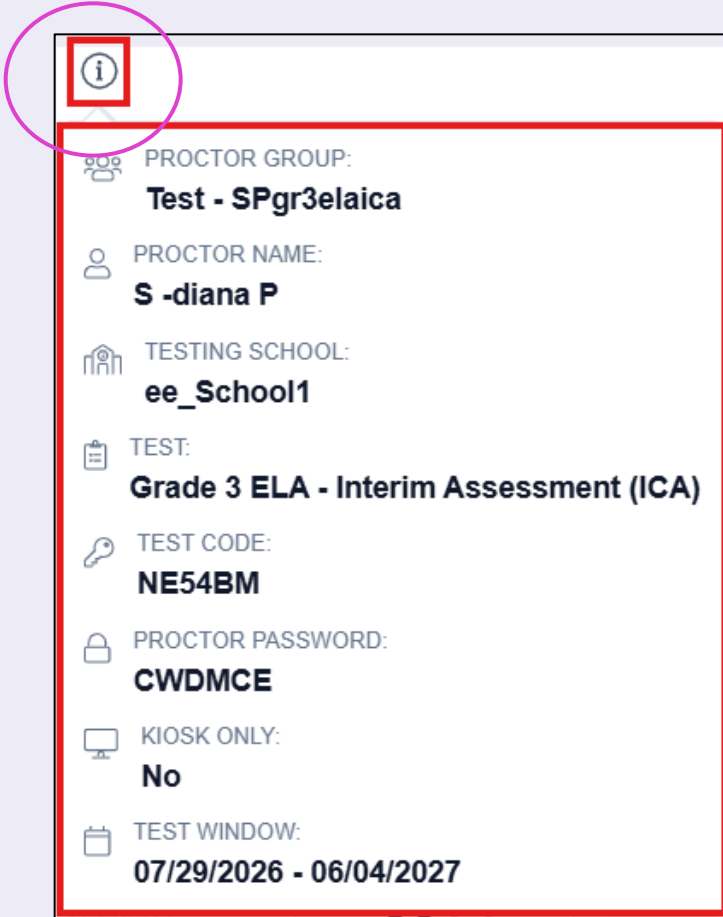
Proctor Dashboard – All roles

The screenshot displays the DC CAPE Proctor Dashboard for the EE - Grade 3 ELA - Interim Assessment (ICA). The top header includes the DC CAPE logo, the test name, an information icon, the Test Code (NE54BM), and buttons for Edit Proctor, Print Cards, and Exit/Close. The main section shows 4 student sessions, all in the 'All' status. A status bar provides counts for various session states: All (4), Not Started (4), In Progress (0), Paused (0), Exited (0), Submitted (0), Needs Attention (0), and Breached (0). Group actions include 'All Sessions' and 'Reseat All Sessions'. A search bar is available for finding specific students, and an 'Auto Refresh' toggle is set to 1 minute.

Session Status	Count
All	4
Not Started	4
In Progress	0
Paused	0
Exited	0
Submitted	0
Needs Attention	0
Breached	0

- At the top you will see the test name, followed by an “i” icon with testing information, the **Test Code**, the **Edit Proctor** button, the **Print Cards**, and the Exit/Close button.
- Next you will see the status bar, the **Group Actions** options.
 - ***Note:** If you have a large amount of students you can use the search field to find specific students, and the **Auto Refresh** toggle is helpful to keep up with the student session status every minute.

Proctor Dashboard



The Proctor Dashboard information card is a white rectangular box with a red border. In the top-left corner, there is a small square icon containing the letter 'i', which is circled in red. Below this icon, the card lists several fields, each with an icon and a label: a group of people icon for 'PROCTOR GROUP:', a person icon for 'PROCTOR NAME:', a school building icon for 'TESTING SCHOOL:', a clipboard icon for 'TEST:', a key icon for 'TEST CODE:', a padlock icon for 'PROCTOR PASSWORD:', a computer monitor icon for 'KIOSK ONLY:', and a calendar icon for 'TEST WINDOW:'. Each field has a corresponding value displayed below the label.

