



Vermont Comprehensive Assessment Program (VTCAP)

Reporting User Guide Spring 2024



Content and Copyright Information

This manual was developed by Cognia® under a contract with the Vermont Agency of Education (AOE) to develop, administer, score, and create reports for the Vermont Innovative Statewide Assessments. While the AOE has reviewed this manual, Cognia is responsible for the editorial and technical content.

© 2024 by Vermont Agency of Education

Contact Information

General Reporting Questions
Cognia Vermont Service Center Telephone: 800-215-8975 Email: vtservicecenter@cognia.org Help & Support Site: vermont.onlinehelp.cognia.org
Policy Questions
Vermont Agency of Education (AOE) Statewide Assessment Team Email: aoe.statewideassessment@vermont.gov

Table of Contents

Contact Information	i
Overview	1
About This User Guide.....	1
About the Tests	1
Student Confidentiality.....	1
Accessing Reports in ADAM	2
Browser Requirements	2
Who Can Access Reports?	2
Types of Reports	2
Reporting	4
Performance Dashboard	4
Performance Report.....	5
Program Report.....	6
Report Assets	10

Overview

About This User Guide

This document is intended for district test administrators (DAs), district test coordinators (DCs), school test coordinators (SCs), and teachers responsible for accessing reports in the Vermont Comprehensive Assessment Program (VTCAP) online assessment platform, ADAM (Assessment Delivery and Management).

This document covers the types of reports available and how to access each report.

About the Tests

The VTCAP is administered in the following content areas and grades:

- English language arts (ELA) grades 3–9
- Mathematics grades 3–9
- Science grades 5, 8, and 11

The ELA and mathematics assessments measure the Common Core State Standards (CCSS) for ELA and mathematics, respectively. The science assessment measures the Next Generation Science Standards (NGSS).

Student performance in each content area is provided through overall scale scores and performance levels. For additional information on how to interpret the student results, please refer to the Score Interpretation Guide for Educators available on the [Vermont Help and Support website](#).

Student Confidentiality

Student records, including test results, are protected by the Family Educational Rights and Privacy Act (FERPA). All superintendents, principals, DAs, DCs, SCs, and teachers are responsible for maintaining the privacy and security of all student records. Individual test scores, as well as all other aspects of a student's record, are confidential.

For more information on FERPA, please visit the [US Department of Education](#) website. Please consult local (district/school) policies regarding student privacy and FERPA.

Accessing Reports in ADAM

Browser Requirements

Users may access the ADAM platform at any time. ADAM is accessible to institutional users on desktops and laptops via the latest versions of Chrome, Firefox, and Safari.

Who Can Access Reports?

There are four user roles that can access reports within ADAM:

- **DA:** Access to all reports for their assigned district
- **DC:** Access to all reports for their assigned district
- **SC:** Access to all reports for their assigned school
- **Teacher:** Access to reports if they have an active account in ADAM and are assigned to a class of students. Teachers will only have access to reports for their assigned class.

Types of Reports

There are four types of reports available to administrators (DAs, DCs, SCs). Through the Performance Dashboard, administrators can access the Program Report and Performance Report. From the Report Assets page, administrators can download individual student reports (ISRs) and student results data files for their organization.

Teachers have access to student results via My Classes. Teachers do not have access to the Performance Dashboard or Report Assets.

Program Report

Program Reports provide access to assessment results and demographic information across grade levels and content areas.

Performance Report

Performance Reports can be used to answer questions about performance by grade and content area, such as:

- What percentage of students performed at each performance level within the district, school, or class?
- What percentage of students achieved proficiency?
- What is the average scale score within the district, school, or class?

Individual Student Reports

ISRs provide access to assessment results for individual students. The ISR can be used to answer questions about individual performance and assessment results for individual students across administrations, such as:

- How did the student perform on the assessment?
- How did the student perform in a content area or within a content domain?

The ISR is not printed. The school or district is responsible for printing the ISR for distribution to the student's caregivers.

Student Results Data Files

The student results data file is available for download as a csv file. Each district and school will have a data file containing the students within their organization.

The DA and DC have access to the zip file for their assigned district and for each school within their district. The SC will have access to the zip file for their assigned school. As a reminder, teachers do not have access to download ISRs or student results data files.

