Spring 2024
Vermont Comprehensive Assessment Program (VTCAP)
Frequently Asked Questions

Policy

How does the use of Text-to-Speech (TTS) on the ELA assessment impact the interpretation of student results?
> AOE has posted additional guidance on the use of TTS and read aloud.
> Use of Read-Aloud, Text-to-Speech, Human-Reader - Data Collection and Reporting Knowledge Base (vermont.gov)

Are there updates to the State Assessment Assurances for 2024?
> Details on the AOE State Assessment Assurances can be found here: Assurances for Statewide Summative Assessments in ELA, Math, and Science.

Does a testing accommodation need to be documented in the student's IEP or 504 plan? Can it be documented in the student's EST?
> To test with an accommodation, this must be documented in the student's IEP or 504 plan. Supports noted in an EST plan do not qualify them for testing accommodations.

Enrollment/Rostering

Can I log in to ADAM with the same credentials as last year?
> If you are a District Administrator (DA) or District Test Coordinator (DC), you can log in using the same credentials. All School Test Coordinator (SC), Teacher, and student accounts have been cleared from the system. The DA or DC is responsible for creating new accounts for these users and completing the student upload.

Can students be enrolled in multiple classes?
> Yes. Students can be enrolled in multiple classes. This may be helpful if students have different teachers for different content areas or will take one test with a general education teacher and another test with an intervention teacher.

What is the difference between classes and proctor groups?
> Proctor groups are used for administration. This will be the group of students testing together. Classes are used for reporting. If a student is assigned to a teacher's class, that teacher will be able to see their reports once they become available. Note, teachers will only be able to see student reports for the year the student was in their class. They cannot see historical reports.

I already enrolled my students for formative. Do I need to enroll them separately for summative?
> Yes, the formative resources are in a different environment than the summative assessments. All students who will be taking the VTCAP this spring need to be uploaded to ADAM prior to the administration window.

There is a new field this year for Reporting Orgs. What should be entered in this field?
> The Reporting Orgs field should be used by independent schools only. This field is used to indicate the student's public sending district to ensure that district receives a copy of the student's reports.

Can students be deleted in ADAM if they have transferred/will not test?
>On or before February 23, 2024, a student may be deleted from ADAM. After February 23, if you wish to remove the student from your roster, please set their grade level to "Other". This will ensure the student can be properly transferred if they move to another school or district in Vermont.

How do I indicate a student's preferred name?
>A student's preferred name can be manually added in the student profile in ADAM. On the User Setup page, navigate to the tab for Preferred Names, and add the student information. The preferred name cannot be added during the initial Quick User Upload.

When do I need to create classes?
>If you choose to create classes for reporting, they need to be created prior to the end of the administration window (May 3). Classes do not need to be created before the students test.

Accommodations & Designated Supports

Will Text to Speech be available for all grades and contents?
>Text to Speech (TTS) can be assigned as a designated support for Math and Science. TTS for ELA is an accommodation and should only be applied if noted in the student's IEP or 504 plan. Once TTS is selected in the student accommodation profile, it will be available for the student on the CAT (computer-adaptive test). TTS is available at all grade levels and will read all passages, stimuli, and items within the assessment.

Will the Text to Speech toggle be available on the Proctor Dashboard?
>No, for Spring 2024, proctors will not have the ability to manage TTS on the Proctor Dashboard.

Is Speech to Text compatible with Apple devices?
>Yes, Speech to Text will operate on all devices that TestNav is compatible with. Support requirements can be found on the [TestNav Support site](#).

Embedded Speech to Text works with Co:Writer or Read&Write. Do we need this installed on the student's device?
>No, Co:Writer or Read&Write will work directly through TestNav. If the student's device has these programs installed, configurations will not pull through to TestNav.

Why is Speech to Text for Mathematics non-embedded, while ELA and Science are embedded?
>For ELA and Science, the students will enable the Co:Writer or Read&Write web extensions that are available in TestNav, making them embedded accommodations. For Math, the student will need to use an external assistive technology device with a microphone to complete their responses. The enablement and use of an external device makes it a non-embedded accommodation.
>In ADAM, select "Enable Extensions" in the student's accommodation profile.

Are translated forms available for students to test in their native language?
>Yes, a fixed, accommodated form is available for computer-based testing in Arabic, Chinese (Simplified Mandarin), French, Spanish, and Swahili.

Will Text to Speech be available in all languages?
>No, TTS will be available on the English, CAT form only.

Online System/Technology

If we tested last year, does TestNav need to be reinstalled?
>Yes, the latest version of TestNav needs to be downloaded and installed on student devices.

When will proctor cards and student print cards be available?
Test administrations will be created and print cards will be available March 4.

How do I assign a specific assessment to a student?
Once the student is uploaded into ADAM, the system will automatically assign them to the appropriate grade level assessments. No action is needed.

If a student is unable to complete testing in one session, is their progress saved?
Yes, TestNav will save the student progress. If the student exits TestNav, they will need to be reseated to resume their test another time. Once they log back in, they will be brought back to the item where they left off.

Can students go back and review their responses?
In the computer-adaptive test (CAT), students can only review their responses within a limited section. For Math, students cannot go back to previous responses as the test adapts at the item level. For ELA and Science, students can review responses within an item set, but cannot navigate back to previous sessions to review their responses.

What is the difference between the test code and the seal code?
The proctor will use the test code to access the proctor dashboard. Students will use the test code to join the proctor group and then be prompted to log in to Session 1 of the test. To log in to subsequent test sessions, the student will use a seal code.

What if students in the same proctor group have a different number of sessions, such as CAT and fixed forms on Science?
If any forms within that administration (grade/content) have three sessions, a test code and two seal codes will be available in the proctor dashboard. All students will use the test code to access Session 1 and the first seal code to access Session 2. Students who have the fixed, accommodated form with three sessions will need to use the second seal code to access Session 3.

How long does a student need to remain inactive before TestNav will time them out?
Once a student is inactive in TestNav for 15 minutes, the system will automatically log them out. They will need to be reseated to resume testing.