Spring 2026 VTCAP Proctor Training

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Agenda

- VTCAP Overview
- Roles and Responsibilities
- Test Security and Procedures
- Accommodations and Designated Supports
- Assessment Delivery and Management (ADAM)
- Before, During and After Computer-Based Testing (CBT)
- Test Proctoring
- Student Testing Experience
- Before, During, and After Paper-Based Testing
- Resources and Support

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VTCAP Overview

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VTCAP Assessments

Grades and Contents

- English Language Arts, Grades 3–9

- Mathematics, Grades 3–9

- Science, Grades 5, 8, and 11

Format

- Adaptive, Computer-Based Test (CBT) – primary mode of administration

- Fixed, Accommodated CBT

  - American Sign Language (ASL)

  - Screen Reader

  - Translations (Math & Science only)

- Fixed, Accommodated Paper-Based Test (PBT)

  - Standard Print

  - Large Print

  - Braille (as braille ready files)

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Key Dates

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

*** If paper materials are needed after this date, please contact the Client Care Center to order additional materials.*

Roles and Responsibilities

- District Administrator (DA)

- District Test Coordinator (DC)

- School Test Coordinator (SC)

- Teacher

- Proctor

Additional district level roles:

- IT Coordinator

- Special Education Director

- Superintendent

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Roles and Responsibilities

The **District Test Administrator (DA)**:

- Assumes overall responsibility for implementing VTCAP assessments in their organization
- Serves as the local point of contact for questions and information
- Disseminates information about assessments with the district and schools
- Organizes training for SCs
- Creates accounts for other users within their organization
- Uploads students for their organization

*Note: The DA can assign District Test Coordinators (DC) as needed to assist with their responsibilities or may also serve as the DC.

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Roles and Responsibilities

The **District Test Coordinator (DC):**

- Reviews schedule and testing requirements with SCs, teachers, and proctors
- Works with SCs and technology staff to ensure all systems are properly installed and functioning
- Creates accounts for other users within their organization
- Uploads students for their organization
- Schedules and administers training sessions
- Ensures all personnel are trained on how to properly administer the VTCAP assessments
- Monitors secure administration
- Investigates and reports all testing irregularities and breaches reported by the SC, teacher, or proctor
- Ensures all testing materials remain secure

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Roles and Responsibilities

The **School Test Coordinator (SC)**:

- Coordinates the administration of VTCAP assessments within their school
- Ensures testing within their school is conducted properly and securely
- Establishes testing schedules
- Works with technology staff to ensure all systems are properly installed and functioning
- Ensures student information in ADAM is accurate
- Ensures appropriate accommodations or designated supports are assigned in ADAM
- Attends all district training and reviews the manuals
- Ensures teachers and proctors attend training or review training modules
- Monitors secure administration of the test
- Monitors student test progress
- Investigates and reports any test security incidents

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Roles and Responsibilities

The **Teacher and/or Proctor:**

- Completes all district and/or school training
- Reviews the Test Administrator's Manual (TAM)
- Reviews student information prior to testing to ensure each student receives the proper test with appropriate supports.
- Administers the VTCAP assessments
- Reports any test security incidents to the SC or DC

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Roles and Responsibilities

IT Coordinator, Special Education Director, and Superintendent

- Optional roles than can be used in your district as needed
- District-level access to student information

The **IT Coordinator** can:

- Add/edit student accounts and accommodations
- Create proctor groups
- View reports

The **Special Education Director** can:

- Add/edit student accounts and accommodations
- View reports

The **Superintendent** can:

- View reports

Test Security and Procedures

Test Security

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results. Security of test materials must be maintained before, during, and after administration.

Secure CBT test materials
- Student print cards
- Scratch paper written on by students

Secure PBT test materials
- Test booklets
- Periodic tables written on by students
- Scratch paper written on by students

All secure test materials **must be securely destroyed** by the school/district.

Test Security Incidents

Any breaches in test security must be immediately reported to the SC or DC. Test security incidents are categorized below:
- Student access to unapproved device/material
- Cheating
- Sharing, posting, or copying of secure test materials (student)
- Sharing, posting, or copying of secure test materials (adult)
- Student engaged with incorrect assessment
  - Wrong student test, incorrect grade level
- Technology issue interrupting test session (unable to restart session)

All test security incidents must be reported to AOE using the Test Security Incident (Irregularity) Form.

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Test Security Incidents
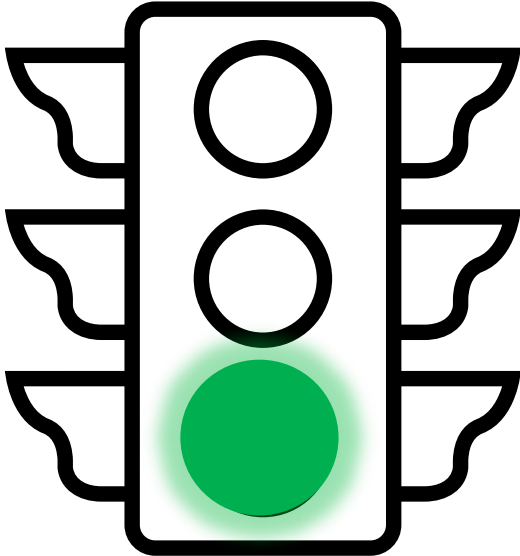
In some cases, a test security incident has a **low impact on the individual or group of students** who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity.

These circumstances can be corrected and contained at the local level. Such incidents **do not need to be reported** to the AOE.

Examples include a fire drill occurring during a test session or minor connectivity issues interrupting testing.

Test Security Incidents
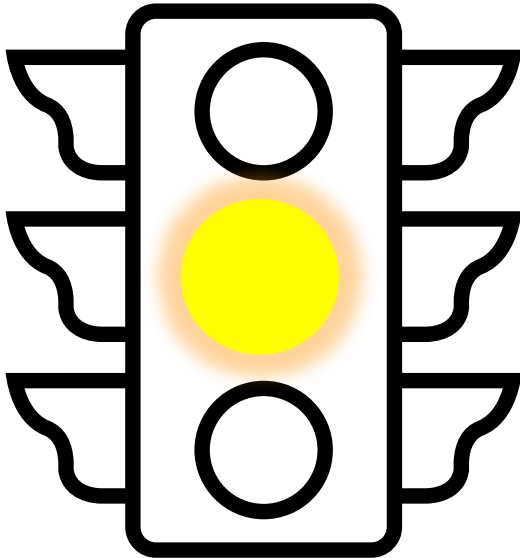
An **unusual circumstance that impacts an individual or group of students** who are testing and may potentially affect student performance on the test, test security, or test validity <u>must be reported to the AOE</u>.

These circumstances can be corrected and contained at the local level. An irregularity **must be reported to the SC and DA immediately.**

Examples include more significant technology issues, students talking to each other during testing, or inappropriate assignment/use of an accommodation.

