

2026 VTCAP Administration Training

Housekeeping

- A recording of the full training, along with these slides, will be posted to the Vermont Help & Support site.
- 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.
- Vermont Help & Support website: <https://vermont.onlinehelp.cognia.org/>
 - New design and layout this year

Agenda

- Welcome and Introductions
- VTCAP Assessment Overview and Key Dates
- Test Security and Procedures
- Assessment Delivery and Management Platform (ADAM)
 - Logging in
 - Adding/editing students
 - Accommodations
 - Creating classes
 - Adding/editing users
 - Test administration and test proctoring
- TestNav
 - Student testing experience
 - Technology set up
 - Resources and troubleshooting
- Before, During, and After Testing
- AOE Observations
- Resources and Support

Welcome & Introductions

Cognia

- Lauren Copp, Program Manager
- Julie DiBona, VP of Program Management

Vermont Agency of Education (AOE)

- Danielle Dupuis, Director of Assessment and Accountability
- Mabika Goma, VTCAP Assessment Coordinator

Pearson

- Stephanie Ada, Senior Project Manager
- Vidyasagar Sunkara, Technology Readiness Manager

VTCAP Overview

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)

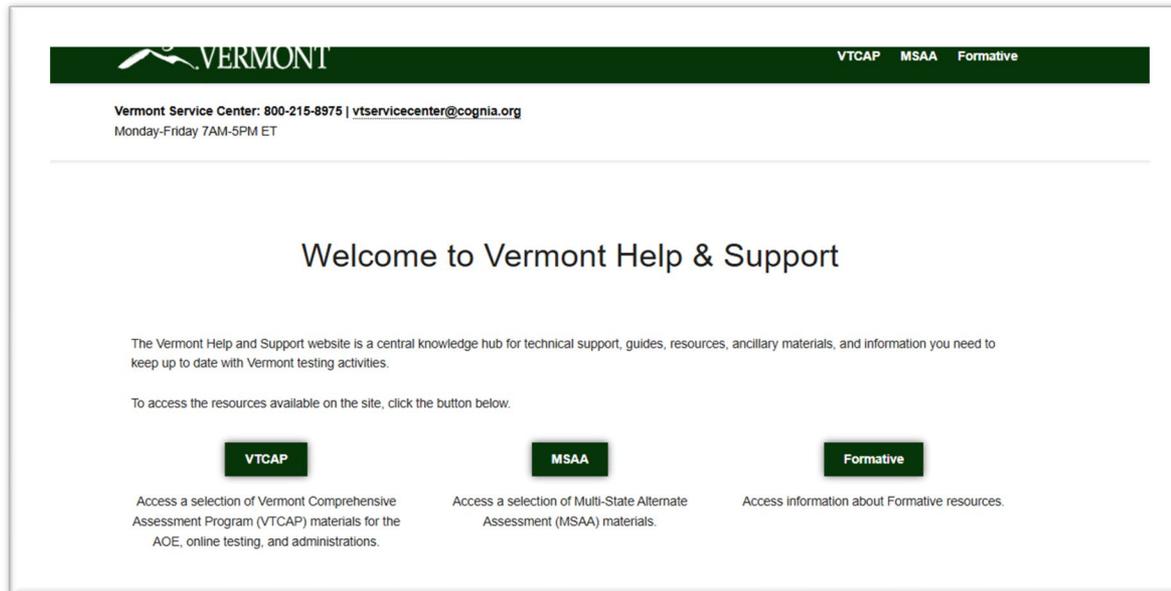
VTCAP – Notable changes

ELA updates:

- The writing prompt for Grades 3–9 has been moved from the end of Session 2, to a new Session 3.
- Starting Spring 2026, Text-to-speech, as a Designated Support is available for ELA (previously only available for math & science).

Vermont Help & Support Site:

- The sites overall look and layout has been updated since last Spring.



The screenshot shows the homepage of the Vermont Help & Support website. At the top, there is a dark green header with the Vermont logo and the text "VERMONT" on the left, and "VTCAP MSAA Formative" on the right. Below the header, the text "Vermont Service Center: 800-215-8975 | vtservicecenter@cognia.org" and "Monday-Friday 7AM-5PM ET" is displayed. The main heading is "Welcome to Vermont Help & Support". Below this, a paragraph states: "The Vermont Help and Support website is a central knowledge hub for technical support, guides, resources, ancillary materials, and information you need to keep up to date with Vermont testing activities." Another paragraph says: "To access the resources available on the site, click the button below." There are three buttons: "VTCAP", "MSAA", and "Formative". Below each button is a description of the resources available: "Access a selection of Vermont Comprehensive Assessment Program (VTCAP) materials for the AOE, online testing, and administrations." for VTCAP; "Access a selection of Multi-State Alternate Assessment (MSAA) materials." for MSAA; and "Access information about Formative resources." for Formative.

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 (vtservicecenter@cognia.org) to order additional materials.*

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
- Scratch paper written on by students
- Periodic tables written on by students

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

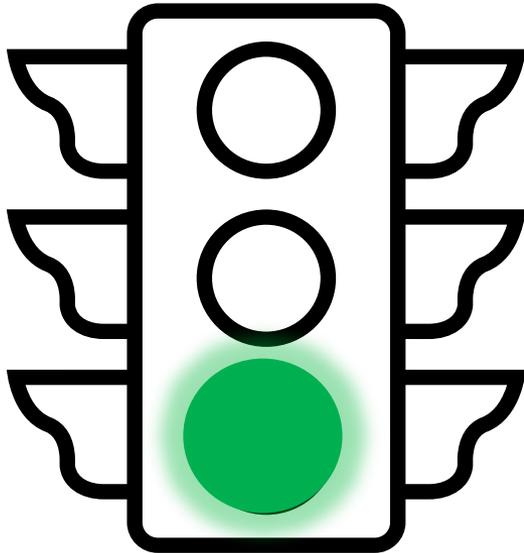
Test Security Incidents

Any breaches in test security must be reported to the School Test Coordinator (SC) or District Test Coordinator (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 Form](#) available on the “VTCAP / During Testing” section of the Vermont Help and Support website.

Test Security Incidents

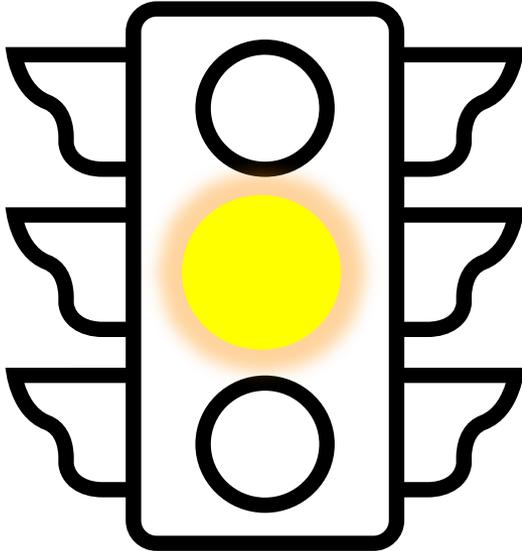


In some cases, a test security incident has a **low impact on the individual or group of students** who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity.

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

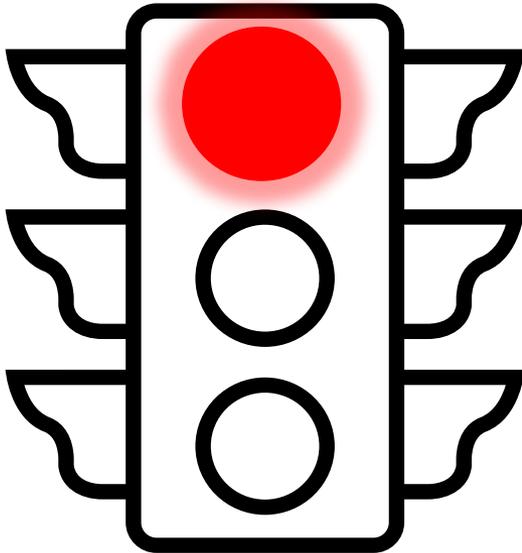


An **unusual circumstance that impacts an individual or group of students** who are testing and may potentially affect student performance on the test, test security, or test validity **must be reported to the AOE.**

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.

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 **must be reported to the AOE promptly**.

Before, During, and After Testing

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

Checklist for Test Coordinators

- Refer to the TCM for a full checklist of activities for District and School Test Coordinators
- Appendix A – District Test Coordinator Checklist
- Appendix B – School Test Coordinator Checklist

Appendix A: District Test Coordinator Checklist

DISTRICT TEST COORDINATOR ACTIVITIES	
DIRECT RESPONSIBILITIES	
	Notify schools when training materials are available.
	Notify schools when administration manuals are available.
	Review all AOE policy and test administration documents.
	Review scheduling and testing requirements with SCs.
	Plan all training for SCs; retrain as needed.
	Schedule training session for SCs.
	Review security procedures with SCs.
	Work with technology coordinators to ensure timely computer setup. <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser. • Verify that schools meet the minimum technology requirements.
	Work with SCs to review the ADAM student enrollment information. <ul style="list-style-type: none"> • Perform an equipment-needs assessment based on individual student information. • Work with the SC to identify students who will need special accommodations. • Communicate with SCs and teachers to identify the number of students who will need accommodations. • Communicate all text-to-speech accommodation requests on the Vermont Help and Support site under the Forms tab.
MONITOR TEST ADMINISTRATION ACTIVITIES	
	Investigate all test security incidents reported by SCs, teachers, and proctors.
	Develop a plan to document all test security incidents.
OVERSIGHT RESPONSIBILITIES	
	Monitor with the technology coordinator any technical problems at other school sites prior to testing.
	Ensure that SCs, teachers, and proctors in the district are aware of test administration procedures, especially related to test security.
	Review school test administration schedules for adequate time for testing.
	Verify that SCs and teachers have reviewed student information in ADAM for designated supports and accommodations in ADAM.
	Be available during testing for questions and problem solving.
	Communicate regularly with SCs any emerging trends or issues.

Appendix B: School Test Coordinator Checklist

SCHOOL TEST COORDINATOR ACTIVITIES	
DIRECT RESPONSIBILITIES	
	Attend trainings your district offers and review all AOE policy and test administration documents.
	Ensure that all teachers and proctors attend your school's or district's training.
	Work with technology personnel to ensure timely computer setup. <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser. • Verify that your school has met the minimum technology requirements. • Ensure that other technical issues are resolved before and during testing.
	Communicate with teachers and proctors to identify the number of headsets needed for each testing site and ensure that the needed number is available prior to the testing window. <ul style="list-style-type: none"> • Headsets are required for the listening portions of the ELA assessment, for students who require text-to-speech, or for students requiring audio glossaries (mathematics only). • Communicate with the DC to identify the number of headsets needed. Note: Students are permitted and encouraged to use their own earbuds or headsets, but districts and schools should also plan on having some available.
	Perform an equipment-needs check based on individual student requirements. <ul style="list-style-type: none"> • Work with teachers and proctors to identify students who will need specialized equipment for accommodations. • Submit text-to-speech accommodation requests for ELA to the DC.
	Based on the test administration windows, work with DCs, teachers, and proctors to establish a testing schedule.
	Review student information in ADAM before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.
	Establish a place to test those students who need a separate test setting.
	Work with teachers and proctors to plan a quiet activity for each test session for students who finish early. Note: The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
	Ensure proper handling of all printed test materials and scratch paper. Develop a plan for collecting and securing all test materials after each test session.
	Ensure adherence to all test security policies.
	Document any test security incidents and report to the DC immediately after learning of the incident.
MONITOR TEST ADMINISTRATION ACTIVITIES	
	Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.
	Raise any technical issues with the technology coordinator for resolution.
	Review, investigate, and report to the DC on all potential test security incidents reported by teachers and proctors. Mitigate incidents when appropriate.

Before Testing

District Administrators & District Test Coordinators

- ***Assurance:*** Complete training provided by AOE & Cognia
- ***Assurance:*** Provide trainings to all SCs and complete the [SC Training Attendance Log](#). The SC Training Attendance Log must be kept on file for three years.
- Review the Test Coordinator's Manual
- Notify schools and staff when training, manuals, and other documentation are available
- Finalize testing schedules
- Ensure TestNav is downloaded on student computers
- Create accounts for other users in their organization
- Upload students and ensure all student information and accommodations are accurate
- PBT: Ensure all print materials have been received, and order additional materials if needed

Before Testing

School Test Coordinators

- ***Assurance:*** Complete training provided by the DA
- ***Assurance:*** Provide training to proctors and complete the [School Training Log](#). The Test Administration Training Log must be kept on file for three years.
- Review the Test Coordinator's Manual
- Notify staff when training, manuals, and other documentation are available
- Finalize testing schedules
- Ensure TestNav is downloaded on student computers
- Validate the student roster and make any necessary updates

- CBT: Prepare proctor test packets
 - Proctor print cards: test name, test code, and proctor password
 - Student print cards: test code, SSID, last name

- PBT: Ensure all print materials have been received, and order additional materials if needed

Before 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
- 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

Note: Proctors should be licensed school personnel.

- If a paraprofessional or substitute teacher must serve as a proctor, the individual must be fully trained in test administration and test security procedures.

During Testing

District and School Coordinators

- Monitor test progress
- Ensure all staff adhere to security policies and procedures
- Investigate and report any test security incidents

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
- Follow procedures for administering paper accommodations

After Testing

District Administrators & District Test Coordinators

- ***Assurance:*** Electronically sign the [Appropriate Assessments and Accommodations Certification](#) form. This must be completed May 4–8, 2026.
- Ensure all test material has been securely destroyed
- Apply Accountability Codes in ADAM for students who were exempt from testing, if needed
 - First Year EL (ELA only)
 - [Medical Exemption](#)
 - Participated in the Multi-State Alternate Assessment (MSAA)
- Invalidate tests, if needed
 - Requests for invalidation must be submitted to AOE

After Testing

School Test Coordinators

- ***Assurance:*** Electronically sign the [Certification of Proper Test Administration](#) form. This must be completed May 4–8, 2026.
- Ensure all test material has been securely destroyed
- Apply Accountability Codes in ADAM for students who were exempt from testing, if needed
 - First Year EL (ELA only)
 - Medical Exemption
 - Participated in MSAA
- Invalidate tests, if needed
 - Requests for invalidation must be submitted to AOE

After Testing

Teachers and Proctors

- Submit student responses in TestNav for any paper testers
- Collect and securely destroy any testing materials
 - Test booklets
 - Student print cards
 - Scratch paper
 - Periodic tables written on by students

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

Logging in to ADAM for the first time this year

- In December, all SC, Teacher, and Student accounts were deleted from the system, as well as any DC accounts that were inactive. All DA and active DC accounts remain in the system, but you will have to set a new password.
- You should have received an email with the subject: **Your account information for the ADAM Assessment Management System** which will include your username and a link to set your password.
 - Follow the instructions in the email to set your password.
 - Note: This link expired after 7-days; if your link is expired:
 1. Go to: <https://vt.adamexam.com/>
 2. Enter your username (found in your email from ADAM) and select Reset Password. Follow the prompts to reset your password.



VERMONT

VERMONT
AGENCY OF EDUCATION

Proctor Login

Administrator Login

Username

Username

Password

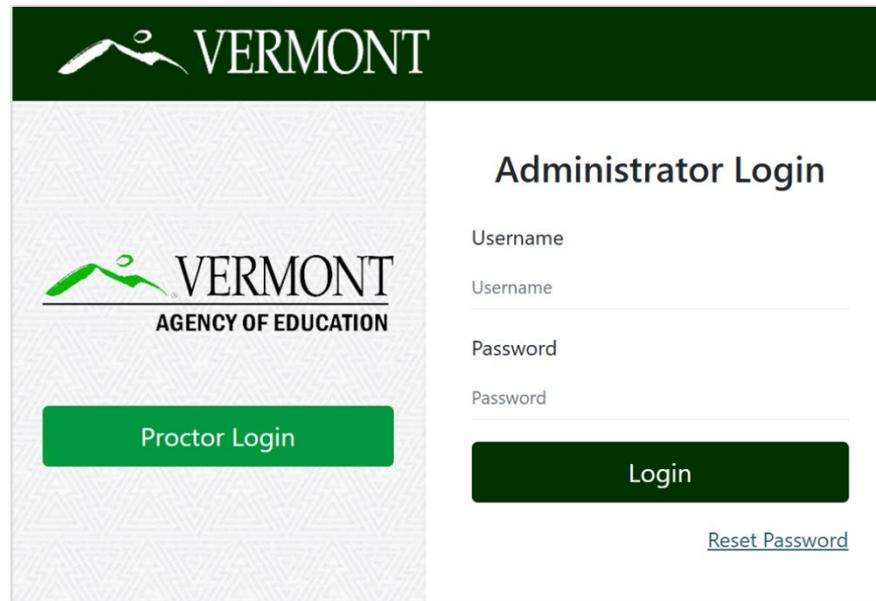
Password

Login

Reset Password

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”



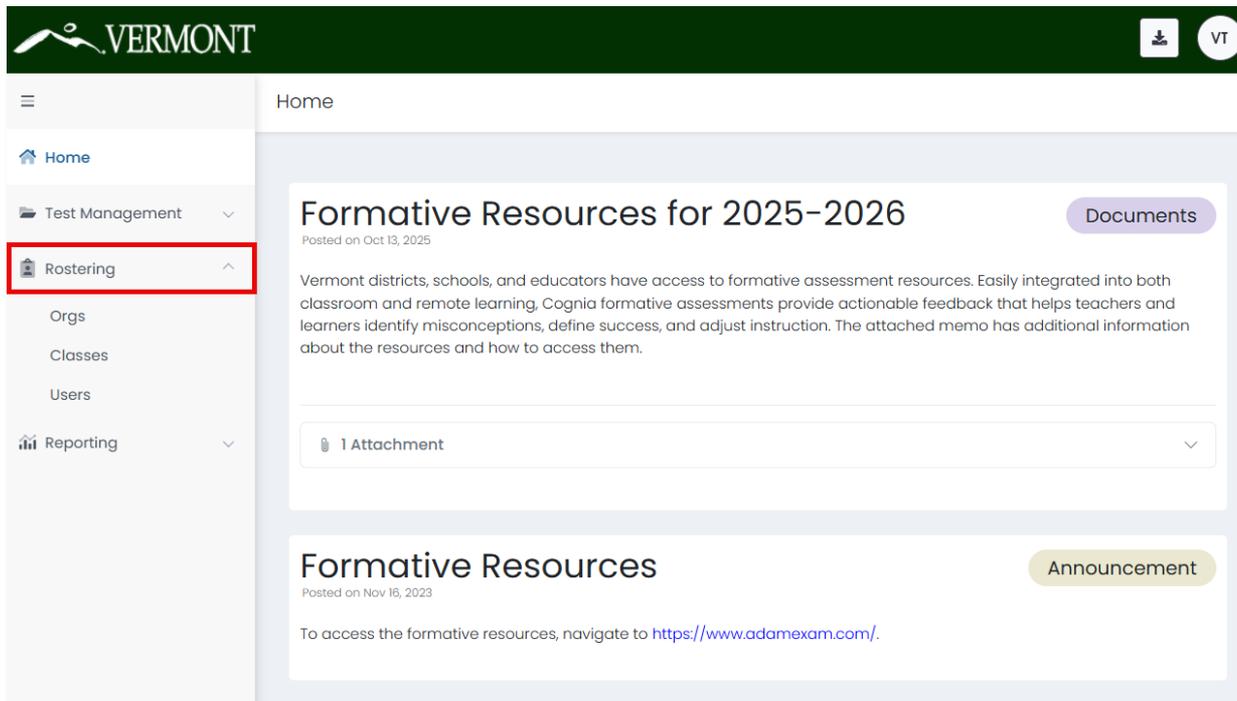
The screenshot shows the login interface for the ADAM system. At the top, there is a dark green header with the Vermont logo and the word "VERMONT". Below this, the page is split into two main sections. On the left, there is a light gray background with a subtle geometric pattern. It features the Vermont Agency of Education logo (a green mountain range) and the text "VERMONT AGENCY OF EDUCATION". Below the logo is a green button labeled "Proctor Login". On the right, there is a white background with the heading "Administrator Login". Below the heading are two sets of input fields, each labeled "Username" and "Password". Below these fields is a dark green button labeled "Login". At the bottom right of the white section, there is a blue link labeled "Reset Password".

