

Appendix A

Glossary of Assessment Terminology

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This glossary contains assessment terms used by this manual.

Term	Definition
Accommodations	An accommodation is an assessment practice or procedure that changes the presentation, response, setting, and/or timing and scheduling of assessments. Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency. Accommodations must be listed in the student’s approved IEP, 504 plan, or EL plan. More information on accommodations is available at dc.mypearsonsupport.com .
Accessibility Feature	Accessibility features are tools or preferences that are either built into the assessment system or provided externally by Test Administrators. Accessibility features can be used by any student taking the assessments. A small selection of accessibility features available to all students need to be identified in advance.
Administration Time	Administration time is the total time schools should schedule for each section, including the section testing time and the approximate times shown in Table 2.0 for reading directions, answering questions, distributing materials, closing sections, and collecting test materials.
IEP, 504 Plan, or EL Plan	IEP refers to Individualized Education Program plan. It is a program developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives specialized instruction and related services. The 504 plan refers to a plan developed to ensure that a student who has a disability and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. An English learner (EL) plan refers to a plan developed to ensure that a student who is learning English has equal rights and access to a high-quality education.
Local Education Agency (LEA)	Commonly referred to as a school district, an LEA oversees local schools.
LEA Test Coordinator (LTC)	LEA Test Coordinator is the individual at the local education agency/district level responsible for the overall coordination of test administration. For the purpose of this manual, the term LEA Test Coordinator is used.
Mathematics Tools for Administration	Mathematics tools for administration include rulers and protractors, mathematics reference sheets, and geometry tools. Mathematics tools for accommodations may include large print ruler, braille ruler, tactile compass, or braille protractor. See the <i>AF&A Manual</i> for more information on mathematics tools for accommodations.
Non-secure	Test materials that have been made available to the public, including manuals and user guides. The availability of non-secure materials does not compromise test security or score validity.
Assessment Delivery and Management Platform (ADAM)	The website used for the registration, setup, preparation, and management of both the paper-based and computer-based formats of the DC CAPE assessments.
Part	A portion of a mathematics section – non-calculator part and calculator part.

Term	Definition
Secure	A test item, reading passage, or test that has not been made available to the public. It also includes test items and student responses. For the paper-based administration, secure materials refer to test booklets and answer documents. For both the paper-based and computer-based administrations, secure materials also refer to mathematics reference sheets written on by students and scratch paper written on by students.
Proctor Group	In Assessment Delivery and Management Platform (ADAM), a proctor group is the group of students registered to test a content area together (same time and location).
Accommodations Registration File	This is the data file for registering students for testing, including a student's testing condition, materials, or accessibility features and accommodations that are needed to take a DC CAPE assessment.
Testing Environment	All aspects of the test surroundings during testing, this includes what a student can see, hear, or access.
TestNav/TestNav8	The application used to administer the computer-based DC CAPE assessments.
Section	Each content area of the assessments is comprised of sections. Each section has a set administration time within a session and is typically administered all at once. The tables in Section 2.4 of this manual provide section details. In mathematics, certain sections may be comprised of more than one part.
Section Testing Time	Section testing time is the amount of time any student who needs it must be provided to complete the section. As such, it is the amount of testing time schools must schedule for each section. A new section cannot be started until all students in the section are finished or until section testing time has expired.