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Test Security Incidents
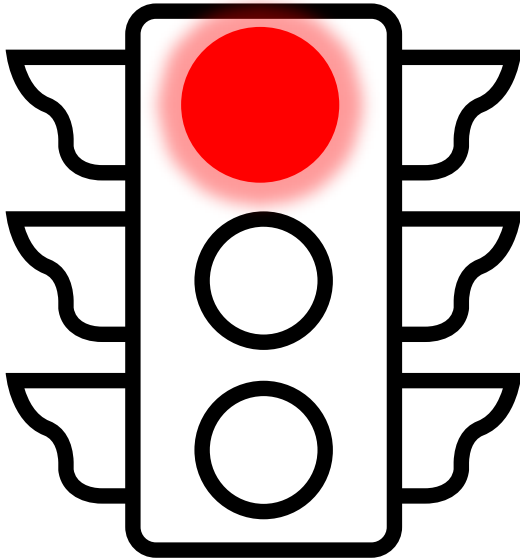
In rare cases, a test security incident may **pose a threat to the validity of the test.** Examples may include such situations as a release of secure materials or a security/system risk.

These circumstances have implications for anyone using the test items (perhaps outside of Vermont) and may result in a decision to remove the test item(s) from the available secure bank.

Such an incident **must be reported to the DC and SC immediately** and <u>must be reported to the AOE</u> promptly.

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Accommodations & Designated Supports

Universal Tools

Embedded Universal Tools
- Answer Eliminator
- Desmos Calculator
- Highlighter
- Line Reader Mask
- Magnifier
- Notepad
- Pop-Up Glossary
- Writing Tools
- Zoom

Non-Embedded Universal Tools
- Breaks
- English Dictionary (Math and Science)
- Scratch Paper
- Thesaurus (Math and Science)

Designated Supports

Embedded Designated Supports
- Text to Speech (Math, Science and ELA*)
- Translations (Math and Science)
    - Arabic (Standard MENA)
    - Chinese (Simplified Mandarin)
    - French
    - Spanish (Nicaraguan)
    - Swahili

Non-Embedded Designated Supports
- Amplification
- Bilingual Dictionary (Math, Science, and Writing)
- Color Overlays
- Magnification
- Medical Device
- Noise Buffers
- Separate Setting
- Simplified Test Directions

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Accommodations

Embedded Accommodations
- American Sign Language (ASL)
- Closed Captioning
- Color Contrast
- Screen Reader
- Speech to Text (ELA & Science)
- Text to Speech (ELA)

Non-Embedded Accommodations
- 100s Number Table
- Abacus
- Alternate Response Options
- Calculator (talking or braille)
- Multiplication Table
- Read Aloud/Human Reader
- Scribe
- Speech to Text (Math)

Print-Based Accommodations
- Standard Print
- Large Print
- Braille

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Administering Accommodations

Some accommodations require the student to take a fixed-form test.
- ASL and Closed Captioning
- Screen Reader
- Alternate Languages
- Print-Based Forms (Paper, Large Print, Braille)

Additional considerations:
- The screen reader will not have an embedded calculator. Students should be provided with a handheld calculator or other appropriate calculator based on their accommodations.
- For Science, the fixed form has three sessions. The CAT form has two sessions.

Refer to the *Accessibility and Accommodations Guidelines,* in the Before Testing section of the VTCAP page, on the [Vermont Help and Support website](#) for additional details on your students' specific accommodations.

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Assessment Delivery and Management (ADAM)

ADAM and TestNav

ADAM is the platform used to manage users, accommodations, administrations, classes, proctor groups, and view reports.

ADAM is used by:
- District Administrators
- District Test Coordinators
- School Test Coordinators
- Teachers
- IT Coordinators
- Special Education Directors
- Superintendents
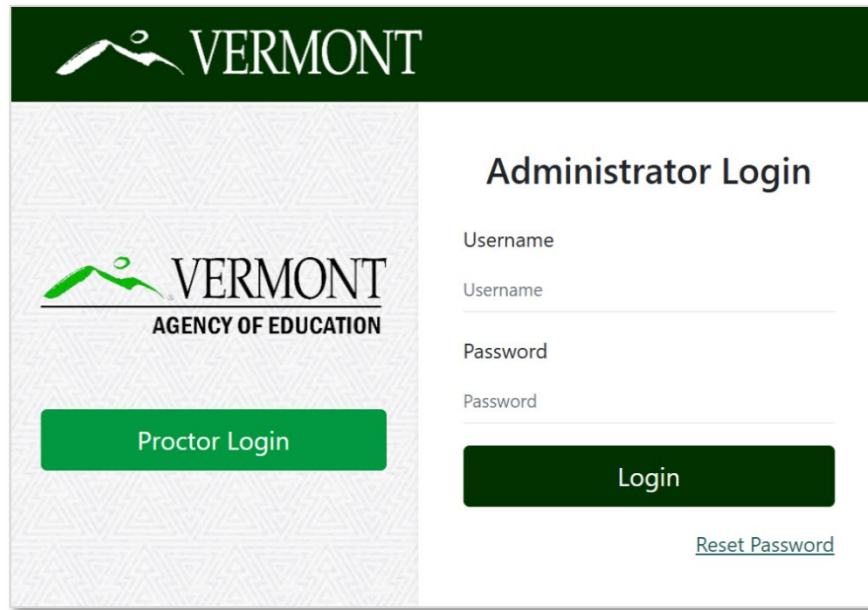
TestNav is the testing engine used to deliver summative assessments.

TestNav is used by:
- Students

Logging in to ADAM

1. Go to: https://vt.adamexam.com/.
2. Enter username and password (received via email).
3. Click **Login.**
4. To reset your password, click "Reset Password".

Logging in to ADAM

Once logged in to ADAM, you will be directed to the homepage.

Access your **Profile** by clicking your icon at the top right.

