

VTCAP Student Test Reopen Request

1. If a student test was submitted accidentally and needs to be reopened, contact the Vermont Service Center (800-215-8975) with the request for the student's test to be reopened. Please be prepared to provide the school, student's name, student ID, test, proctor group, and reason for request.
2. Once the request is reviewed and approved by AOE, the student's test session will be reopened.
3. The Vermont Service Center will reach out to the requesting district or school once the test has been reopened. The student will then be able to reenter their test session.