



Vermont Comprehensive Assessment Program (VTCAP)

Practice Test User Guide **Spring 2024**

English Language Arts and Mathematics
Grades 3–9

Science
Grades 5, 8, & 11

Prepared by Cognia





Content and Copyright Information

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Overview

About the Practice Tests

Administering the practice tests is an important preparation step for administration staff, students, and guest users. The practice tests allow students and staff to become familiar with the format and types of questions they will see on the Vermont Comprehensive Assessment Program (VTCAP) operational tests in English language arts (ELA), mathematics, and science. The computer-based practice tests contain items that help familiarize students with the available tools and how to respond to different item types. Although the practice test is not intended to be an indicator of success on the summative test, students will have access to score reports showing their scores and responses for machine-scored items, as well as any responses to items that would require teacher scoring.

Security

The practice tests are accessed using a web browser. Login IDs and passwords are not required. Users simply select the appropriate practice test link, and the browser-based version of the testing platform will open. Test administrators may answer any questions the students have while they are working on the practice test. During the operational test, assistance will be limited to repeating directions and helping orient students to the test materials.

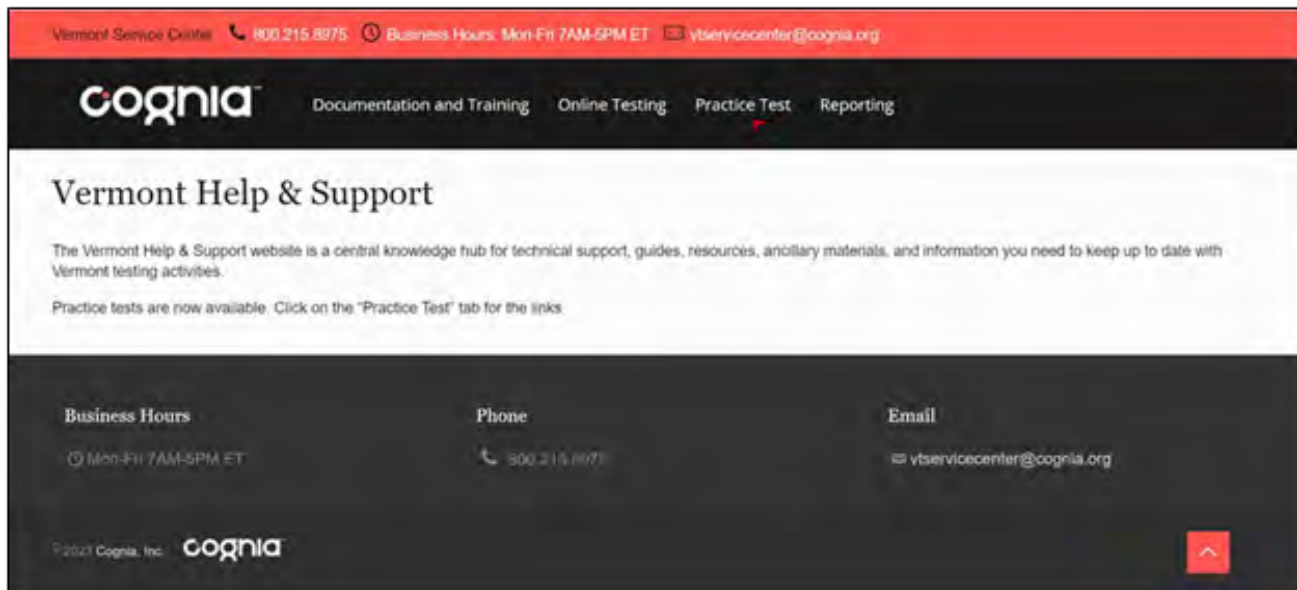
Accessibility Features and Accommodations

Accessibility features and accommodations to be provided on the operational tests, including text to speech and American Sign Language (ASL) videos, are provided on the practice tests. Calculators are provided on the mathematics test for items that allow calculator use.