Access **Rostering** to upload and view your students.
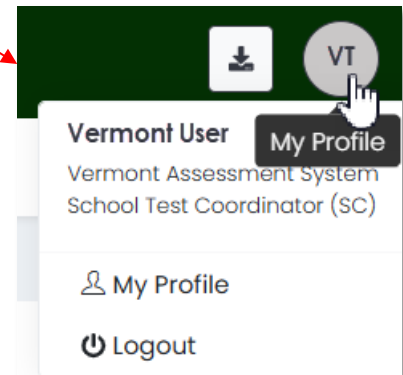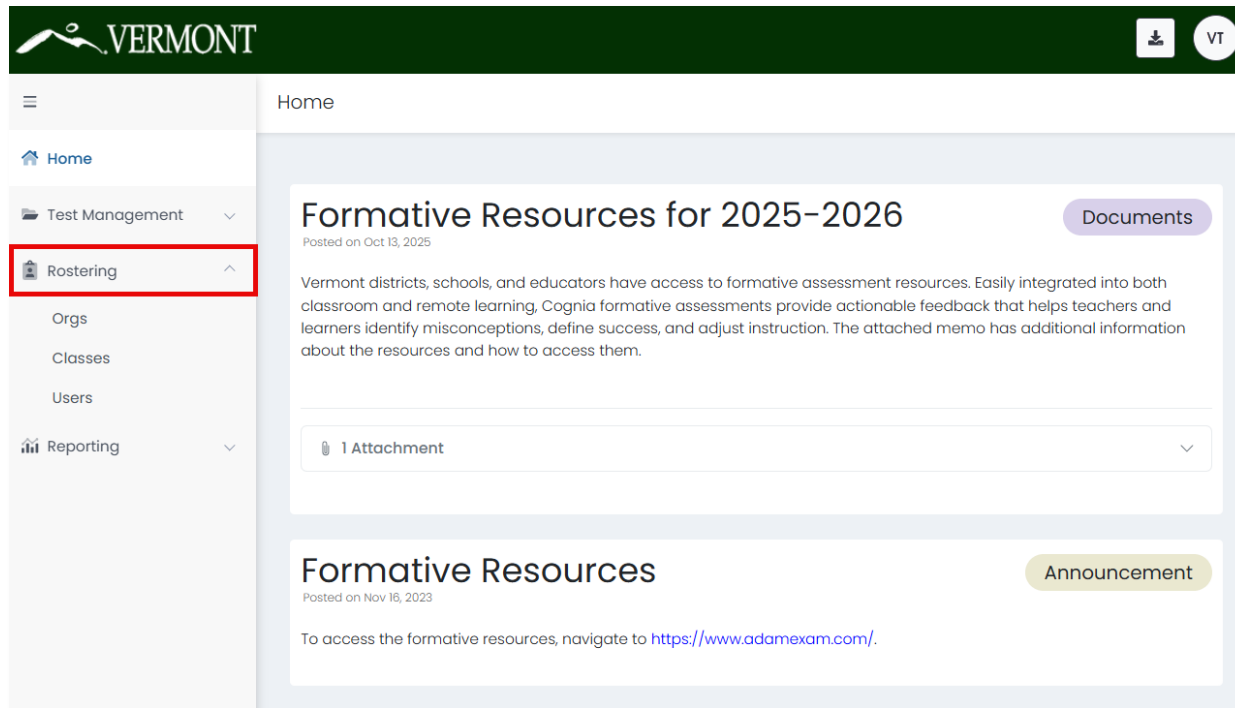
User Roles

Role	Add/Edit Students	Add/Edit Users	Add/Edit Accommodations	Proctor Test	View Reports
District Administrator	X	X	X	X	X
District Test Coordinator	X	X	X	X	X
School Test Coordinator	X	X	X	X	X
IT Coordinator	X	X	X	X	X
Special Education Director	X	X	X		X
Superintendent					X
Teacher				X	X*
Proctor				X	

*Teachers will be able to view reports under My Classes if a class is assigned to them during administration.

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View Roster Data

To search for a user including students:

- Navigate to Rostering > Users in the lefthand menu. This will bring you to the "User Config" page.

- On the left side of the User Config page, use the filters to select appropriate values. The search is dynamic, updating the results as you filter.

- Available filters are:
  - **Name or ID**
  - **Org –** Filter by a specific district or school.
    - **Class** – Appears if you have filtered by School. This can then be used if classes have been created within that org.
  - **Role**
    - **Grades** – Appears if Student is the selected Role
    - **Course** – Appears if Student is the selected Role
  - **User Status**
  - **Accommodation –** Filter by a specific accommodation (e.g., Paper or Text to Speech).

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View Roster Data

Before, During, and After Computer-Based Testing (CBT)

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CBT Checklist for Test Administrators

- Refer to Appendix A of the TAM for the CBT Checklist for Test Administrators
- It may be helpful to print this checklist out to ensure proper administration

Appendix A: CBT Checklist for Test Administrators

Please note: This checklist is provided as a summary only. It is essential that you thoroughly read this entire manual in order to ensure the proper administration and security of the online test.

TEST ADMINISTRATOR ACTIVITIES	
Before Testing	
	Read the *Test Administrator's Manual* (TAM).
	Have students take the practice test to become familiar with the testing interface and tools, as well as the various question types.
	Meet with the School Test Coordinator (SC) to review the testing schedule and the procedures in this manual.
	Obtain Student Print Cards and Session Access Codes from the SC for all students assigned to you.
	Secure scratch paper and pencils with erasers for each student you will be testing.
	Remember to charge laptops before testing.
During Testing	
	Post a "Testing—Do Not Disturb" sign on your classroom/lab door.
	Be sure that all students have comfortable and adequate computer workstations.
	Distribute Student Print Cards for each student assigned to you for testing.
	Post the Session Access Code for the test session at the front of the room.
	Monitor students to ensure they have logged on successfully and answer any procedural questions.
	Speak with your technology coordinator and/or Client Care Center about any technology-related issues that arise.
	If a student needs to leave the test room for any reason, be sure an escort is available to accompany the student to and from the test room.
After Testing	
	Collect the Student Print Cards, pencils, and scratch paper.
	Remove (erase) the posted Session Access Code.

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Before CBT Testing

Teachers and Proctors

- *Assurance:* Complete training facilitated by the DC/SC.
- *Assurance:* Sign the [Non-Embedded Accommodation Non-Disclosure Agreement](#) if administering non-embedded accommodations and submit to the SC.
- Review the Test Administrator's Manual (TAM).
- Provide students the opportunity to take the practice test.
- Validate the student roster and notify the DC/SC of any errors.
    - Are all students in ADAM?
    - Are all students assigned to the correct grade?
    - Is the identifier the correct, 7-digit, state assigned student ID?
    - Do all students have the appropriate accommodations and supports assigned?
- Review your school's testing schedule.
- Receive necessary student materials (e.g. scratch paper, log in information, accommodation materials).
- Adhere to all school, district, and state test security policies and procedures.