Logging in to ADAM

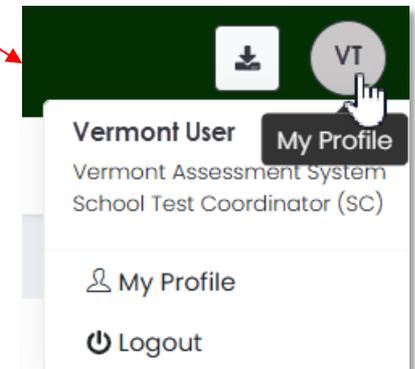
Once logged in to ADAM, you will be directed to the homepage.

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

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



The screenshot shows the ADAM homepage. The top navigation bar is dark green with the Vermont logo and a 'VT' user icon. The left sidebar contains a menu with items: Home, Test Management, Rostering (highlighted with a red box), Orgs, Classes, Users, and Reporting. The main content area displays a post titled 'Formative Resources for 2025-2026' with a 'Documents' tag, and another post titled 'Formative Resources' with an 'Announcement' tag. A red arrow points from the 'VT' icon in the top right of the main screenshot to a detailed view of the user profile dropdown menu.



This detailed view shows the user profile dropdown menu. It features a dark green header with a download icon and a 'VT' user icon. Below the header, the user's name 'Vermont User' is displayed, followed by their role: 'Vermont Assessment System School Test Coordinator (SC)'. A 'My Profile' button is highlighted with a hand cursor. Below this, there are links for 'My Profile' and 'Logout'.

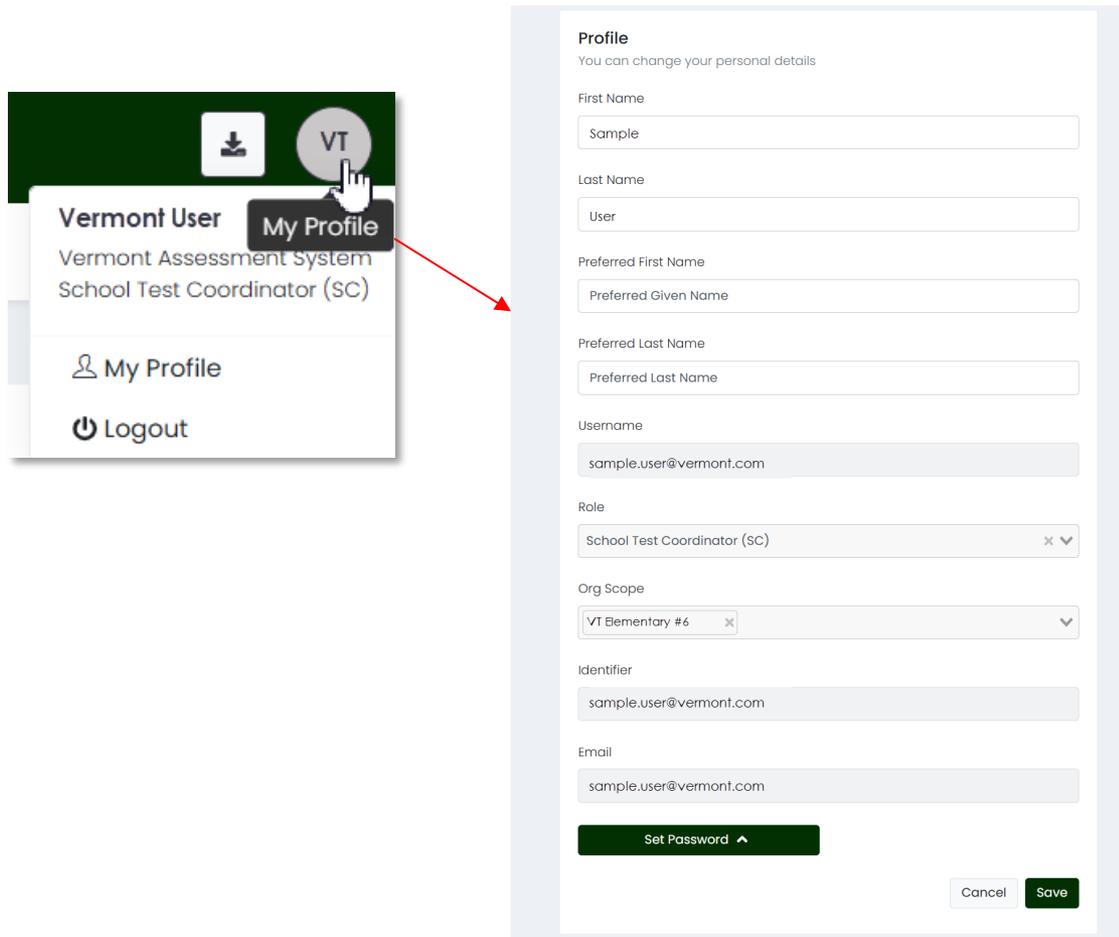
User Roles

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.

What is My Role?

You can view your profile and role by navigating to your icon at the top right and clicking “My Profile.” On this screen you can also change your password.



The image shows a user interface for a Vermont user. On the left, a dropdown menu is open, showing the user's name "Vermont User", their role "Vermont Assessment System School Test Coordinator (SC)", and options for "My Profile" and "Logout". A red arrow points from the "My Profile" option to the main profile page on the right.

The main profile page is titled "Profile" and includes the instruction "You can change your personal details". It contains the following fields:

- First Name: Sample
- Last Name: User
- Preferred First Name: Preferred Given Name
- Preferred Last Name: Preferred Last Name
- Username: sample.user@vermont.com
- Role: School Test Coordinator (SC)
- Org Scope: VT Elementary #6
- Identifier: sample.user@vermont.com
- Email: sample.user@vermont.com

At the bottom of the profile page, there is a "Set Password" button and "Cancel" and "Save" buttons.

Adding/Editing Users

Create Users Manually

- Click **Rostering > Users > Create New** (from the top righthand corner).
- This will load the **User Setup** page.

The screenshot shows the 'User Setup' page in a web application. The 'Create New' button is highlighted with a red box. The 'User Setup' modal is open, showing fields for First Name, Middle Name, Last Name, Role, and Identifier. The background shows a table of users with columns for Last Name, First Name, Identifier, Role, Classes, Grades, Orgs, and Last Login.

<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input type="checkbox"/>	District Administrator	Demo	DemoDA	District Admin		None	Cognia Demo District	Never	→ 🗑️ 📄
<input type="checkbox"/>	District Test Coordinator	Sample	789456	District Test Coordinator(DC)		None	Cognia Demo District	15 days ago	→ 🗑️ 📄
<input type="checkbox"/>	Student								
<input type="checkbox"/>	School Coordinator								

User Setup:

Information
Preferred Names
Classes
History

User Setup
Manage User Settings

* First Name
First Name

Middle Name
Middle Name

* Last Name
Last Name

* Role
Select Role... ▼

* Identifier
User Identifier
Client defined Identifier for user.

Cancel Save

Create Users Manually

Enter the user's information on the **User Setup** page and click **Save**.

- **First Name***
- **Middle Name**
- **Last Name***
- **Role*** – Pick one only
- **Identifier*** – must be unique
 - For students, this must be the 7-digit state assigned student ID
 - For educators, we recommend using their email
- **Grades** (*required for students)
- **Org Scopes*** – Enter the highest organization only
- **Reporting Orgs** – For independent schools to identify the student's public sending district so both the testing school and sending district receive the student's reports
- **Sourced ID*** – Must be unique; recommended to use the Identifier
- **Username*** – This is what user will use to sign in (pick a schema for all accounts, district email is a common choice option)
- **User Email** – Recommended for educator users
- **User Enabled** – Must be checked for user to be able to log in to ADAM
- **Send Welcome Email(s)** – Check to send a system welcome email to the user with their login information
 - Students should not receive a welcome email as they cannot log in to ADAM

Welcome Email

The Welcome email will be sent from "ADAM Assessment System" with a noreply@mail.adamexam.com address. Sample welcome email:

Hello (Name),

Welcome to the ADAM Assessment Delivery and Management system.

An account has been created for you with the username of: **(Username)** .

To complete the setup of your account and create your own password, follow these steps:

1. Follow this link to Set Your Password. This will allow you to create a password of your choice that you will use to login to ADAM. Follow the instructions on the webpage that opens from this link:

[Set Password](#)

2. Login into [ADAM™](#), follow the prompts on the page to the Administrator Login area.
 - the Login button. Log into ADAM using **(Username)** as your username and the password you just created.
 - Click

To login to the assessment system again, go to [ADAM™](#) and enter this username and password. You can change your password at any time from within ADAM, or by using the Forgot Password link on the ADAM homepage.

If you have questions about this account, please contact your Assessment Program administrator.

Happy Testing!
The ADAM Team

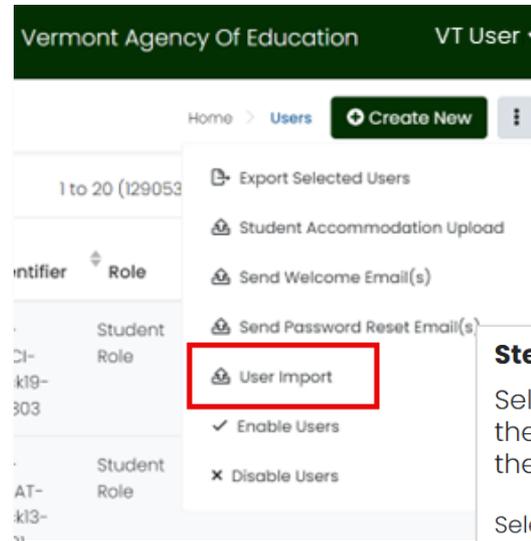
Quick User Upload

To upload users, including students, to the Vermont ADAM site, click on the vertical ellipsis button, then click on “User Import”.

When the User Import screen loads, follow the steps to import your users.

Step 1: Select the role and school you are importing to.

Click the Click to download template button. The CSV template file will automatically download.



Step 1:

Select the Role and Organization, then click the button to download the template file.

Select Role

Student

Select Org

Cognia Demo School

[Click to download template](#)

The file download is named using the Org and Role (e.g., user_import_org_role_05_01_2023.csv)

Quick User Upload

Step 2: Open the CSV file in Excel, Sheets, or Numbers, and complete the required fields based on the role you are uploading.

- A table of required fields is available on the User Import page in ADAM.
- For students, the Identifier must be the 7-digit student's state assigned student ID.
- Refer to the [Quick User Upload Layout & Template](#) on the Help & Support site.

• Fill in the fields of the file. Requirements vary by role type.

Fields	Student	Teacher	Others
Identifier	Y	Y	Y
FirstName	Y	Y	Y
MiddleName	N	N	N
LastName	Y	Y	Y
UserName	N	Y	Y
Email	N	Y	Y
Grade	Y	Y	N
DOB	CS*	N	N
Gender	CS*	N	N

CS* - condition specific: DOB should be entered as MM/DD/YYYY;
Gender: male or female

Quick User Upload

Step 3: Upload the CSV back into the platform by dropping the file into the Step 3 location on the screen.

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here... Browse

The Confirm Upload dialog box will display. Confirm the role and organization are accurate, then click the Confirm button.

Confirm Upload ✕

Please confirm you are updating user records with the following details:

Role : **Student**

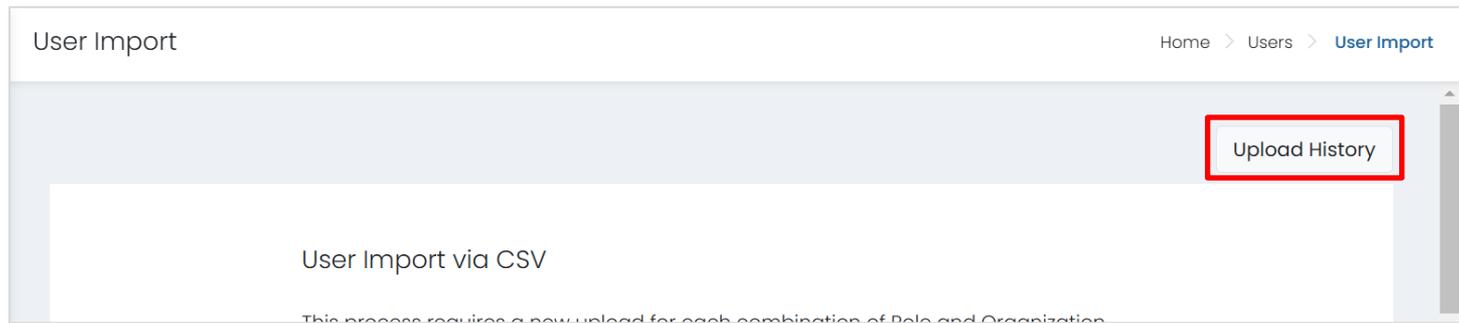
Organization : **Cognia Demo School**

Cancel **Confirm**

Quick User Upload

Upload Status

To view the status of your upload, click the Upload History button in the upper right.



Quick User Upload

Upload Status

The Upload History page will display all user uploads with the file information and status of the import. The import status will display as In Progress, Success, or Failed.

Upload History Close

File Name Refresh 1 to 3 (3) « < 1 > »

Name	No of Users	Status	Percentage	Created by	Created
Cognia Demo School_Student_11_01_2024.csv 	1	Success	100	Hanlon, Sara	2024-11-01 03:52:26 pm
Cognia Demo School_Student_11_01_2024.csv 	0	Failed	100	Hanlon, Sara	2024-11-01 03:38:53 pm

Quick User Upload

Upload Status – Failed

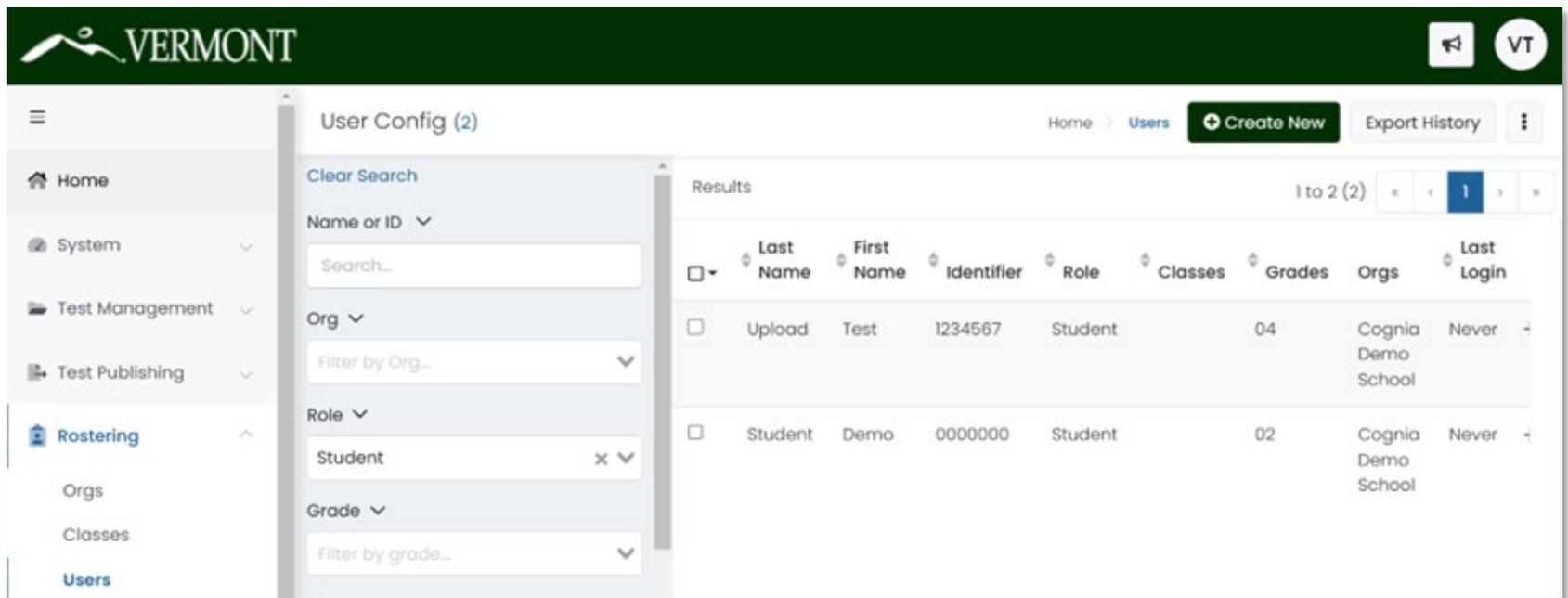
If the user import Failed, click the download icon to download a csv file with the validation errors.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Identifier	FirstName	MiddleName	LastName	UserName	Email	Grade	DOB	Gender	Errors		
2	12345678	Test		Upload	12345678		4			DOB is set as required field in client set		
3												
4												
5												

Correct the errors as indicated in the file and delete column J (Errors).
Save the CSV file and repeat the user import process.

