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

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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

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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)
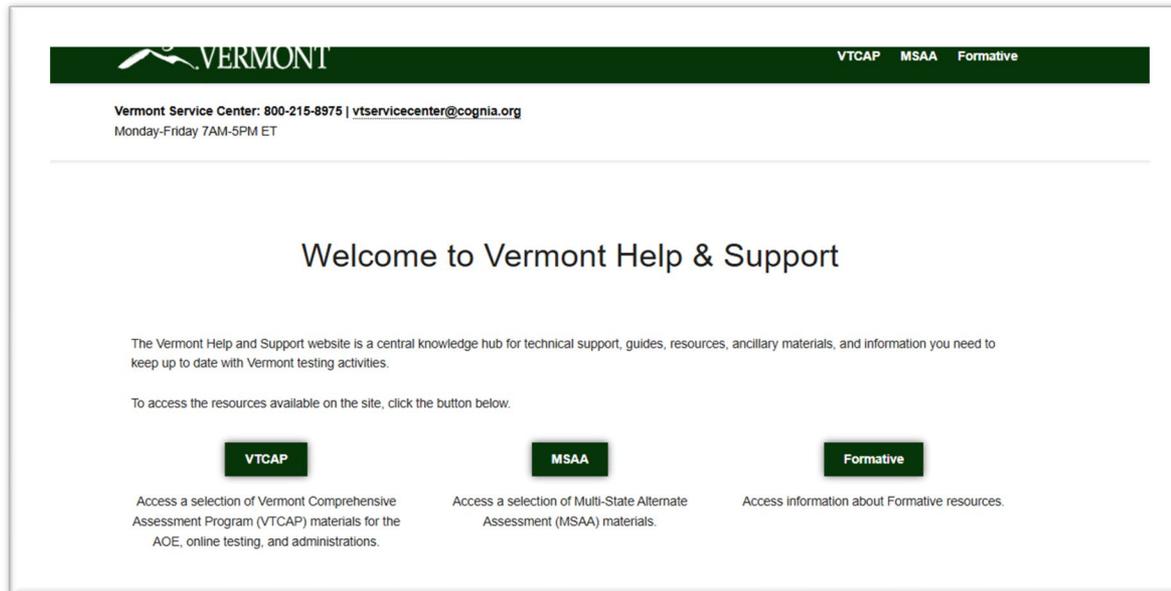 - Standard Print
  - Large Print
  - Braille (as braille ready files)

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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.

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.*

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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.
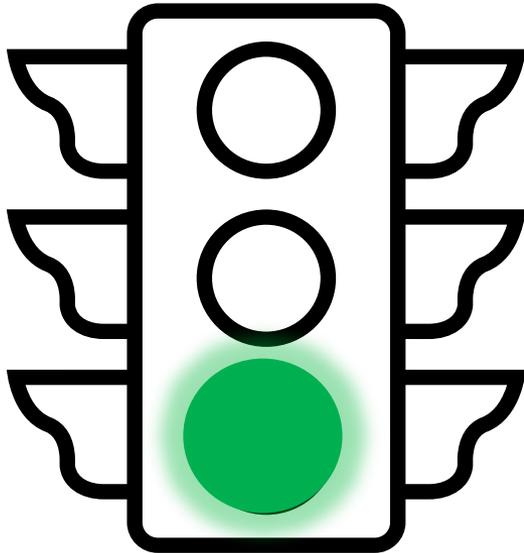
Test Security Incidents

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.

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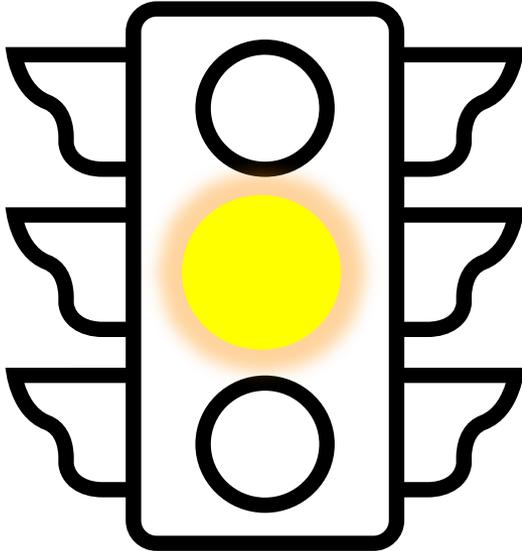**AGENCY OF EDUCATION**

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.

