

Welcome!

The training will begin at 9:00 a.m.

2025 VTCAP Reporting Training

Housekeeping

- This training is being recorded.
- Please remain on mute with your video off during the training.
- Please post all questions to the chat.
- Add your name and organization to the chat for attendance.

Agenda

- Welcome and Introductions
- VTCAP Policy Information
- Assessment Delivery and Management (ADAM)
 - Logging In
 - Report Assets
 - Performance Reporting
- Resources and Support

Welcome & Introductions

Vermont Agency of Education (AOE)

- Danielle Dupuis, Director of Assessment and Accountability
- Mabika Goma, VTCAP Assessment Coordinator
- Heidi Jo Bartlett, Assessment Coordinator for English learners
- Amanda Hass, Assessment Coordinator for Special Populations

Cognia

- Julie DiBona, Vice President, Program Management

Pearson

- Stephanie Ada, Sr. Project Manager
- Vidyasagar Sunkara, Technical Project Manager

VTCAP Policy

Sharing Results

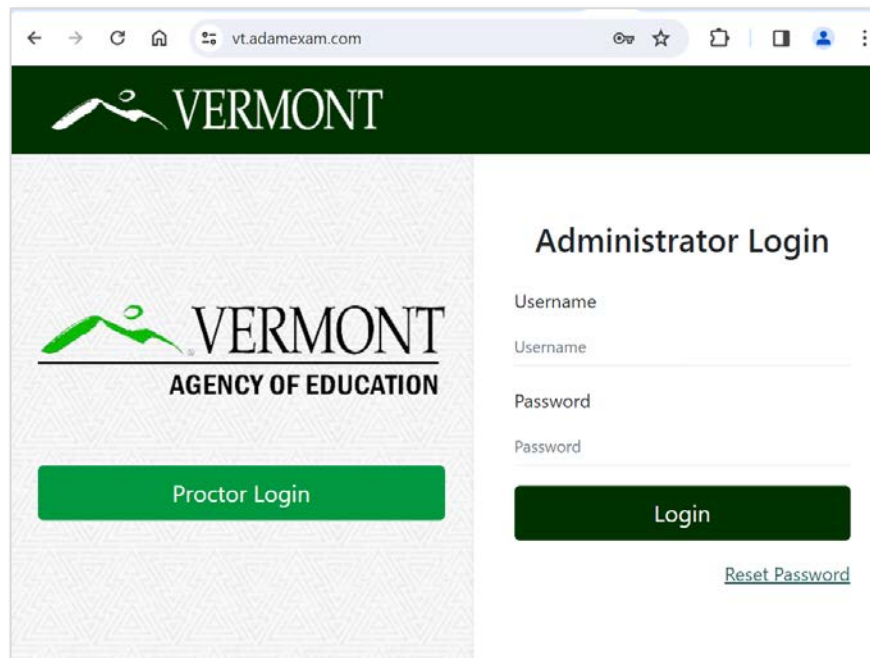
- Individual student reports can be shared with caregivers immediately.
- Data downloads and ADAM reporting can be used internally for planning and programmatic purposes immediately.
- AOE asks that you do not share aggregate results publicly until AOE does so through the Vermont Education Dashboard.
- Why?
 - Aggregate results represent the testing population and don't reflect final enrollment and demographics.
 - To protect student privacy, suppression logic needs to be applied uniformly.

Logging in to ADAM

Logging in to ADAM

DAs, DCs, SCs, and Teachers (if applicable)

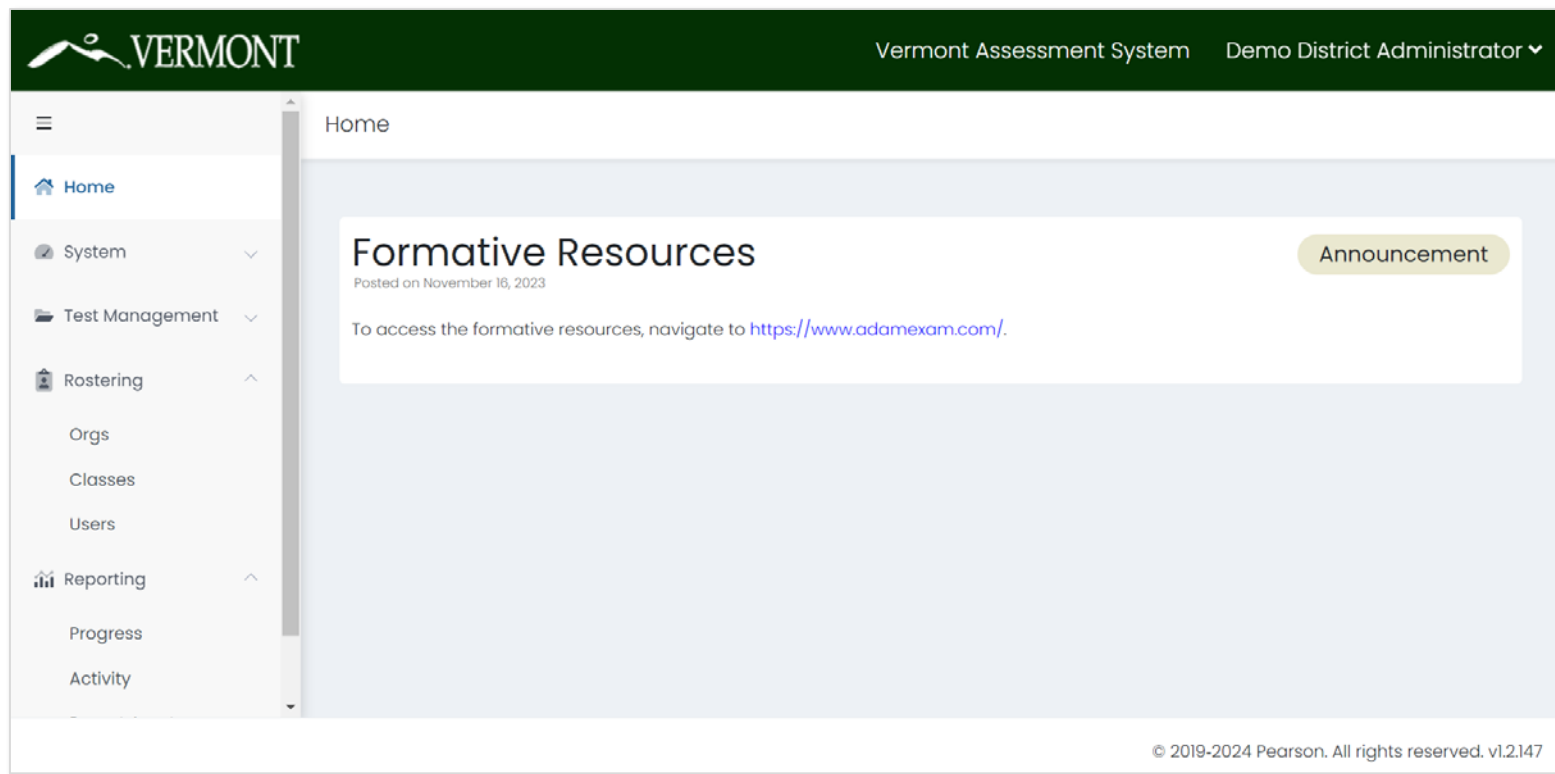
1. Go to: <https://vt.adamexam.com/>
2. Enter username and password (received via email)
3. Click **Login**
4. To reset your password, click “Reset Password”.