PROCTOR GROUP:
Test - SPgr3elaica

PROCTOR NAME:
S -diana P

TESTING SCHOOL:
ee_School1

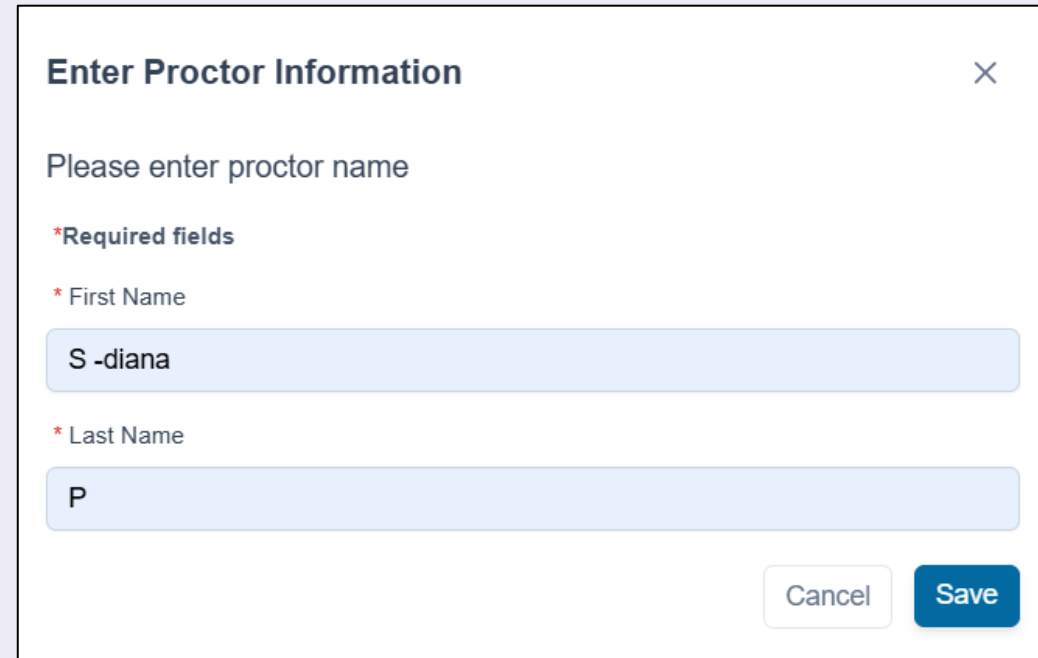
TEST:
Grade 3 ELA - Interim Assessment (ICA)

TEST CODE:
NE54BM

PROCTOR PASSWORD:
CWDMCE

KIOSK ONLY:
No

TEST WINDOW:
07/29/2026 - 06/04/2027



The 'Enter Proctor Information' modal is a white rectangular box with a close button (X) in the top-right corner. It contains a prompt 'Please enter proctor name' and a section for required fields. There are two text input fields: the first is labeled '* First Name' and contains the text 'S -diana'; the second is labeled '* Last Name' and contains the text 'P'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Enter Proctor Information X

Please enter proctor name

***Required fields**

*** First Name**

S -diana

*** Last Name**

P

Cancel Save

- When clicked the “i” icon shows information including the Test Code and Proctor Password
- If you need to change the name of the proctor, click the **Edit Proctor** button

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.

Search students...

Auto Refresh (1 min)

Refresh

1 to 25 (25)

Selection

25

<<

<

(1 of 1)