The district zip file includes the district student results data file and, if applicable, the ISRs for any students at an independent school who listed that district as their Reporting Org. Students who tested at independent schools will also display in the student results data file.

The school zip file contains the school student results data file and all ISRs for students who tested at their school.

Reporting

Performance Dashboard

The Performance Dashboard is used to access the Program Report and the Performance Report.

To access the Performance Dashboard, select the **Reporting** **A** menu located on the left side of the page, and then select **Performance** **B**. The most current administration is displayed by default in the **Program** **C** drop-down list.

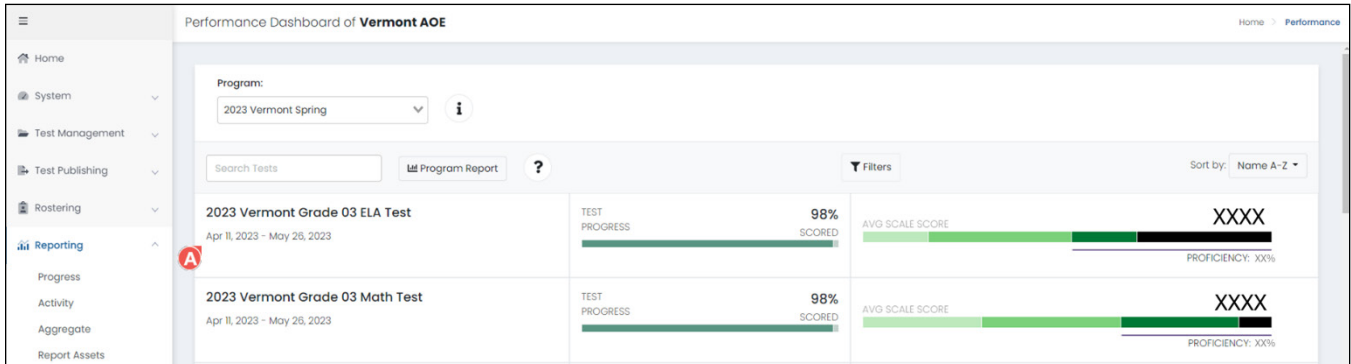
There are different options for accessing test performance data when viewing the Performance Dashboard:

- Select the **Sort by** **D** drop-down list located at the upper right of the test list to sort the tests by test name, start date, or end date.
- Begin entering the full or partial test name in the **Search Tests** **E** field to automatically narrow the list to display only the tests that match the entered criteria.

Program:	Search Tests	Program Report	Filters	Sort by: Name A-Z
2023 Vermont Spring				
2023 Vermont Grade 03 ELA Test Apr 11, 2023 - May 26, 2023	TEST PROGRESS	98% SCORED	AVG SCALE SCORE	XXXX PROFICIENCY: XX%
2023 Vermont Grade 03 Math Test Apr 11, 2023 - May 26, 2023	TEST PROGRESS	98% SCORED	AVG SCALE SCORE	XXXX PROFICIENCY: XX%
2023 Vermont Grade 04 ELA Test Apr 11, 2023 - May 26, 2023	TEST PROGRESS	97% SCORED	AVG SCALE SCORE	XXXX PROFICIENCY: XX%
2023 Vermont Grade 04 Math Test Apr 11, 2023 - May 26, 2023	TEST PROGRESS	97% SCORED	AVG SCALE SCORE	XXXX PROFICIENCY: XX%