View Roster Data

Once imported or added manually, users will display on the User Config page within ADAM. This page can be accessed by navigating to **Rostering > Users**.



The screenshot displays the ADAM User Config interface. On the left is a navigation menu with options: Home, System, Test Management, Test Publishing, Rostering (selected), Orgs, Classes, and Users. The main content area is titled "User Config (2)" and includes a search bar, filter dropdowns for "Name or ID", "Org", "Role" (set to "Student"), and "Grade". The "Results" section shows a table with 2 users:

	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login
<input type="checkbox"/>	Upload	Test	1234567	Student		04	Cognia Demo School	Never
<input type="checkbox"/>	Student	Demo	0000000	Student		02	Cognia Demo School	Never

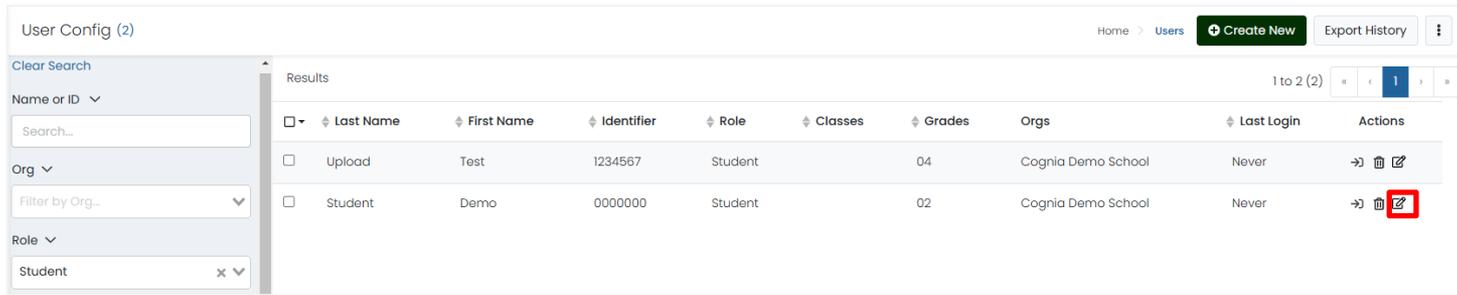
View Roster Data

To search for a user including students:

- On the left side of the User Config page, enter or select the appropriate filters. 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).

Edit Users

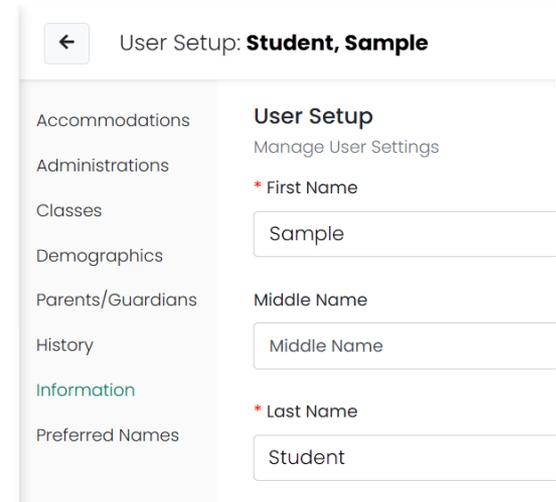
To edit a user, click the edit icon () to the right of their name in the Users list.



	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Actions
<input type="checkbox"/>	Upload	Test	1234567	Student		04	Cognia Demo School	Never	
<input type="checkbox"/>	Student	Demo	0000000	Student		02	Cognia Demo School	Never	

From the User Setup page, the following tabs are available. *Tabs marked with an asterisk (*) will show for Students only.*

- Accommodations*
- Administrations*
- Classes *
- Demographics*
- Parents/Guardians *
- History
- Information
- Preferred Names



User Setup: **Student, Sample**

Accommodations

Administrations

Classes

Demographics

Parents/Guardians

History

Information

Preferred Names

User Setup
Manage User Settings

* First Name
Sample

Middle Name
Middle Name

* Last Name
Student

Reporting Orgs

On the Information tab of a student profile, there will be a field for **Reporting Orgs**. This field is to be used by independent schools to identify the student's sending district and ensure that both their testing school and the sending district receive student reports.

The screenshot shows a web interface for a 'User Set'. At the top left is a back arrow and the text 'User Set'. At the top right are 'Cancel' and 'Save' buttons. On the left is a sidebar menu with the following items: 'Information' (highlighted in green), 'Preferred Names', 'Demographics', 'Accommodations', 'Classes', and 'History'. The main content area contains several fields: a dropdown menu with '04 x', a field labeled '* Schools' with a dropdown menu containing 'Cognia Demo School x', and a field labeled 'Reporting Orgs' with a dropdown menu containing 'Select Org Scope(s)...'. The 'Reporting Orgs' field is highlighted with a red rectangular border.

Accommodations and 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*)
 - ***New for 2026** – ELA now available for TTS as a designated support
- 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

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

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

Upload Accommodations

Navigate to **Rostering > Users**, then select the students for whom you'd like to upload accommodations.

User Config

Clear Search

Name or ID ▾

Search...

Org ▾

Vermont Demo School ▾

Role ▾

Student x ▾

Grades ▾

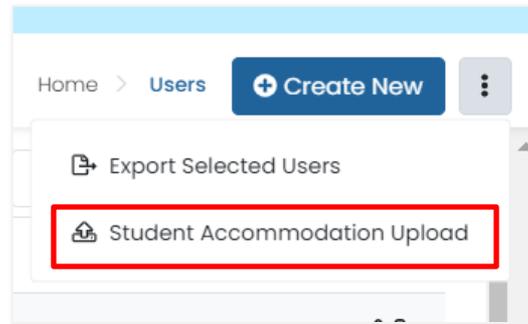
Filter by grade... ▾

Results

<input type="checkbox"/>	◆ Last Name	◆ First Name
<input checked="" type="checkbox"/>	Student1	Sample
<input type="checkbox"/>	Student2	Sample
<input checked="" type="checkbox"/>	Student3	Sample
<input checked="" type="checkbox"/>	Student4	Sample
<input type="checkbox"/>	Student5	Sample

Upload Accommodations

Click the vertical ellipsis in the upper right and select **Student Accommodation Upload**.



The Student Accommodation Upload page will display. Follow each step on screen.

Step 1: Click the button to download the template file.

Click to create template

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template_<<uuid>>.csv (e.g., Template_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

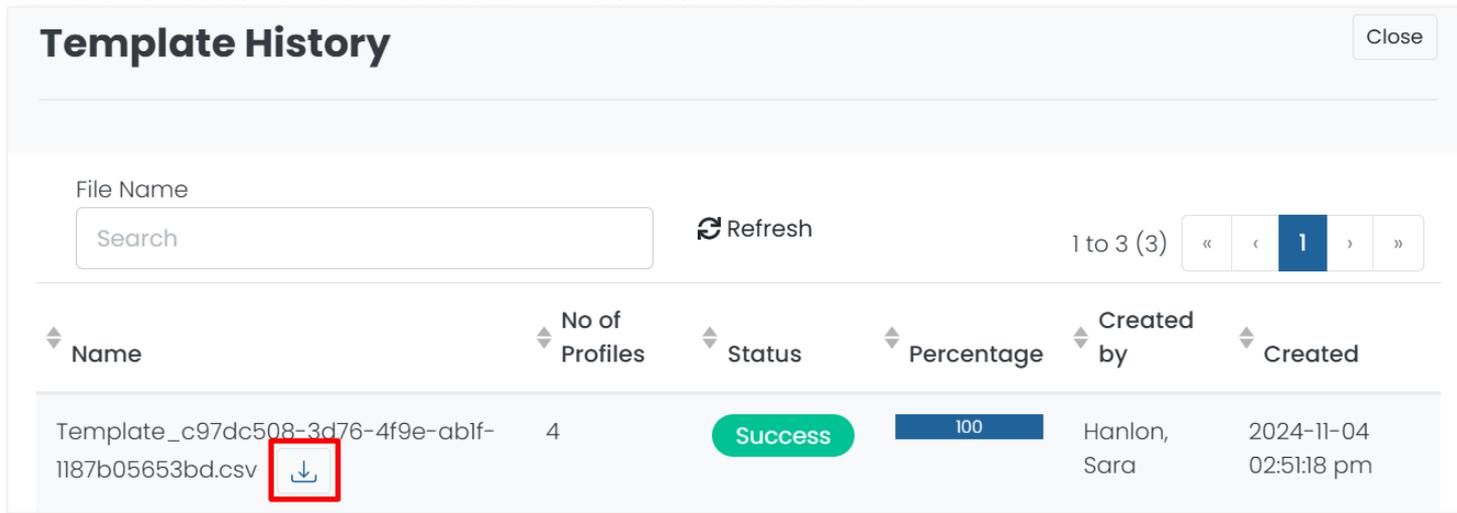
Upload Accommodations

Step 2: Open, edit, and save the file.

- Click the Template History in the upper right to view status and download the template file.



- Click the download icon next to the file name.



The screenshot shows the 'Template History' modal. It features a search bar, a refresh button, and a pagination control showing '1 to 3 (3)'. Below this is a table with the following columns: Name, No of Profiles, Status, Percentage, Created by, and Created. The first row of data is highlighted, and a download icon (a blue square with a white arrow pointing down) is highlighted with a red box.

Name	No of Profiles	Status	Percentage	Created by	Created
Template_c97dc508-3d76-4f9e-ablf-1187b05653bd.csv	4	Success	100	Hanlon, Sara	2024-11-04 02:51:18 pm

Upload Accommodations

Step 2 (cont.)

- Open the file.
- For each selected student, there will be two rows, one for Mathematics and Science and one for ELA.

	A	B	C	D	E	F	G	H	I	J	K	L
1	sourcedId	orgName	identifier	familyName	givenName	middleName	grades	profileName	100s Num	Abacus	Alternate F	Amplifi
2	ba17ef7a-	Cognia De	0123456	Student	Demo			2 MATH/SCIENCE				
3	ba17ef7a-	Cognia De	0123456	Student	Demo			2 ELA				
4	ed17ef7a-	Cognia De	1234567	Upload	Test			4 MATH/SCIENCE				
5	ed17ef7a-	Cognia De	1234567	Upload	Test			4 ELA				
6												
-												

- Edit the file: Add a “1” to each accommodation or designated support that should be assigned to the student. If a student requires the accommodation in all content areas, be sure to indicate in both rows.
 - In the Temporary Accommodation field, enter a text description of the accommodation.
- Save the updated file as a CSV.

Upload Accommodations

Step 3: Upload the modified file into ADAM.

Step 3: Upload the modified file into ADAM.

Template_c97dc508-3d76-4f9e-ab1f-1187b05653bd.csv Browse

Students: 2 (4 Records) Upload

Click the Upload History button in the upper right to view the status of your accommodation upload. The Upload History page will display the file name, number of student profiles modified, status, import percentage, the user who uploaded the file, and the date and time the file was uploaded.

Upload History Close

File Name Refresh 1 to 1 (1) < >

Name	No of Profiles	Status	Percentage	Created by	Created
Template_c97dc508-3d76-4f9e-ab1f-1187b05653bd.csv Download	4	Success	100	Smith, Sunny	2026-02-20 03:22:45 pm

Edit Accommodations

Accommodations can also be added and edited manually. Follow the steps to edit the student's profile, then select Accommodations from the left side in the User Setup page.

Set the toggle to Edit and complete the form. There are three columns – Math/Science, Apply to All, and ELA. Check or select accommodations and designated supports in the appropriate content column.

User Setup: **Student, Sample** Cancel Save

Accommodations View Edit

Administrations

Classes

Demographics Expand/Collapse All

Parents/Guardians

History

Information

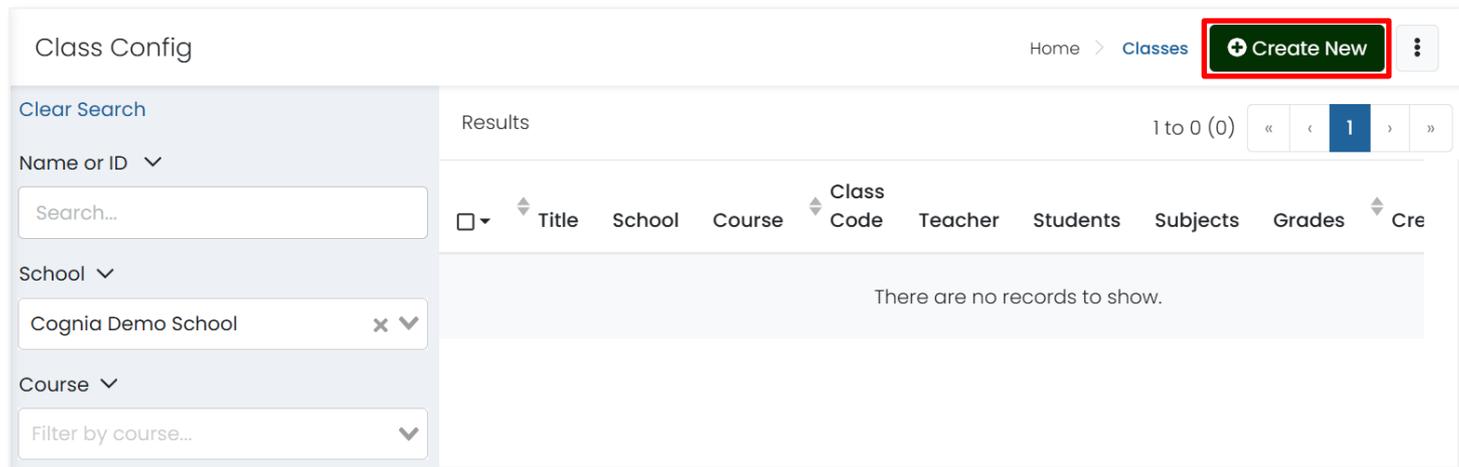
Preferred Names

	MATH/SCIENCE	Apply to All	ELA
Text To Speech			
Text to Speech If checked the student's assessment will be enabled for Text to Speech as a Designated Support. Directions and items will be read aloud (not passages).	<input checked="" type="checkbox"/>	>	<input type="checkbox"/>
Form-Based			
Braille If checked the student will receive Braille assessment delivery.	<input type="checkbox"/>	>	<input type="checkbox"/>

Creating Classes

Create a New Class

From the Class Config page, click the Create New button in the upper right to create a new class.

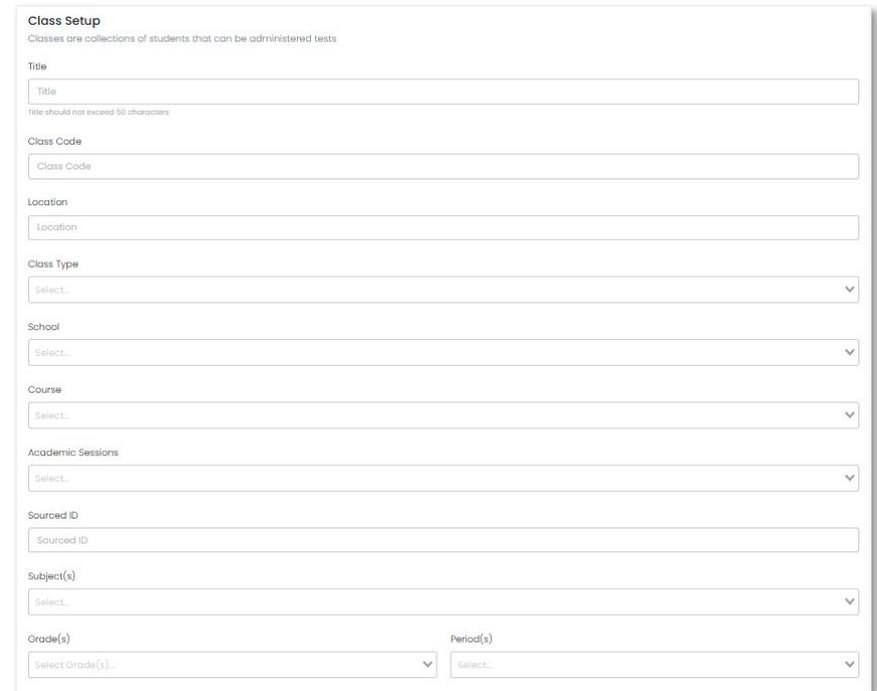


The screenshot shows the 'Class Config' interface. In the top right corner, there is a navigation breadcrumb 'Home > Classes' followed by a green button with a white plus sign and the text 'Create New', which is highlighted with a red rectangular box. To the right of this button is a vertical ellipsis menu icon. Below the breadcrumb, there is a 'Clear Search' link and a search input field. The main content area is titled 'Results' and shows a table with columns: Title, School, Course, Class Code, Teacher, Students, Subjects, Grades, and Cre. The table is currently empty, displaying the message 'There are no records to show.' The left sidebar contains filters for 'Name or ID', 'School' (set to 'Cognia Demo School'), and 'Course'.

