

# Spring 2025

## Vermont Comprehensive Assessment Program (VTCAP)

### Frequently Asked Questions

Please note, this document will be updated throughout the year as AOE and Cognia receive additional questions.

#### General

##### Who should I contact with questions?

For policy related questions, please contact [AOE.StatewideAssessments@vermont.gov](mailto:AOE.StatewideAssessments@vermont.gov).  
For general administration questions, please contact the Vermont Service Center at [VTServiceCenter@cognia.org](mailto:VTServiceCenter@cognia.org) or by phone at 800-215-8975

#### Policy

##### 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 or EL plan?

To test with an accommodation, this must be documented in the student's IEP or 504 plan. Supports noted in an EST or EL plan do not qualify them for testing accommodations.

##### How does the use of Text to Speech (TTS) on the ELA assessment impact the interpretation of student results?

The TTS accommodation does not impact how a student's test is scored, but it does change how that score should be interpreted. Additional guidance from AOE on the use of TTS and Read Aloud can be found here: [Use of Read-Aloud, Text-to-Speech, Human-Reader - Data Collection and Reporting Knowledge Base \(vermont.gov\)](#)

#### Accommodations & Designated Supports

##### What is included in the Text to Speech accommodation?

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.

##### 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.

##### What type of supports are available for students who are English Learners?

While students who have only EL status are not eligible to use accommodations on the VTCAP, there are other types of designated supports and accessibility features available to ELs, including the use of translated tests in French, Swahili, Chinese, Arabic, and Spanish and the use of bilingual dictionaries. For additional information on available supports and testing expectations for English Learners, please refer to the *VTCAP Accessibility Features for English Learners* document on the Documentation and Training page of the [Vermont Help and Support website](#).

### **What is the difference between Text to Speech and Screen Reader?**

TTS will read test content, including all passages and stimuli and is embedded in the testing platform. The screen reader form will require the student to use the screen reader device they typically use during classroom instruction. In addition to test content, the screen reader also reads the student's interactions with the screen, such as their selection of a response.

### **Are any accommodations restricted by grade level?**

No, there is no state requirement for accommodations to be restricted at the grade level. The IEP team is responsible for making decisions on appropriate assessment accommodations.

## **Enrollment**

### **How do I assign student accommodations and designated supports?**

All accommodations and designated supports must be entered into ADAM prior to the student testing. These are assigned in the student profile, within the Accommodations tab, or uploaded from the Users page. Once assigned in ADAM, they will be automatically assigned to the student once they log into TestNav to complete the assessment.

### **What if I do not have the student's 7-digit state assigned student ID number?**

For questions regarding state assigned student IDs, please contact AOE at [AOE.StatewideAssessments@vermont.gov](mailto:AOE.StatewideAssessments@vermont.gov).

## **Online System/Technology**

### **How do I log in to ADAM?**

ADAM can be accessed at <https://vt.adamexam.com>. If you do not have your credentials, please contact your District Administrator (DA). If you are unsure who the DA is for your district, the Vermont Service Center can provide that information. If you are a new DA, please contact AOE to have an account created.

### **When will proctor cards and student print cards be available?**

Test administrations will be created and print cards will be available the week of March 3<sup>rd</sup>.

### **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 3–8, students cannot go back to previous responses as the test adapts at the item level. For ELA, Science, and Math 9, students can review responses within an item set, but they cannot navigate back to previous sessions to review their responses.

### **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 resealed to resume their test another time. Once they log back in, they will be brought back to the item where they left off. For the essay, students must exit from the essay page. They should not advance beyond that question.

### **Can I access results from previous years?**

If you have a school- or district-level account in ADAM, you will be able to view and download reports from the previous two administrations. These can be accessed on the Reporting > Report Assets page in ADAM. Additional information on student results can be found on the Reporting page of the [Vermont Help and Support website](#).

*Please note*, demographic disaggregations on the Reporting > Performance page are not available, as demographics are turned off for rostering and administration.