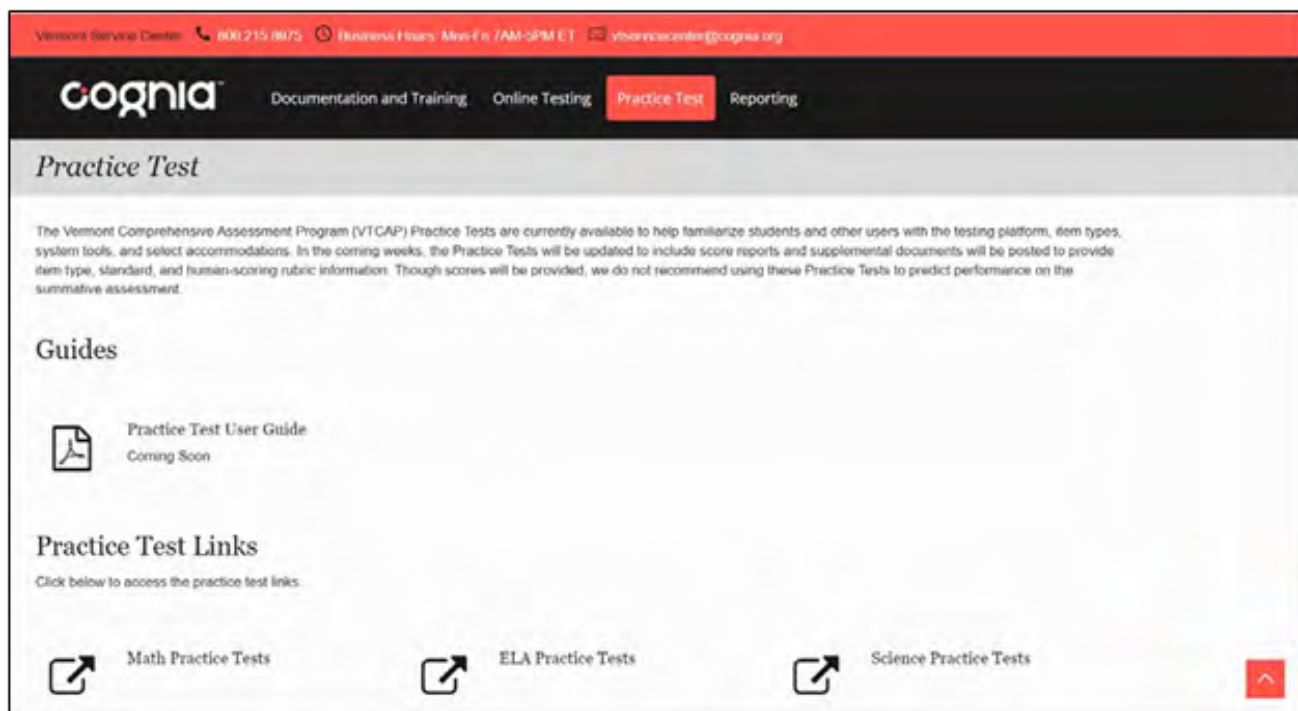
Accessing the Practice Tests

Navigate to the Practice Test tab of the [Vermont Help and Support website](https://vermont.onlinehelp.cognia.org).