>

>>

More columns

<

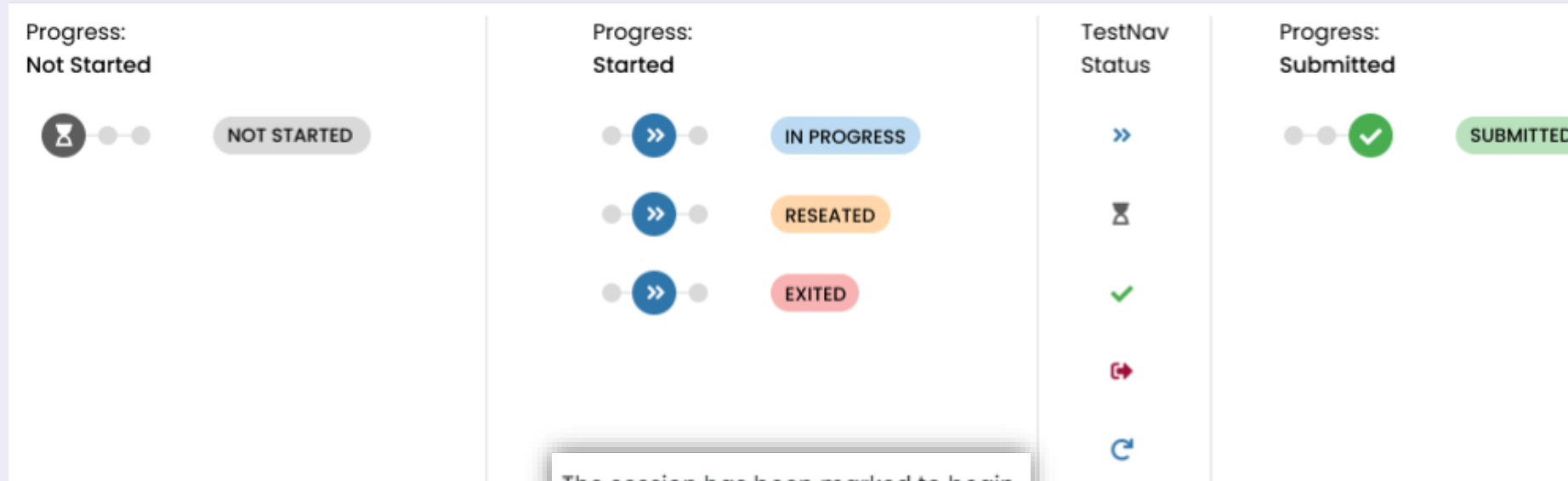
>

☐	Student ID ↑↓	First Name ↑↓	Last Name ↑↓	Organizations	Start Time ↑↓	Test Progress ↑↓	Test Status ↑↓	Section Progress	Item Progress ↑↓	Test Duration	Ac	Actions
☐	ee_600000176 ⓘ	Hamish	Kindley	ee_School1	Not Started		Not Started	None	None			
☐	ee_600000202 ⓘ	Heidi	Petrol	ee_School1	Sep 23, 12:09 PM		Submitted	None	48% Answered	18:29		⋮
☐	ee_600000195 ⓘ	Hermie	Matthewman	ee_School1	Not Started		Not Started	None	None			
☐	ee_600000190 ⓘ	Hynda	Sam	ee_School1	Not Started		Not Started	None	None			
☐	ee_600000260 ⓘ	Igor	Fishleigh	ee_School1	Sep 23, 12:31 PM		Exited	Section 1	12% Answered	1:35		⋮
☐	ee_600000061 ⓘ	Israel	Capron	ee_School1	Not Started		Not Started	None	None			
☐	ee_600000230 ⓘ	Janek	Peakman	ee_School1	Sep 23, 12:37 PM		In Progress	None	0% Answered			⋮
☐	ee_600000146 ⓘ	Jillie	Lammers	ee_School1	Sep 23, 12:34 PM		Reset	Section 1	5% Answered	0:19		⋮

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



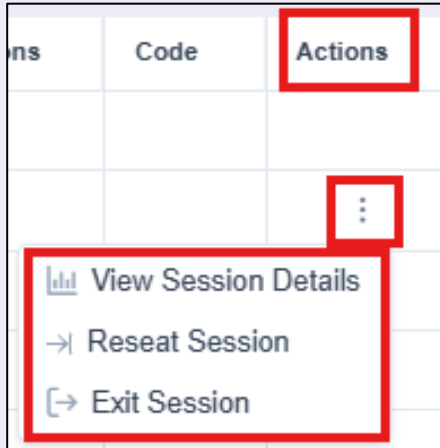
The session has been marked to begin again.