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Before CBT Testing

Teachers and Proctors

- Prepare the testing environment
    - Ensure laptops are fully charged and workstations are set up to prevent student's from seeing each other's work
    - Obtain scratch paper and pencils for each student
    - Obtain Session Access Codes and Student Login Tickets
    - Hang a "Testing—Do Not Disturb" sign on the door
    - Ensure nothing is visible in the room that could clue any test answers
        - E.g.: rubrics, writing guides, word walls, hundreds charts, multiplication fact tables

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During CBT Testing

Teachers and Proctors

- Monitor students during testing
- Use of cell phones and electronic devices is strictly prohibited
- Adhere to security policies and procedures
- Report any test security incidents to the SC
- Follow the test administration script exactly
  - Beginning on p. 26 of the TAM

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After CBT Testing
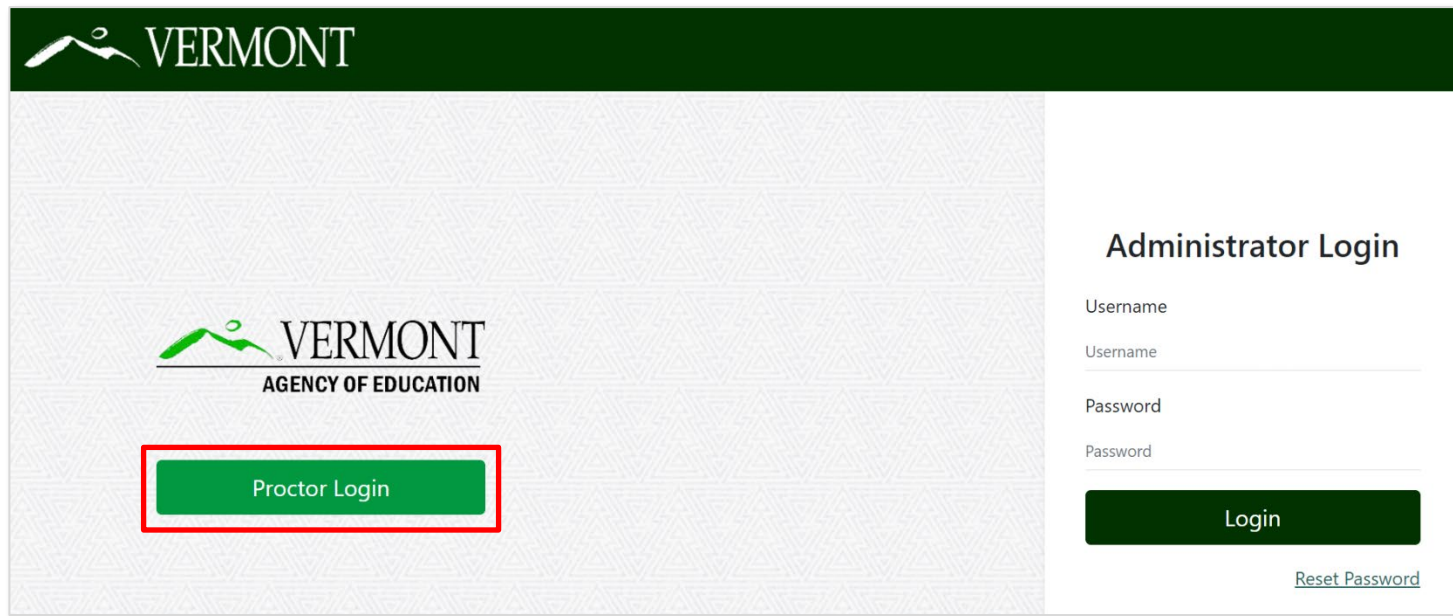
Teachers and Proctors

- Ensure all students click Submit once they complete a test session and are showing in the Proctor Dashboard as Submitted
- Collect and securely destroy any testing materials
    - Test booklets
    - Student print cards
    - Scratch paper
    - Periodic tables written on by students

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Test Proctoring

Proctor Login

- Go to: https://vt.adamexam.com
- Click on **Proctor Login**

Proctor Login

- Enter the **Test Code** and **Proctor Password** provided by your school
- Click Submit

Login to Proctor a Test
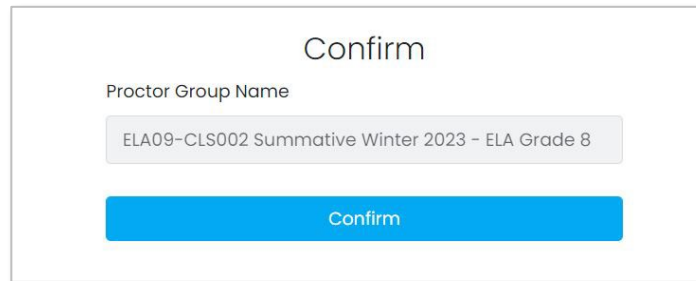
Enter Test Code

> TEST CODE

Enter Proctor Password

> PROCTOR PASSWORD

Submit

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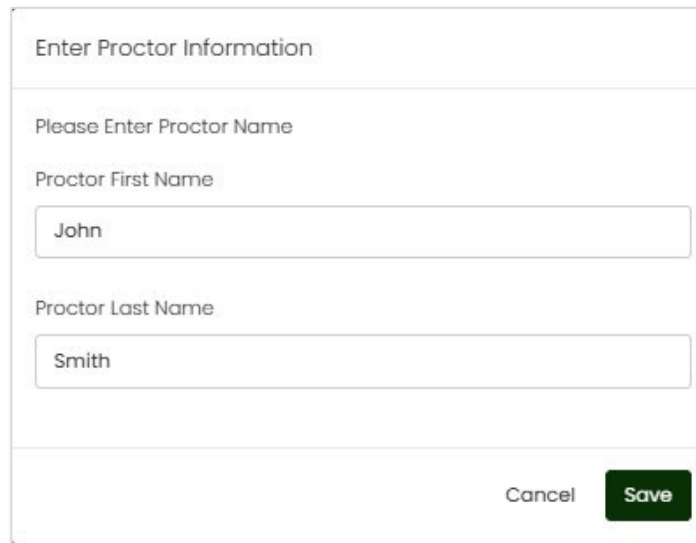
Proctor Login

- On the next screen, confirm the Proctor Group Name is accurate, then click Confirm

- Enter your first and last name, then click Save

Create a New Proctor Group

- To create a new proctor group, enter the:
  - Proctor Group Mame
  - District
  - School
  - Proctor First Name
  - Proctor Last Name
  - Proctor Email Address

*Note: Make the Proctor Group Name unique, such as "J.Smith Grade 6 Math First Period"

New Proctor Group

By filling out this form, a new proctor group will be created. If you are trying to proctor for an existing proctor group, please contact your System Administrator.

Proctor Group Name

Proctor Group Name

Select Your District

Select Your District...

Select Your School

Select Your School...

Proctor First Name

Proctor First Name

Proctor Last Name

Proctor Last Name

Proctor Email Address

Proctor Email Address

An automated email will be sent to this email address to provide the Test Code and Proctor Password.