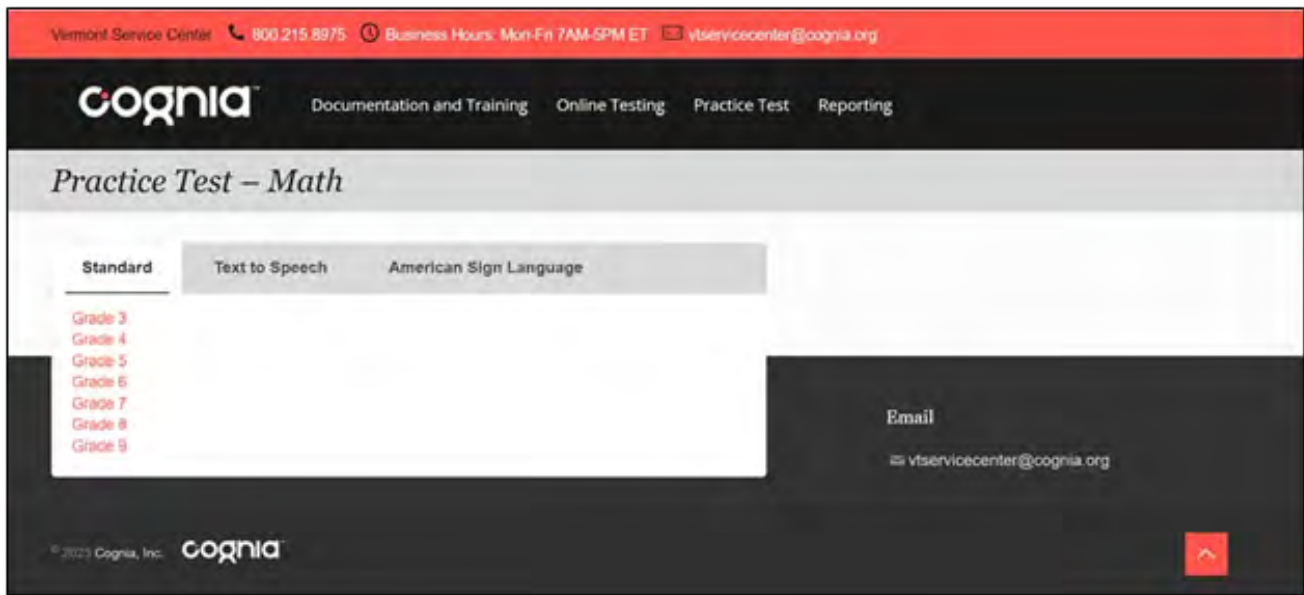
- Navigate to vermont.onlinehelp.cognia.org.
- Click on Practice Test in the menu bar.



The Practice Test page includes this *Practice Test User Guide* and links to the practice test by content area (Math, ELA, Science).

