



# **Vermont Comprehensive Assessment Program (VTCAP)**

## **Reporting User Guide Spring 2025**



**Content and Copyright Information**

This manual was developed by Cognia® under a contract with the Vermont Agency of Education (AOE) to develop, administer, score, and create reports for the Vermont Innovative Statewide Assessments. While the AOE has reviewed this manual, Cognia is responsible for the editorial and technical content.  
© 2025 by Vermont Agency of Education

# Contact Information

General Reporting Questions
Cognia Vermont Service Center <b>Telephone:</b> 800-215-8975 <b>Email:</b> <a href="mailto:vtservicecenter@cognia.org">vtservicecenter@cognia.org</a> <b>Help &amp; Support Site:</b> <a href="http://vermont.onlinehelp.cognia.org">vermont.onlinehelp.cognia.org</a>
Policy Questions
Vermont Agency of Education (AOE) Statewide Assessment Team <b>Email:</b> <a href="mailto:aoe.statewideassessment@vermont.gov">aoe.statewideassessment@vermont.gov</a>

# Table of Contents

<b>Contact Information</b> .....	<b>i</b>
<b>Overview</b> .....	<b>1</b>
About This User Guide.....	1
About the Tests .....	1
Student Confidentiality.....	1
<b>Accessing Reports in ADAM</b> .....	<b>2</b>
Logging in to ADAM.....	2
Who Can Access Reports? .....	3
Creating Additional User Accounts.....	3
Types of Reports .....	4
<b>Reporting</b> .....	<b>6</b>
Performance Dashboard .....	6
Performance Report.....	7
Program Report .....	8
Report Assets .....	12

# Overview

## About This User Guide

This document is intended for district test administrators (DAs), district test coordinators (DCs), school test coordinators (SCs), and teachers responsible for accessing reports in the Vermont Comprehensive Assessment Program (VTCAP) online assessment platform, ADAM (Assessment Delivery and Management).

This document covers the types of reports available and how to access each report.

## About the Tests

The VTCAP is administered in the following content areas and grades:

- English language arts (ELA) grades 3–9
- Mathematics grades 3–9
- Science grades 5, 8, and 11

The ELA and mathematics assessments measure the Common Core State Standards (CCSS) for ELA and mathematics, respectively. The science assessment measures the Next Generation Science Standards (NGSS).

Student performance in each content area is provided through overall scale scores and performance levels. For additional information on how to interpret the student results, please refer to the Score Interpretation Guide for Educators available on the [Vermont Help and Support website](#).

## Student Confidentiality

Student records, including test results, are protected by the Family Educational Rights and Privacy Act (FERPA). All superintendents, principals, DAs, DCs, SCs, and teachers are responsible for maintaining the privacy and security of all student records. Individual test scores, as well as all other aspects of a student's record, are confidential.

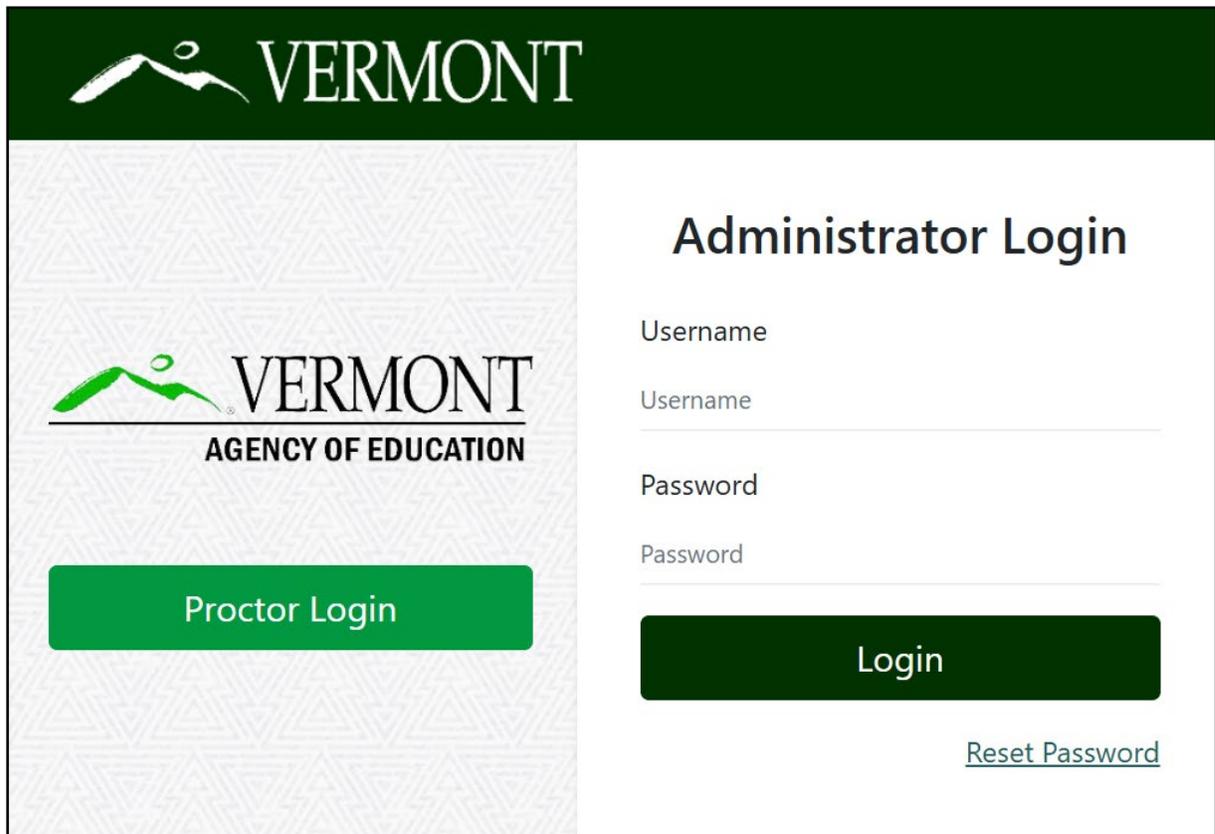
For more information on FERPA, please visit the [US Department of Education](#) website. Please consult local (district/school) policies regarding student privacy and FERPA.