Confirm
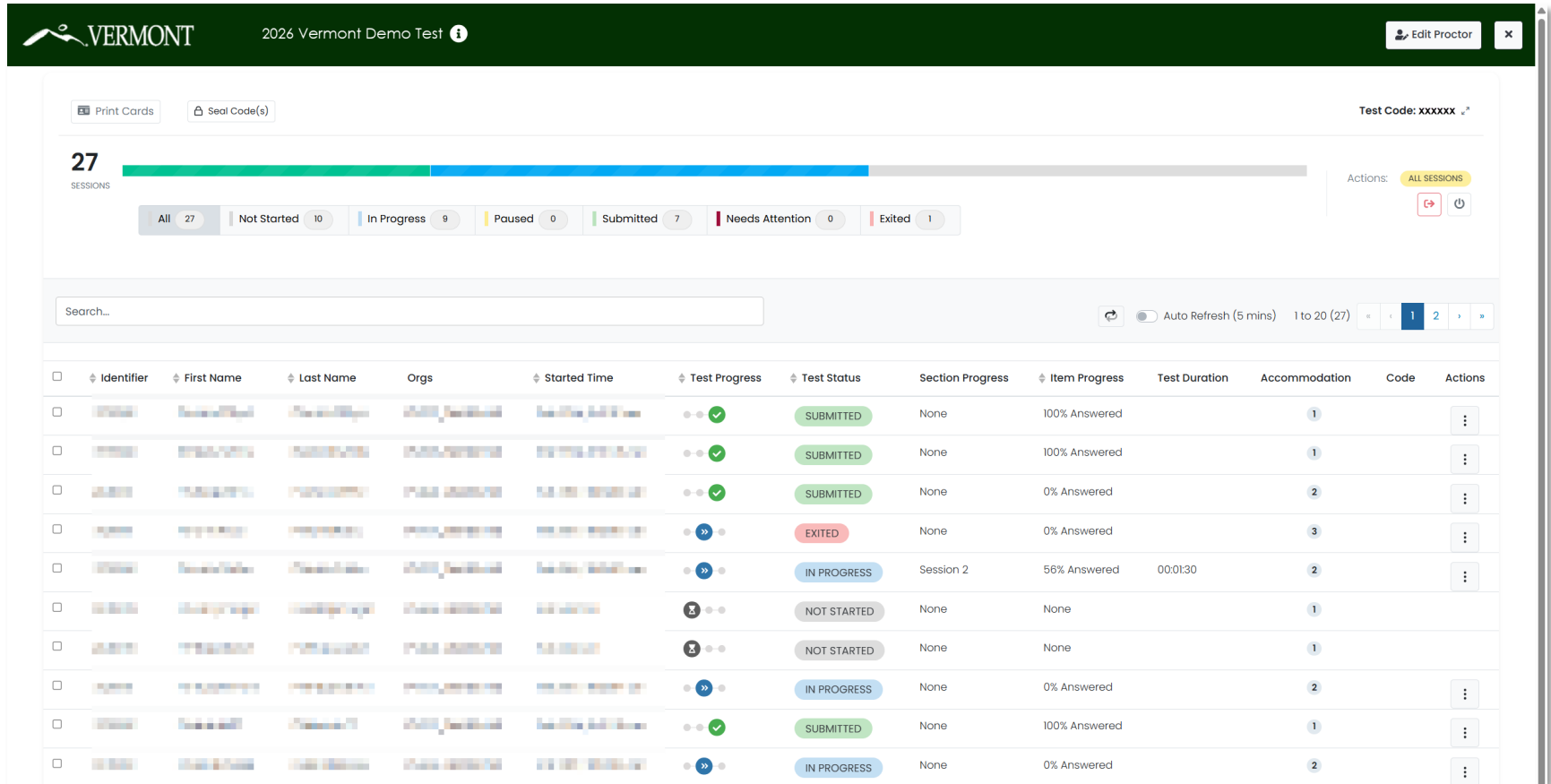
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Proctor Dashboard

Proctor Dashboard

The following information appears on the top half of the Proctor Dashboard:

- **Testing Information:** Displayed by hovering over the "**i**" icon next to the test name. Includes information such as testing window, the proctor name, and a field called Kiosk Only, which for the Vermont assessments will always be "No."

- **Edit Proctor:** Ability to update first and last name of proctor.

- **Print Cards:** Opens a new tab with student print cards for that proctor group. Can be printed and distributed to students.

- **Seal Code** and **Test Code**

- **Number of Sessions, Progress** and **Status**

- **Actions:** Ability to exit or reseat all or selected sessions.

Proctor Dashboard

The **Session Management Area** appears on the bottom half of the Proctor Dashboard. This area includes:

- **Search Bar:** Allows you to filter and search for students in your proctor group and manage their sessions.

- **Auto Refresh:** Ability to toggle on, allowing the page to refresh status every 5 minutes.

- **List of Students:** Shows all the students in the proctor group along with their details and testing status.

Proctor Dashboard

The Session Management area has the following information:

Identifier: Student's state-assigned student ID

Tester: Student's first and last name

Orgs: The student's assigned testing school

Started Time: The time the student began testing.

Test Progress and associated **Test Status:**

- – Not Started

- – Started, In Progress, Reseat or Exited

- – Submitted

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Proctor Dashboard

Test Status:

- NOT STARTED – The student has not logged into the assessment. No action is needed by the Proctor.

- IN PROGRESS – The student has logged into the assessment. The student has recently interacted with the assessment.

- EXITED – The student has exited the TestNav app. The Proctor needs to reseat the student before they can log back into the assessment.

- RESEAT – The proctor has reseated the student, and the student has not logged back into the test session. No action needed.

- NEEDS ATTENTION – The student has logged into the test, but the proctor needs to approve the session for the student to begin.

- SUBMITTED – The student has completed and submitted the test.

Proctor Dashboard

Section Progress/Item Progress:

• The Section Progress and Item Progress columns show the completion of a section or test. While a student is actively testing, this column will only show N/A.

Test Duration: The amount of time the student has been testing.

Accommodation:

• The number of accommodations a student has appears in this column. Hover over the count to show the accommodations. Only accommodations relevant to the online assessment session administration will be displayed.

Code: This will display if a student has an accountability code assigned. The number notes how many codes are assigned and hovering over the number will list the code descriptions.

Actions:

• Available actions will appear based on the testing status of the student:

  o **Reseat Session** – Use if a student has an "interrupted" session (computer issue, session timeout, unexpected error). Reseating allows the student to re-enter their test code and SSID to resume their assessment session.

Actions
- View Session Details
- Reseat Session
- Submit Session
- Exit Session

Actions
- ✔ Approve Session

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Proctor Dashboard – Session Details

Under "Actions," there may be an option to **View Session Details** (usually for any test session that has answered questions).