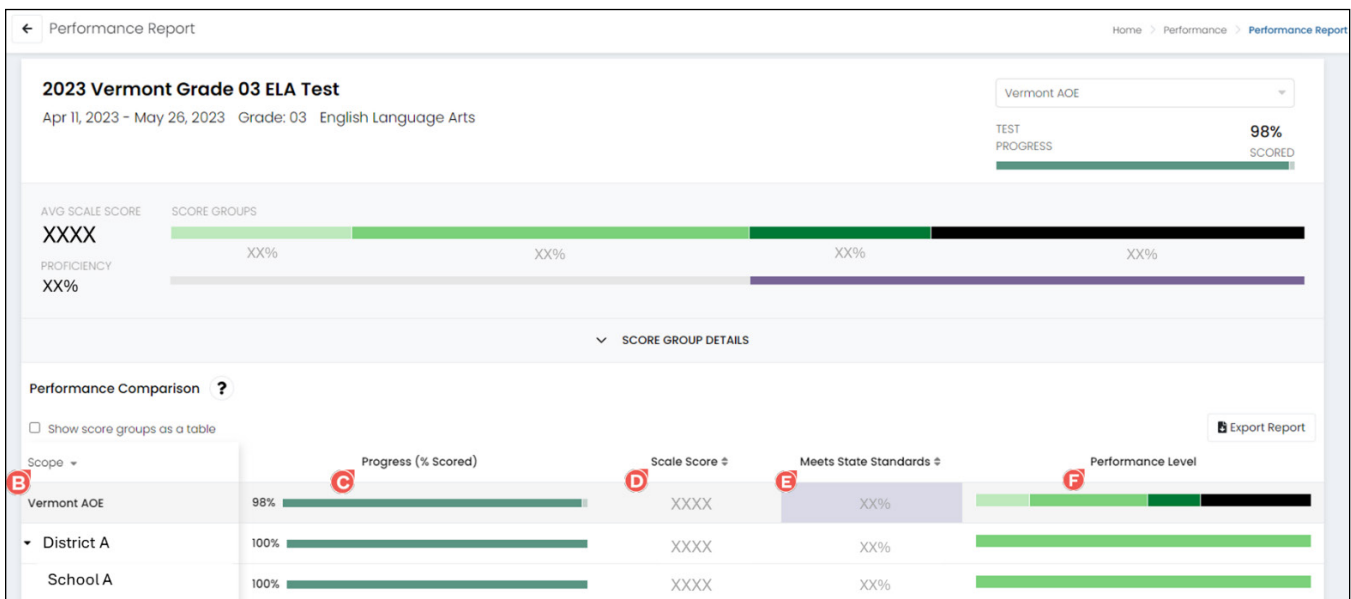
Performance Report

From the Performance Dashboard, access the Performance Report for a specific grade and content area by clicking the desired test name **A** in the test list.



The Performance Report displays a Performance Comparison report table with a list of districts and schools within your **Scope B**. Click the arrow next to the district name to display all schools within that district. Click the arrow next to the school name to display all classes within that school. For each organization, the following score information is available:

- C Progress (% Scored):** the percentage of students who tested that were enrolled in ADAM for your organization
Note: This is not a final participation calculation. AOE will determine the final participation rate for your organization when the data are publicly released.
- D Scale Score:** the average scale score on that test across the organization
- E Meets State Standards:** the percentage of students who achieved proficiency (Performance Level 3 or Level 4)
- F Performance Level:** the distribution of performance level achievement across the organization for that test



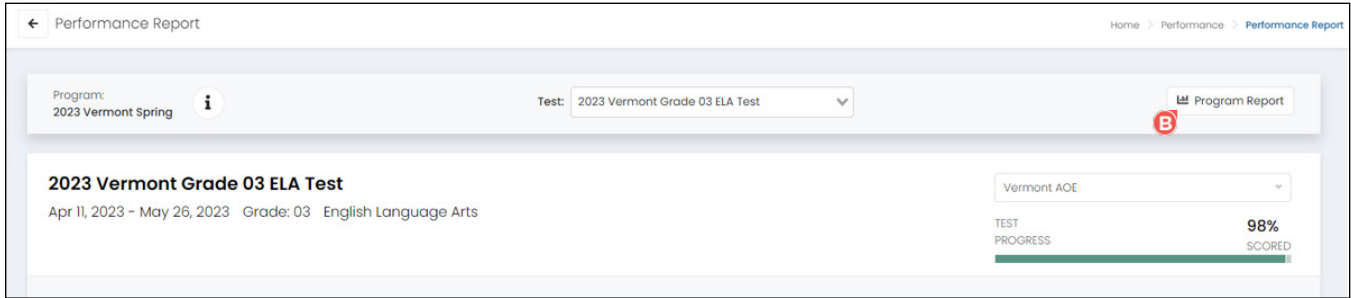
There are several options when viewing the Performance Report:

- Hover over the performance level bar **G** to display a tooltip that shows the range, percentage, and number of students in that performance level.
- Click the **Score Group Details** **H** drop-down to view the percentage of students, number of students, and score range for each performance level.
- Select the **Show score groups as a table** **I** checkbox to display the performance levels as separate columns in the report table.
- Click the **Export Report** **J** button located at the upper right of the report table to download a csv file containing the report data.
- Select a test from the **Test** **K** drop-down list located at the top of the report page to display the report information for a different test.