Create a New Class

Complete all fields on the Class Setup page.

- Title
- Class Code
- Location
- Class Type (homeroom or scheduled)
- School
- Course (grade)
- Academic Session
- Sourced ID (must be unique)
- Subject(s)
- Grade(s)
- Period(s)



The screenshot shows a 'Class Setup' form with the following fields and options:

- Title:** A text input field with a note: 'Title should not exceed 50 characters.'
- Class Code:** A text input field.
- Location:** A text input field.
- Class Type:** A dropdown menu with 'Select...' as the current selection.
- School:** A dropdown menu with 'Select...' as the current selection.
- Course:** A dropdown menu with 'Select...' as the current selection.
- Academic Sessions:** A dropdown menu with 'Select...' as the current selection.
- Sourced ID:** A text input field.
- Subject(s):** A dropdown menu with 'Select...' as the current selection.
- Grade(s):** A dropdown menu with 'Select Grade(s)...' as the current selection.
- Period(s):** A dropdown menu with 'Select...' as the current selection.

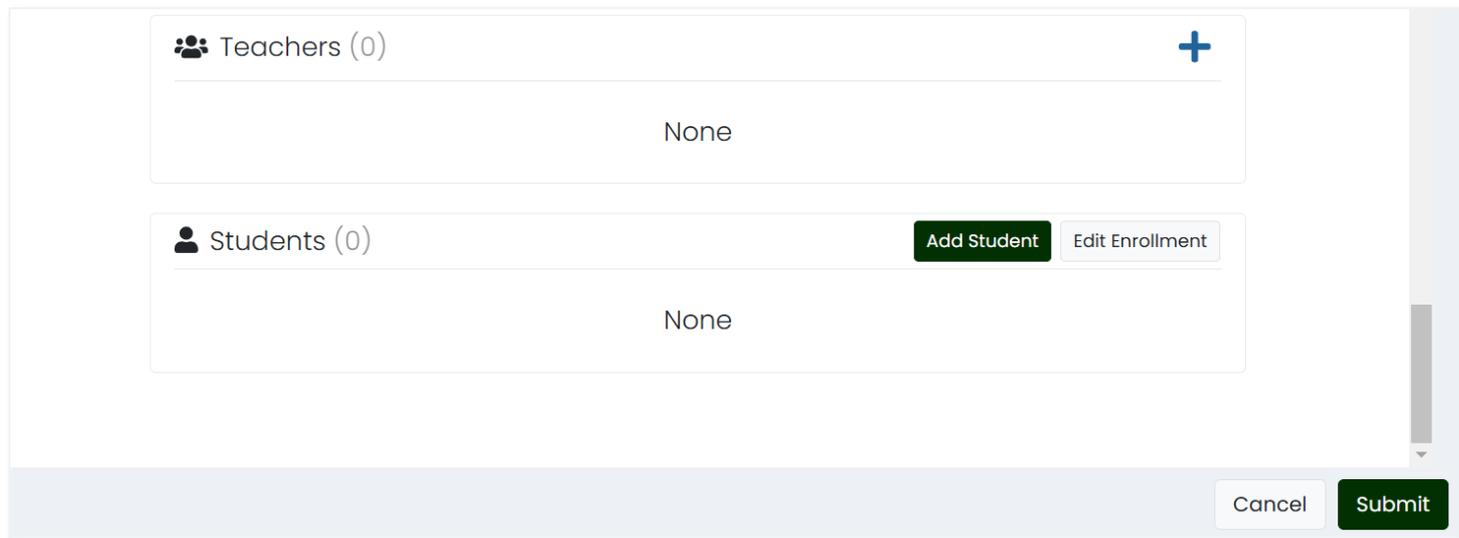
Class naming convention:

- This naming convention should help you identify these students and classes
- Should be meaningful for the Proctor
- Consider subject, grade, school, teacher name, class period, time
- Example: ELA Grade 3 Teacher A Period 2 10am

Create a New Class

Use the plus sign to assign teacher(s) to the class. You can add students manually from this page or add them via the Quick Class Upload.

Click Submit to save the new class.



The screenshot shows a web form for creating a new class. It features two main sections for assigning personnel:

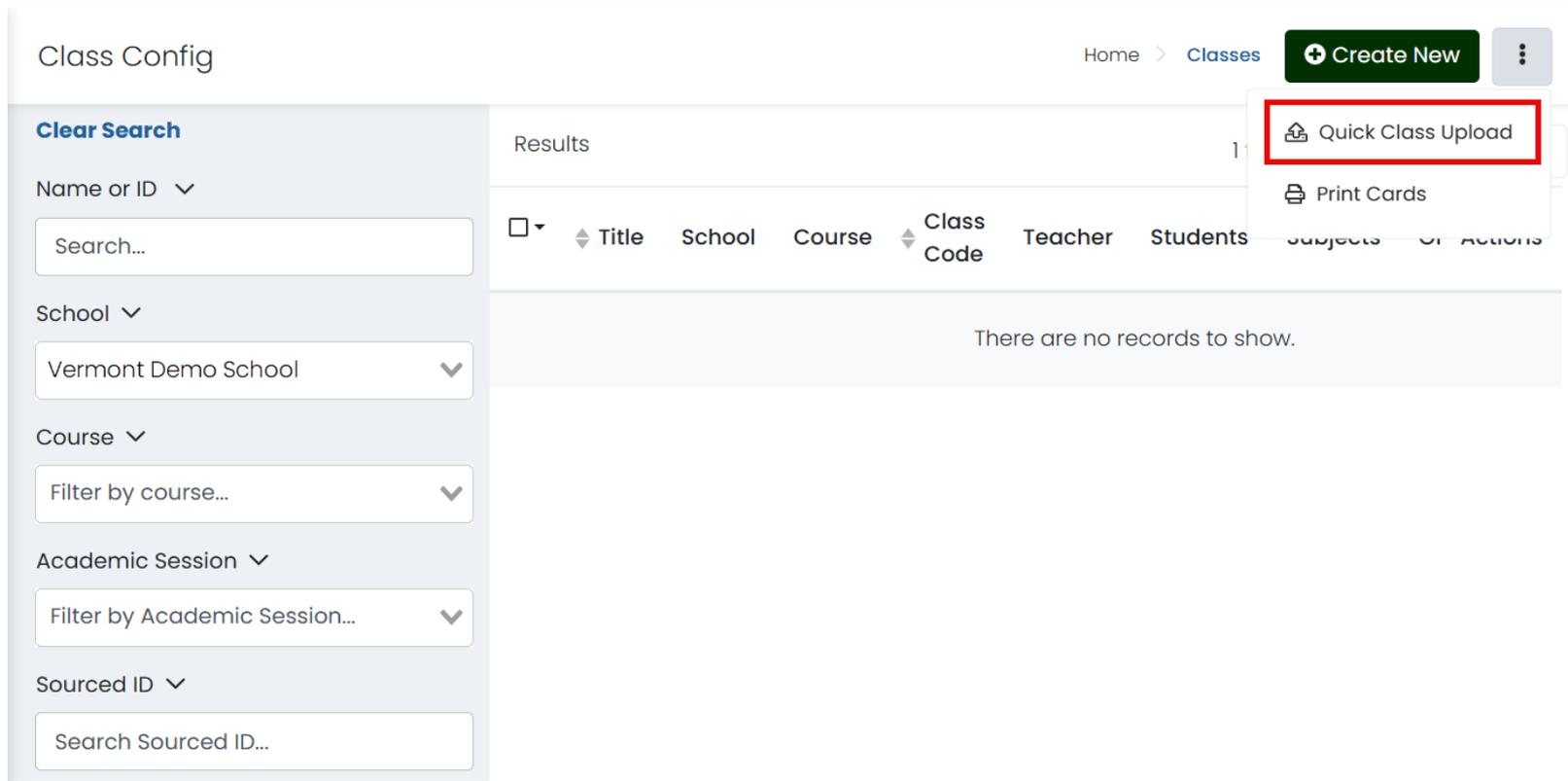
- Teachers (0):** A section with a plus sign icon on the right and the text "None" centered below a horizontal line.
- Students (0):** A section with a plus sign icon on the right, the text "None" centered below a horizontal line, and two buttons: "Add Student" (dark green) and "Edit Enrollment" (light gray).

At the bottom right of the form, there are two buttons: "Cancel" (light gray) and "Submit" (dark green).

Assigning Students to Classes

Quick Class Upload

Navigate to the Quick Class Upload page by clicking: **Rostering > Classes**.
Click the vertical ellipsis in the upper right and select **Quick Class Upload**.



The screenshot displays the 'Class Config' interface. On the left, there is a sidebar with search and filter options: 'Clear Search', 'Name or ID' (with a search input), 'School' (set to 'Vermont Demo School'), 'Course' (with a 'Filter by course...' dropdown), 'Academic Session' (with a 'Filter by Academic Session...' dropdown), and 'Sourced ID' (with a search input). The main area shows a table with columns: Title, School, Course, Class Code, Teacher, Students, Subjects, and Actions. The 'Actions' column for the first row contains a vertical ellipsis menu. This menu is open, showing two options: 'Quick Class Upload' (highlighted with a red box) and 'Print Cards'. The table currently displays 'There are no records to show.'

Quick Class Upload

Quick Upload Class and Enrollments via CSV

This process requires a new upload for each combination of Course and school. Follow the instructions to upload new classes and enroll students into the classes.

Step 1:

Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

Select Course

Select Academic Session

Select School

 [Click to download template](#)

The file download is named using the School Name, Course Name, and Date. (e.g., quick_class_Vermont Demo School_5th Grade Science_02_20_2026.csv)

Step 2:

- Open the file using Sheets, Numbers, or Excel.
- In the class_code column, assign students to a Class which will be the name of the Proctor Groups in the Administration. Class names must be unique per school.
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.

Quick Class Upload

Step 1: Generate a roster file.

- Select Grade
- Select Course (will auto populate based on grade selection)
- Select Academic Session (will auto populate)
- Select School
- Click the Click to download template button. The file will automatically download.

Step 1:
Select the Grade, Course, Academic Session and School, then click the button to download the template file.

Select Grade

05 x v

Select Course

Grade 05 Course x v

Select Academic Session

AOE School Year 2026 x v

Select School

Vermont Demo School x v

[Click to download template](#)

The file download is named using the School Name, Course Name, and Date. (e.g., quick_class_Vermont Demo School_5th Grade Science_02_20_2026.csv)

Quick Class Upload

Step 2: Populate the roster file.

- For each record, add the Sourced ID of the class previously created to the class_code column.
 - If a student should be added to multiple classes, duplicate their row and add each class code on its own line.
- Save the updated file as a CSV.

	A	B	C	D	E	F	G	H
1	user_sourced_id	first_name	last_name	identifier	course_sourced_id	school_sourced_id	academic_session_sourced_id	class_code
2	1111111	Student	Demo8	1111111	8dc536dd-7346-4a35-91c27f69b5c-3f9c-47a3-a220-2c	SY22-23		
3								
4								
5								

Step 3: Upload the modified file into ADAM.

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here...

Browse

Questions?

Test Administrations & Proctor Groups

Test Administrations

Administrations are visible to DAs, DCs, SCs, IT Coordinators, and Special Education Directors. Navigate to **Test Management > Administrations**.

There will be one administration per test for which you have eligible students. For example, a high school may only have Grade 9 ELA, Grade 9 Math, and Grade 11 Science.

On the test administration card, click the Click to Load button to display the number of students.

The image shows two versions of a 'Demonstration Test' administration card. The left card is the initial state, and the right card is the state after clicking the 'Click to Load' button. A red arrow indicates the transition.

State	Students	Click to Load Button
Initial	---	Click to Load
After Click	180	Progress Bar

Both cards show the following information:

- Test: Vermont Demonstration Test
- Organization: Vermont State
- Period: 03/09/26 - 05/01/26
- Status: ACTIVE
- Proctor Groups: [Menu]
- Sessions: [Progress Bar]

Test Administrations

Students

Click the vertical ellipsis on the admin card next to Students to show the three action buttons: View, Export, and Print Cards.

Student - View

Demonstration Test Administration: **Students**

FORM TYPE

6 STUDENTS | 6 ACCOMMODATED | 0 REGULAR | View by Form Type: All (6)

Search...

1 to 6 (6)

Display Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Family Name, Identifier)	Test Code	Accommodation	Code	Actions
Sample Student8	Pearson Elementary	None		NOT STARTED	Braille	Vermont Grade 3 ELA Test - 24EL03SPSPREN001	Student8, 4444444		1		
Sample Student2	Pearson Elementary	None		NOT STARTED	SignLanguage: American Sign Language	Vermont Grade 3 ELA Test - 24EL03SPSPLEN001	Student2, 0000000		1		
Sample Student1	Pearson Elementary	None		NOT STARTED	Braille	Vermont Grade 3 ELA Test - 24EL03SPSPREN001	Student1, 9999999		2		

Demonstration Test

03/09/26 - 05/01/26 ACTIVE

180 STUDENTS

PROCTOR GROUPS

Sessions

View

Export

Print Cards

Test Vermont Demonstration

Organization Vermont State

Student - Export

	A	B	C	D	E	F	G	H	I	J	K	L
1	name	student first	student last	identifier	test status	accountability code	grades	organization	testing school	administration	proctor group	form
2	Sample Student1	Sample	Student1	9999999	NOT_STARTED		03	Pearson Elementary		Demonstration Test Administration		Vermont Grade 3 ELA Test - 24EL03SPS
3	Sample Student2	Sample	Student2	0000000	NOT_STARTED		03	Pearson Elementary		Demonstration Test Administration		Vermont Grade 3 ELA Test - 24EL03SPS
4	Sample Student3	Sample	Student3	1111111	NOT_STARTED		03	Pearson Elementary		Demonstration Test Administration		Vermont Grade 3 ELA Test - 24EL03SPS
5	Sample Student6	Sample	Student6	2222222	NOT_STARTED		03	Pearson Elementary		Demonstration Test Administration		Vermont Grade 3 ELA Test - 24EL03SPS
6	Sample Student8	Sample	Student8	4444444	NOT_STARTED		03	Pearson Elementary		Demonstration Test Administration		Vermont Grade 3 ELA Test - 24EL03SPS
7	Student Sample7	Student	Sample7	3333333	NOT_STARTED		03	Pearson Elementary		Demonstration Test Administration		Vermont Grade 3 ELA Test - 24EL03SPS

Test Administrations

Students

There will be one print card for each student in that test administration. The print cards include:

- Student Name
- Test Name
- Test Code
- Last Name
- Identifier

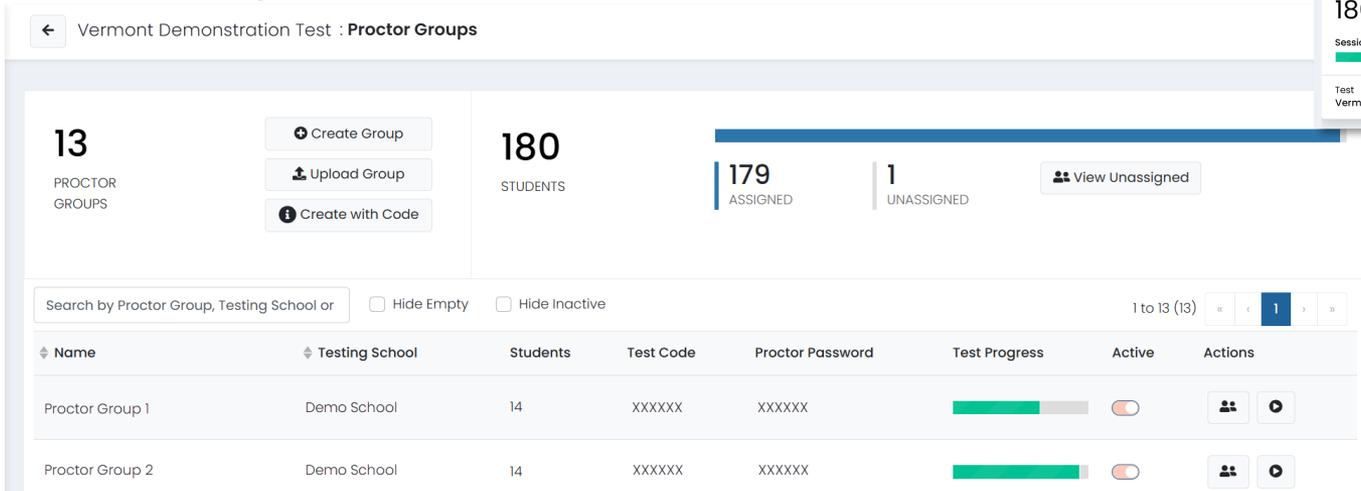
Vermont Assessment System
Sunny Smith
Vermont Demonstration Test
Test Code XXXXXX
Last Name Smith
Identifier 9999999
Demonstration Test Sample Proctor Group

Test Administrations

Proctor Groups

Click the vertical ellipsis on the admin card next to Proctor Groups to display the action buttons: View, Export, Print Cards, and Print Cards (PG Create Only).