The following information appears on the top half of the **Session Details** window:

Section Information, including:

- **Section ID**
- **Section Name**
- **Section Type** (Linear/CAT)
- **Progress** (same Test Progress icons as on Proctor Dashboard)
- **Seal Code** (Y/N)
- **Start Time**
- **End/Exited Time**

Proctor Dashboard – Session Details

#	Section ID	Sequence	Item UIN	Progress	Last Update
39	section3	229	MDMA123134	ANSWERED	Dec 5th, 3:59:58 pm
40	section4	Web Content	CAT_Sect4_A1 Current Item	ANSWERED	Dec 5th, 4:03:05 pm
41	section4	5	VR054908	ANSWERED	Dec 5th, 4:00:51 pm

Close

The following information appears on the bottom half of the **Session Details** window:

Item Information, including:

- Item #
- Section ID
- Sequence
- Item UIN
- Progress
- Last Update

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Student Testing Experience

Student Experience

Log in

Make sure TestNav is installed on your device and close all other apps.
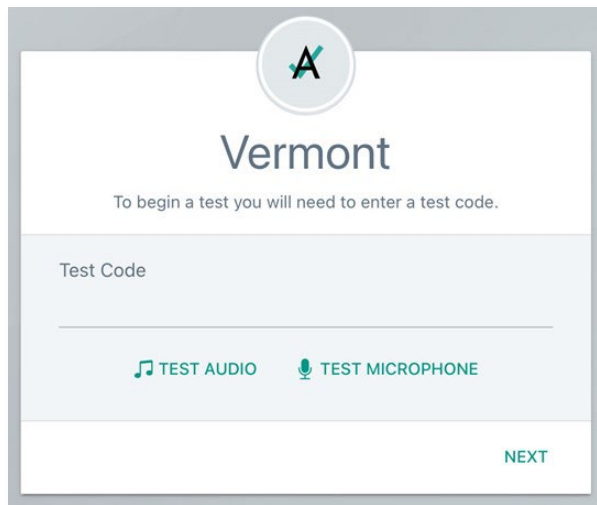
1. Open the TestNav app.

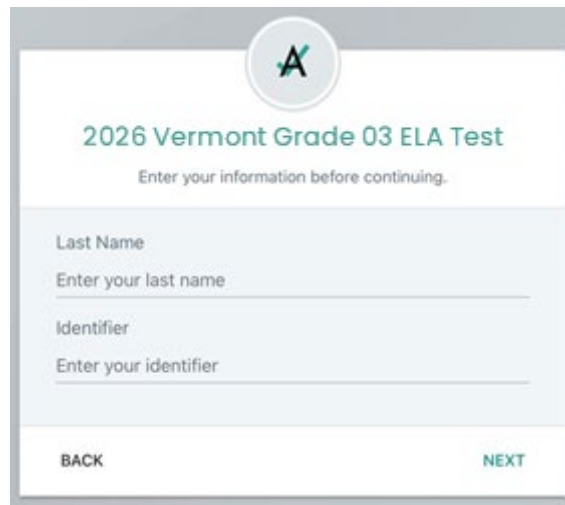2. Click the Vermont link on the "Where do you want to go?" screen.
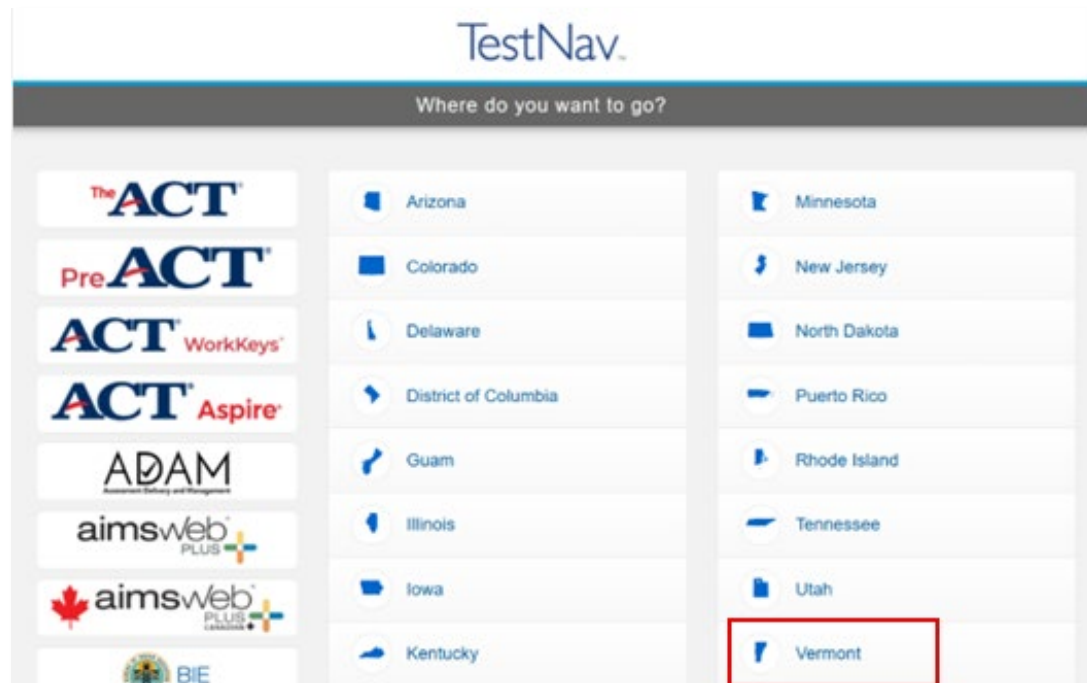
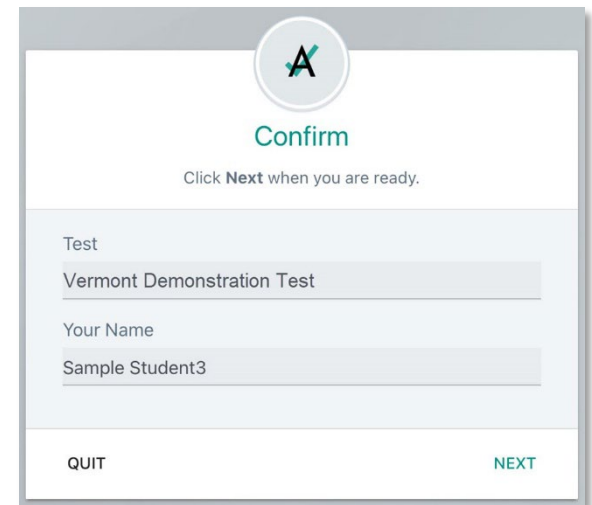# Student Experience