TestNav Status: Reseat

RESEAT

Proctor Dashboard – Actions

1



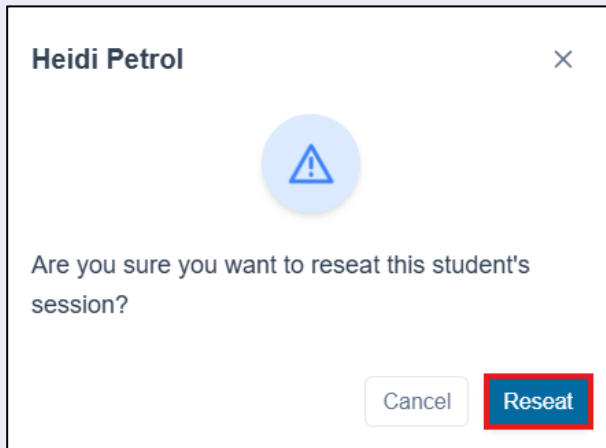
1. These options, if any, may become available **Actions** for a student and will vary based on their test status.
 - Both **Reseat** , **Exit Session**, and **View Session Details** can be seen per student
 - Or for the whole group to update all sessions at once.

2



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

3



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

Session Details

✕

Heidi Petrol
 Student ID ee_600000202

Last updated Sep 23rd, 12:16:21 pm

Test Grade 3 MATH - Interim Assessment (ICA)	Test start Sep 23rd, 12:09:00 pm	Test end -	Test status IN PROGRESS
--	--	---------------	---

Section Information

Section name ↑↓	Type ↑↓	Progress ↑↓	Seal code ↑↓	Section start ↑↓	Section end ↑↓
Section 1	Linear	✓	N	Sep 23rd, 12:09:12 pm	Sep 23rd, 12:12:18 pm
Section 2	Linear	»	N	Sep 23rd, 12:12:20 pm	Sep 23rd, 12:16:15 pm