Proctor Groups - View



Vermont Demonstration Test : Proctor Groups

13 PROCTOR GROUPS

Create Group
Upload Group
Create with Code

180 STUDENTS

179 ASSIGNED | 1 UNASSIGNED

View Unassigned

Search by Proctor Group, Testing School or Hide Empty Hide Inactive 1 to 13 (13)

Name	Testing School	Students	Test Code	Proctor Password	Test Progress	Active	Actions
Proctor Group 1	Demo School	14	XXXXXX	XXXXXX	<div style="width: 100%;"></div>	<input checked="" type="checkbox"/>	
Proctor Group 2	Demo School	14	XXXXXX	XXXXXX	<div style="width: 100%;"></div>	<input checked="" type="checkbox"/>	

Proctor Groups - Export

	A	B	C	D	E	F	G
1	name	school	proctor first	proctor last	test code	proctor password	seal codes
2	Vermont Grade 04 Math Test Administration Unassigned	Demo School			XXXXXX	XXXXXX	XXXX
3							
4							

Test Administrations

Proctor Groups

The Print Cards option will print a card for all proctor groups created. The Print Cards (PG Create only) will print the card proctors will use to create their own proctor groups.

Both cards include the similar information:

- Proctor Group Name
- Proctor's Name (if already entered)
- Test Code
- Proctor Password
- Seal Code(s)

Vermont Assessment System

Proctor Group Name

Admin Name

Proctor Name

Test Code: XXXXXX Proctor Password: XXXXXX

Seal Code 1: **1234** Test Name

Use these credentials to login to this proctor group

Vermont Assessment System

Proctor Group Creation Login

Admin Name

Test Code: XXXXXX Proctor Password: XXXXXX

Seal Code 1: **1234** Test Name

Use these credentials to create a new proctor group

Creating Proctor Groups

Classes vs. Proctor Groups

Classes

- Standard, set roster of students, usually assigned to teacher
- Not required in ADAM and do not impact administration
- Classes; however, allow student score results to be available to Teachers post-administration
- Teachers only have access to reporting under their *My Classes* menu in ADAM.

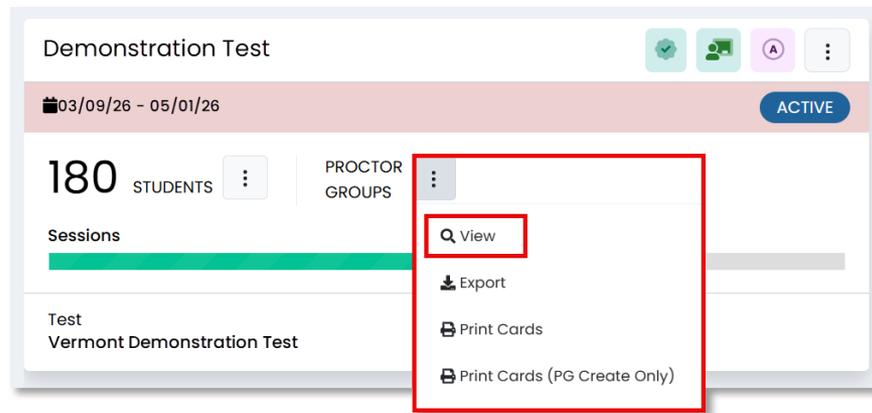
Proctor Groups

- Temporary, dynamic grouping of students for a test administration.
- Useful to help manage logistics during the testing window (for example, to group students by room, testing support needs, makeup testing, etc.)
- Are required for test administration in ADAM
- Detailed testing information can be accessed via the proctor dashboard

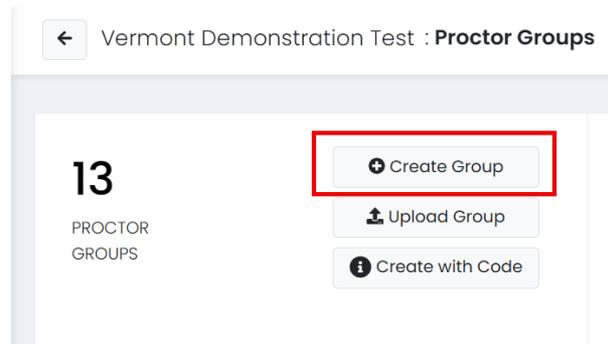
Create a New Proctor Group

Step 1: Access the proctor groups.

- Navigate to Test Management > Administrations.
- Select the administration you'd like to make a proctor group for.
- Click the View button under Proctor Groups.



Step 2: Click Create Group from the Proctor Groups page.



Create a New Proctor Group

This will load the Proctor Group Config page.

- Type the Proctor Group Name.
- Select your District and School from the drop-down menus.

Proctor Group Config

This setup allows you to create additional proctor group that can be assigned to a testing school within or outside of your org scope and can be monitored individually.

Proctor Group Name

Testing School Setup

This information is used to define the school where this proctor group is physically testing the students.

Select Your District

Select Your School

 Students (0) +

None

Cancel

Create a New Proctor Group

Step 3 (Optional): Add students to the proctor group.

- To manually add students to the proctor group, click the plus sign in the Students area.
- Add students one by one by clicking the + sign next to their name or add all students from the list by clicking the Add Students button in the upper right.

The screenshot shows a modal window titled "Add Students" with a close button in the top right corner. At the top, there is a search bar labeled "Search by student name..." and a button labeled "Show additional filters". On the right side of this section is a green button labeled "Add 10 Students". Below this is a table header indicating "(0) Students In Proctor Group" and a pagination control showing "1 to 10 (78)" with page numbers 1, 2, 3, 4, and arrows. The table has the following columns: First Name, Last Name, Identifier, Organization, Test Status, Accommodation, and Actions. There are 10 rows of sample data, each with a plus sign in the Actions column.

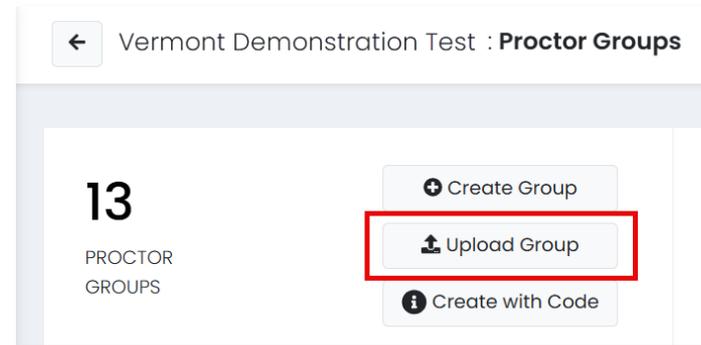
First Name	Last Name	Identifier	Organization	Test Status	Accommodation	Actions
Sample	Student1	2025125	Demo School	NOT STARTED	1	+
Sample	Student2	2025220	Demo School	NOT STARTED	1	+
Sample	Student3	2025259	Demo School	NOT STARTED	1	+
Sample	Student4	2025193	Demo School	NOT STARTED	1	+
Sample	Student5	2025189	Demo School	NOT STARTED	1	+
Sample	Student6	2025112	Demo School	NOT STARTED	2	+
Sample	Student7	2025207	Demo School	NOT STARTED	1	+
Sample	Student8	2025136	Demo School	NOT STARTED	1	+
Sample	Student9	2025172	Demo School	NOT STARTED	1	+
Sample	Student10	2025122	Demo School	NOT STARTED	2	+

At the bottom right of the modal is a green button labeled "Close".

Upload Students to a Proctor Group

Once a proctor group has been created, students can also be added via upload.

- To add students to proctor groups via upload, click Upload Group from the Proctor Groups page.
- Click the Click to download template button and click into the Template History in the upper right to view status and download the template file.



Create Proctor Group via CSV

Follow the instructions to create/modify proctor groups.

Step 1:

Select if the template file should include all students in the administration, only those students not already in a proctor group (unassigned) or only create new proctor groups (no students), then click the button to download the template file.



[Click to download template](#)

The file download is named using a fixed template and UUID (e.g., proctor_group_template_86f93745-c3bb-4c53-b945-21b49343ad4a.csv)

Upload Students to a Proctor Group

- Update the CSV file by completing the Testing Org ID and New Proctor Group Name fields.

	A	B	C	D	E	F	G	H	I
	session_id	first_name	last_name	identifier	enrollment_org_i dentifiers	admin_name	existing_proctor_ group_name	testing_org_id	new_proctor_group_ name
1									
2	2aa33801-157d-4204-803e-30041227523c	Sample	Student1	2025181	DemoSchool01	Demonstration Test			
3	2d1aa03f-8fe2-41e4-802c-cb444bdfdad5	Sample	Student2	2025176	DemoSchool01	Demonstration Test			
4	2fda3a7a-0baf-4ca4-b87e-388a710a9939	Sample	Student3	2025189	DemoSchool01	Demonstration Test			
5	36e0a963-c4be-4627-9477-c94c01695eef	Sample	Student4	2025183	DemoSchool01	Demonstration Test			
6	6a80f9b8-3311-4dcf-8fb6-dc75d0cb716c	Sample	Student5	2025180	DemoSchool01	Demonstration Test			
7	78bb559d-6b57-46b3-86b6-4c3867c03144	Sample	Student6	2025179	DemoSchool01	Demonstration Test			
8	7d85470a-9a79-431e-956b-bc0ee48a4c33	Sample	Student7	2025177	DemoSchool01	Demonstration Test			
9	88290e6c-969b-42fb-b5f9-cb46a4ff5fbb	Sample	Student8	2025263	DemoSchool01	Demonstration Test			
10	8916d7de-15c6-4a47-9cce-72b6c0668949	Sample	Student9	2025149	DemoSchool01	Demonstration Test			
11	8f969b4a-2e53-447c-b095-a80c61f45d20	Sample	Student10	2025165	DemoSchool01	Demonstration Test			

- Select the updated CSV for upload into ADAM and press the Upload button.

Step 3: Upload the modified file into ADAM.

2024 Vermont Grade 04 Math Test Administration_03_06_2024.csv

Total Proctor Groups: 25

New Proctor Groups: 0

Total Sessions: 4

Monitoring Test Progress

Reporting > Progress

The Reporting > Progress page provides coordinators with a snapshot of testing progress in their organization.

The screenshot shows the 'Progress Report' page in the Vermont Agency of Education system. The page features a sidebar with navigation options: Home, Test Management, Rostering, Orgs, Classes, Users, Reporting, Progress, Activity, Report Assets, and Performance. The main content area displays the following information:

- Program:** 2026 Vermont Spring (with an information icon)
- Scope:** Demo School
- Session Status:**
 - TOTAL: 0
 - SUBMITTED: 0
 - STARTED: 0
 - NOT STARTED: 0
- Score Status:**
 - SCORE COMPLETE: 0
 - TOTAL SCORE PENDING: 0
- Search Tests:** A search bar with 'Filters', 'Export', and 'Export History' buttons.
- Content Area:** English Language Arts x, Science x, Math x
- Grades:** 03 x, 04 x, 05 x, 06 x, 07 x, 08 x
- Testing Windows:** Summative x

No tests available for selected program

Reporting > Progress

Use the filters to view tests by Content Area or Grade.

The screenshot shows a user interface for filtering test progress. At the top left is a search box labeled "Search Tests". To the right are three buttons: "Filters" (with a downward arrow icon), "Export" (with a download icon and a dropdown arrow), and "Export History". Below these is a filter section with three main categories: "Content Area:", "Grades:", and "Testing Windows:". Under "Content Area:", there are three tags: "English Language Arts x", "Science x", and "Math x". Under "Grades:", there are six tags: "03 x", "04 x", "05 x", "06 x", "07 x", and "08 x". Under "Testing Windows:", there is one tag: "Summative x".

Once your filters are selected, you can view the test progress in ADAM or click the Export button to export a CSV.

Click Export History to view status and download the files.

Reporting > Progress

Available export options and examples.

Session Status by Test

	A	B	C	D	E	F	G	H	I	J
1	name	total	submitted	submitted_ percentage	started	started_ percentage	not_started	not_started_ percentage	score_ complete	score_ pending
2	2026 Vermont Grade 09 ELA Test	163	155	95.09%	0	0%	8	4.91%	155	0
3	2026 Vermont Grade 09 Math Test	163	157	96.32%	0	0%	6	3.68%	157	0
4	2026 Vermont Grade 11 Science Test	191	183	95.81%	0	0%	8	4.19%	183	0

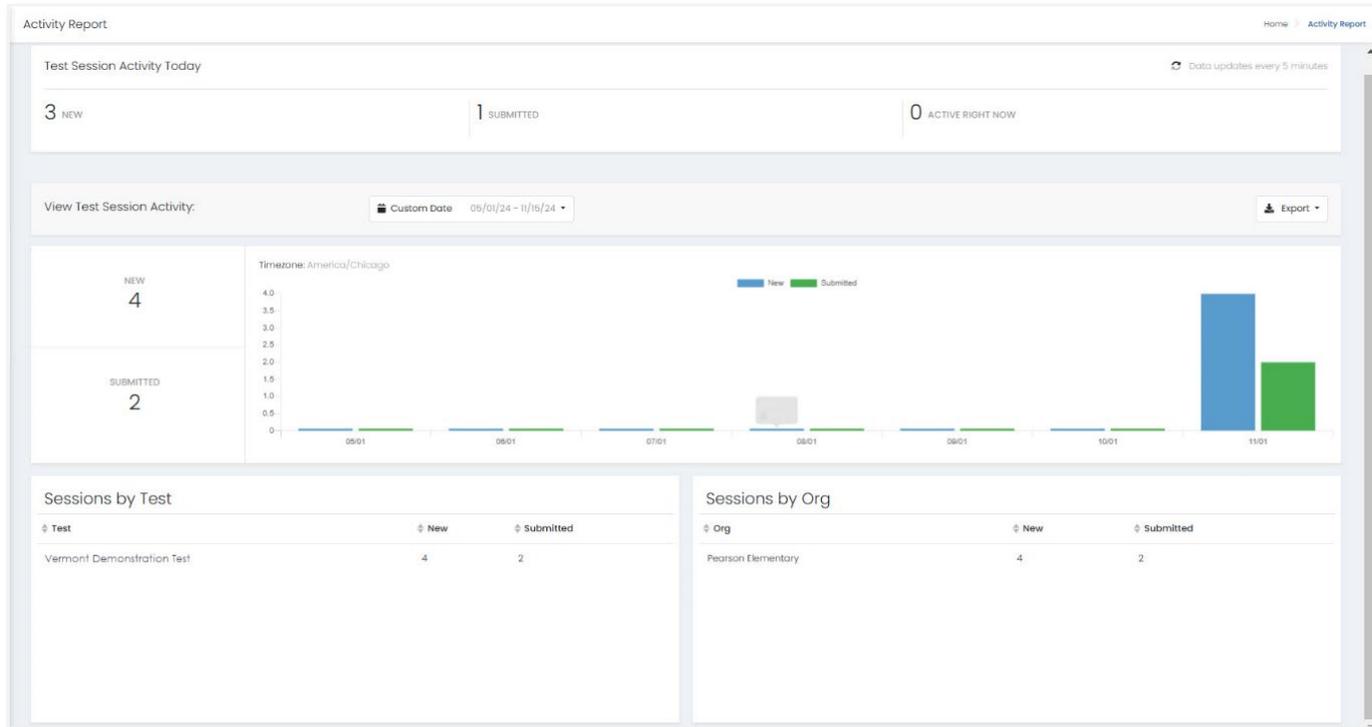
Session Status by Org / Content Area

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1			English Language Arts							Science							Math
2	name	parent_name	total	submitted	submitted_ percentage	started	started_ percentage	not_started	not_started_ percentage	total	submitted	submitted_ percentage	started	started_ percentage	not_started	not_started_ percentage	total
3	Demo School	Demo District	163	155	95.09%	0	0%	8	4.91%	191	183	95.81%	0	0%	8	4.19%	163

Reporting > Activity

The Reporting > Activity page provides insight on testing activity within your organization.

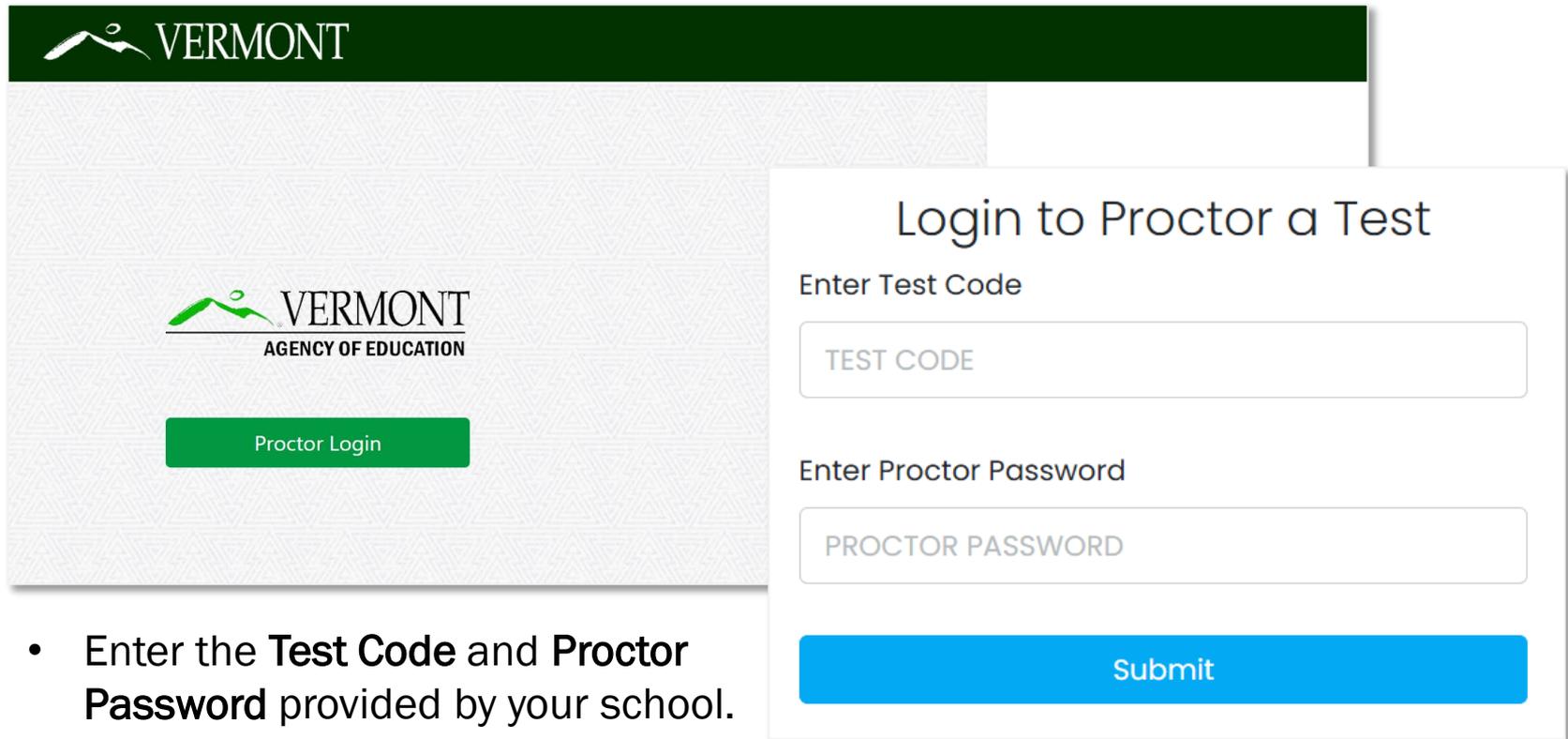
View the test sessions started and submitted for that day or a specific date range. At the bottom, you can view the number of sessions by test or org.