# Accessing Reports in ADAM

## Logging in to ADAM

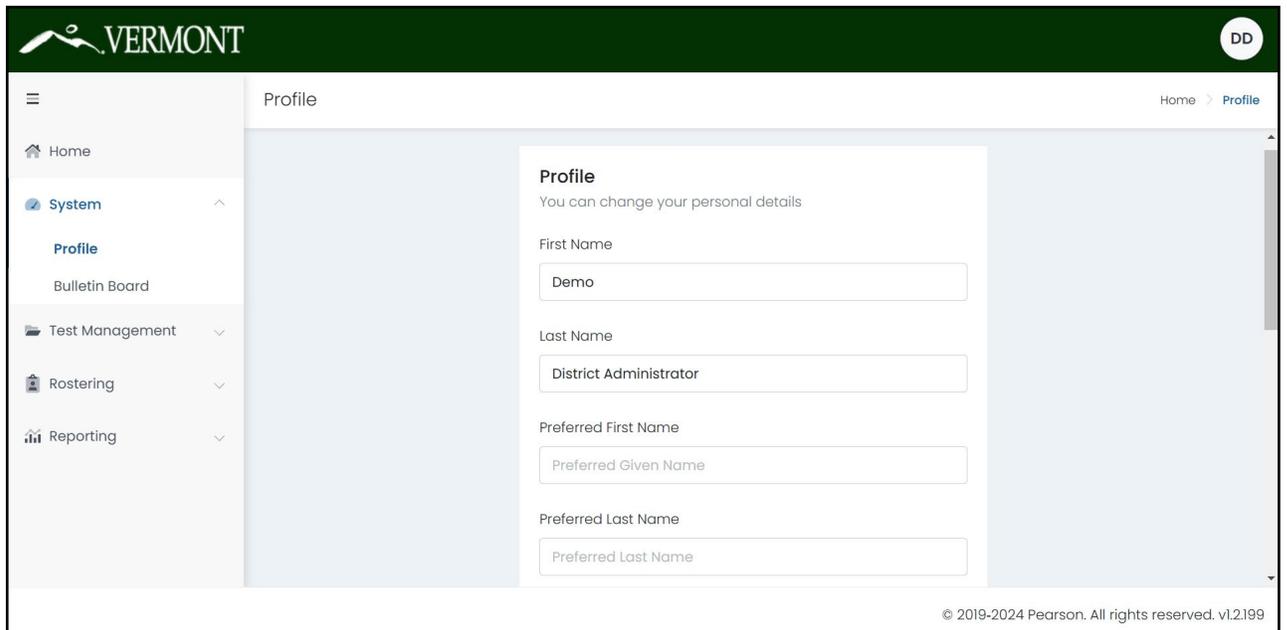
DAs, DCs, and SCs will have access to the ADAM platform for assessment management. If you do not have your account information, please contact your District Administrator. If you are a new DA, please contact AOE to have a new account created. As an option, teacher accounts can be created if classes are being utilized in ADAM. Teacher accounts are not required in ADAM.