The screenshot shows a web browser window with the URL vt.adamexam.com. The page features a dark green header with the Vermont logo and the word "VERMONT". Below the header, the left side displays the Vermont Agency of Education logo and a green button labeled "Proctor Login". The right side is titled "Administrator Login" and contains two sets of input fields for "Username" and "Password", each followed by a green "Login" button. A link for "Reset Password" is located below the second "Login" button.

Logging in to ADAM

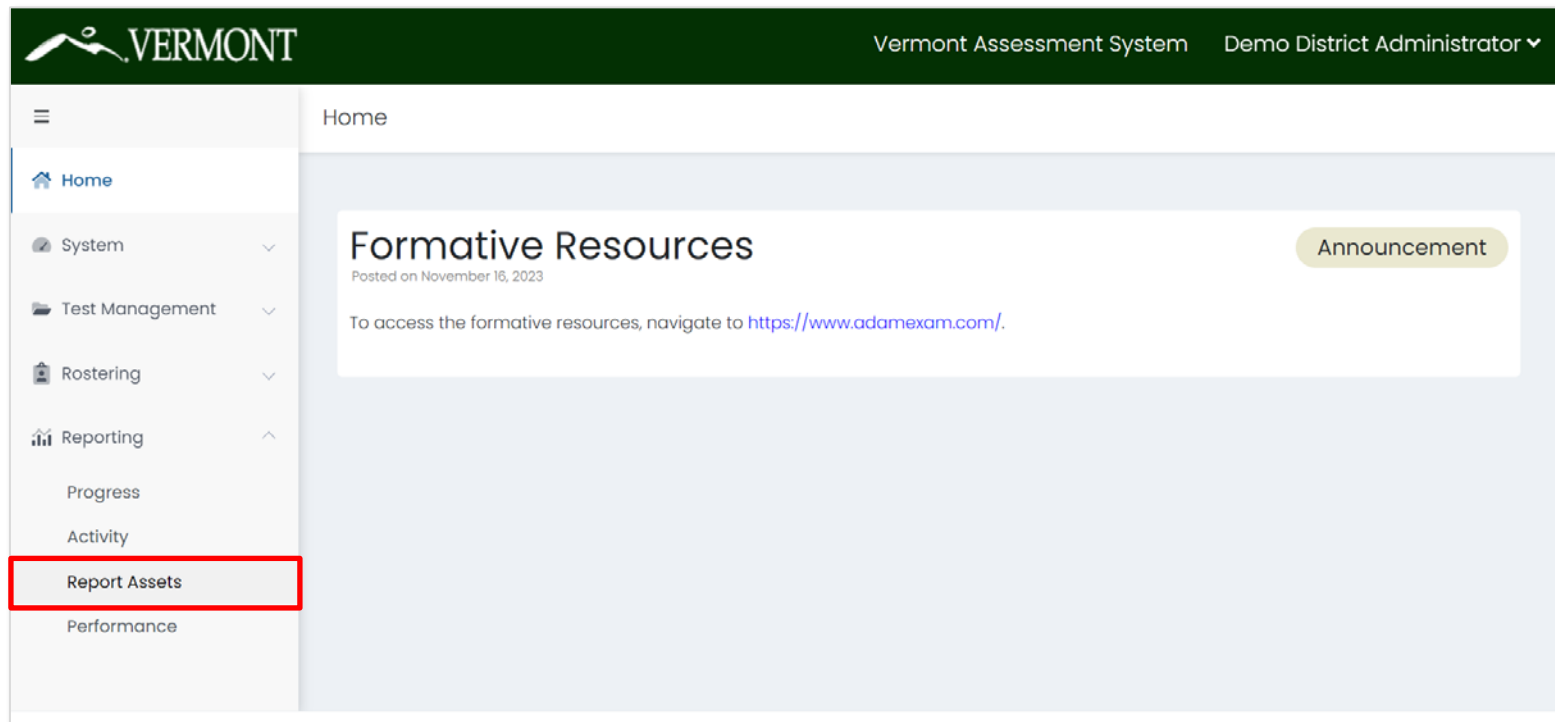
- Once logged in to ADAM, you will see the main dashboard screen and any current announcements.



