Spring 2026 Administration Preparation Activities

Dear Educator,

Preparation activities for the Spring 2026 Vermont Comprehensive Assessment Program (VTCAP) have begun. As the District Administrator (DA) or independent school leader, you assume responsibility for implementing the VTCAP within your organization.

Below, please find a list of key dates for the Spring 2026 VTCAP.

Key Dates	
User account cleanup*	December 8-12, 2025
Manuals available on Help & Support site	December 19, 2025
Administration Training	January 6 & 8, 2026
Rostering window for ordering paper materials in ADAM	January 7– February 2, 2026
Rostering window for all testers	January 7–March 6, 2026
Initial order of paper-based materials arrives in schools	March 2, 2026
Additional materials ordering window	March 2–April 24, 2026
Test administration window	March 9–April 24, 2026
Make-up test administration window	April 27–May 1, 2026

*Please note, while all Teacher, School Coordinator (SC), and inactive District Coordinator (DC) accounts will be cleared from the online system, DAs and active DCs will still have access to ADAM.

The table below outlines the permissions of each educator role in ADAM.

Role	Add/Edit Users	Add/Edit Accommodations	Create Classes	Create Proctor Groups	Proctor Test	View Reports
District Admin (DA)	X	X	X	X	X	X
District Coordinator (DC)	X	X	X	X	X	X
School Coordinator (SC)	X	X	X	X	X	X
Teacher					X	X*
Superintendent					X	X
Special Education Director	X	X			X	X
IT Coordinator	X	X		X	X	X

*Teachers can access their student results via My Classes if students are assigned to their class during administration.

Next Steps:
- Communicate to School Coordinators and Teachers that their accounts will be deleted.
- Register to attend training: https://www.surveymonkey.com/r/VTCAPTraining2026
- Schedule training within your district or school.

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).