Log in

3. Enter your Test Code and click Next

4. Enter your Last Name and Identifier, then click Next

5. Verify your name and test and click Next; test will launch

Student Experience

Press Start to begin the test.
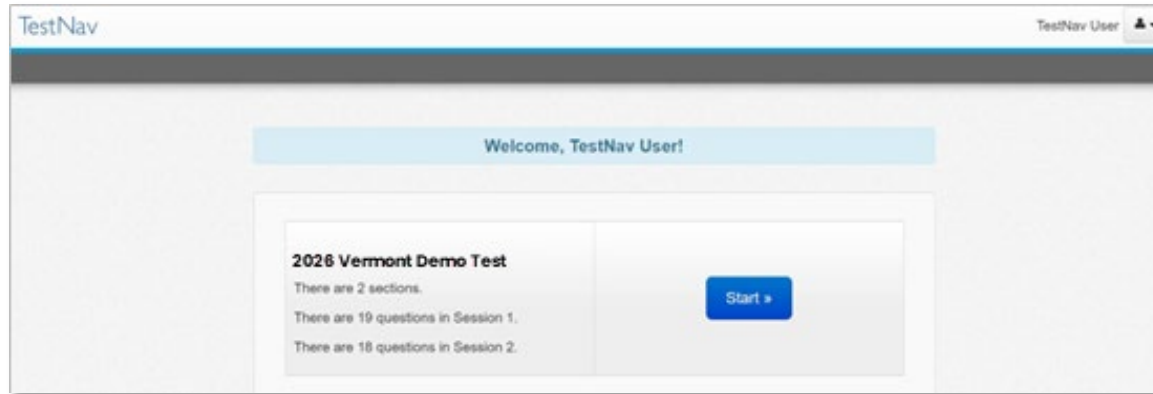
Click Start on the first session.
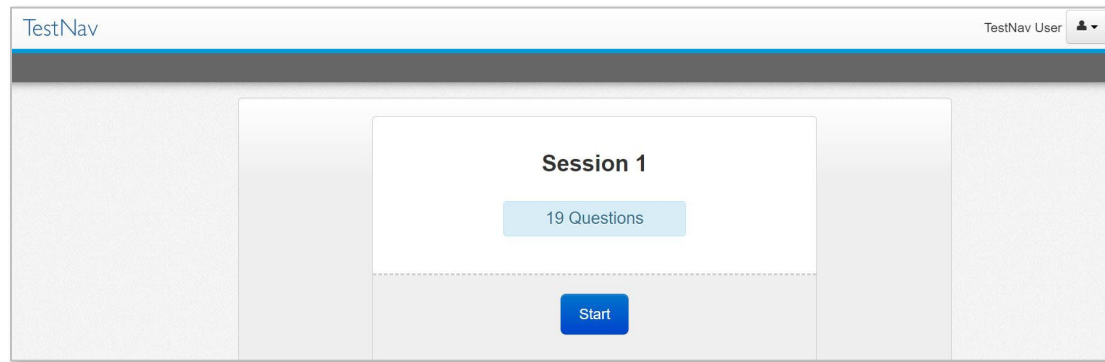
Student Experience

- Read the session directions, and then navigate to the first item.
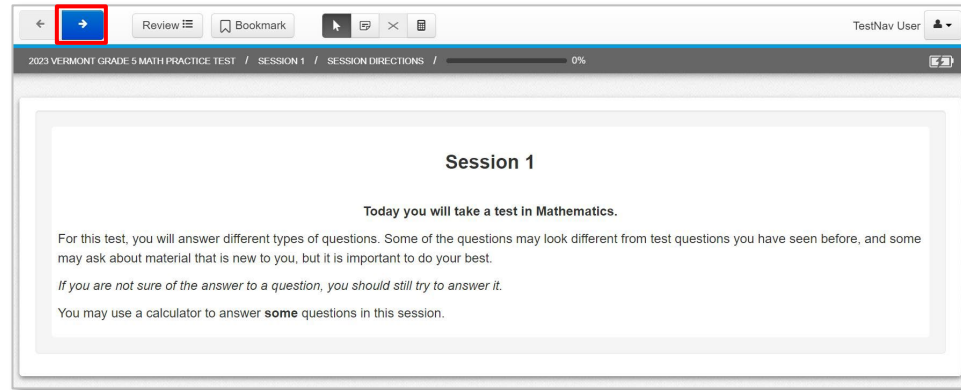
- Answer the item question.
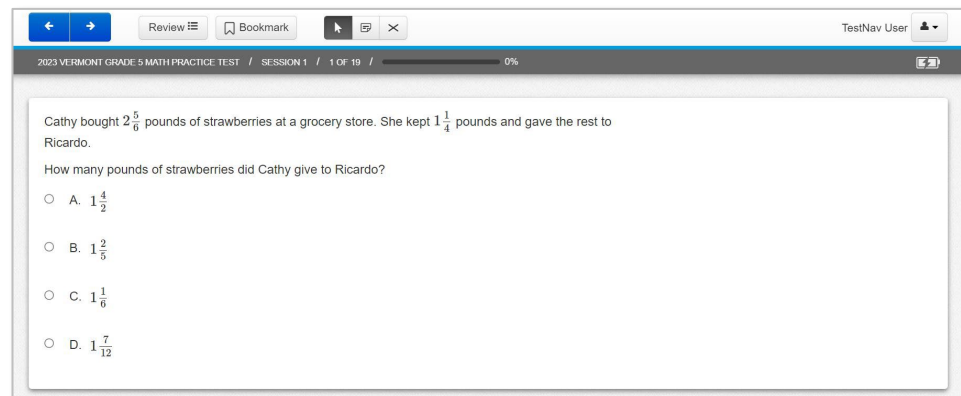
Student Experience

The student test will include the universal tools and any accommodations assigned to the student.

Go to the next or previous question.

See the questions you have answered, not answered, or bookmarked.