ADAM Report Assets

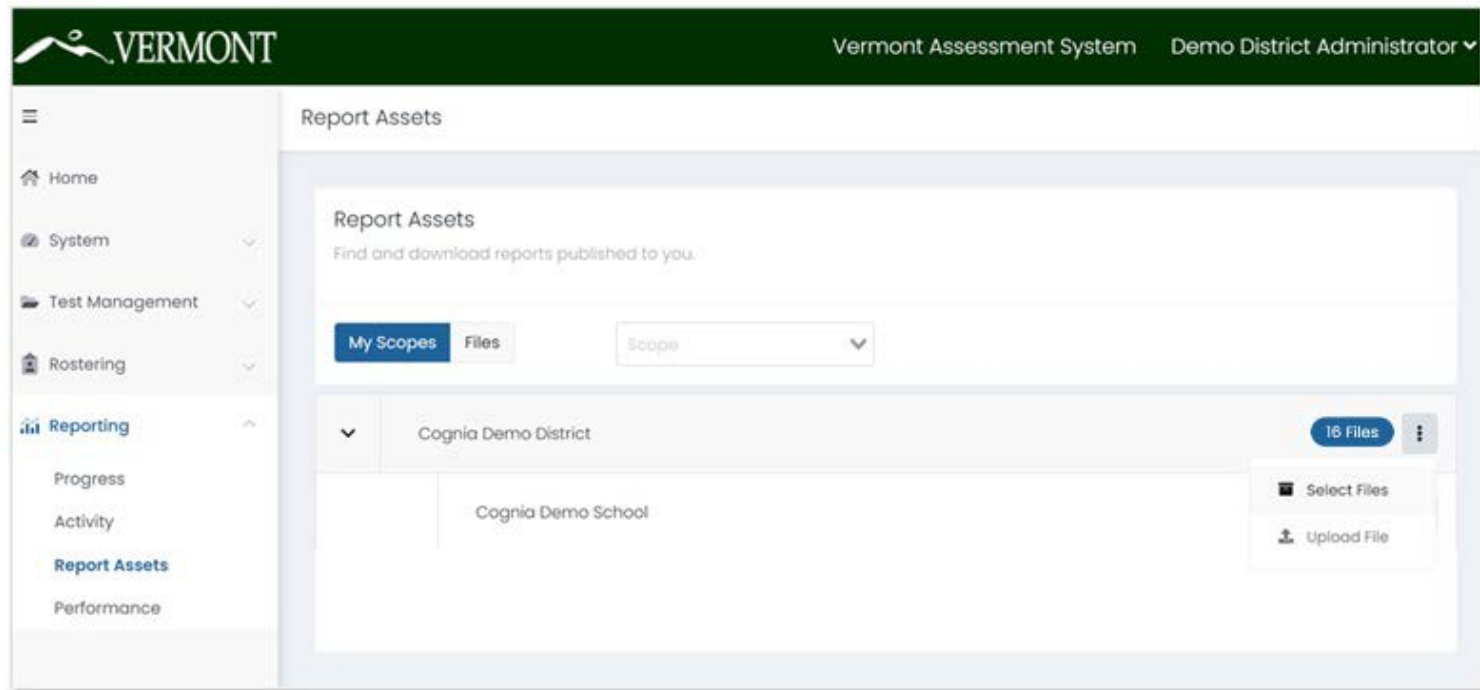
Report Assets

- In the left-hand menu of the ADAM home screen, click **Reporting > Report Assets**.



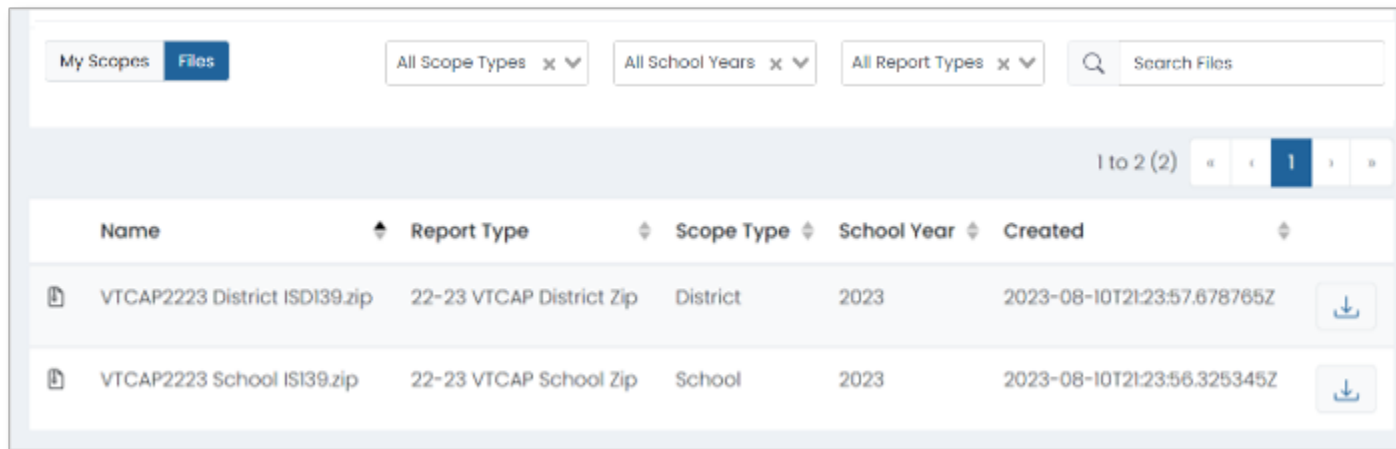
Report Assets

- The Report Assets page will display a list of your assigned organizations.
- Each organization will have a blue button to the right indicating the number of files available for download.
- Click the three dots to Select Files.



Report Assets

- This page will display a list of all report assets available for download for your organization.
- Districts will have one district zip file and one zip file per school.
 - Includes the district student results data file (CSV) and ISRs (PDF) by grade for any students in non-district placements*.
- Schools will have one school zip file.
 - Includes the school student results data file (CSV), individual ISRs (PDF) for each student, and grade level ISRs (PDF).