Proctoring a Test

Proctor Login

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



VERMONT

VERMONT
AGENCY OF EDUCATION

Proctor Login

Login to Proctor a Test

Enter Test Code

TEST CODE

Enter Proctor Password

PROCTOR PASSWORD

Submit

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

Proctor Confirmation

If a proctor group has already been created, the proctor will be prompted to confirm the proctor group name and enter their proctor information.

Confirm

Proctor Group Name

ELA09-CLS002 Summative Winter 2023 - ELA Grade 8

Confirm

Enter Proctor Information

Please Enter Proctor Name

Proctor First Name

John

Proctor Last Name

Smith

Cancel Save

Create a New Proctor Group

If the proctor is logging in through the unassigned proctor group, they will need to create a new proctor group.

The New Proctor Group form includes the following fields:

- Proctor Group Name
- District
- School
- Proctor First Name
- Proctor Last Name
- Proctor Email Address

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

Select Your District

Select Your School

Proctor First Name

Proctor Last Name

Proctor Email Address

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

Proctor Dashboard

 2026 Vermont Demo Test 1
Edit Proctor x

Print Cards
Seal Code(s)

Test Code: xxxxxx v

27

SESSIONS

All 27
Not Started 10
In Progress 9
Paused 0
Submitted 7
Needs Attention 0
Exited 1

Actions: ALL SESSIONS
↶ ⏻

Auto Refresh (5 mins)
1 to 20 (27)
« 1 2 »

☐	Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●● ✓	SUBMITTED	None	100% Answered		1		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●● ✓	SUBMITTED	None	100% Answered		1		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●● ✓	SUBMITTED	None	0% Answered		2		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●●	EXITED	None	0% Answered		3		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●●	IN PROGRESS	Session 2	56% Answered	00:01:30	2		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	⊗●●	NOT STARTED	None	None		1		
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	⊗●●	NOT STARTED	None	None		1		
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●●	IN PROGRESS	None	0% Answered		2		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●● ✓	SUBMITTED	None	100% Answered		1		⋮
<input type="checkbox"/>	00000	XXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXX	●●●	IN PROGRESS	None	0% Answered		2		⋮



Proctor Dashboard

VERMONT 2026 Vermont Demo Test

Print Cards Seal Code(s) Test Code: xxxxxx

27 SESSIONS

All 27 Not Started 10 In Progress 9 Paused 0 Submitted 7 Needs Attention 0 Exited 1

Actions: ALL SESSIONS

PROCTOR GROUP: Sample Proctor Group

PROCTOR NAME: Sample Proctor

TESTING SCHOOL: Sample Test School

TEST: 2026 Vermont Demonstration Test

TEST CODE: XXXXXX

PROCTOR PASSWORD: XXXXXX

KIOSK ONLY: No

TEST WINDOW: 3/9/26-5/1/26

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 reseal all or selected sessions.

Proctor Dashboard

Search...	Auto Refresh (5 mins)	1 to 20 (27)	1	2	...							
Identifier	First Name	Last Name	Orgs	Started Time	Test Progress	Test Status	Section Progress	Item Progress	Test Duration	Accommodation	Code	Actions
12345	John	Doe	ABC	10:00 AM	100%	SUBMITTED	None	100% Answered		1		⋮
12345	John	Doe	ABC	10:00 AM	100%	SUBMITTED	None	0% Answered		2		⋮
12345	John	Doe	ABC	10:00 AM	0%	EXITED	None	0% Answered		3		⋮
12345	John	Doe	ABC	10:00 AM	56%	IN PROGRESS	Session 2	56% Answered	00:01:30	2		⋮
12345	John	Doe	ABC	10:00 AM	0%	NOT STARTED	None	None		1		⋮

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

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 reseal 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.

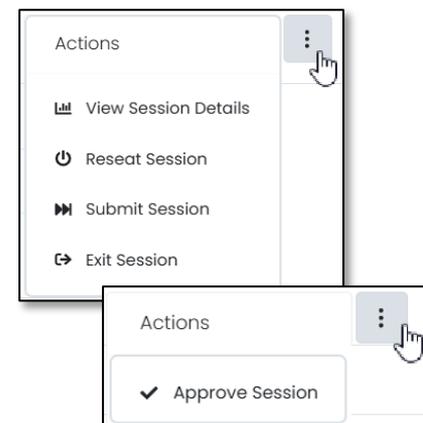
Accommodation:

- 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:
 - **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.



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

Session Details

Sample Student
ID: P100072

Last Updated Dec 6th, 9:46:13 am Refresh

Test: Algebra I

Test Start Time: Dec 5th, 3:51:10 pm

Test Submitted Time: Dec 5th, 4:03:07 pm

Test Status: SUBMITTED

Section Information

Section ID	Name	Section Type	Progress	Seal Code	Start Time	End/Exited Time
section1	Section 1 (Non-Calculator)	CAT	100%	N	Dec 5th, 3:51:22 pm	Dec 5th, 3:54:55 pm
section2	Section 2 (Calculator)	CAT	100%	Y	Dec 5th, 3:55:11 pm	Dec 5th, 3:57:30 pm
section3	Section 3 (Calculator)	CAT	100%	Y	Dec 5th, 3:57:37 pm	Dec 5th, 4:00:15 pm
section4	Section 4 (Calculator)	CAT	100%	Y	Dec 5th, 4:00:27 pm	Dec 5th, 4:03:08 pm

46 ITEMS

46 VISITED

46 ANSWERED

0 REMAINING

Close

Proctor Dashboard – Session Details

#	Section ID	Sequence	Item UIN	Progress	Last Update
39	section3	229	MDMAI23134	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

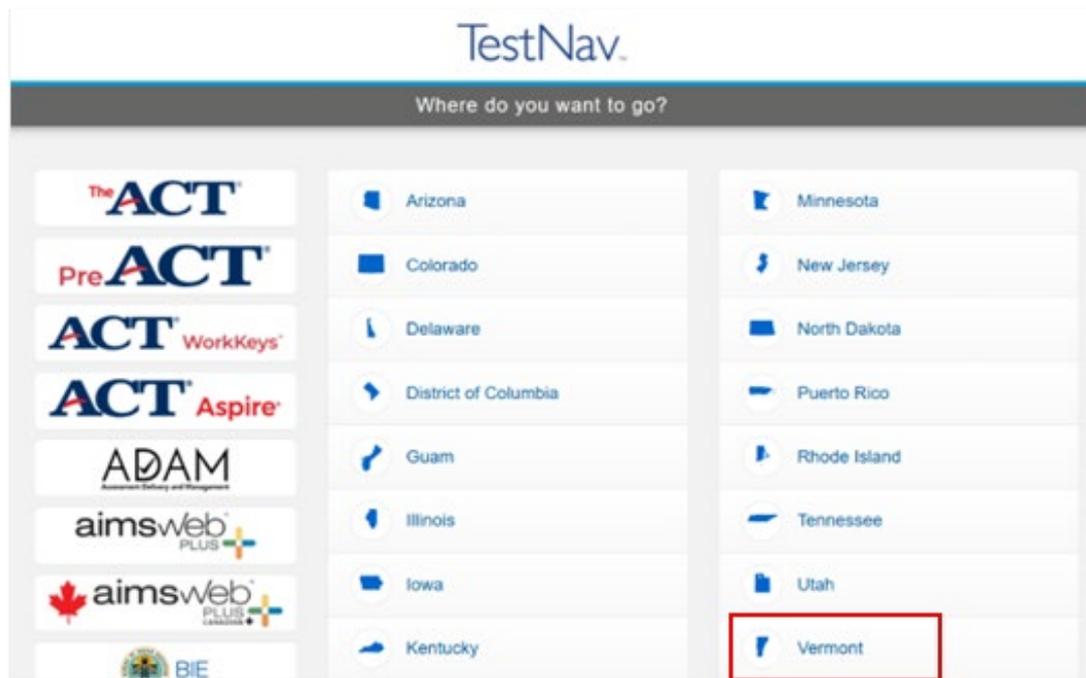
Student Test Experience

Student Experience

Log in

Make sure TestNav is installed on your device and close all other apps.

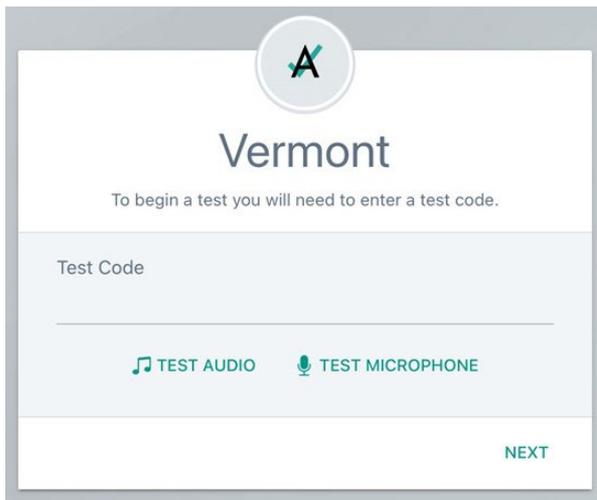
1. Open the TestNav app.
2. Click the Vermont link on the “Where do you want to go?” screen.



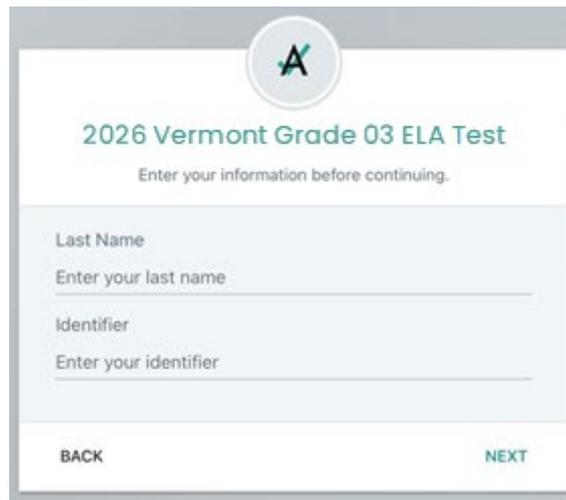
Student Experience

Log in

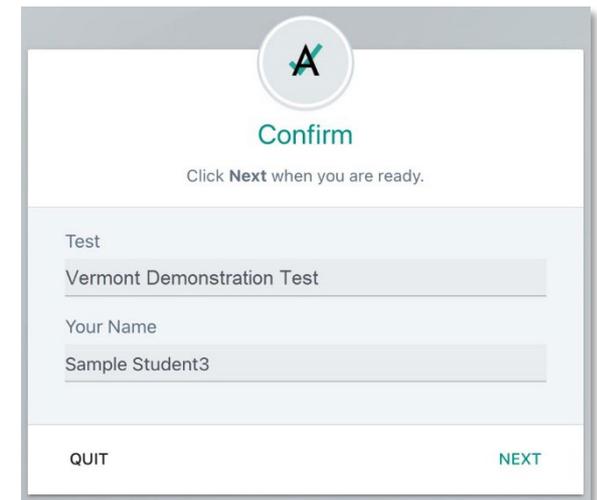
3. Enter your Test Code and click Next.
4. Enter your Last Name and Identifier, then click Next.
5. Verify your name and test and click Next; test will launch.



The first screen displays the Vermont logo at the top. Below it, the text reads "To begin a test you will need to enter a test code." There is a text input field labeled "Test Code". At the bottom, there are two buttons: "TEST AUDIO" with a speaker icon and "TEST MICROPHONE" with a microphone icon. A "NEXT" button is located at the bottom right.



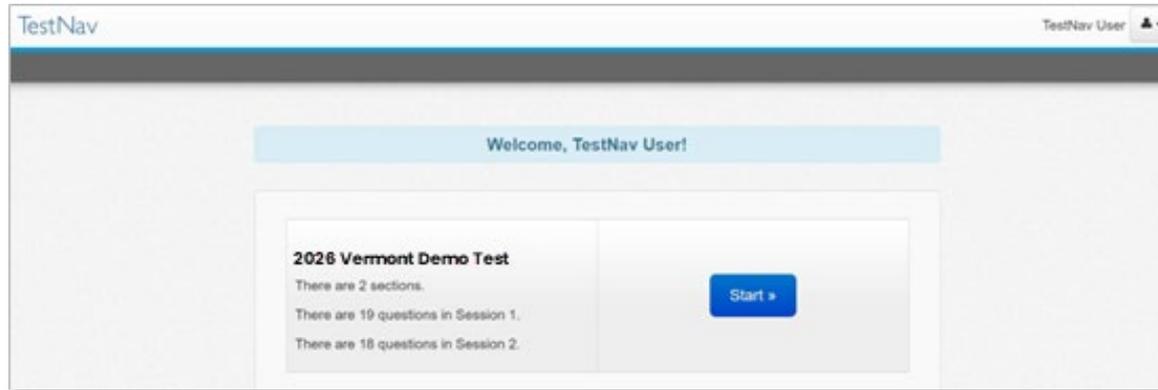
The second screen displays the title "2026 Vermont Grade 03 ELA Test" and the instruction "Enter your information before continuing." Below this are two text input fields: "Last Name" with the placeholder "Enter your last name" and "Identifier" with the placeholder "Enter your identifier". At the bottom, there are "BACK" and "NEXT" buttons.



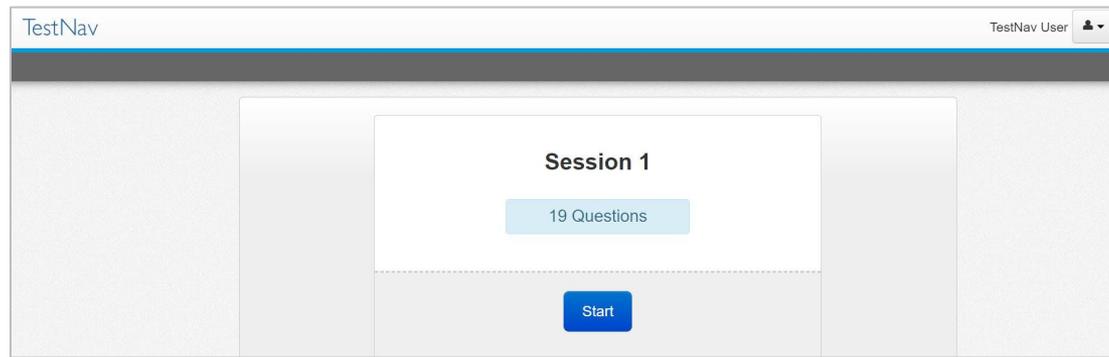
The third screen displays the word "Confirm" and the instruction "Click Next when you are ready." Below this are two text input fields: "Test" with the value "Vermont Demonstration Test" and "Your Name" with the value "Sample Student3". At the bottom, there are "QUIT" and "NEXT" buttons.

Student Experience

Press Start to begin the test.

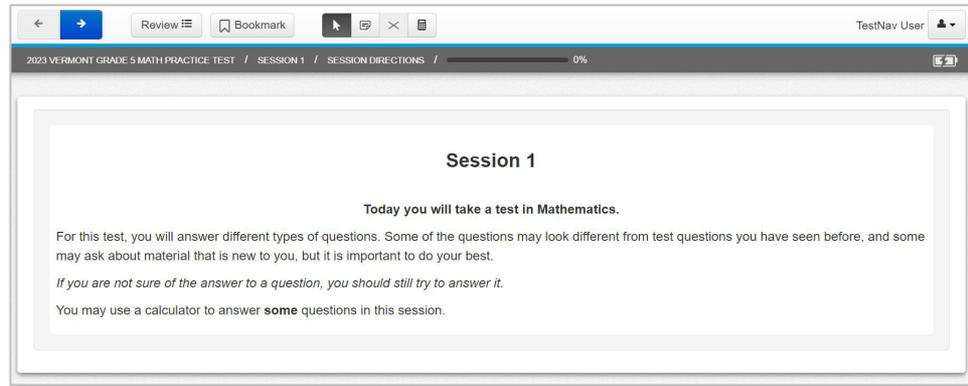


Click Start on the first session.