- Go to: [vt.adamexam.com](http://vt.adamexam.com)
- Enter username and password (received via welcome email)
- Select Login

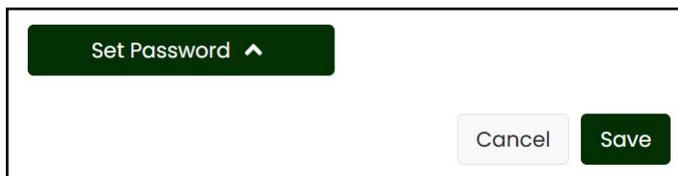


The screenshot shows the login interface for the ADAM platform. At the top, there is a dark green header with the Vermont state logo and the word "VERMONT" in white. Below this, the page is split into two main sections. On the left, there is a light gray background with a repeating geometric pattern. It features the Vermont Agency of Education logo (a green mountain silhouette) and the text "VERMONT AGENCY OF EDUCATION". Below the logo is a prominent green button labeled "Proctor Login". On the right, there is a white background with the heading "Administrator Login". This section contains two input fields, each labeled "Username" and "Password", with horizontal lines below them. Below the input fields is a dark green button labeled "Login". At the bottom right of this section is a blue hyperlink labeled "Reset Password".

- Once logged in to ADAM, the main dashboard screen appears. From here, navigate to **System > Profile** to view your role.



- You can change your password by scrolling down and selecting **Set Password** within the Profile page.



## Who Can Access Reports?

There are five user roles that can access reports within ADAM:

- **DA:** Access to all reports for their assigned district
- **DC:** Access to all reports for their assigned district
- **Superintendents:** Access to all reports for their assigned district
- **SC:** Access to all reports for their assigned school
- **Teacher:** Access to reports if they have an active account in ADAM and are assigned to a class of students. Teachers will only have access to reports for their assigned class until classes are cleared prior to the next administration.

## Creating Additional User Accounts

### Create Users

- Select **Rostering > Users > Create New** (from the top righthand corner)
- Enter the user's first and last name
- Role—pick only one
- Identifier—must be unique (e.g., first initial, last initial, school initial)
- Org Scopes—enter highest organization only
- Sourced ID—can match the unique identifier

- Username—the user will use this to sign in
- User Email—enter the user’s district email address
- Check **User Enabled** (Users without this checkbox will not be able to login)
- Check **Send Welcome Email(s)**
- Select **Save**

**Note:** The welcome email can be resent by selecting the box next to the user’s name and choosing **Send Welcome Email(s)** from the top right drop-down.

The screenshot shows the 'User Config (1)' interface. On the left, there are filters for 'Name or ID', 'Org' (Cognia Demo District), and 'Class' (None). The main area displays a table of users with columns for 'Last Name', 'First Name', 'Identifier', and 'Role'. Two users are listed: 'District Administrator' and 'District Test Coordinator'. A dropdown menu is open on the right, showing actions like 'Export Selected Users', 'Student Accommodation Upload', 'Send Welcome Email(s)', 'Send Password Reset Email(s)', 'User Import', 'Enable Users', and 'Disable Users'.

	Last Name	First Name	Identifier	Role
<input type="checkbox"/>	District Administrator	Demo	DemoDA	District Adm
<input type="checkbox"/>	District Test Coordinator	Sample	789456	District Test Coordinato

## Types of Reports

There are four types of reports available in ADAM. Through the Performance Dashboard, administrators can access the Program Report and Performance Report. From the Report Assets page, administrators can download individual student reports (ISRs) and student results data files for their organization.

Teachers have access to the Performance Dashboard for their class. Teachers do not have access to Report Assets.

### Program Report

Program Reports provide access to assessment results and demographic information across grade levels and content areas.

### Performance Report

Performance Reports can be used to answer questions about performance by grade and content area, such as:

- What percentage of students performed at each performance level within the district, school, or class?
- What percentage of students achieved proficiency?
- What is the average scale score within the district, school, or class?

### Individual Student Reports

ISRs provide access to assessment results for individual students. The ISR can be used to answer questions about individual performance and assessment results for individual students across administrations, such as:

- How did the student perform on the assessment?
- How did the student perform in a content area or within a content domain?

The ISR is not printed. The school or district is responsible for printing the ISR for distribution to the student’s caregivers.

## **Student Results Data Files**

The student results data file is available for download as a csv file. Each district and school will have a data file containing the students within their organization.

The DA, DC, and Superintendent have access to the zip file for their assigned district and for each school within their district. The SC will have access to the zip file for their assigned school. As a reminder, teachers do not have access to download ISRs or student results data files.

The district zip file includes the district student results data file and, if applicable, the ISRs for any students at an independent school who listed that district as their Reporting Org. Students who tested at independent schools will also display in the student results data file.

The school zip file contains the school student results data file and all ISRs for students who tested at their school.

# Reporting

## Performance Dashboard

The Performance Dashboard is used to access the Program Report and the Performance Report.

To access the Performance Dashboard, select the **Reporting** **A** menu located on the left side of the page, and then select **Performance** **B**. The most current administration is displayed by default in the **Program** **C** drop-down list.

There are different options for accessing test performance data when viewing the Performance Dashboard:

- Select the **Sort by** **D** drop-down list located at the upper right of the test list to sort the tests by test name, start date, or end date.
- Begin entering the full or partial test name in the **Search Tests** **E** field to automatically narrow the list to display only the tests that match the entered criteria.