The screenshot shows a web interface for managing report assets. At the top, there are filters for 'My Scopes' (with a 'Files' button), 'All Scope Types', 'All School Years', and 'All Report Types', along with a 'Search Files' input. Below the filters, a table lists the available report assets. The table has columns for Name, Report Type, Scope Type, School Year, and Created. Two files are listed: 'VTCAP2223 District ISDI39.zip' and 'VTCAP2223 School ISI39.zip'. Each file has a download icon to its right.

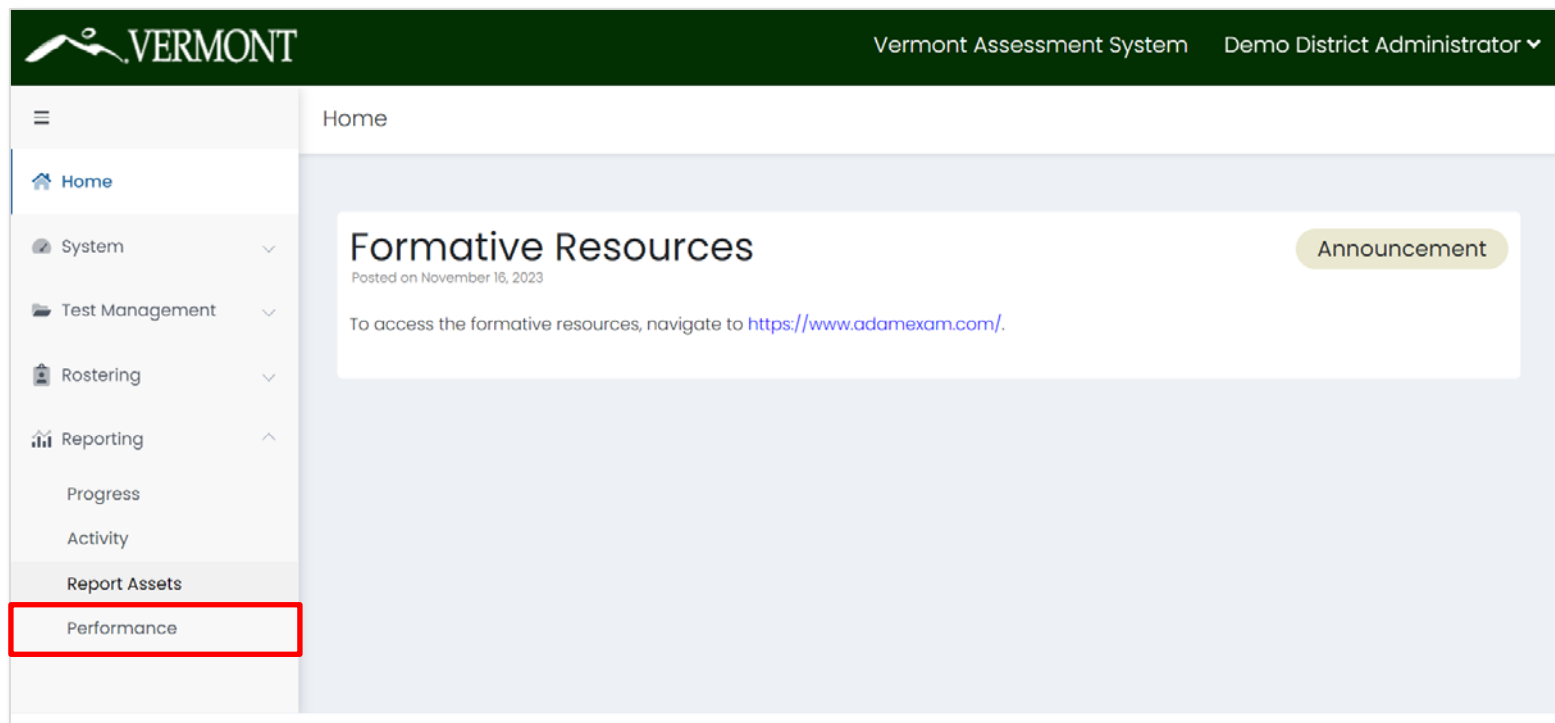
Name	Report Type	Scope Type	School Year	Created
VTCAP2223 District ISDI39.zip	22-23 VTCAP District Zip	District	2023	2023-08-10T21:23:57.678765Z
VTCAP2223 School ISI39.zip	22-23 VTCAP School Zip	School	2023	2023-08-10T21:23:56.325345Z

*ISRs for students in independent schools will only be available if your district was selected as the Reporting Org in the student's profile in ADAM.

