

Vermont Comprehensive Assessment Program

Spring 2023

Frequently Asked Questions

Category	Question	Answer
Help and Support	Will there be phone support during testing?	Yes, phone and email support by the Vermont Service Center will be available during testing. Phone: 800-215-8975 Email: vtservicecenter@cognia.org
Training	Is there required training for the proctors?	Yes, to be conducted by the DA, but there is no certification form to be completed.
	Are we getting training slides for training school test coordinators, like we got last year from the AOE, or are the slides we get here and materials on the site what we have to work with?	AOE will provide training materials as has been done in the past.
User Roles	What's the difference between Teacher role and Proctor?	The Proctor role is for administering the VTCAP tests and does not need to log into the ADAM site. The Teacher role will be assigned post-administration to access reporting information in ADAM.
	As the person in charge of administering test to students who receive State funds at my independent school, what role should I assume?	You will need to be appointed by your headmaster as the District Test Administrator (DA) if they have not done so yet. Here is the link https://forms.office.com/g/AWsP3Q0YWp
	How will we get our log in information for ADAM?	An email will be sent from the ADAM system with login information.
	The state only recognizes one DA. Will the Adam system allow two DAs so we have a backup person if necessary?	Only one District Administrator (DA) will be assigned per district.
Student Data and Rostering	How do schools receive the student identifier when a new student is added?	A secure message will be received from Glenn Bailey with student ID.
	Who do I contact if I do not have SSID to enter student into my system?	Contact Mabika Goma at AOE: Phone: 802-828-0503 Email: Goma.Mabika@vermont.gov
	Will our students already be loaded to the ADAM platform for us? Or will districts and schools need to load their students?	Student roster information provided by AOE will be loaded to ADAM. Districts can then add or update student records as needed.
	What will be the source of the initial state roster file?	The student data loaded to ADAM is the most recent certified version that is from the beginning of year version.

	When a public school enrolls a student at an independent school will both schools have access to the student in ADAM and for proctoring?	A student should be associated with only one school, this should be the school providing the test. Proctors can allow any eligible student into their proctoring session.
	Is there a way to see the sample upload file with actual sample data in it (not just field types)?	Student roster file layouts will be posted and shared with districts and schools.
	If you upload a student who is already in the system, does it overwrite the data?	Yes. You can only add new students to ADAM. Do not upload an existing student record.
	Can the student data be exported from ADAM so that districts and schools can see which students are already loaded?	Student roster data can be exported from ADAM.
	Is the student's email needed to add them to the roster for their profile?	No, the student's email is not needed for rostering them in ADAM.
	How do students get transferred from one district to another in ADAM?	Districts or schools should contact the Vermont Service Center to transfer students from one district to another, before or during testing.
	Is there any support for Clever, or connection to our Student Information Systems (PowerSchool)?	At this time there is no API to connect directly to those student information systems.
Accommodations	Where does the accommodation information come from?	Districts and schools will be able to load accommodation and designated support information based on the needs of their students and as identified by their students' IEPs and 504 plans.
	Will case managers need to complete assessments for students who require accommodations?	Managers must be trained and follow scribing guidelines. They have to sign a non-Disclosure agreement for delivering non embedded accommodations. The form will be posted at Knowledge Base
	Is there an approved list of accommodations?	Available tools, designated supports, and accommodations can be found in this document posted to the Vermont Help & Support site.
	Which role or roles will manage/update accommodations?	Accommodations can be updated by District Administrators (DAs), District Test Coordinators (DCs) and School Test Coordinators (SCs).
	Is there a spreadsheet template to do a bulk upload for accommodations?	A template for accommodation uploads will be posted and shared with districts and schools.
	What is required for speech to text? What technology works and what does not.	Currently, TestNav supports the use of Co:Writer and Read&Write within the test delivery platform for the ELA and Science assessments. This means that speech-to-text support can be embedded and available on a single device. Speech-to-text works reliably and consistently with instructional implementations when used within text entry boxes that allow text to be entered.