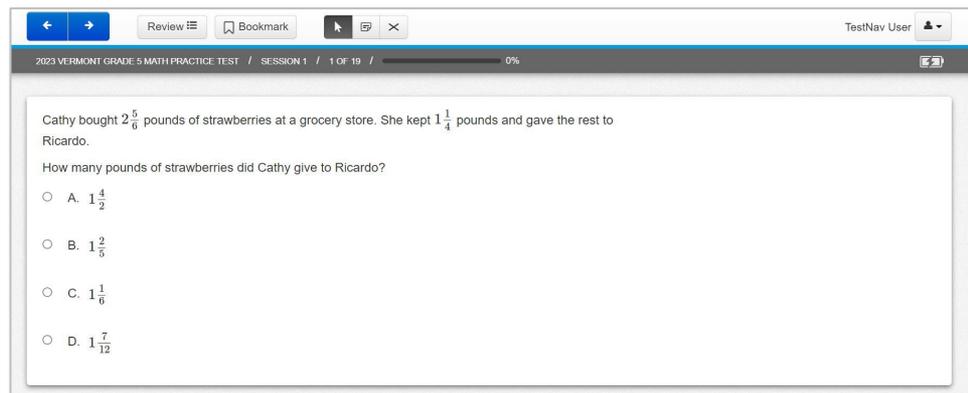


Student Experience

- 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.

The screenshot displays the TestNav student interface. At the top, a navigation bar includes buttons for navigating between questions (left and right arrows), a 'Review' button with a list icon, and a 'Bookmark' button with a bookmark icon. Below this, a progress bar shows '2' questions completed, '0' not answered, and '0' bookmarked. A 'Session Directions' panel is open on the left, listing 'Passage' and 'Question 1' and 'Question 2'. The main content area shows 'Session 1' with instructions: 'Today you will take a test in English language arts. Then answer questions about the passages. For some questions, you will read two passages. Read top of the screen to read Passage 2. questions you have seen before, and some may ask about material that is new to you, but it is should still try to answer it.' A yellow warning triangle is visible below the text. On the right, a 'Guest' user profile is shown with a dropdown menu containing options: 'Change the background and foreground color', 'Enable Magnifier', 'Show Line Reader Mask', and 'Sign out of TestNav'. A vertical toolbar on the far right contains buttons for 'Play Text-to-Speech', 'Toggle Click to Listen', 'Jump Back', 'Skip Ahead', and 'Text-to-Speech Settings'. A callout box points to this toolbar with the text: 'Play text-to-speech. Click the different buttons on the toolbar to toggle features. Click the settings icon to change the volume and speed.'

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

VERMONT GRADE 3 ELA P

2 0 0

All Questions Not Answered Bookmarks

Session Directions

Passage

Question 1

Question 2

For this test, Passage 1 and Passage 2 are both important to you. If you are not sure of the answer to a question, you should still try to answer it.

Today you will take a test in English language arts. Then answer questions about the passages. For some questions, you will read two passages. Read top of the screen to read Passage 2. questions you have seen before, and some may ask about material that is new to you, but it is should still try to answer it.

ing able to go back to past questions. However, you can move around between questions in the

Change the background and foreground color

Enable Magnifier

Show Line Reader Mask

Sign out of TestNav

Guest

Play Text-to-Speech

Toggle Click to Listen

Jump Back

Skip Ahead

Text-to-Speech Settings

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

Student Experience

Computer-Adaptive Tests (CAT)

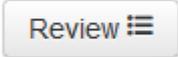
- Math 3–8 is item adaptive - students cannot go back to previous items
- Math 9, ELA 3–9, and Science 5, 8, 11 is stage adaptive - students can only navigate within an item set

Fixed, Accommodated Forms

- Students can navigate within an item set but once they've gone past the item set, they cannot go back.



There are no more questions for this passage set.

You can click  to go back to any question in this set.

Once you click , you cannot go back to past questions.

When you are ready, click  to move forward in the test.

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

The image shows a screenshot of a web browser displaying a math test question and a Desmos Graphing Calculator. The browser address bar shows <https://vt.testnav.com/client/index.html#>. The page title is "2023 VERMONT GRADE 9 MATH PRACTICE TEST / SESSION 1 / 2 OF 18 /". The question text reads: "The following figure shows the graph of the function f in the xy -plane, with $f(x) = 2(3^x)$." Below the text is a graph of the function $y = f(x)$ on a coordinate plane. The x-axis ranges from -4 to 4, and the y-axis ranges from 0 to 10. The graph is an exponential growth curve passing through the y-axis at (0, 2). Below the graph, the question asks: "The graph of which of the following functions does **not** have a y -intercept?" with two options: "A. $g(x) = 3f(x)$ " and "B. $h(x) = f(3x)$ ". The Desmos Graphing Calculator v1.7 is overlaid on the right side of the screen. It shows a coordinate plane with a grid. The x-axis ranges from -20 to 10, and the y-axis ranges from 0 to 10. A line is graphed, passing through the origin (0, 0) and the point (1, 3). The calculator interface includes a toolbar with various functions and a keypad with buttons for x , y , a^2 , a^b , 7 , 8 , 9 , \div , funcs , $($, $)$, $<$, $>$, 4 , 5 , 6 , \times , $-$, $+$, $|a|$, \leq , \geq , 1 , 2 , 3 , $-$, ABC , \leftarrow , $\sqrt{}$, π , 0 , $.$, $=$, $+$, and \rightarrow . The input field shows the equation $g(x) = 3f(x)$.

Questions?

TestNav Setup and Readiness

TestNav Online Support Page



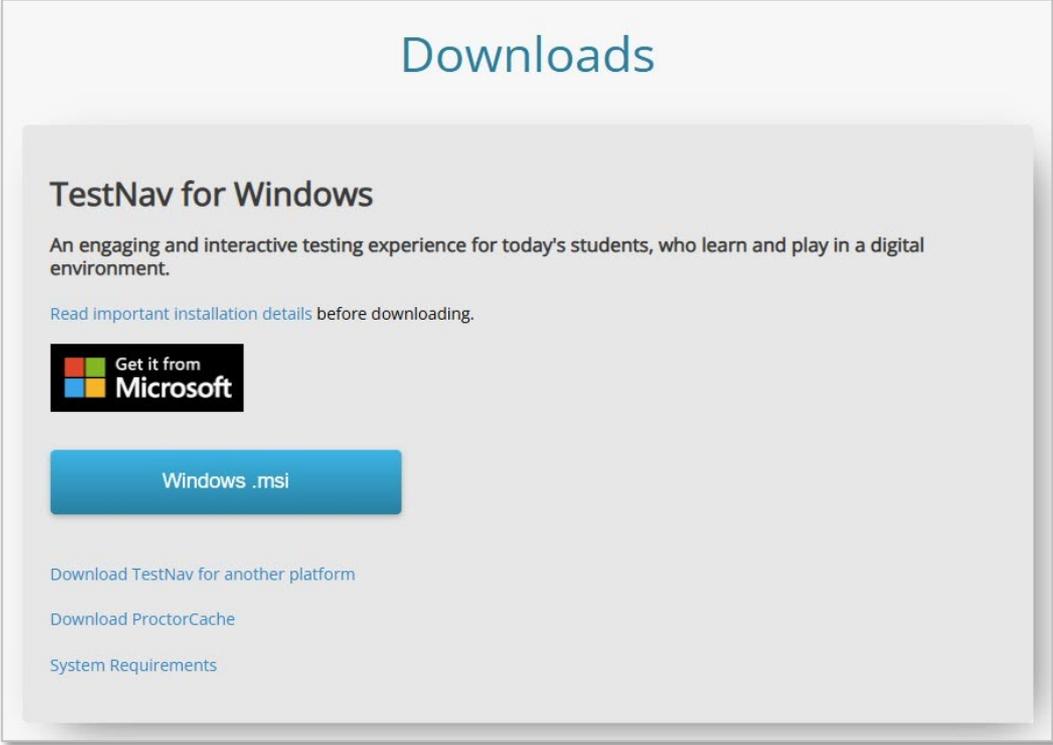
TestNav Online Support

Search

- Set Up and Use TestNav**
 - Requirements and Guidelines
 - Download TestNav
 - Install and Sign In
 - Features and Demos
 -
- Troubleshooting**
 - Expected Behaviors
 - Error Codes
 - Find Saved Response File (SRF) and Log Files
 - App Check Error Messages
 -
- Technical Bulletins**
 - TestNav - Legacy Chrome app incompatible with Chrome 139 and higher
 - UPDATED: TestNav - NEW Chromebook Support for SY 2025-26
 - UPDATED: TestNav - Review and Prepare for 2025-26 School Year
 - 2024-2025 Technical Bulletins
 -

<https://support.assessment.pearson.com/TN/>

TestNav Download Page



The screenshot shows a web page titled "Downloads" with a sub-section for "TestNav for Windows". The text describes it as an engaging and interactive testing experience for students in a digital environment. It includes a link to "Read important installation details before downloading." and a "Get it from Microsoft" logo. A prominent blue button labeled "Windows .msi" is visible, along with links for "Download TestNav for another platform", "Download ProctorCache", and "System Requirements".

Downloads

TestNav for Windows

An engaging and interactive testing experience for today's students, who learn and play in a digital environment.

[Read important installation details](#) before downloading.

 Get it from Microsoft

[Windows .msi](#)

[Download TestNav for another platform](#)

[Download ProctorCache](#)

[System Requirements](#)

<http://download.Testnav.com>

General Setup and Requirements

Set up your environment:

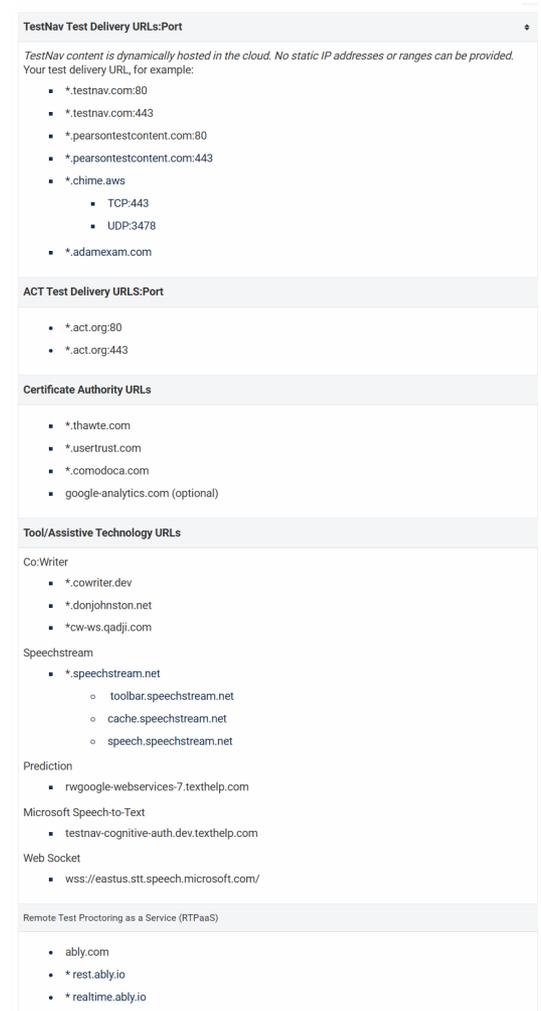
- Configure firewalls/content filters
- Install TestNav
- Run AppCheck
- Run Network Check

Firewalls and Content Filters

Infrastructure requirements found on [TestNav Online Support page](#) (TestNav Online Support > Requirements and Guidelines > Network Requirements and Guidelines).

Configure your services, applications, and devices

- Ensure that all applicable [test delivery URLs](#) are exempt from filtering and inspection, in all layers of network security such as Content Filters, Firewalls, and Anti-Virus/Anti-Malware services
- External traffic will flow on ports 80 and 443
- All security appliances and services that may impede, reroute, delay, modify, or block data between TestNav or the Pearson servers should be configured to allow traffic to and from TestNav



The screenshot displays a configuration page for TestNav Test Delivery URLs:Port. It lists various domains and ports that should be exempt from filtering and inspection. The domains are grouped into several categories:

- TestNav Test Delivery URLs:Port**
 - *.testnav.com:80
 - *.testnav.com:443
 - *.pearsonstestcontent.com:80
 - *.pearsonstestcontent.com:443
 - *.chime.aws
 - TCP:443
 - UDP:3478
 - *.adamexam.com
- ACT Test Delivery URLs:Port**
 - *.act.org:80
 - *.act.org:443
- Certificate Authority URLs**
 - *.thawte.com
 - *.usertrust.com
 - *.comodoca.com
 - google-analytics.com (optional)
- Tool/Assistive Technology URLs**
 - Co:Writer**
 - *.cowriter.dev
 - *.donjohnston.net
 - *cw-ws.qadji.com
 - Speechstream**
 - *.speechstream.net
 - toolbar.speechstream.net
 - cache.speechstream.net
 - speech.speechstream.net
 - Prediction**
 - rwgoogle-webservices-7.texthelp.com
 - Microsoft Speech-to-Text**
 - testnav-cognitive-auth.dev.texthelp.com
 - Web Socket**
 - wss://eastus.stt.speech.microsoft.com/
- Remote Test Proctoring as a Service (RTPaas)**
 - ably.com
 - *rest.ably.io
 - *realtime.ably.io

Firewalls and Content Filters

Special Considerations

If using SSL Decryption/Inspection, you will need to make an exception rule to not allow the scanning of TestNav secure http traffic to or from the testing URLs

- Inspecting secure http traffic can sometimes result in interrupting TestNav traffic

If using Reverse-DNS Lookup, you will need to make a rule preventing Reverse-DNS checks against the provided URLs

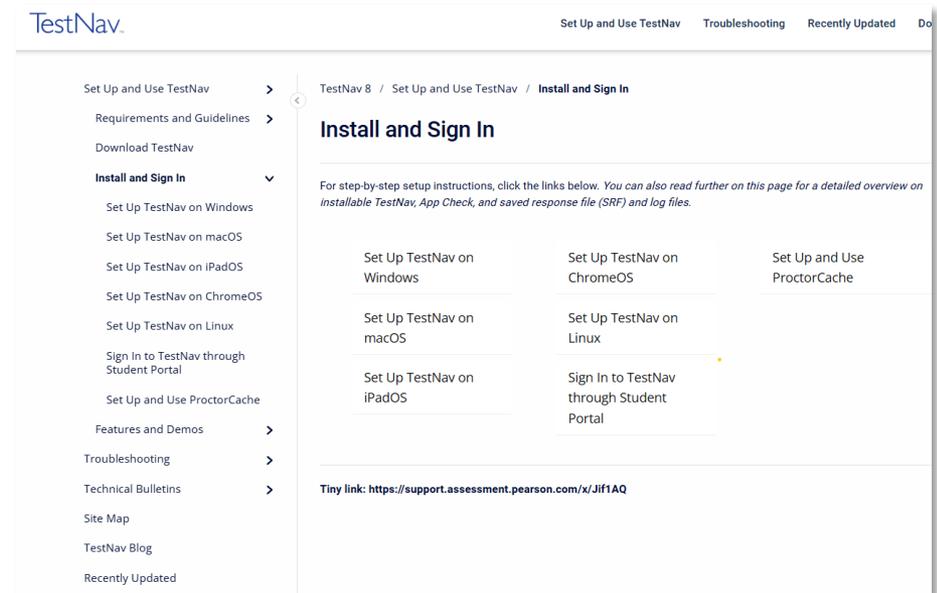
- Test Contest hosted in Amazon Web Services
- Reverse-DNS lookup may result in false positives
- Failure to fully allow TestNav URLs can result in errors during student testing

Most modern Firewall appliances utilize gateway level anti-malware services where test delivery URLs may need to be exempted separately.

TestNav Setup

Detailed setup steps for all supported devices can be found on the [TestNav Online support page](#) (TestNav Online Support > Set up and Use TestNav > Install and Sign In).

- Device setup varies slightly by device type
- Setup generally follows a few main steps
 - Verifying system requirements
 - Viewing setup instructions
 - Installing the app
 - Verify installation using AppCheck



TestNav Hardware Requirements

Hardware Requirements (2025-26 School Year)

- ✓ Do not use devices that take 10 seconds or more to start/run applications.

Requirement	Details
Processor	x64 - AMD, ARM, ARM64, or Intel™-based*
Memory	4 GB RAM; <i>Minimum - 2 GB RAM</i> <i>Linux and iOS - 2 GB RAM; Minimum - 1 GB RAM</i>
Screen Size	9.5-in
Resolution	1024 x 768
Other	<ul style="list-style-type: none">- External keyboard and mouse (or touchpad) for touchscreen devices<ul style="list-style-type: none">▪ Windows (<i>required</i>), Android▪ iOS (<i>recommended</i>)- Local File access to home directory<ul style="list-style-type: none">▪ OS X, macOS▪ Windows- Wired keyboards (<i>recommended</i>)- Tablet mode not supported

Virtual Environments

- Some customers successfully use virtualization/thin clients; however, Pearson *does not provide support* for these technologies.
- Those using these technologies are responsible for their virtualized environment security and performance.
- *Prior to high-stakes testing*, customers should compare virtual environment performance to that of a non-virtual environment.

*Devices with ARM-based processors running Windows must be running Windows 11 to install TestNav.

More information on the support site here: [Hardware Requirements](#)

TestNav Software Requirements

TestNav Apps (kiosk-mode available)

When necessary for some tests, TestNav apps can run in **kiosk mode**, which prevents students from accessing any other web pages or applications while testing.

Devices/OS	Estimated Minimum Version Support (2025-2026)	Download TestNav	Setup Instructions
Chrome OS *	<p>Stable Channel (S)</p> <ul style="list-style-type: none">• 136+ <p>Long-term support (LTS)</p> <ul style="list-style-type: none">• 132+ <p>Note:</p> <ul style="list-style-type: none">• This app will not work on Chrome OS releases prior to 116• The microphone and camera will not work on Chrome OS releases prior to 130	Not applicable.	Set Up TestNav on ChromeOS
iPadOS	17.3+, 18.x, 26.x** See more info on iPadOS 17	From the App Store	Set Up TestNav on iPadOS
Linux	<ul style="list-style-type: none">• Fedora 41 x64, 42x64• Ubuntu 24.04 LTS x64	From TestNav downloads	Set Up TestNav on Linux
macOS	14.x, 15.x, 26.x	From TestNav downloads	Set Up TestNav on macOS
Windows	<ul style="list-style-type: none">• Windows 10 22H2• Windows 11 23H2• Windows 11 24H2	From TestNav downloads or Windows Store	Set Up TestNav on Windows

*For more details, see the [Chrome OS Release Schedule](#) and [Long-term Support \(LTS\) on ChromeOS](#).