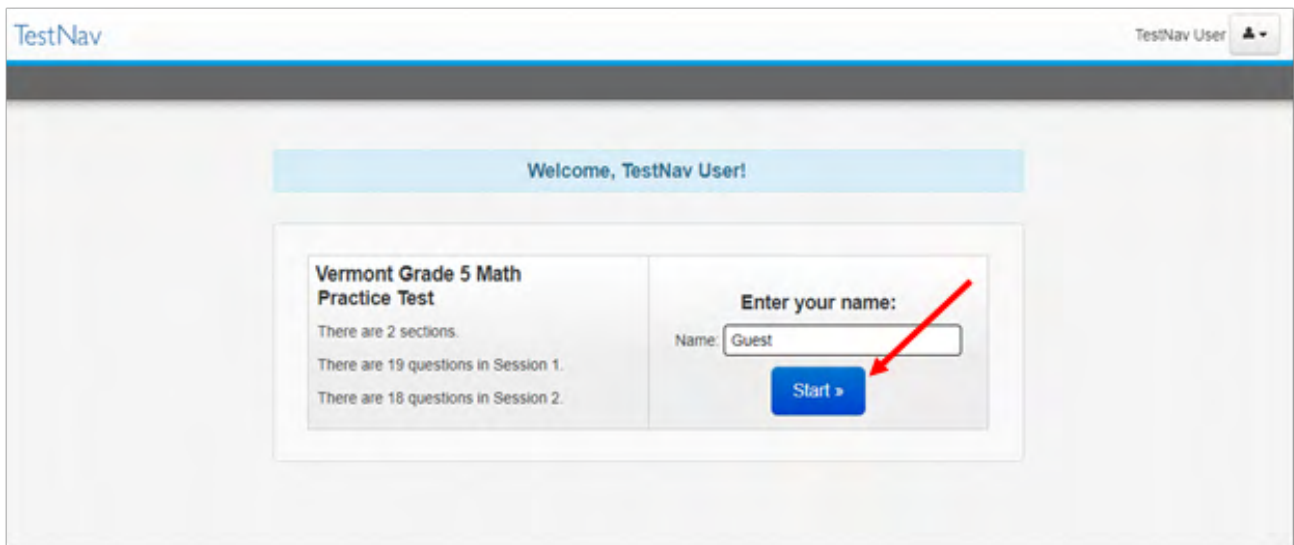


On the content area pages, the practice test links are organized into three categories: Standard, Text to Speech, and American Sign Language. Each category is then organized by grade.



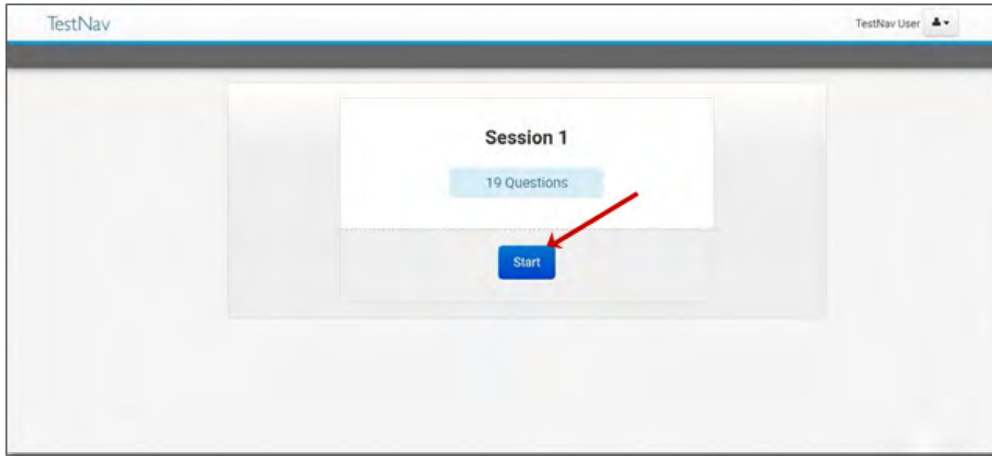
Once the appropriate practice test has been selected, it will open in the browser-based version of the testing platform. The page will say "Welcome, TestNav User!" As a reminder, no username or password is required to access the practice test. The landing page will also include the name of the practice test (e.g., Vermont Grade 5 Math Practice Test), the number of sessions, and the number of questions in each session.

Click **Start** to begin the practice test.