Program Report

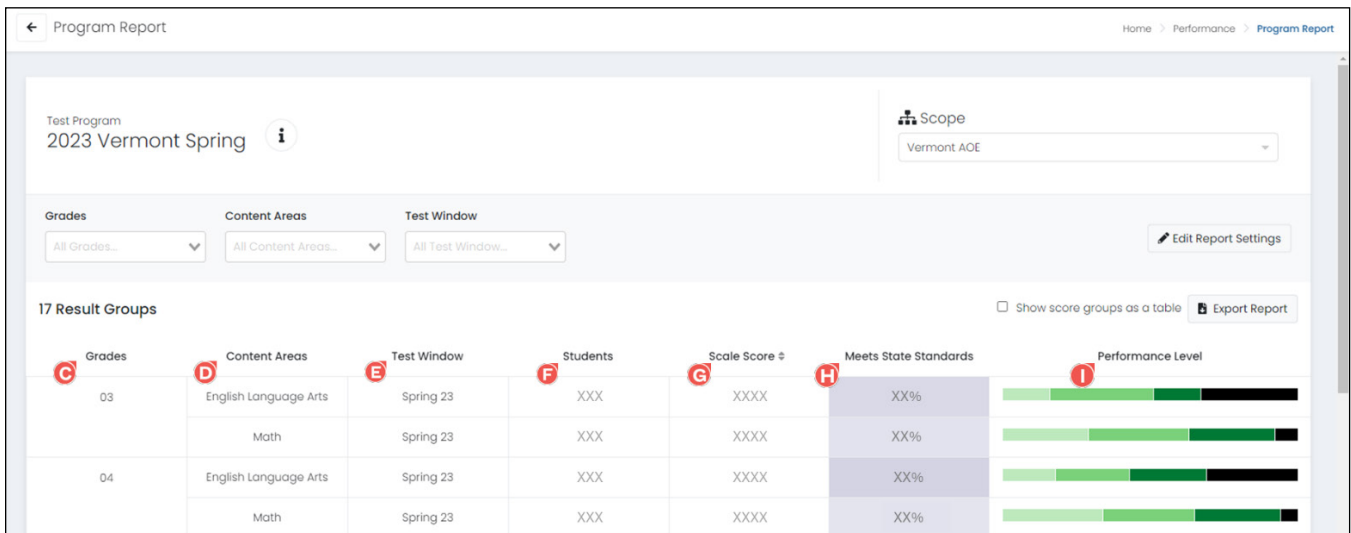
From the Performance Dashboard, click the **Program Report** **A** button.

You can also click the **Program Report**  button from any Performance Report page.



The Program Report displays a table with the following score information for all grades and content areas assessed within your organization.

-  **Grades:** the tested grade
-  **Content Areas:** the content area assessed
-  **Test Window:** the administration this grade/content area was assessed
-  **Students:** the total number of students assessed for that grade/content area within your organization
-  **Scale Score:** the average scale score on that test across the organization
-  **Meets State Standards:** the percentage of students who achieved proficiency (Performance Level 3 or Level 4)
-  **Performance Level:** the distribution of performance level achievement across the organization for that test



There are several options when viewing the Program Report:

- Select one or more grades from the **Grades** **J** drop-down list to filter the report by grade(s).
 - Select one or more content areas from the **Content Areas** **K** drop-down list to filter the report by content area(s).
 - Select one or more test windows from the **Test Window** **L** drop-down list to filter the report by test window.
- Note:** Click the **x** icon located beside a filter selection to remove that selection. Click the **Clear** button located above the report table to remove all filter selections.
- Select the **Show score groups as a table** **M** checkbox to display the performance levels as separate columns in the report table.
 - Click the **Export Report** **N** button located at the upper right of the report table to download a csv file containing the data currently filtered on the report.

The screenshot shows the 'Program Report' interface for 'Test Program 2023 Vermont Spring'. It includes filter dropdowns for Grades, Content Areas, and Test Window. A table displays 17 result groups with columns for Grades, Content Areas, Test Window, Students, Scale Score, Meets State Standards, and Performance Level. The 'Meets State Standards' column shows percentages (XX%) and the 'Performance Level' column shows a bar chart.