Access tools such as the notepad, answer eliminator and calculator

Access accommodation tools available on your test here

Play text-to-speech.
Click the different buttons on the toolbar to toggle features.
Click the settings icon to change the volume and speed.
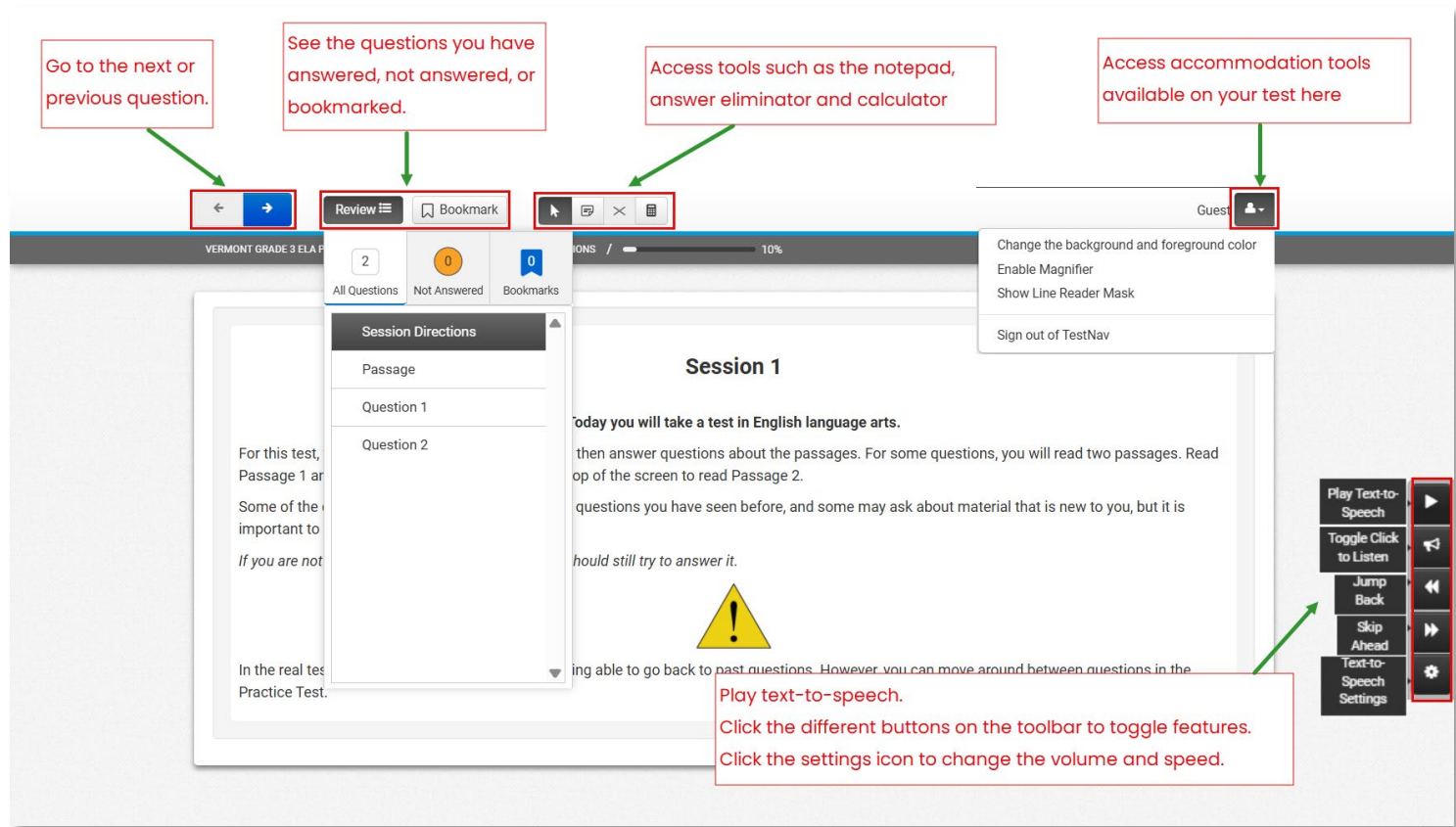
Desmos Calculator

Mathematics
- Grades 3–5: Four-function with square root and percentage functions
- Grades 6–8: Scientific
- Grade 9: Graphing

Science
- Grades 5 & 8: Four-function with square root and percentage functions
- Grade 11: Scientific
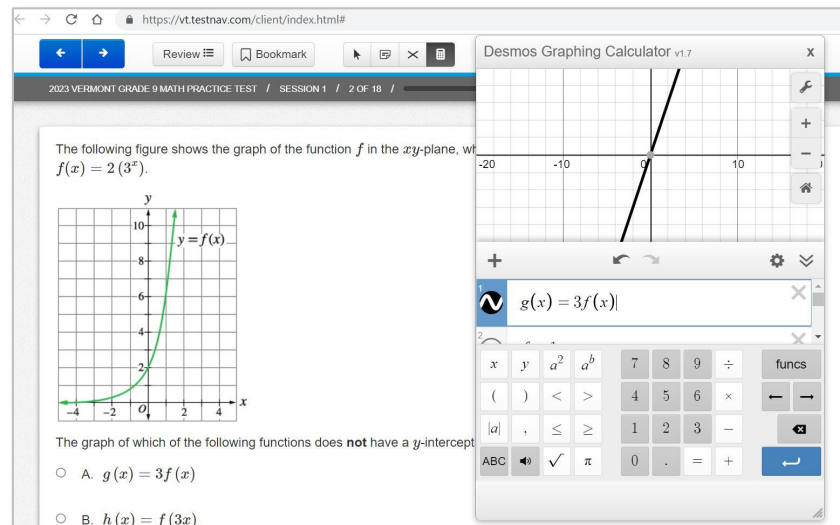
Before, During, and After Paper-Based Testing (PBT)

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Before PBT Testing

Teachers and Proctors

- *Assurance:* Complete training facilitated by the DC/SC
- *Assurance:* Sign the Non-Embedded Accommodation Non-Disclosure Agreement if administering non-embedded accommodations and submit to the SC
- Review the Test Administrator's Manual (TAM)
- Provide students the opportunity to take the practice test
- Review your school's testing schedule
- Adhere to all school, district, and state test security policies and procedures

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Before PBT Testing

Teachers and Proctors

- Prepare the testing environment
  - Ensure there is sufficient lighting and space between desks
  - Hang a "Testing—Do Not Disturb" sign on the door
  - Ensure nothing is visible in the room that could clue any test answers
    - Ex: rubrics, writing guides, word walls, hundreds charts, multiplication fact tables
- Prepare student materials
  - Test booklets
  - Obtain scratch paper and pencils for each student
  - Other support materials based on grade/content
    - Calculators (Math and Science only)
    - Periodic table (Science, Grade 11)

During PBT Testing

Teachers and Proctors

- Monitor students during testing
- Use of cell phones and electronic devices is strictly prohibited
- Adhere to security policies and procedures
- Report any test security incidents to the SC
- Follow the test administration script exactly
  - Beginning on p. 57 of the TAM

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During PBT Testing

Large Print
- Read the directions and scripts exactly as you would for a standard administration
- It is recommended that students work at tables to allow for the booklet's size
- Student responses are recorded directly into the test booklet

Braille
- Read the directions and scripts exactly as you would for a standard administration
- Students may record their responses:
  - Using braille on a separate sheet of braille paper
  - Directly in the braille version of the test booklet
  - Using a word processor (without spelling and grammar check) for short-answer or open-ended response questions
  - Using a scribe, if indicated in the student's IEP

After PBT Testing

Teachers and Proctors

- All student responses must be submitted by the teacher or proctor into TestNav for scoring
- All student responses must be transcribed verbatim into TestNav
- Collect and securely destroy any testing materials
    - Test booklets
    - Scratch paper
    - Periodic tables written on by students

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Resources & Support

Practice Test

- Practice tests are available for all grades and contents assessed
    - Standard
    - Text to Speech
    - ASL
- Student test experience may vary from operational test experience
    - Review & Bookmark buttons
        - Available in some operational forms but restrict students within an item set for computer-adaptive tests
    - End of Session Review Screen shows which items were answered
    - Score Report available after a student submits and provides information on whether machine-scored items were answered correctly

Resources

- https://vermont.onlinehelp.cognia.org
- Resources are posted throughout the year
    - Key dates
    - Announcements
    - Documentation and Training
    - Online Testing
    - Practice Test
    - Reporting
    - Formative Resources

Vermont Service Center

- Hours
  - Monday–Friday 7:00 a.m.–5:00 p.m. Eastern
- Contact Information
  - Phone: 800-215-8975
  - Email: VTServiceCenter@cognia.org

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Thank you!