ADAM Performance

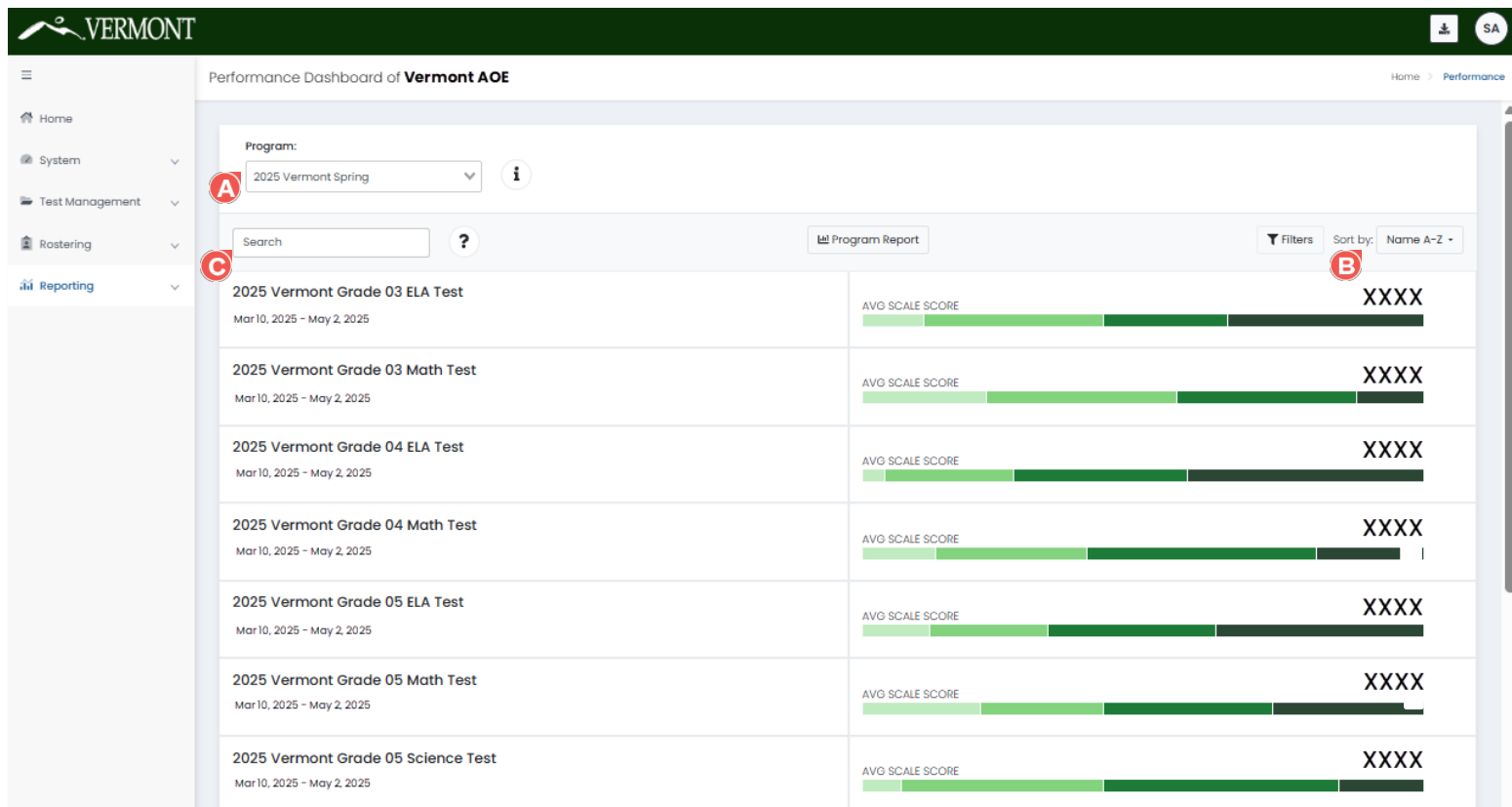
Performance Dashboard

- In the left-hand menu of the ADAM home screen, click **Reporting > Performance**.



Performance Dashboard

- **A** Program will display the most recent administration by default.
- You can **B** Sort by test name or use the **C** Search Tests field to search for a specific test.



Performance Dashboard

- You can click the **Filters** button to display filters by Content Area, Grades, and Testing Windows.

The image shows a screenshot of the Performance Dashboard interface. At the top, there is a 'Program:' dropdown menu set to '2025 Vermont Spring' with an information icon (i) to its right. Below this is a 'Search' input field with a help icon (?). To the right of the search field is a 'Program Report' button with a bar chart icon. Further right is a 'Filters' button, which is highlighted with a red rectangle. To the right of the 'Filters' button is a 'Sort by:' dropdown menu set to 'Name A-Z'. Below these elements are three search fields: 'Content Area:' with a dropdown, 'Grades:' with a dropdown, and 'Testing Windows:' with a dropdown. A 'Clear' button with an 'x' icon is located to the right of these three fields.

Program: 2025 Vermont Spring ⓘ

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

Content Area: Search Content Area... ▼ Grades: Search Grades... ▼ Testing Windows: Search Testing Windows... ▼ Clear

Performance Report

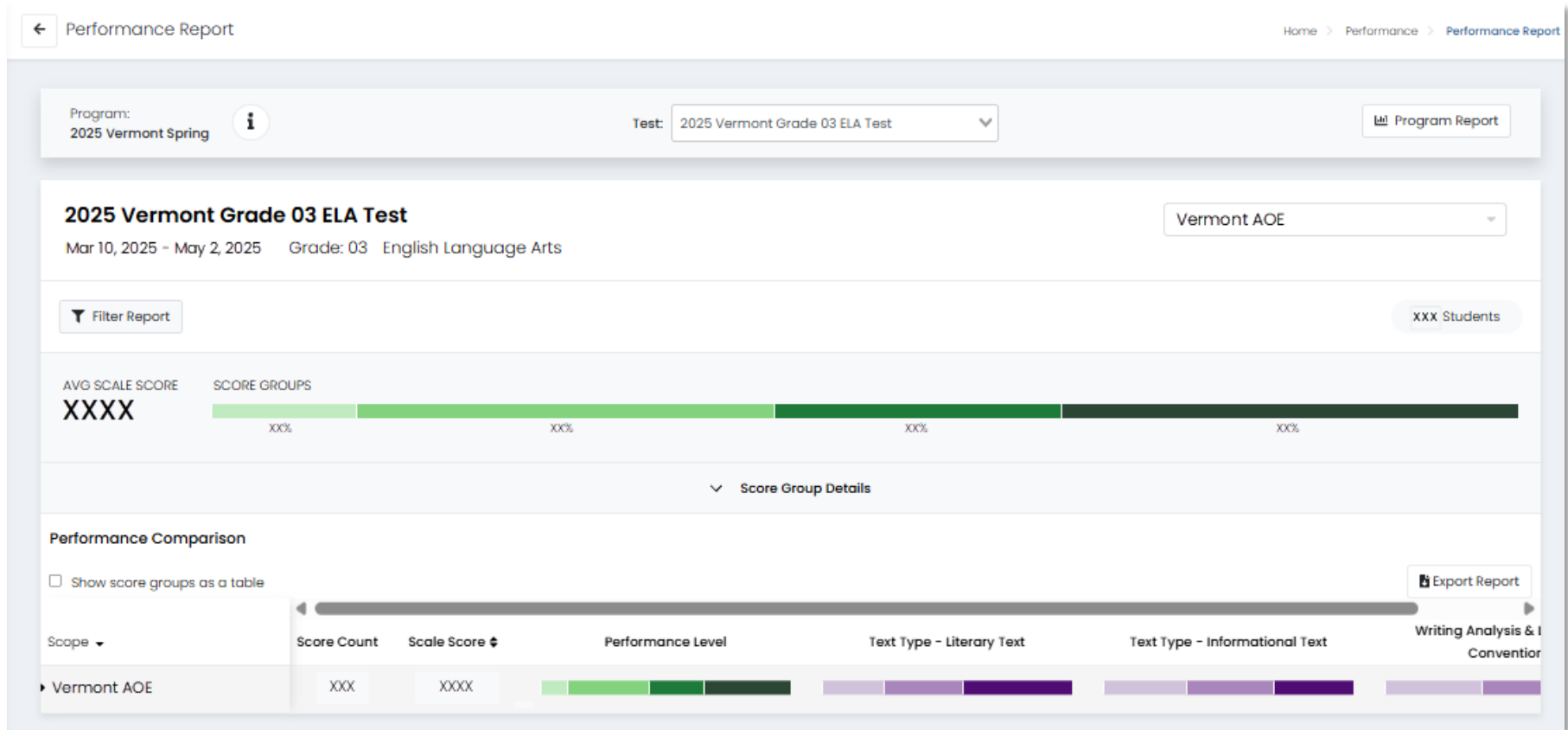
- To view the Performance Report for a specific test, click on the test name in the Performance Dashboard.