Grades	Content Areas	Test Window	Students	Scale Score	Meets State Standards	Performance Level
03	English Language Arts	Spring 23	XXX	XXXX	XX%	[Bar Chart]
	Math	Spring 23	XXX	XXXX	XX%	[Bar Chart]
04	English Language Arts	Spring 23	XXX	XXXX	XX%	[Bar Chart]
	Math	Spring 23	XXX	XXXX	XX%	[Bar Chart]

Disaggregate the Program Report

For information on how certain subgroups of students performed on the VTCAP assessments, the Program Report can be disaggregated by certain student demographics, such as gender, race, and other educational classifications.

To add student demographic information to the Program Report:

1. In the Program Report, click the **Edit Report Settings** **A** button. The Program Report Settings dialog box will display.

This screenshot is identical to the previous one, but the 'Edit Report Settings' button is highlighted with a red circle and the letter 'A' to indicate where the user should click to access the settings dialog.

- In the Program Report Settings, click the **Add Column** **B** button to display the list of student demographic fields that can be added to the report. Click a demographic **C** to select it.

Note: During enrollment and administration, the only demographic available is gender.

The screenshot shows the 'Program Report Settings' dialog box. On the left, under 'Report Columns', there is an 'Add Column' button (labeled B) and a dropdown menu showing 'Gender' (labeled C). Below this, the columns are listed as '2 Content Areas' and '3 Test Window'. On the right, under 'Report Filters', there are dropdown menus for 'Grades', 'Content Areas', and 'Test Window'. Below these is the 'Student Demographic Filters' section, which has a dropdown menu for 'Gender' (set to 'All Gender...') and an 'Add Column' button. At the bottom, there are 'Cancel' and 'Save Settings' buttons.

- Repeat step 2 for each demographic you want added to the report.

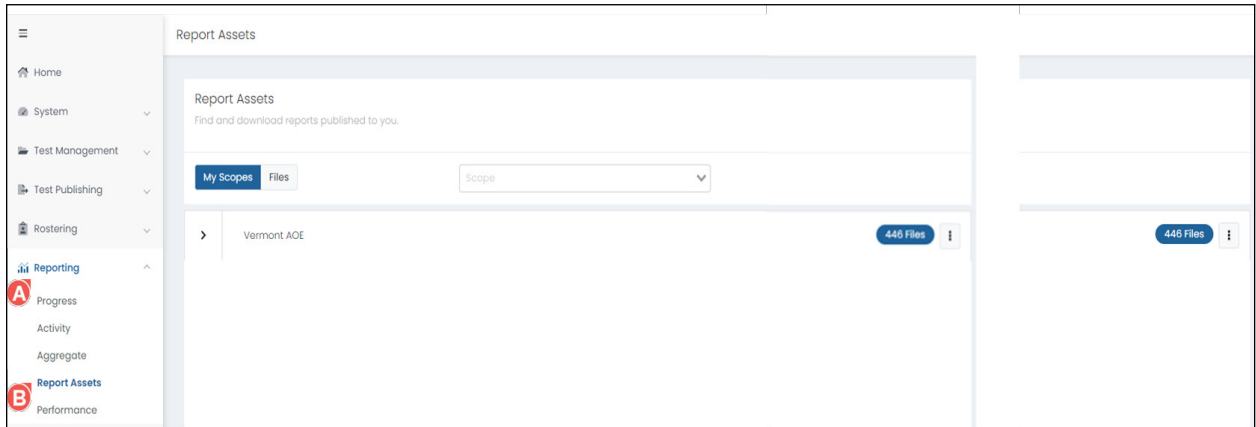
Note: To remove a demographic from the report, click the **x** **D** located to the right of it.
- To reorder the columns in the report, select the column name **E** and drag it up or down to the position you want it in the list.
- To filter by grade, content area, test window, or any other demographic, click the drop-down menu **F** and make the selection(s).
- Once you have made your selections, click **Save Settings** **G**. (Click **Cancel** **H** if changes no longer need to be made.) The columns in the report table update based on your selections.