Performance Dashboard of Vermont AOE

Program: 2025 Vermont Spring

Organization: Vermont - AOE

Search

Program Report

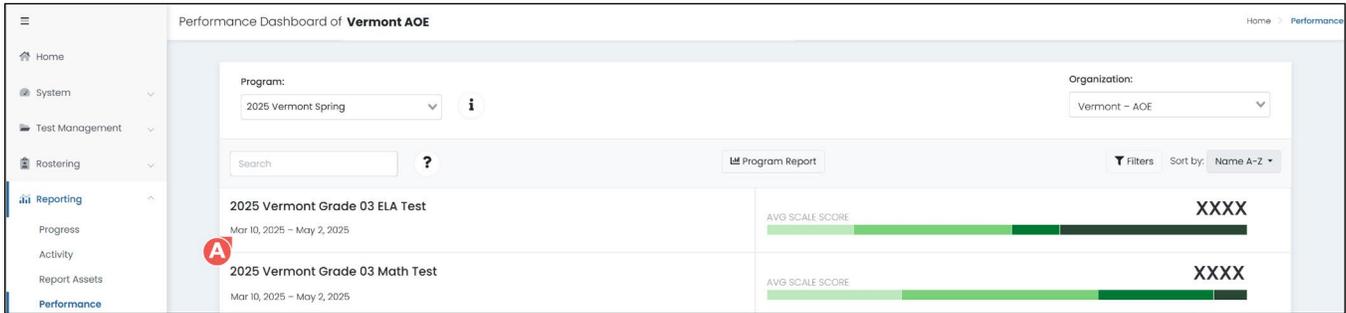
Filters

Sort by: Name A-Z

Test Name	AVG SCALE SCORE
2025 Vermont Grade 03 ELA Test Mar 10, 2025 - May 2, 2025	XXXX
2025 Vermont Grade 03 Math Test Mar 10, 2025 - May 2, 2025	XXXX
2025 Vermont Grade 04 ELA Test Mar 10, 2025 - May 2, 2025	XXXX
2025 Vermont Grade 04 Math Test Mar 10, 2025 - May 2, 2025	XXXX
2025 Vermont Grade 05 ELA Test Mar 10, 2025 - May 2, 2025	XXXX
2025 Vermont Grade 05 Math Test Mar 10, 2025 - May 2, 2025	XXXX