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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.

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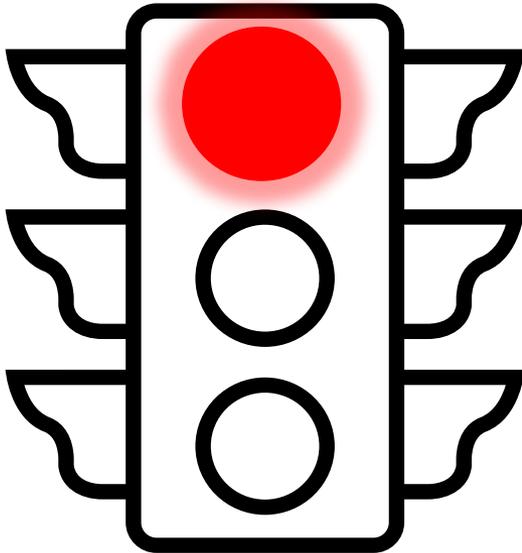
In rare cases, a test security incident may **pose a threat to the validity of the test**. Examples may include such situations as a release of secure materials or a security/system risk.

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

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

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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

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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 comput... • Conduct network diagnostics. • Download the secure browser. • Verify that schools meet the minimum technology require...
Work with SCs to review the ADAM student enrollment infor...
Perform an equipment-needs assessment based on individua... • Work with the SC to identify students who will need specia... • Communicate with SCs and teachers to identify the numbe... of the ELA assessment. Place an order for the number of he... • 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, teache...
Develop a plan to document all test security incidents.
OVERSIGHT RESPONSIBILITIES
Monitor with the technology coordinator any technical prob... at other school sites prior to testing.
Ensure that SCs, teachers, and proctors in the district are app... procedures, especially related to test security.
Review school test administration schedules for adequate ti...
Verify that SCs and teachers have reviewed student informati... designated supports and accommodations in ADAM.
Be available during testing for questions and problem solvin...
Communicate regularly with SCs any emerging trends or issu...

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. • 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. • 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. • 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.

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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

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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

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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.

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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

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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

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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

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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

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Assessment Delivery and Management (ADAM)

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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.

Logging in to ADAM

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

Logging in to ADAM

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

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

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

User Roles

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

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

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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.

Adding/Editing Users

Create Users Manually

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

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

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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.
    - o   the Login button. Log into ADAM using (**Username**) as your username and the password you just created.
    - o   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

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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.

Vermont Agency Of Education   VT User ⌄

Home > **Users**   ⊕ Create New   ⋮

1 to 20 (129053

⟩ Export Selected Users

⚷ Student Accommodation Upload

⚷ Send Welcome Email(s)

⚷ Send Password Reset Email(s)

⚷ User Import

✓ Enable Users

✗ Disable Users

ntifier ⇕ Role

Student Role
Cl-
k19-
303
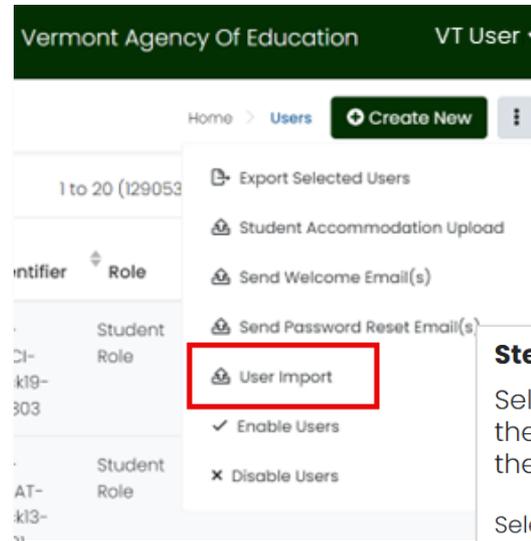
Student Role
AT-
k13-

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)

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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*