The screenshot shows the 'Program Report Settings' dialog box. On the left, the 'Report Columns' list now includes '1 Grades', '2 Content Areas', '3 Test Window', and '4 Gender' (with a red 'x' icon labeled D next to it). A red 'E' is next to the '1 Grades' item. On the right, the 'Content Areas' dropdown menu is open, showing 'All Content Areas...' (with a red 'F' and an upward arrow), 'English Language Arts' (highlighted in blue), 'Math', and 'Science'. Below this is the 'Student Demographic Filters' section with a dropdown for 'Gender' (set to 'All Gender...') and an 'Add Column' button. At the bottom, there are 'Cancel' (with a red 'H' icon) and 'Save Settings' (with a red 'G' icon) buttons.

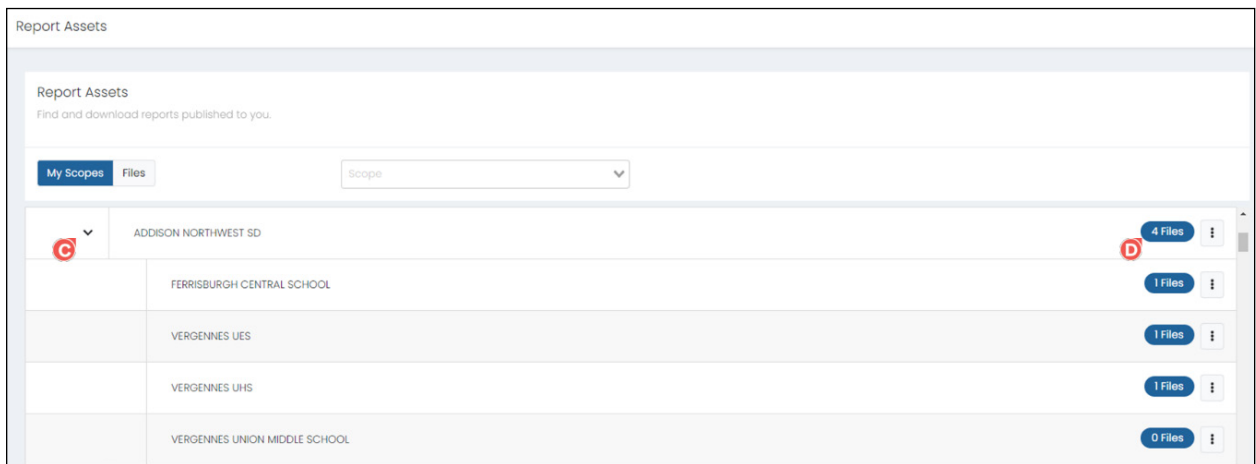
Report Assets

The Report Assets page is used by administrators to download ISRs and student results data files for your organization.

1. To access the Report Assets, select the **Reporting** **A** menu located on the left side of the page, and then select **Report Assets** **B**. This opens the Report Assets page.



2. Click the arrow **C** to expand to the desired scope. The number of **ISR and csv files** will be listed in the right column **D**. DAs and DCs will see their district and can expand to see all schools and classes within their district. SCs will see their assigned school and can expand to see the classes within their school.



3. Click the number of files to display a list of zip files available for download. For each file, you will see the following information:

- **E Name:** The file name
- **F Report Type:** Since all files are zipped by organization, this will include “District Zip” or “School Zip.”
- **G Scope Type:** District or School
- **H School Year:** The administration year
- **I Created:** The date the zip file was created

4. Click the download icon **J** to download the zip file. Once the zip package downloads, you can open the files to view each ISR as a PDF and each csv file in spreadsheet format.

District zip files will only contain ISRs for students who tested at an independent school and indicated that district as their Reporting Org. School zip files will contain all ISRs for students tested at their school.

5. You can filter the files by administration year **K** and report type **L**, or search for a file by name **M**.

Report Assets
Find and download reports published to you.

My Scopes **Files** **All School Years** **All Report Types**

1 to 4 (4)

E Name	F Report Type	G Scope Type	H School Year	I Created	J
E VTCAP2223 District SU002.zip	F 22-23 VTCAP District Zip	G District	H 2023	I 2023-08-10T21:23:57.816774Z	J
VTCAP2223 School PS108.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:56.776029Z	J
VTCAP2223 School PS311.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:57.354227Z	J
VTCAP2223 School PS312.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:57.35785Z	J