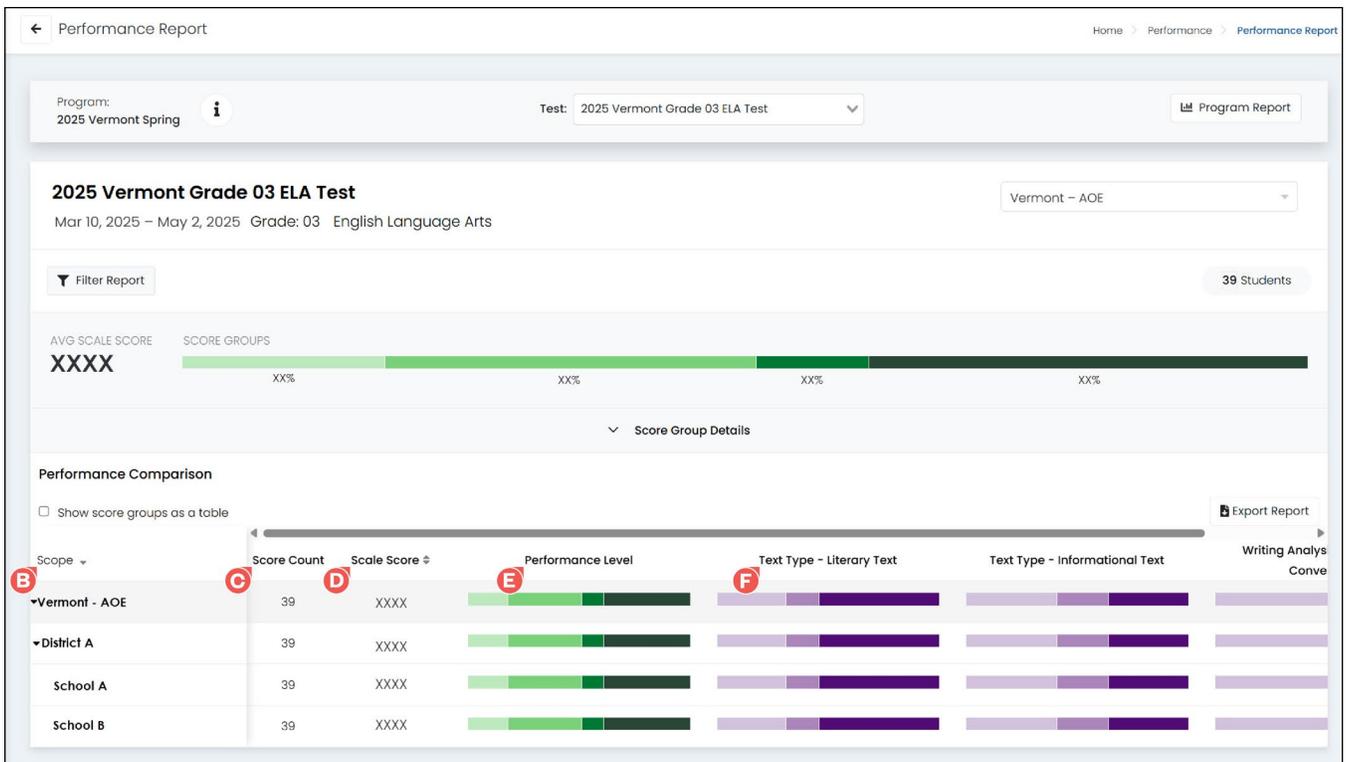
# Performance Report

From the Performance Dashboard, access the Performance Report for a specific grade and content area by clicking the desired test name **A** in the test list.



The Performance Report displays a Performance Comparison report table with a list of districts and schools within your **Scope** **B**. Click the arrow next to the district name to display all schools within that district. Click the arrow next to the school name to display all classes within that school. For each organization, the following score information is available:

- **C Score Count:** the number of tests scored across the organization
- **D Scale Score:** the average scale score on that test across the organization
- **E Performance Level:** the distribution of performance level achievement across the organization for that test
- **F Reporting Category:** the distribution of performance level achievement across the organizations for that specific reporting category. The name and number of reporting categories varies by test.



There are several options when viewing the Performance Report:

- Hover over the performance level bar **G** to display a tooltip that shows the range, percentage, and number of students in that performance level.
- Click the **Score Group Details** **H** drop-down to view the percentage of students, number of students, and score range for each performance level.
- Select the **Show score groups as a table** **I** checkbox to display the performance levels as separate columns in the report table.
- Click the **Export Report** **J** button located at the upper right of the report table to download a csv file containing the report data.
- Select a test from the **Test** **K** drop-down list located at the top of the report page to display the report information for a different test.

Performance Report

Program: 2025 Vermont Spring **i** Test: 2025 Vermont Grade 03 ELA Test **K** Program Report

**2025 Vermont Grade 03 ELA Test** Vermont - AOE

Mar 10, 2025 - May 2, 2025 Grade: 03 English Language Arts

Filter Report 39 Students

AVG SCALE SCORE: XXXX

SCORE GROUPS: XX% **G** XX% XX% XX%

Score Group Details **H**

Performance Comparison

Show score groups as a table **I** Export Report **J**

Scope	Score Count	Scale Score	Performance Level	Text Type - Literary Text	Text Type - Informational Text	Writing Analysis
Vermont - AOE	39	XXXX				

## Program Report

From the Performance Dashboard, click the **Program Report** **A** button.

Performance Dashboard of Vermont AOE

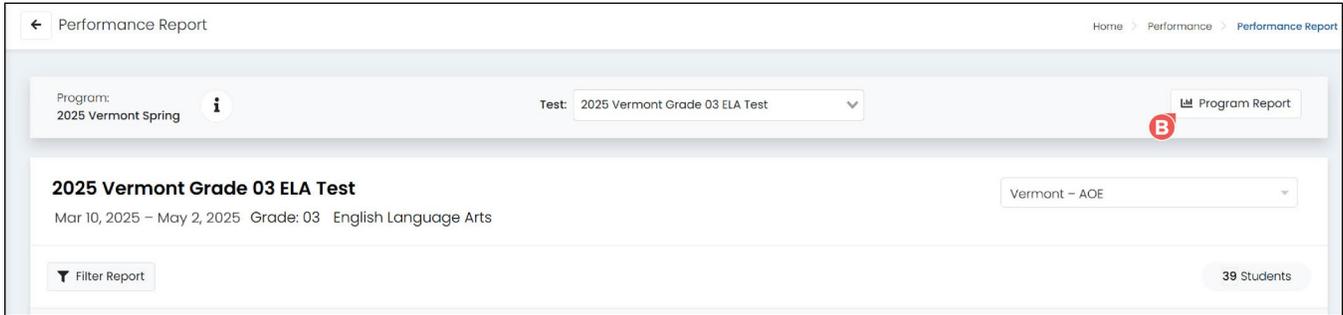
Program: 2025 Vermont Spring **i** Organization: Vermont - AOE

