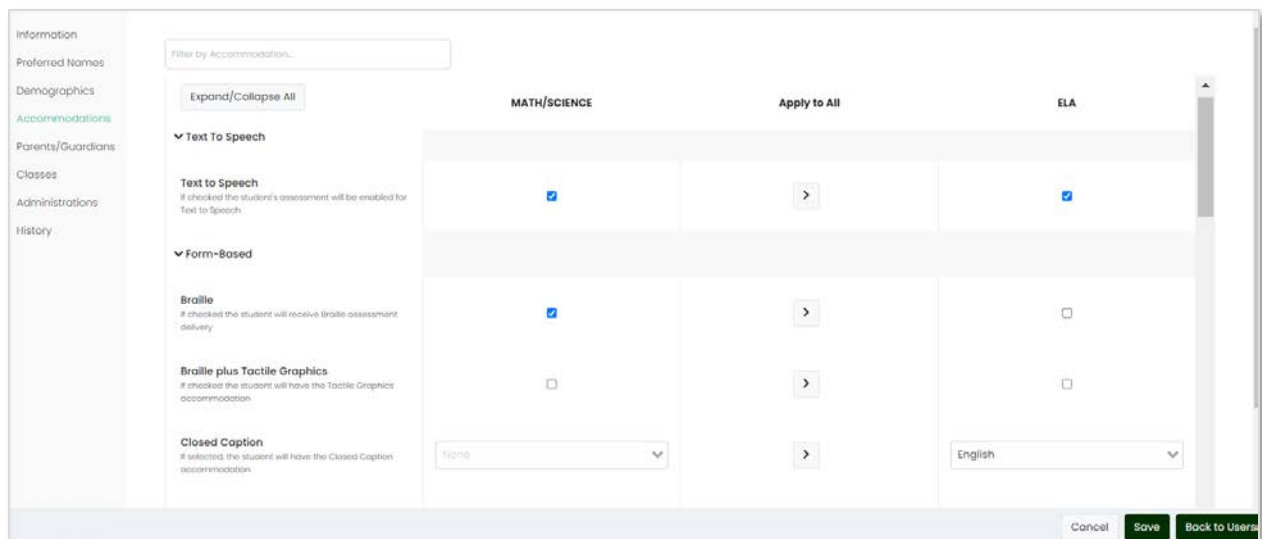Dear Educator,

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.
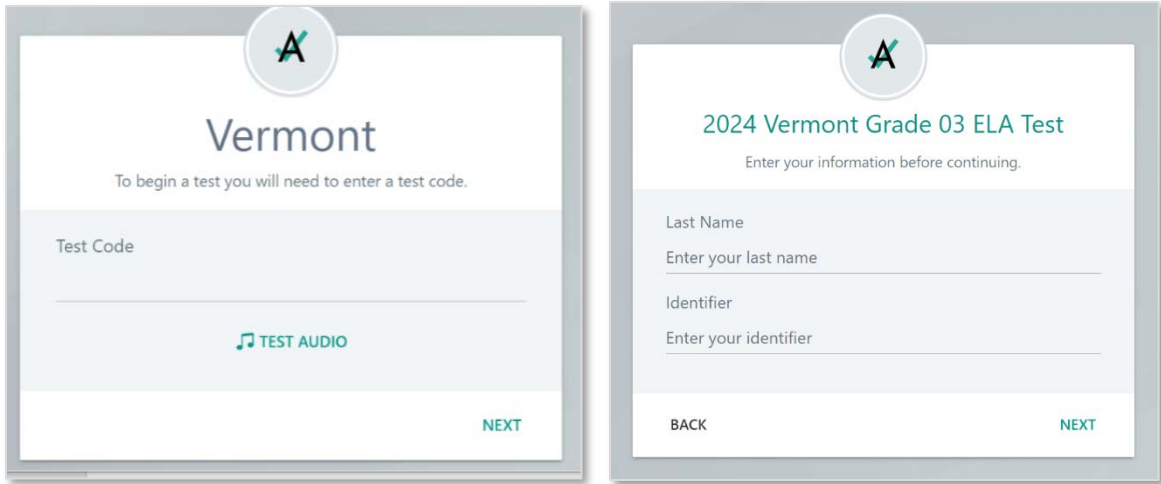

Please note: This does not impact the accommodations available to students or any AOE policy regarding the use of accommodations. The update is to the user interface for how the accommodations are assigned within ADAM.

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.
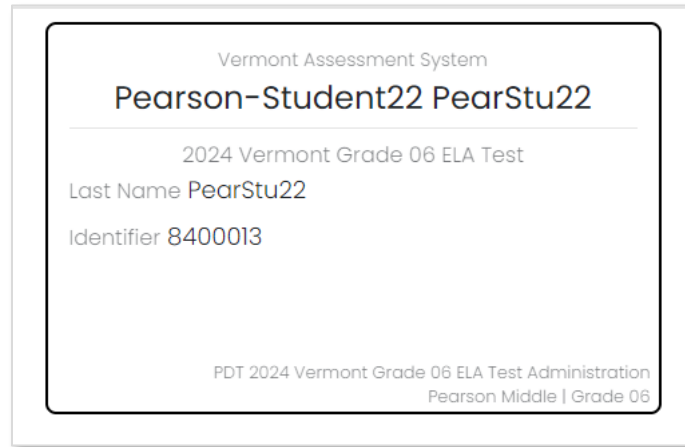- To add/edit accommodations moving forward, follow the instructions outlined in the attached document.

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.

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.

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

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

- o **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.
- o **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 (VTServiceCenter@cognia.org). Standard hours are Monday–Friday, from 7:00 a.m.–5:00 p.m. (ET).