40

ITEMS

15

14

26

VISITED

ANSWERED

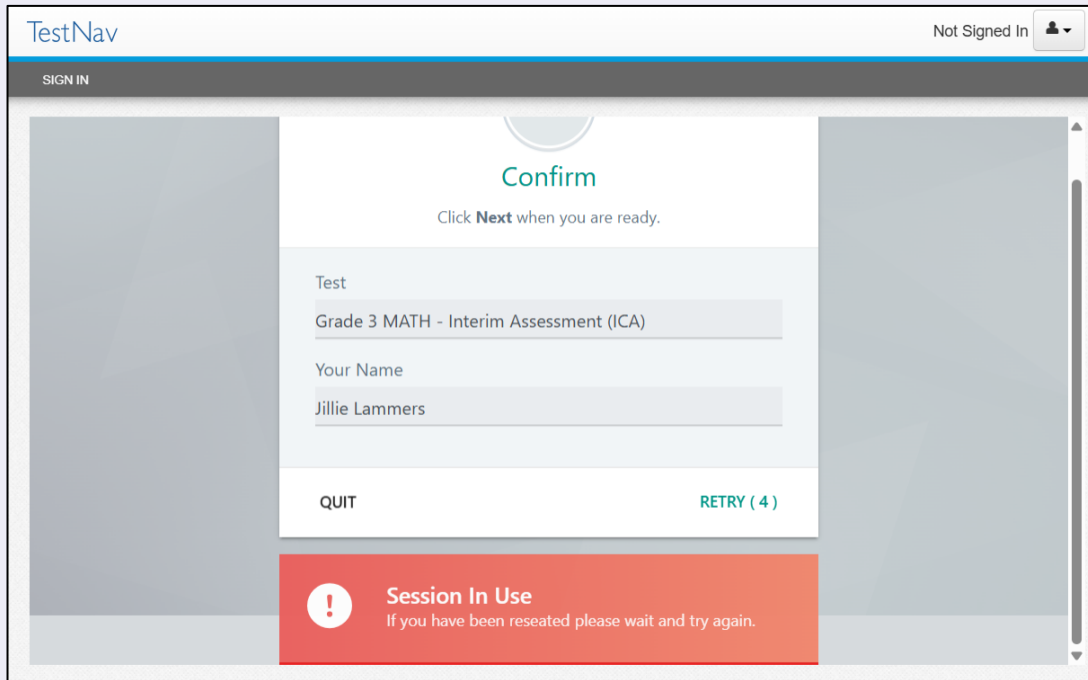
REMAINING

#	Section name ↑↓	Sequence ↑↓	Item UIN ↑↓	Progress ↑↓	Last update ↑↓
10	Section 1	10	sbac-200-4808	ANSWERED	Sep 23rd, 12:11:32 pm
11	Section 1	11	sbac-200-924	ANSWERED	Sep 23rd, 12:11:45 pm
12	Section 1	12	sbac-200-20143	ANSWERED	Sep 23rd, 12:11:49 pm
13	Section 1	13	sbac-200-216928	ANSWERED	Sep 23rd, 12:11:57 pm
14	Section 1	14	sbac-200-6225	VISITED	Sep 23rd, 12:12:13 pm
15	Section 1	15	sbac-200-48243	REMAINING	Not Started

Close

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.
2. When the student is In Progress, the **Answered** shows at the top of the list.
3. And items that are **Visited**, a timestamp is provided.

Proctor Dashboard – Reseat



TestNav Not Signed In

SIGN IN

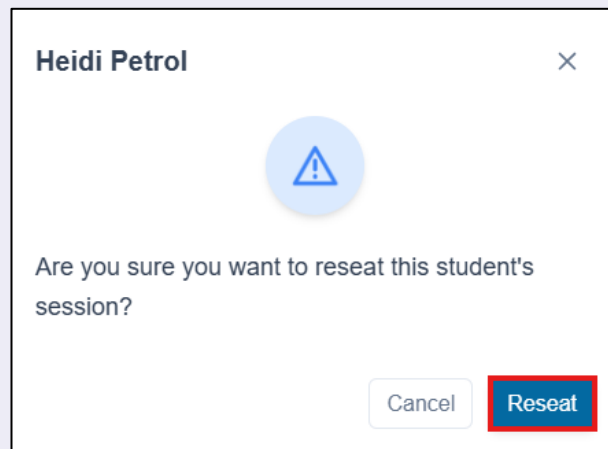
Confirm
Click **Next** when you are ready.

Test
Grade 3 MATH - Interim Assessment (ICA)

Your Name
Jillie Lammers

QUIT RETRY (4)

Session In Use
If you have been reseated please wait and try again.



Heidi Petrol

Are you sure you want to reseat this student's session?

Cancel Reseat

What is reseat?

- Reseat is a permissioned action that logs a student out of a session and allows a student to sign back in.

When is reseat used and why?

- When a student enters Exited status
- Exited status requires a new login to occur
- Test Administrators must place students in reseat status to allow the student to type their log in information in again to continue the assessment
- This action refreshes the connection between the student device and the testing system without losing test progress

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.

Next Steps



Interim Training Schedule

Next Trainings:

- **Asynchronous Training #3 posted to Support Portal October 14:**
Teacher Hand-scoring
- **Asynchronous Training #4 posted to Support Portal October 30:**
Reporting

Support Portal Resources

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

DC COMPREHENSIVE ASSESSMENTS OF PROGRESS IN EDUCATION

Home Technology Setup Administration Resources Test Design Training Practice Tests Support

Search...

Summative

Interim

DC CAPE Next Portal

Welcome to the DC CAPE Next portal, the site for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for, and administer, the DC CAPE Next Assessments.

[Learn More](#)

Overview

The District of Columbia Comprehensive Assessments of Progress in Education (DC CAPE) NEXT is the District's general statewide assessment system which includes assessments in English language arts/literacy (DC ELA), mathematics (DC Math) and Science (DC Science). Together, these assessments create a comprehensive system that provides important information on students' progress and proficiency relative to DC's educational standards.

DC CAPE Next assessments are administered in these grades and courses:

- **DC ELA:** Grades 3-8, ELA I and ELA II
- **DC Math:** Grades 3-8, Algebra I and Geometry
- **DC Science:** Grades 5, 8, and High School Biology

DC CAPE Next assessments are computer-based assessments that allow for the use of a variety of innovative item types where students can apply critical-thinking skills to demonstrate their understanding of the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS).

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.