Search **?** Program Report **A** Filters Sort by: Name A-Z

2025 Vermont Grade 03 ELA Test  
Mar 10, 2025 - May 2, 2025  
AVG SCALE SCORE: XXXX

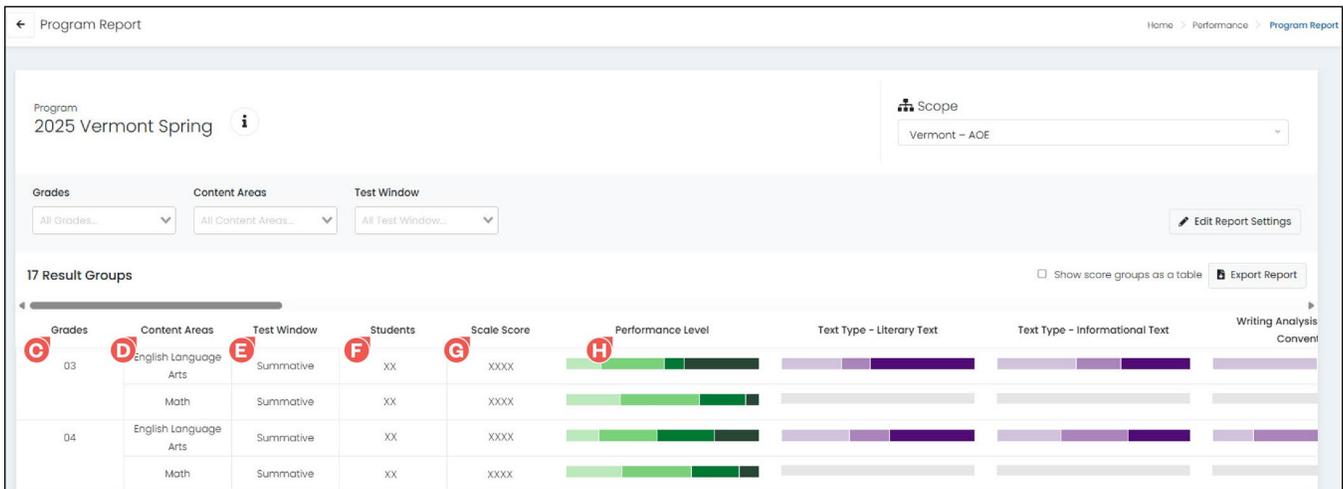
2025 Vermont Grade 03 Math Test  
Mar 10, 2025 - May 2, 2025  
AVG SCALE SCORE: XXXX

You can also click the **Program Report**  button from any Performance Report page.



The Program Report displays a table with the following score information for all grades and content areas assessed within your organization:

-  **Grades:** the tested grade
-  **Content Areas:** the content area assessed
-  **Test Window:** the administration this grade/content area was assessed
-  **Students:** the total number of students assessed for that grade/content area within your organization
-  **Scale Score:** the average scale score on that test across the organization
-  **Performance Level:** the distribution of performance level achievement across the organization for that test



There are several options when viewing the Program Report:

- Select one or more grades from the **Grades** **I** drop-down list to filter the report by grade(s).
  - Select one or more content areas from the **Content Areas** **J** drop-down list to filter the report by content area(s).
  - Select one or more test windows from the **Test Window** **K** drop-down list to filter the report by test window.
- Note:** Click the **x** icon located beside a filter selection to remove that selection. Click the **Clear** button located above the report table to remove all filter selections.
- Select the **Show score groups as a table** **L** checkbox to display the performance levels as separate columns in the report table.
  - Click the **Export Report** **M** button located at the upper right of the report table to download a csv file containing the data currently filtered on the report.

The screenshot shows the 'Program Report' interface for '2025 Vermont Spring'. It features filter dropdowns for Grades (I), Content Areas (J), and Test Window (K). A 'Scope' dropdown is set to 'Vermont - AOE'. Below the filters, there are checkboxes for 'Show score groups as a table' (L) and 'Export Report' (M). The main table displays 17 result groups with columns for Grades, Content Areas, Test Window, Students, Scale Score, Performance Level, Text Type - Literary Text, Text Type - Informational Text, and Writing Analysis Convent.

Grades	Content Areas	Test Window	Students	Scale Score	Performance Level	Text Type - Literary Text	Text Type - Informational Text	Writing Analysis Convent
03	English Language Arts	Summative	XX	XXXX	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green, yellow, orange, red);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>
	Math	Summative	XX	XXXX	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green, yellow, orange, red);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>
04	English Language Arts	Summative	XX	XXXX	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green, yellow, orange, red);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>
	Math	Summative	XX	XXXX	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green, yellow, orange, red);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>	<div style="width: 100%; height: 10px; background: linear-gradient(to right, purple, blue, green);"></div>

## Disaggregate the Program Report

For information on how certain subgroups of students performed on the VTCAP assessments, the Program Report can be disaggregated by certain student demographics, such as gender, race, and other educational classifications.