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Quick User Upload

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

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

Quick User Upload

Upload Status

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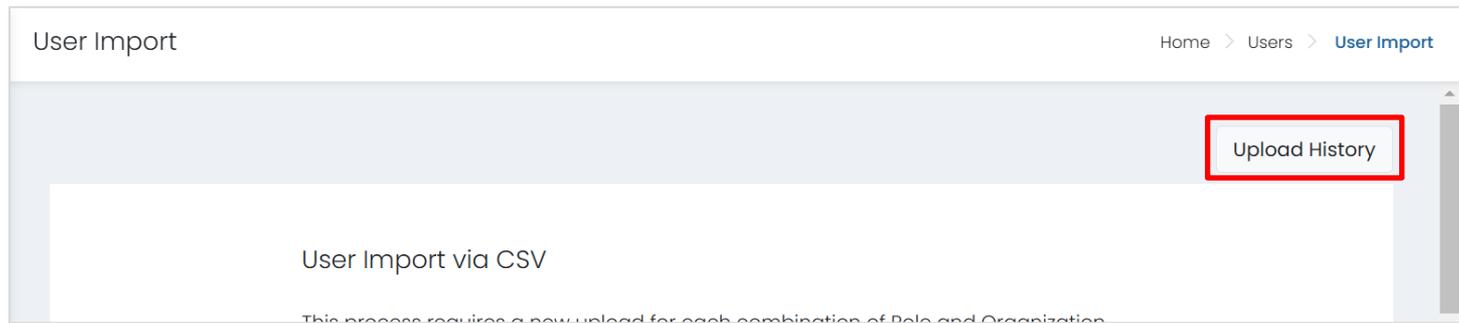
Quick User Upload

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.

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												

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

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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**.

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.

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

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.

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)

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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

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Accommodations

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

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

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

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Administering Accommodations

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

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

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

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Upload Accommodations

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

Upload Accommodations

Click the vertical ellipsis in the upper right and select **Student Accommodation Upload.**
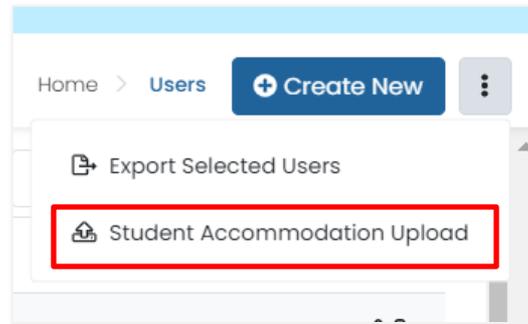
The Student Accommodation Upload page will display. Follow each step on screen.

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

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.

Student Accommodation Upload   Home > Users > **Student Accommodation Upload**

Template History   Upload History

- Click the download icon next to the file name.
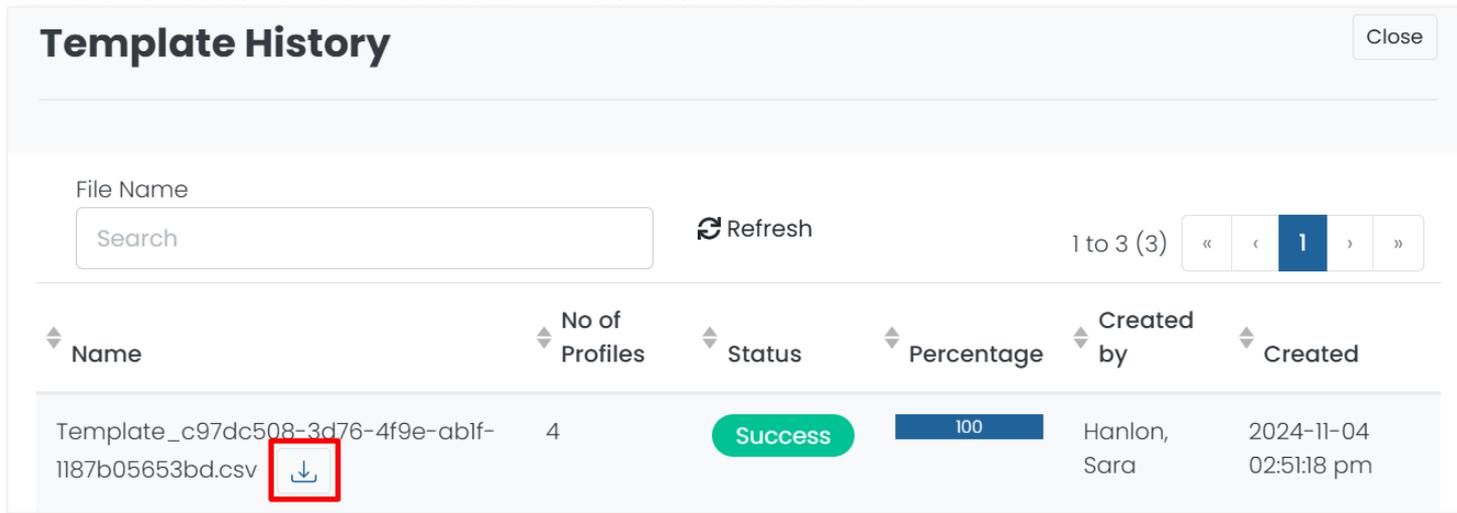
Template History   Close