**The TestNav app cannot enforce horizontal mode on 12.9-inch or larger iPads held vertically, which limits its full functionality. Apple is addressing this issue.

More information on the support site here: [Software Requirements](#)

TestNav Setup - Desktop

Traditional laptop and desktop devices running the Windows, Mac, or Linux operating systems.

Main setup steps

- Verify devices meet minimum system requirements
- View setup instructions
- Gather installation files from <http://download.testnav.com/>
- Install TestNav
- Verify the installation using AppCheck

Considerations

- Device initialization applications / Desktop restoration software (ex. Deepfreeze – Preserve Pearson Directories)
- User account read/write access to home directory
- Background applications and processes
- Windows: Cloud Clipboard History or Roaming, Windows Game Bar and Windows Cortana must be disabled
- Mac: Siri and/or Dictation services must be disabled

TestNav Setup - Chromebook

Managed Devices Only

- Pearson supports only managed Chromebooks for secure testing. Unmanaged devices cannot run in kiosk mode needed for security. Before you install TestNav AND prior to each testing session, you should check each device to ensure it is in managed status.
- **IMPORTANT:** *It is absolutely critical that Managed Chromebooks are configured to keep User Data after Sign-out.* In the event of technical difficulties Chromebooks must not erase Student Response Files and logs needed for troubleshooting

Shared Setup Steps

- Verify devices meet minimum system requirements
- View setup instructions
- Verify the installation using AppCheck

TestNav Setup – Chromebook *NEW for Spring 2026*

New TestNav **Web** App - Install Required

- Google has discontinued support for native, legacy Chrome apps, which includes the legacy **TestNav** Chrome App.
- Schools and Districts who use Chromebooks will be required to switch over to the new TestNav **Web** App for ChromeOS.
- General steps:
 - Uninstall the legacy TestNav Chrome App.
 - Install the new TestNav Web App for ChromeOS. Note: This app is not available in the Chrome Web Store. It is installed using the Google Admin Console.
 - Once installed, the new TestNav Web App for ChromeOS and its extension will be installed for users in the selected organizational unit as a kiosk app the next time the ChromeOS device is started.
- Allow data to persist for the TestNav application.
- Ensure that TestNav is NOT set to auto-launch.

Detailed TestNav Web App install instructions on the support site here: <https://support.assessment.pearson.com/TN/updated%3A-testnav--new-chromebook-support-for-sy-2025-26-193003535.html>

TestNav Setup - iOS

TestNav uses Apple Automatic Assessment Configuration (AAC) to secure the iPads for testing.

Main setup steps

- Verify devices meet minimum system requirements
- View setup instructions
- Search for “TestNav” in App Store
- Install TestNav
- Verify the installation using AppCheck
- The first time TestNav is launched, it displays the Enable Microphone Permission message, be sure to tap OK to grant permission.

Considerations

- TestNav can be installed on multiple devices using a Mobile Device Manager (MDM)
- Do not use MDM configured Single App Mode, or else AAC will not engage and result in a TestNav error

TestNav Updates

TestNav App Updates

After the updated version is released, the app automatically updates *the next time it is launched* on the following operating systems (OSs):

- Chrome
- iPadOS
- Windows (*if downloaded from the Windows Store*)

 *If your program disables auto-update by device management policy or other local constraints, you must re-download the TestNav app from the appropriate app store.*

You must manually download and install the updated TestNav app from download.testnav.com for the OSs below:

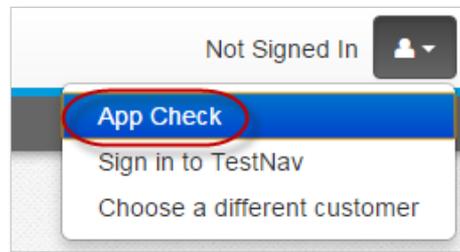
- macOS
- Linux
- Windows (*if downloaded directly from download.testnav.com*)

 While you can download the TestNav app for Windows from download.testnav.com, Pearson recommends using the TestNav **mobile** app from the Windows Store (*see above*) because it does not require reinstallation.

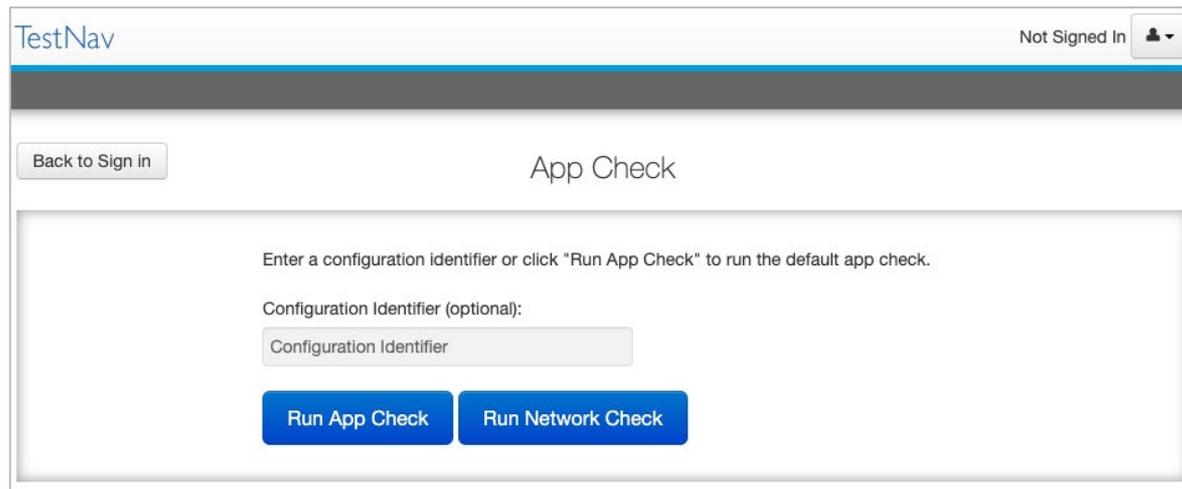
More information on the support site here: [TestNav App Updates](#)

TestNav App Check

Select the "Reference" customer and click the user drop-down menu and select App Check.



App Check is used to verify student devices can launch TestNav successfully.



TestNav App Check

App Check is complete

✓ Kiosk Mode Passed.

✓ Connectivity to TestNav Passed.

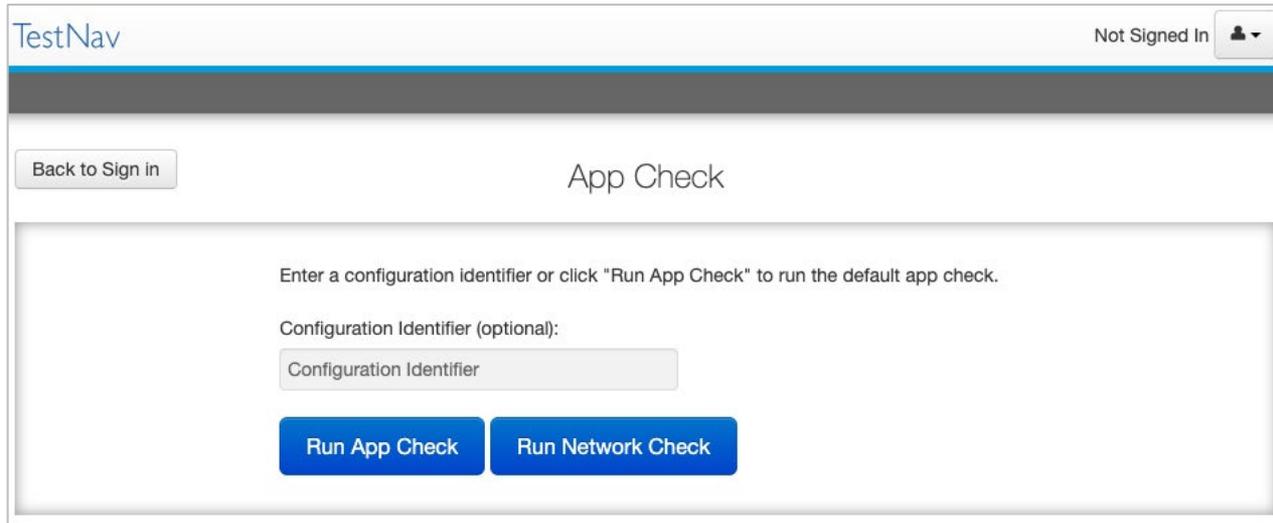
TestNav App Check

App Check errors for Cloud Clipboard History or Roaming, Game Bar and Cortana on Windows. App Check errors for Siri or Dictation on Macs.

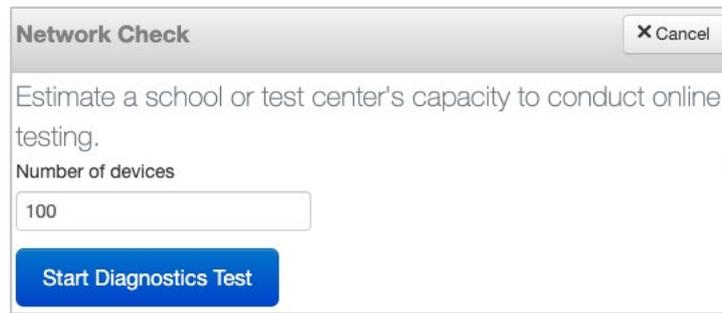
TestNav will check during App Check, at login and with every navigation. If it finds these services enabled, it will display an error message, and the examinee will be forced to leave the test.

TestNav Network Check

Network Check is used to evaluate current bandwidth and the ability to test a specified number of students.



The screenshot shows the TestNav web application interface. At the top left, the logo "TestNav" is displayed. At the top right, it says "Not Signed In" with a user icon. Below the header, there is a "Back to Sign in" button on the left and the title "App Check" in the center. The main content area contains the following text: "Enter a configuration identifier or click 'Run App Check' to run the default app check." Below this, it says "Configuration Identifier (optional):" followed by a text input field labeled "Configuration Identifier". At the bottom of the main area, there are two blue buttons: "Run App Check" and "Run Network Check".



The screenshot shows a "Network Check" dialog box with a close button labeled "X Cancel". The text inside the dialog reads: "Estimate a school or test center's capacity to conduct online testing." Below this, it says "Number of devices" followed by a text input field containing the number "100". At the bottom of the dialog, there is a blue button labeled "Start Diagnostics Test".

TestNav Network Check

Example Results

Network Diagnostics

Download	57.12 Mbps
Speed Test	

Test Results Pass

Given the current load on your system, you should be able to test at this location.

Proctor Cache is **not** recommended

Network Diagnostics

Download	55.27 Mbps
Speed Test	

Test Results Warning

Given the current load on your system, you cannot successfully test at this location.

Proctor Cache is recommended

TestNav – Additional Checks

If you had significant technical issues in previous administration or encounter errors in the App Check and/or Network Check that you are unable to resolve, contact the Vermont Service Center.

Technical issues will be escalated to Pearson’s support team, as needed.

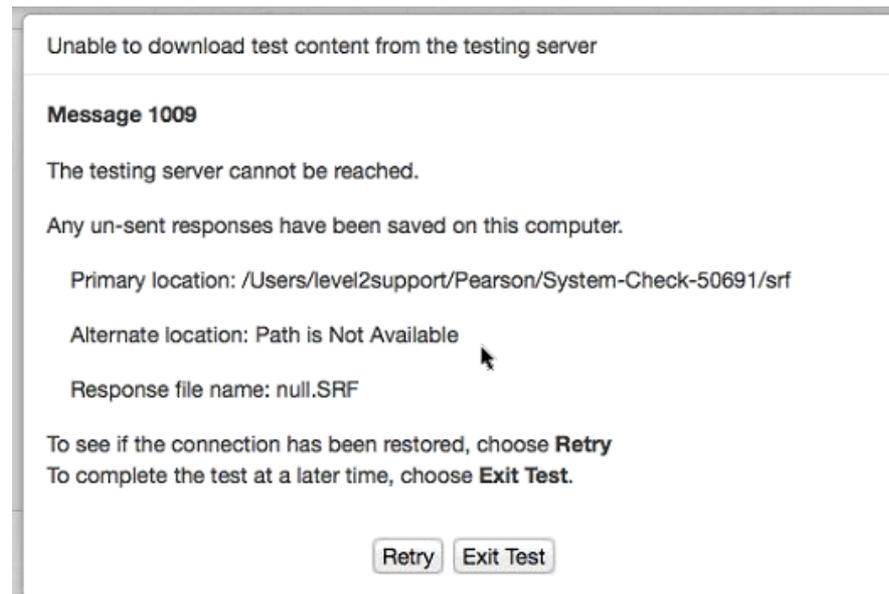
Pearson Support can assist with running additional checks, including an infrastructure trial, and provide guidance to resolve technical issues.

TestNav Early Warning System

TestNav Early Warning System

The Early Warning System (EWS) is a background process in TestNav that:

- Requires no additional installation or configuration efforts
- Displays messaging to the screen in the case an issue is detected
- Monitors background applications and connectivity
- Stages student responses in an encrypted backup file and transmits student responses to the Pearson testing servers for scoring



TestNav Early Warning System

Triggers

Even though there are multiple error codes, most issues can be traced back to a few main scenarios.

1. Connectivity
 - Unable to retrieve content
 - Unable to transmit responses
2. Saved Response File Issues
 - Unable to write or read to SRF location
3. Potential Security Issues
 - An application launches while TestNav is in secure mode
 - An application attempts to capture focus
 - A running application messages the screen

No saved response file found

Message 1005

Your previous exit from TestNav was abnormal, so a saved response file (SRF) is expected.

Please browse to a response file and upload it.

Response file name: 2a945d1a-e55d-4caa-8530-43daee88e54c.SRF

Response File Location:

If you are unable to locate the response file, contact support.

To go to the test without uploading an SRF, choose Skip Upload. This may result in lost responses.

TestNav Early Warning System

Error Codes

If an EWS message is displayed, it will contain a specific error code.

Complete error code documentation can be found on the [TestNav Online Support page](#) (TestNav Online Support > Troubleshooting > Error Codes).

The numeric error code is usually accompanied by a description of the error and potential resolution steps.

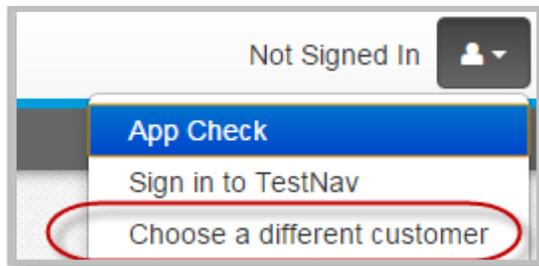
3005	TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	The student test session has been terminated. The test administrator must resume the student's test.
8029	The installed app is out of date and needs to be updated in order to use TestNav on this device.	Download and install the latest version of the app.

Technical Troubleshooting During Testing

Login Error

9058/9059: The username or password you entered is incorrect

- If the username/password being used is accurate, the student may be on the incorrect login page.
- To get on the correct login page click the User icon in the top right and select “Choose a different customer”. Then pick Vermont from the App Home Screen.



Technology Office Hours

Schedule time with a technology field engineer

- Set up a one-on-one virtual meeting
- Time slots range from 15 minutes to 1 hour
- Talk through edge cases, specific setup instructions, or challenges
- Schedule your Technology Office Hours at <https://outlook.office365.com/book/FieldServicesEngineeringOfficeHours@pearsoneducationinc.onmicrosoft.com/>

The screenshot shows the Outlook booking interface for "Field Services Engineering Office Hours". At the top, the title "Field Services Engineering Office Hours" is displayed. Below it, a card provides details: "Field Service Engineering Office Hours" with a checkmark icon, a note "Technology coordinators may schedule tim... Read more", and a duration of "Free - 30 minutes" with a plus icon. A button labeled "Booking for Field Service Engineering Office Hours" is visible. The main area shows a calendar for "December 19" with a "DATE" selector and a "TIME" selector. The calendar grid for December 2024 shows the 19th as the selected date. The time slots are arranged in a 5x3 grid, ranging from 8:00 AM to 3:00 PM in 30-minute increments. At the bottom, a note states "All times are in (UTC-06:00) Central Time (US & Canada)".

Questions?

AOE Observations

Observations by AOE's Assessment Team

- During testing, AOE will conduct school visits to observe:
 - Proper and secure test administration
 - Following security protocol
 - Completing necessary training
 - Maintaining a proper testing environment
 - Secure administration of non-embedded accommodations
- AOE staff will use the opportunity to solicit feedback from staff on how AOE can better support test administration.
- Each year, a sample of four SU/SDs are selected. SU/SDs selected for the 2026 administration have already been notified.

Resources & Support

Practice Test

- Practice tests can be accessed via the [Vermont Help & Support site](#) and 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 that provides information on whether machine-scored items were answered correctly

Resources

- Vermont Help & Support site
 - <https://vermont.onlinehelp.cognia.org>
 - Resources are posted throughout the year with information that includes:
 - Key dates and announcements
 - Test Design and Content
 - Practice Test
 - Student Preparations (Student Readiness Tool, Sample Letter to Caregivers etc.)
 - Before Testing (Manuals, Protocols, Checklists, Training etc.)
 - During Testing (Administration Processes & Procedures and Assessment Office Hours recordings)
 - After Testing (Post Admin Procedures, Reporting User Guides etc.)
 - Formative Resources
- Vermont AOE – Statewide Assessments in ELA, Math and Science
 - <https://datacollection.education.vermont.gov/Assessments/Statewide-Assessments-in-ELA%2C-Math-and-Science/>

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!