

**WELCOME TO
STATEWIDE ASSESSMENT
OFFICE HOURS**

WE WILL BEGIN SHORTLY

*Please mute yourself
and turn off your video*

Agenda & Format

- Reminders
- Updates
- Most FAQs
- Questions from you (or in chat)

- The slides and a recording will be shared.
- Next Office Hour
 - Monday, March 24, 3-4PM

REMINDERS AND UPDATES

FERPA Reminder





- Do not put student information in the chat
- When student information will be needed, please call the Vermont Service Center
 - <tel:800.215.8975>
 - Monday-Friday, 7:00am to 5:00pm ET


WIDA-ACCESS Reminder



- WIDA test window ends this Friday, March 14.
- Contact Heidi Jo Bartlett at HeidiJo.Barlett@vermont.gov for more information

ADAM Updates

Administration Card

Demonstration Test    

 03/10/25 - 05/02/25 ACTIVE

3 STUDENTS  | PROCTOR GROUPS 

Sessions

[Click to Load](#)

Test	Organization
Vermont Demonstration Test	Customer - Vermont

Administrations > Proctor Groups

← Demonstration Test: **Proctor Groups**

1
PROCTOR GROUPS

[+ Create Group](#)

[i Create with Code](#)

6
STUDENTS

6 ASSIGNED

0 UNASSIGNED

[View Unassigned](#)

Search by Proctor Group Name or Student In Hide Empty 1 to 1 (1) « ‹ 1 › »

Name	Testing School	Students	Test Code	Proctor Pw	Test Progress	Actions
Sample Proctor Group	Pearson Elementary	6	XXXXXX	XXXXXX	<div style="width: 100%;"><div style="width: 50%; background-color: green;"></div><div style="width: 50%; background-color: blue;"></div></div>	View Refresh

Administrations > Students

← Demonstration Test: **Students**

3 FORM TYPE
STUDENTS | 3 ACCOMMODATED | 0 REGULAR

View by Form Type: All (3)

Search...

1 to 3 (3)

First Name	Last Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Family Name, Identifier)	Test Code	Accommodation	Code	Actions
Sample	Student2	Pearson Elementary	Pearson Elementary		SUBMITTED	SignLanguage : American Sign Language	Vermont Grade 3 ELA Test - 24E03SPSLEN001	Student2, 0000000	FHWMZV	1		
Sample	Student3	Pearson Elementary	Pearson Elementary		EXITED	Braille	Vermont Grade 3 ELA Test - 24E03SPSREN001	Student3, 1111111	FHWMZV			
Sample	Student1	Pearson Elementary	Pearson Elementary		EXITED	Braille	Vermont Grade 3 ELA Test - 24E03SPSREN001	Student1, 9999999	FHWMZV	2		

Actions
Apply Accountability Code

Key Processes Reminders

Key Processes Forms

- [Test reset requests](#) (VTCAP only)
- [Test security incidents](#)
- [Temporary accommodation requests](#)
- [Medical exemption requests](#)
- [Assurances](#)

Test reset requests

- Entire test is reset, previous responses deleted, student starts over.
- Contact VT Service Center by phone
- Timeline
 - Processed same day if received by 1:00pm
 - Next business day if received after 1:00pm
- Use practice tests and readiness tool to reduce resets.

Test security incidents

- Unapproved materials/devices used
 - Secure materials accessed or shared
 - Cheating
 - Incorrect test taken
 - Incorrect accommodation used
-
- Note: Some of these may also need a test reset submitted

Temporary accommodations

- Students without IEP/504 plans who need temporary access to an accommodation
 - E.g., Student with broken arm needs scribe
- Students with IEP/504 plans who need an accommodation not on the approved list
- Allow 3 business days for processing
- Approval is only for this test administration

Medical emergencies

- Federal regulations require 100% participation in state assessments
- Students who are not in school during testing due to medical reasons may be exempt
- Exemption only applies to ESSA accountability reporting
- Requests will be processed after testing

Assurances

	AOE	District test administrator (DA)	School test coordinator (SC)	Test proctors
BEFORE TESTING	Provide DA training	Attend DA training Provide SC training	Attend SC training Provide proctor training	Attend proctor training Sign NDA
DURING TESTING	School visits			
AFTER TESTING		Appropriate Assessments and Accommodations Certification	Proper Test Administration Certification	

Most FAQs

Students Attending Independent Schools

- Per federal statute, all publicly funded students in tested grades are required to participate in state assessments.
- Per state statute, independent schools are responsible for testing their publicly funded students and sharing the results with sending districts and families.
- Scores reported publicly with sending district.

Participation Nuances

- Home schooled students
 - Not required to test, but are allowed*
- Exchange students
 - Not required to test, but are allowed*
- Out of state placements
 - Not required to test, no way to facilitate

*If tested, results will be in ADAM, but excluded from public reporting (Annual Snapshot, VED)

Participation Nuances continued

- VT Virtual Learning Coop (VTVLC)
 - Required to test if student is publicly-tuited
 - Required to test if VTVLC placement is paid with public funds
 - Sending school is the official school of enrollment and is responsible for testing. Data reported with sending school.

Participation Exemptions

- ADAM codes are for tracking purposes only
- Official source of each exemption:
 - Medical emergency: [Medical emergency exemption form](#)
 - First-year ELA: [Home Language Survey](#)
 - Alternate assessment: Valid MSAA score

Roster Transfer Requests

- Call the VT Service Center with student information if transfer is between districts
- Cognia/AOE will contact the other DA to confirm the transfer
- Mark student's grade as "other" to not seem them in ADAM

QUESTIONS?