Program: 2025 Vermont Spring ⓘ

Search ⓘ [Program Report](#) Filters Sort by: Name A-Z ▾

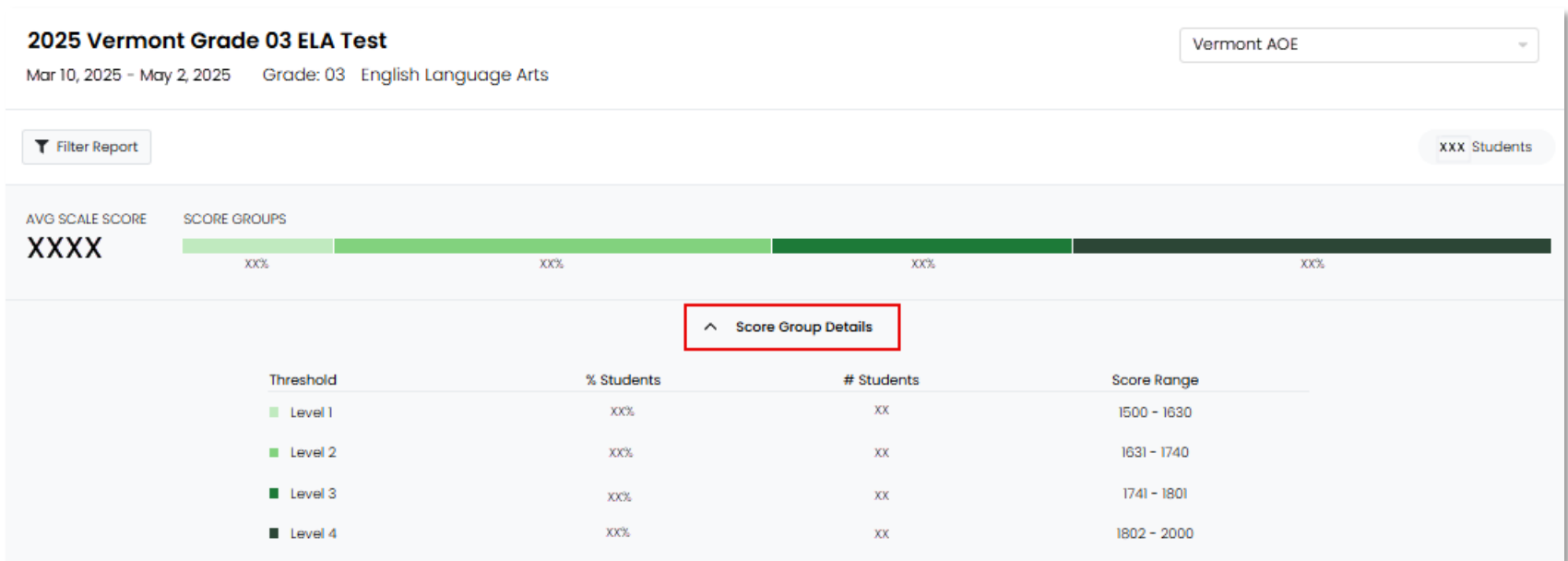
2025 Vermont Grade 03 ELA Test Mar 10, 2025 - May 2, 2025	AVG SCALE SCORE <div><div></div></div> XXXX
2025 Vermont Grade 03 Math Test Mar 10, 2025 - May 2, 2025	AVG SCALE SCORE <div><div></div></div> XXXX

Performance Report



Performance Report

- Click Score Group Details for additional detail on the number of students in each performance level and overall proficiency for that test.



Performance Report

- At the bottom of the Performance Report, you can see a comparison across your organizations.

Performance Comparison

☐ Show score groups as a table

Export Report

Scope ▾	Score Count	Scale Score ↕	Performance Level	Text Type - Literary Text	Text Type - Informational Text	Writing Analysis & Conventions
Vermont AOE	XX	XXXX	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
School 1	XX	XXXX	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
School 2	XX	XXXX	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
School 3	XX	XXXX	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
School 4	XX	XXXX	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