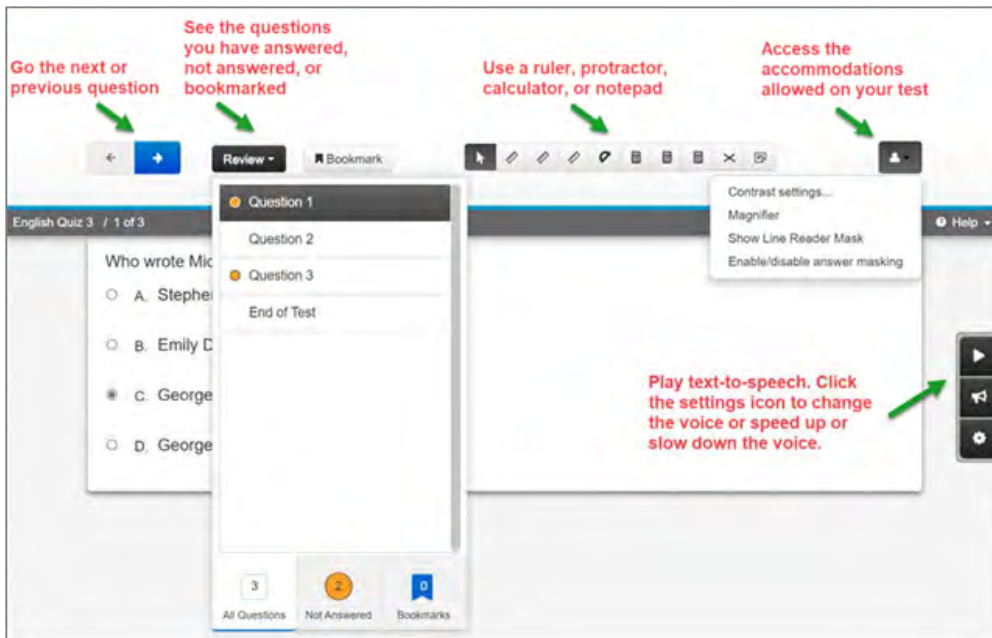


Navigating the Practice Test

On the Session 1 screen, click **Start** to begin the session.

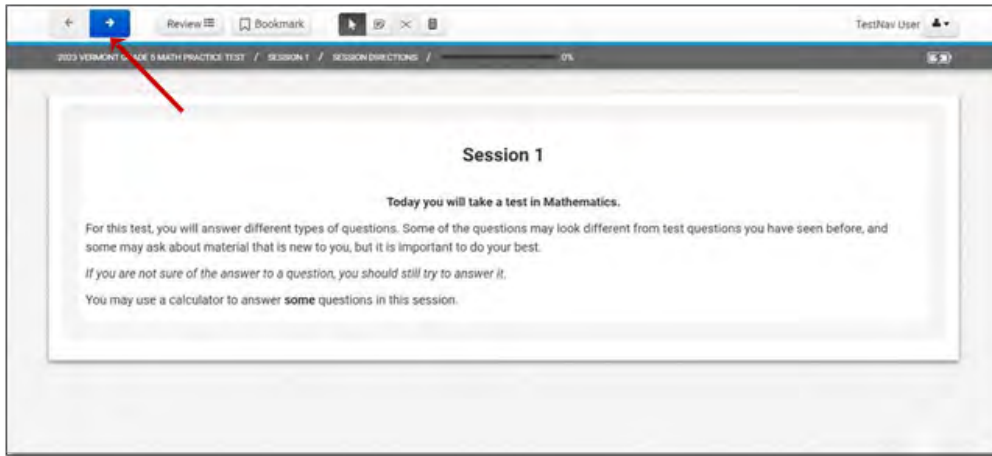


On the Session Directions page, you will find the navigation tools, accessibility tools, and calculator (as applicable).