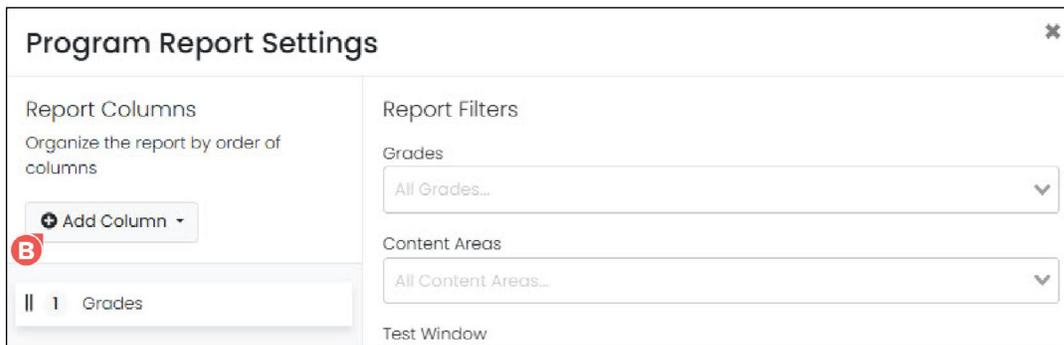
To add student demographic information to the Program Report:

1. In the Program Report, click the **Edit Report Settings** **A** button. The Program Report Settings dialog box will display.

This screenshot is identical to the previous one, but the 'Edit Report Settings' button (A) is highlighted with a red circle to indicate the next step in the process.

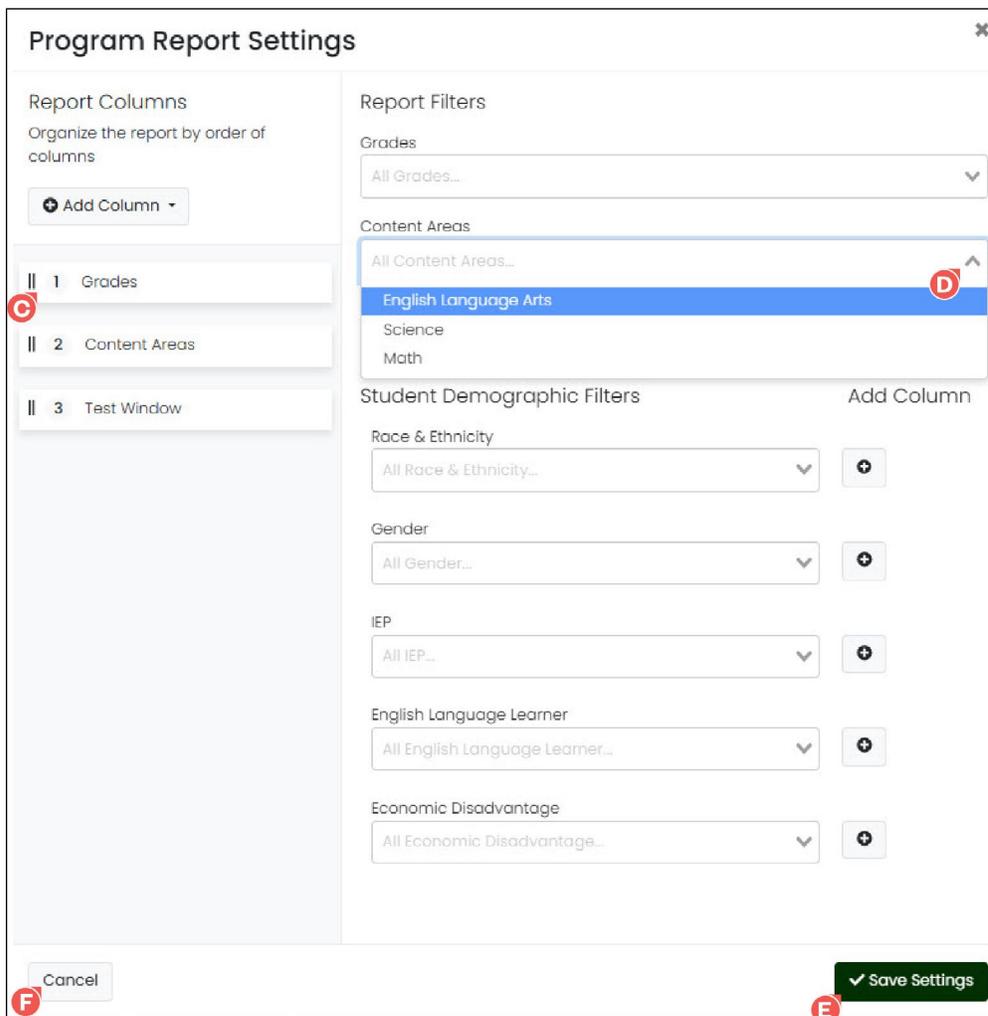
2. In the Program Report Settings, click the **Add Column** **B** button to display the list of student demographic fields that can be added to the report. Click a demographic to select it.

**Note:** During enrollment and administration, the only demographic available is gender.



The screenshot shows the 'Program Report Settings' dialog box. On the left, the 'Report Columns' section has an 'Add Column' button with a plus icon, labeled with a red 'B'. Below it, a list shows '1 Grades'. On the right, the 'Report Filters' section has two dropdown menus: 'Grades' (set to 'All Grades...') and 'Content Areas' (set to 'All Content Areas...'). A 'Test Window' label is at the bottom right.