Program Report

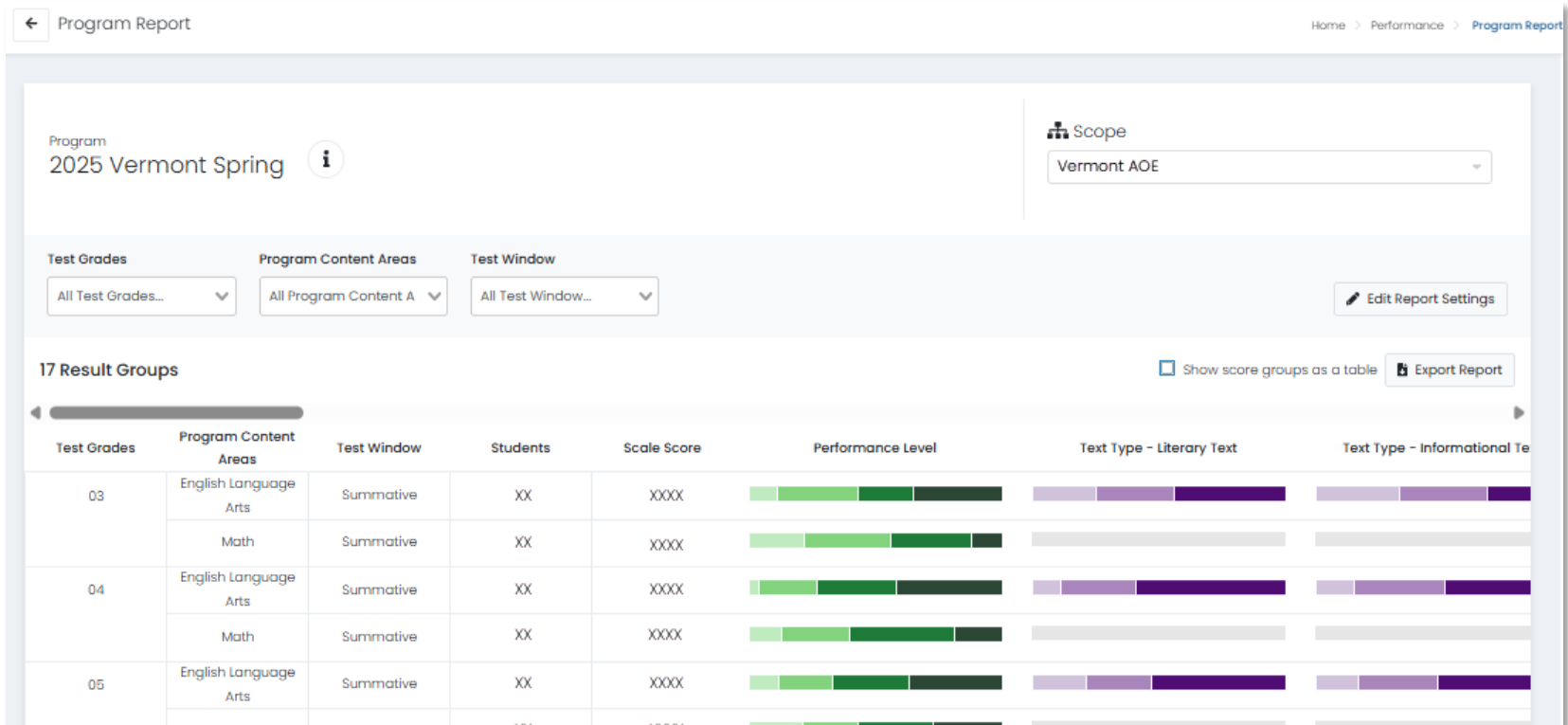
- From the Performance Dashboard, you can also access the **Program Report**.

The screenshot displays the 'Performance Dashboard of Vermont AOE'. On the left is a navigation menu with options: Home, System, Test Management, Rostering, and Reporting. The main content area is titled 'Performance Dashboard of Vermont AOE' and includes a 'Program:' dropdown set to '2025 Vermont Spring'. Below this is a search bar and a 'Program Report' button, which is highlighted with a red rectangle. To the right of the button are 'Filters' and 'Sort by: Name A-Z' options. The main table lists seven tests, each with an 'AVG SCALE SCORE' represented by a horizontal bar chart and a score of 'XXXX'.

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
2025 Vermont Grade 05 Science Test Mar 10, 2025 - May 2, 2025	XXXX

Program Report

- The Program Report shows student performance by grade level, content area, and test window.
- This displays the number of students tested, percent of students who were proficient, and the distribution of student performance levels including distribution across reporting categories.



Program Report

- Check **Show score groups as a table** to view a table of the percent and number of students at each performance level.

← Program Report Home > Performance > Program Report

Program

2025 Vermont Spring i

Scope

Vermont AOE

Test Grades

All Test Grades...

Program Content Areas

All Program Content A

Test Window

All Test Window...

Edit Report Settings

7 Result Groups

☒ Show score groups as a table
 Export Report

Test Grades	Program Content Areas	Test Window	Students	Scale Score	Level 1	Level 2	Level 3	Level 4	Below Standard	At/Near Standard	Above Standard	Below Standard	At/Near Standard
03	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
04	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
05	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
06	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
07	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
08	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
09	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X

Program Report

- Click **Edit Report Settings** to disaggregate the reporting data.

← Program Report Home > Performance > Program Report

Program
2025 Vermont Spring ⓘ

Scope
Vermont AOE


Test Grades: All Test Grades...
Program Content Areas: All Program Content A
Test Window: All Test Window...

[✎ Edit Report Settings](#)

7 Result Groups Show score groups as a table [Export Report](#)

Test Grades	Program Content Areas	Test Window	Students	Scale Score	Level 1	Level 2	Level 3	Level 4	Below Standard	At/Near Standard	Above Standard	Below Standard	At/Near Standard
03	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
04	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
05	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
06	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
07	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
08	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X
09	English Language Arts	Summative	XX	XXXX	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (XX)	XX% (X


Program Report

- Select from the drop-down list(s) to see performance for a subset of students.
- Click the plus sign () next to a specific demographic to add that column to the program report.

Program Report Settings

Report Columns

Organize the report by order of columns

 Add Column ▾

|| 1

Test Grades

|| 2

Program Content Areas

|| 3

Test Window

Report Filters

Test Grades

All Test Grades... ▾

Program Content Areas

All Program Content Areas... ▾

Test Window


All Test Window... ▾

Student Demographic Filters


Test Grades

All Test Grades... ▾

Student Grade

All Student Grade... ▾ 

Gender

All Gender... ▾ 

Add Column

Cancel

✓ Save Settings

Class Reporting – Teachers

My Classes

- Teachers who were assigned to a Class in ADAM will have access to their student scores via **My Classes**.
- The My Classes page will display a tile for all classes assigned to the teacher.