		Our current recommendation is to provide speech-to-text support for mathematics assessments outside of the test delivery system. This means the student may still have the accommodation; however, the accommodation is offered as a non-embedded accommodation. In this model, a student would be given the opportunity to use the tool outlined in the IEP or 504 Plan that is familiar to them because it is used instructionally. The student responses would then be transcribed and scored. This process would support the student by enabling the processes already in place in the classroom to carry forward to the assessment rather than placing a burden on the student to learn a new tool and to identify and implement corrections to the syntax of the response.
	If a student has an accommodation for text to speech, and it is programmed for that, will it happen automatically? Can the student turn it off if they do not like to computer voices?	Text-to-Speech does not automatically play in the TestNav student testing program. The Text-to-Speech tools in the TestNav allow the student to choose to play the audio, stop the audio, and to change the speed or volume.
	Is the text-to-speech accommodation built into the TestNav app, or does it rely on external text-to-speech functions on the student device? (For example, either a separate software like Drago on Natural Reader or built-in text-to-speech options integrated into the operating system)	Text-to-Speech is built into the TestNav application.
	Will Speech to text be built in as well?	Speech to text is available on all supported platforms, with the exception of iPads.
	Will Speech-to-text work on a Chromebook	Speech to text will work on Chromebooks.
Student Assignment to Tests (Class Upload Process)	Can students be assigned to tests manually and can students be grouped in mixed grade classes according to accommodations or not?	Tests are assigned by student grade. The grade of the student should match the test they are taking. A proctor group is test based, so would not be mixed grade based on accommodation.
	Can you assign a student to more than one class?	A student should be associated with only one school, this should be the school providing the test. Proctors can allow any eligible student into their proctoring session.
	Is there a maximum number of students per "class"? Can group testing in the	The number of students in the testing group is decided by the SC. Once the proctor starts the testing group (proctor group) the number of eligible students who can join that group is not limited.

	Gym with 75 students count as a class?	
	Do students have to be assigned to a class? We are an independent school and students are not necessarily assigned a class.	No, classes are not being used. Students need to be in a school (org) with a grade.
	Can you assign different grade level tests to students rostered into the same class?	Classes are not being used. Tests are assigned to a student based on the grade set in ADAM.
	Can students be added to multiple classes?	Classes are not being used.
	Does a student need to be rostered into 3 classes if they are taking three different assessments - ELA, Math and Science?	All kids for a grade in the state are eligible to take the ELA test, the Math test and the Science test. My question is are all the kids in a grade eligible for all three tests?
	Does ADAM generate the class codes?	Class codes are not used for testing.
System Setup	Is there a profile that can be downloaded and installed on MacOS and IOS like we had with SBACS to ensure all of the correct tools are turned off?	There is not a profile. iOS uses AAC to handle the lock down for the test. Macs just need to have Siri and Dictation disabled and any other applications shut down or disabled during testing to minimize the chance of another application interrupting the test security.
Proctoring and Test Administration	Can a teacher proctor multiple tests at once?	A teacher can proctor multiple tests or proctor sessions at once.
	Does ADAM generate the proctor codes and student codes?	ADAM generates the needed test, proctor, and student codes.
	Will the test codes be the same for all the tests a specific student will be taking?	The test codes will be different for each test.
	Will students have a separate test ticket for each test, or a single ticket for all of their assessments?	Students will have a ticket for each test they are taking, so for example in grade 4, they will have separate tickets for ELA and math.
	When proctoring a makeup session does the proctor need to enter each individual test code? (For a 5-8 school this could be up to 12 codes?)	The proctor needs a test code for each test (grade/subject)...then the student needs their SSID,
	Will the seal code needed to start the second test session be the same for each student? And how is that code generated?	Seal codes will be the same for a class and it is a system generated code.

	Will it be a problem if we have one proctor for the first section of testing, but the next day there is a different proctor?	You can have one proctor for first section, then another proctor next day for second section - they just need to have the correct proctor password and test code.
	Students can take all the time they need to complete the tests?	Yes
	Are there rules about all students at a grade level taking the test at the same time, or anything that limits scheduling like that?	There is no limitation
	Once a test starts, must a student finish that test in that session with the same proctor?	The student does not need to finish a test in a single session with the same proctor. But the same Proctor and Test Codes would be used for the student to continue testing.
	When proctoring a test, will teachers need to have two accounts? Do they need a log in for ADAM and then another for Test Proctoring? Or do Proctors always log into ADAM to get to test proctoring?	Proctors always use the proctor dashboard to proctor the test (so they click on the Proctor a Test button on the ADAM login page). Proctors do not need to login to ADAM itself, they just click on the "Proctor a Test" button.
	What happens when a device fails and we need to move a student to a new device, will the student lose the work on the question they were on when it failed if we do not transfer the student SRF file to keep that work?	Once a student exits the test for whatever reason. The proctor will need to let the student back into the test from the proctor dashboard by 'reseating' the student.
	Do students need to take all three tests on the same device?	No. Students do not need to use the same device through their testing.
	Are the tests adaptive?	The online non-accommodated tests are adaptive, with the exception of grade 9 ELA and math this year. Starting next year, all of the tests will be adaptive.
	Do we need to destroy Student Testing Cards?	Any seal codes, test logins, test tickets, etc. should be treated as secure test materials and locked up or destroyed after they are no longer needed.