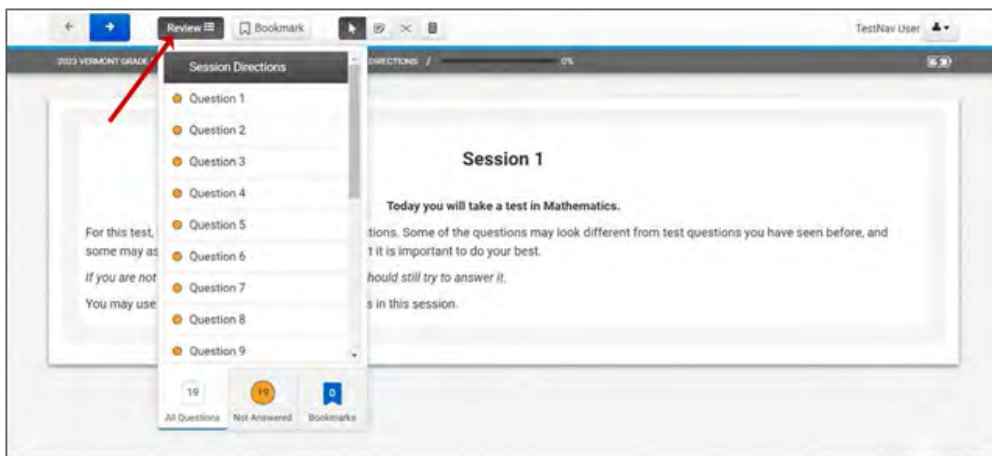


Navigation & Review

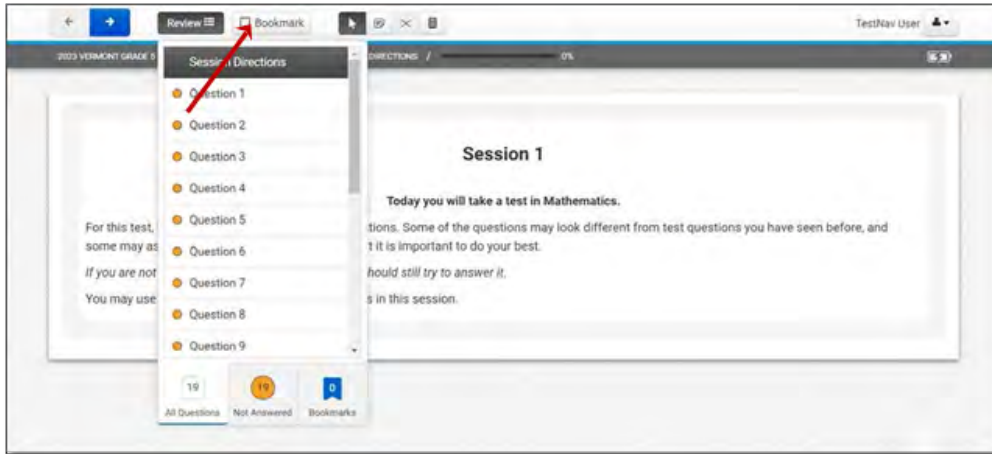
The Next and Previous buttons, for moving through the practice test stimuli and items, are found in the upper left of the screen.



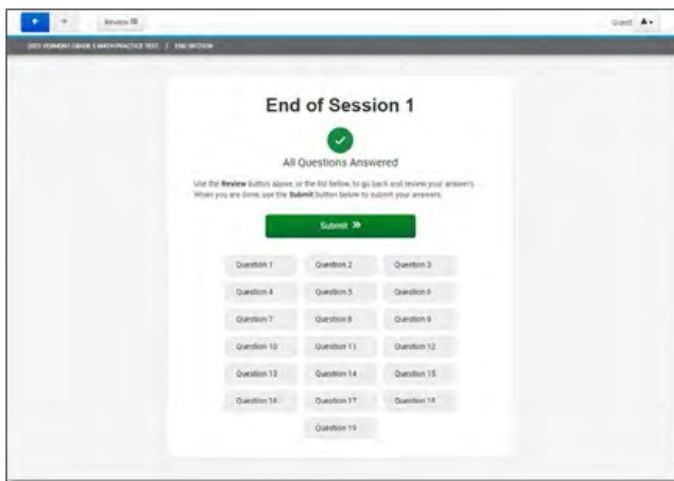
The Review button releases a drop-down showing the practice test questions with indicators for Not Answered and Bookmarks.



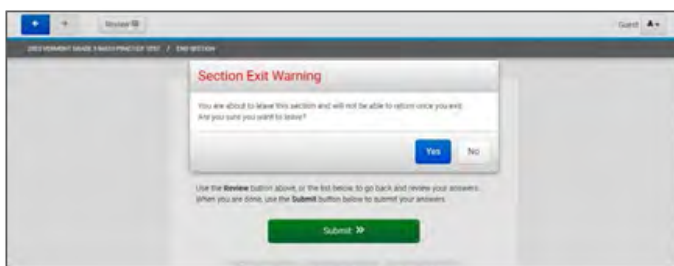
The Bookmark selection allows students to indicate items they may want to go back to.