The screenshot shows the 'My Classes' interface. On the left is a sidebar with 'Home' and 'My Classes' (selected). The main area has a header 'My Classes' and a breadcrumb 'Home > My Classes'. Below the header is a welcome message 'Welcome Back, John' and a 'View All' button. Three class tiles are listed:

Class Name	Teacher	Students	Grade	Session(s)	Class Code
Class 1 Smith	John Smith	8	03	AOE School Year 2025	Class 1 Smith
Class 2 Smith	John Smith	18	04	AOE School Year 2025	Class 2 Smith
Class 3 Smith	John Smith	7	04	AOE School Year 2025	Class 3 Smith

My Classes

- Click on a class to access the Class Report.
- The Class Report displays a column for each test assigned to the class.
- The scale score and performance level display for each student.

← Class Report Home > My Classes > Class Overview

Class 1 Smith 8 STUDENTS 2 ADMINISTRATIONS
Periods: Grade: 03 Session(s): AOE School Year 2025

District Tests 2 View: Roster Administration

Test Program
2025 Vermont Spring ⓘ

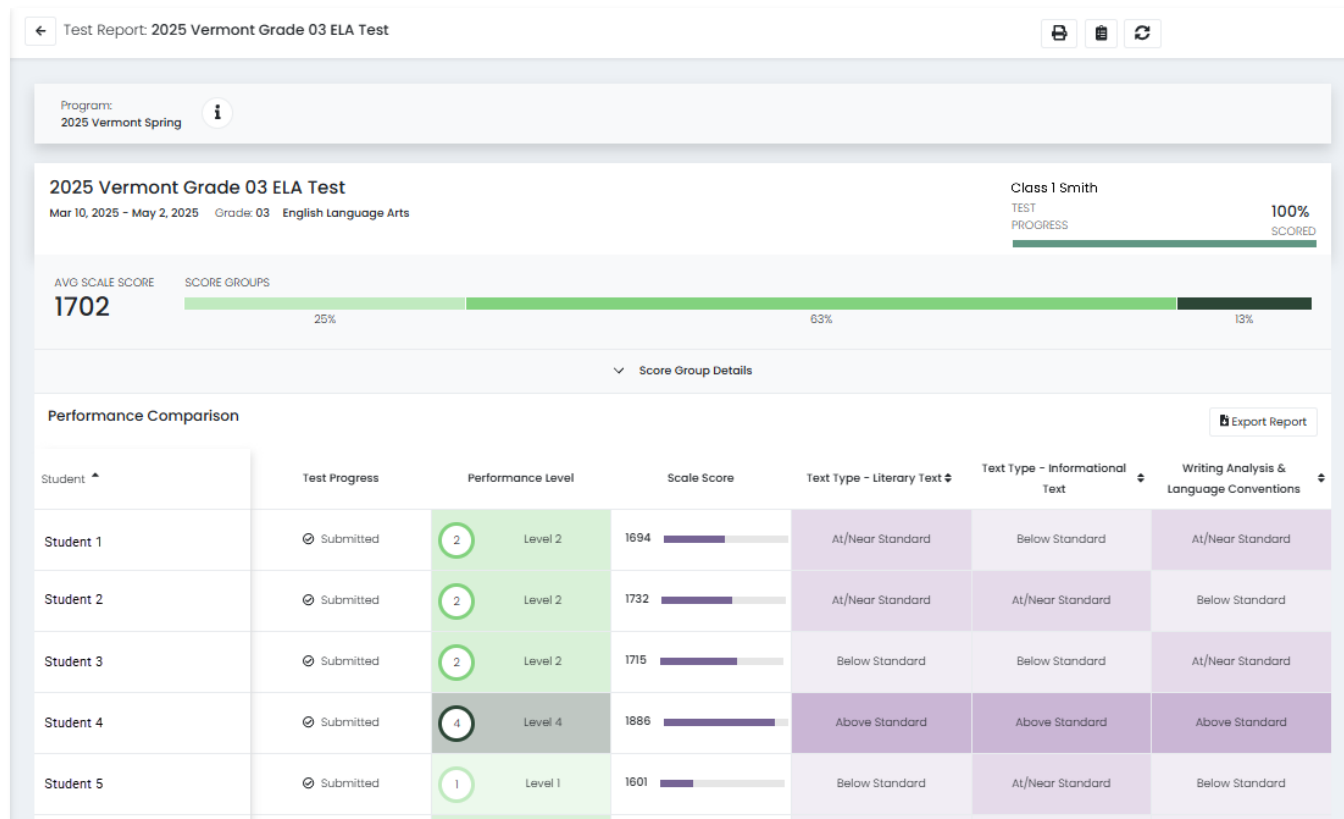
Search Administrations 🔍 Filter Administrations Sort By: Most Recent ▼

Students by Score / Level

Student ^	2025 Vermont Grade 03 ELA Test		2025 Vermont Grade 03 Math Test	
Class Average	1702	Level 2	1739	Level 2
Student 1	1694	Level 2	1772	Level 3
Student 2	1886	Level 4	1854	Level 4
Student 3	1601	Level 1	1673	Level 2

My Classes

- Click a test name to open the Test Report page for that specific test.
- This page will display the Test Progress, Performance Level, and Scale Score for each student.



Questions?

Resources

- Vermont Help & Support site
 - <https://vermont.onlinehelp.cognia.org>
- Reporting page
 - Spring 2025 results data file layout
 - [ADAM User Guide for Reporting](#)
 - [Score Interpretation Guide \(for educators\)](#)
 - Family Interpretation Guide
 - Translated into five languages
 - Sample student report
 - Translated into five languages

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

Thank you!