3. Repeat step 2 for each demographic you want added to the report.  
**Note:** To remove a demographic from the report, click the **x** located to the right of it.
4. To reorder the columns in the report, select the column name **C** and drag it up or down to the position you want it in the list.
5. To filter by grade, content area, test window, or any other demographic, click the drop-down menu **D** and make the selection(s).
6. Once you have made your selections, click **Save Settings** **E**. (Click **Cancel** **F** if changes no longer need to be made.) The columns in the report table update based on your selections.



This screenshot shows the 'Program Report Settings' dialog box after several changes. In the 'Report Columns' list, '1 Grades' is selected and labeled with a red 'C'. The 'Content Areas' dropdown menu is open, showing 'English Language Arts' selected and labeled with a red 'D'. Below this, the 'Student Demographic Filters' section contains several dropdown menus: 'Race & Ethnicity' (All Race & Ethnicity...), 'Gender' (All Gender...), 'IEP' (All IEP...), 'English Language Learner' (All English Language Learner...), and 'Economic Disadvantage' (All Economic Disadvantage...). Each has a plus icon to its right. At the bottom, there is a 'Cancel' button labeled with a red 'F' and a green 'Save Settings' button labeled with a red 'E'.

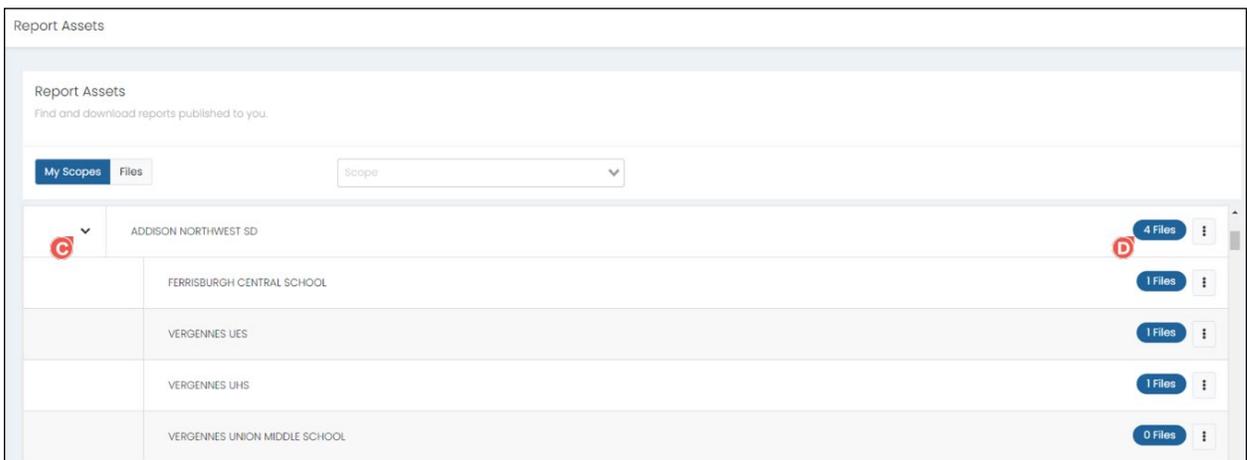
# Report Assets

The Report Assets page is used by administrators to download ISRs and student results data files for your organization.

1. To access the Report Assets, select the **Reporting** **A** menu located on the left side of the page, and then select **Report Assets** **B**. This opens the Report Assets page.



2. Click the arrow **C** to expand to the desired scope. The number of **zip files** will be listed in the right column **D**. DAs and DCs will see their district and can expand to see all schools within their district. SCs will see their assigned school.



3. Click the number of files to display a list of zip files available for download. For each file, you will see the following information:

- **E Name:** The file name
- **F Report Type:** Since all files are zipped by organization, this will include “District Zip” or “School Zip”
- **G Scope Type:** District or School
- **H School Year:** The administration year
- **I Created:** The date the zip file was created

4. Click the download icon **J** to download the zip file.

District zip files will contain:

- One student results data file as a csv
- PDFs by grade level of ISRs for students who tested at an independent school but had their district indicated as the Reporting Org in ADAM

School zip files include:

- One student results data file as a csv
- One ISR PDF per student
- PDFs by grade level of all student ISRs within that grade

5. You can filter the files by administration year **K** and report type **L**, or search for a file by name **M**.

Report Assets  
Find and download reports published to you.

My Scopes **Files** **K** All School Years x All Report Types x Search Files **M**

1 to 4 (4)

<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	
Name	Report Type	Scope Type	School Year	Created	
<b>J</b> VTCAP2223 District SU002.zip	22-23 VTCAP District Zip	District	2023	2023-08-10T21:23:57.816774Z	<b>J</b>
VTCAP2223 School PS108.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:56.776029Z	
VTCAP2223 School PS311.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:57.354227Z	
VTCAP2223 School PS312.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:57.35785Z	