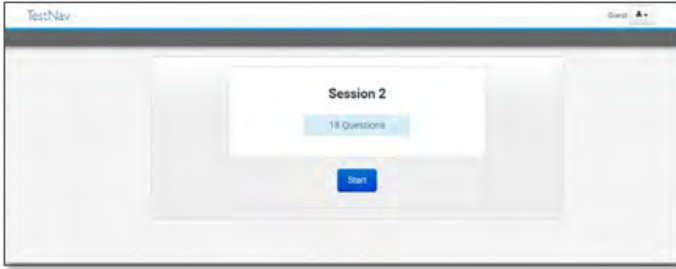
At the end of Session 1, the student will see the end of session review screen. Unless the student wants to go back and review a question, they may click **Submit**.



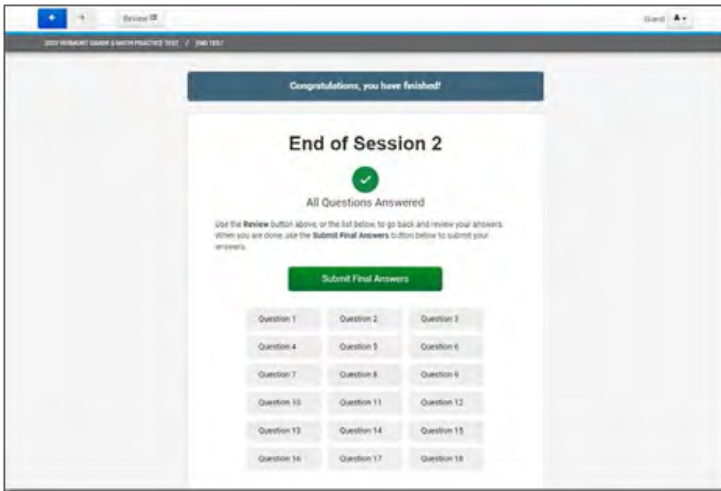
A Section Exit Warning message will appear. The student can click **No** to go back and review questions as needed or click **Yes** to complete the session.



Session 2 will then open, and the student can click **Start** to begin Session 2 of the practice test.



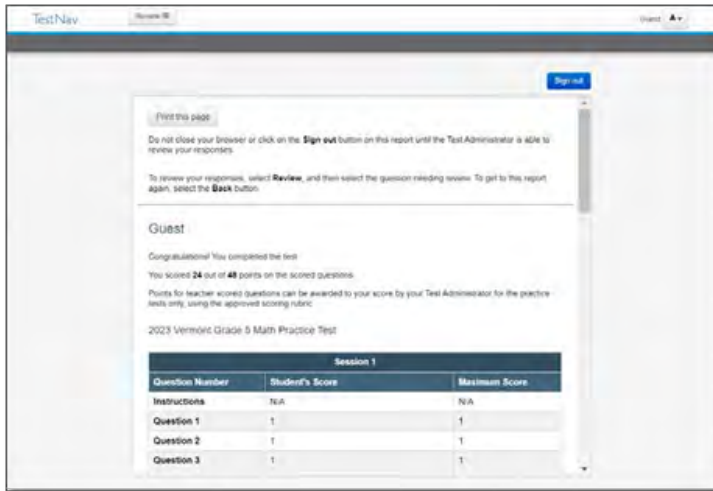
Once the student has completed Session 2, the session review screen will appear. The student can go back to review questions as needed or click **Submit Final Answers** if done.



Note: The science practice tests include three sessions. The mathematics and ELA practice tests include two sessions.

Score Report

Once the practice test is submitted, the score report will appear. The student's scores on the individual items will be included, along with items indicated that require teacher scoring.



Alignment documents with standards information and scoring rubrics can also be found on the content specific practice test pages of the [Vermont Help and Support website](#).

