

Spring 2024 VTCAP Administration Updates

cognia

Dear Educator,

The Spring 2024 VTCAP administration window is now open. Please read the message below regarding important updates to the ADAM and TestNav platforms.

Accommodation Profiles

The accommodation profiles in ADAM are now separated by content area rather than Text to Speech needs. The Default column was removed, and now two profiles remain – Math/Science and ELA.

ferred Names	Filter by Accommodation			
mographics	Expand/Collapse All	MATH/SCIENCE	Apply to All	ELA
rents/Guardians	✓ Text To Speech			
ninistrations	Text to Speech It shocked the student's assessment will be enabled for Text to Speech	8	>	٥
tory	✓Form-Based			
	Braille If chocked the student will receive tirate assemant delivery	ø	>	0
	Braille plus Tactile Graphics if checked the student will have the Tactile Graphics accommodation	D	>	o
	Closed Coption If selected the student will have the Closed Coption becommodation	Tidne SM	>	English

Please note: This does not impact the accommodations available to students or any AOE policy regarding the use of accommodations. The update is to the user interface for how the accommodations are assigned within ADAM.

Next Steps:

- If you have already uploaded student accommodations, no action is needed. Student accommodations that were noted in the Text to Speech column are now indicated in the Math/Science column. Accommodations in the Text to Speech (ELA) column are now indicated in the ELA column. Accommodations in the Default column are now indicated in both columns.
- To add/edit accommodations moving forward, follow the instructions outlined in the attached document.

Student Log In

For enhanced security, when a student logs in to TestNav, they will now need to enter their Test Code, Last Name, and Identifier.

Vermont To begin a test you will need to enter a test code.	2024 Vermont Grade 03 ELA Test Enter your information before continuing.
Test Code	Last Name Enter your last name Identifier
TEST AUDIO	Enter your identifier
NEXT	ВАСК NEXT

Next Steps:

- Advise Proctors that students will now need to enter their last name when logging into TestNav.
- If you have not printed your student print cards for testing, print cards will now include the student's last name.

Peo	arson-Student22 PearStu22
Last Nam	2024 Vermont Grade 06 ELA Test ne PearStu22
Identifier	8400013
	PDT 2024 Vermont Grade 06 ELA Test Administratio

Manuals are being updated to reflect this change, and will impact the following current pages:

- Test Administrator's Manual (TAM)
 - **Page 14:** The screenshot of the Student View is updated to show Last Name in the Auth Fields column.
 - **Page 15:** The screenshot of the student print card is updated.
 - **Page 27:** Instructions advise students to enter their last name and identifier, and the associated screenshot on the login screen is updated.
 - **Page 34:** Instructions advise students to enter their last name and identifier, and the associated screenshot on the login screen is updated.
 - **Page 39:** Instructions advise students to enter their last name and identifier, and the associated screenshot on the login screen is updated.
- Test Coordinator's Manual (TCM)
 - **Page 11:** The screenshots of the Student View and student print card are updated.
 - **Page 30:** Step 5 of the accommodations upload is updated to reflect the two accommodation profiles.
 - **Page 31:** Step 5 for manual accommodation edits is updated to reflect the two accommodation profiles.

- **Page 32–34:** The Teacher Review of Accommodations in ADAM section is updated to reflect the accommodation profiles and the process of accessing accommodations through My Classes.
- **Page 36:** The screenshot of the student print card is updated.

Please contact the Vermont Help Desk with any questions by phone (800-215-8975) or by e-mail (<u>VTServiceCenter@cognia.org</u>). Standard hours are Monday–Friday, from 7:00 a.m.–5:00 p.m. (ET).