File Name

Search   ↻ Refresh   1 to 3 (3) « ‹ 1 › »

Name	No of Profiles	Status	Percentage	Created by	Created
Template_c97dc508-3d76-4f9e-ab1f-1187b05653bd.csv	4	Success	100	Hanlon, Sara	2024-11-04 02:51:18 pm

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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	familyNam	givenNam	middleNar	grades		profileNan	100s Numl	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.

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Upload Accommodations

Step 3: Upload the modified file into ADAM.

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.

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.

Creating Classes

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Create a New Class

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

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)
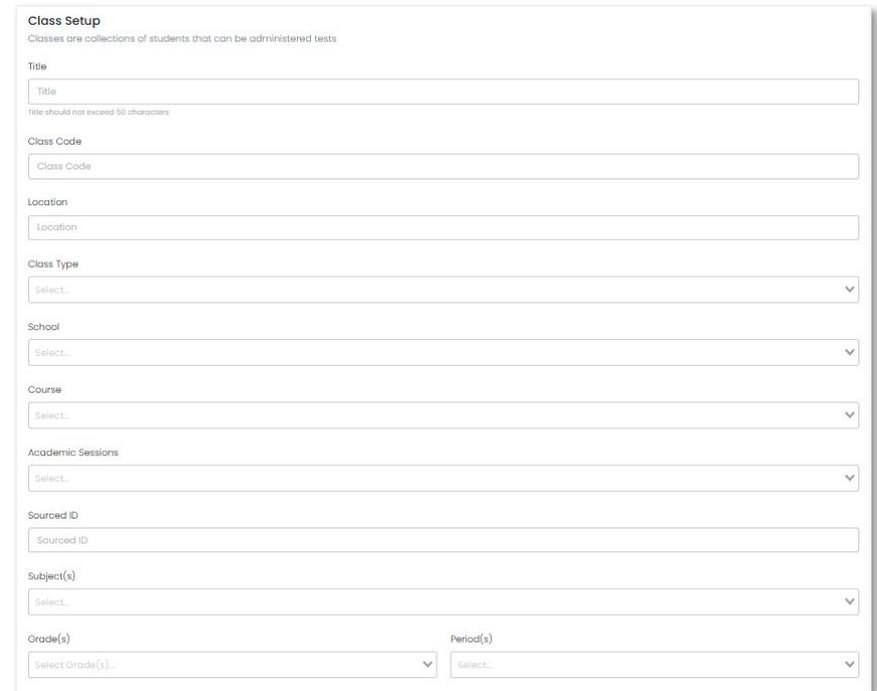
Class naming convention:

- 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

Class Setup
Classes are collections of students that can be administered tests

Title
[Title]
Title should not exceed 50 characters

Class Code
[Class Code]

Location
[Location]

Class Type
[Select...]

School
[Select...]

Course
[Select...]

Academic Sessions
[Select...]

Sourced ID
[Sourced ID]

Subject(s)
[Select...]

Grade(s)   Period(s)
[Select Grade(s)...]   [Select...]

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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.
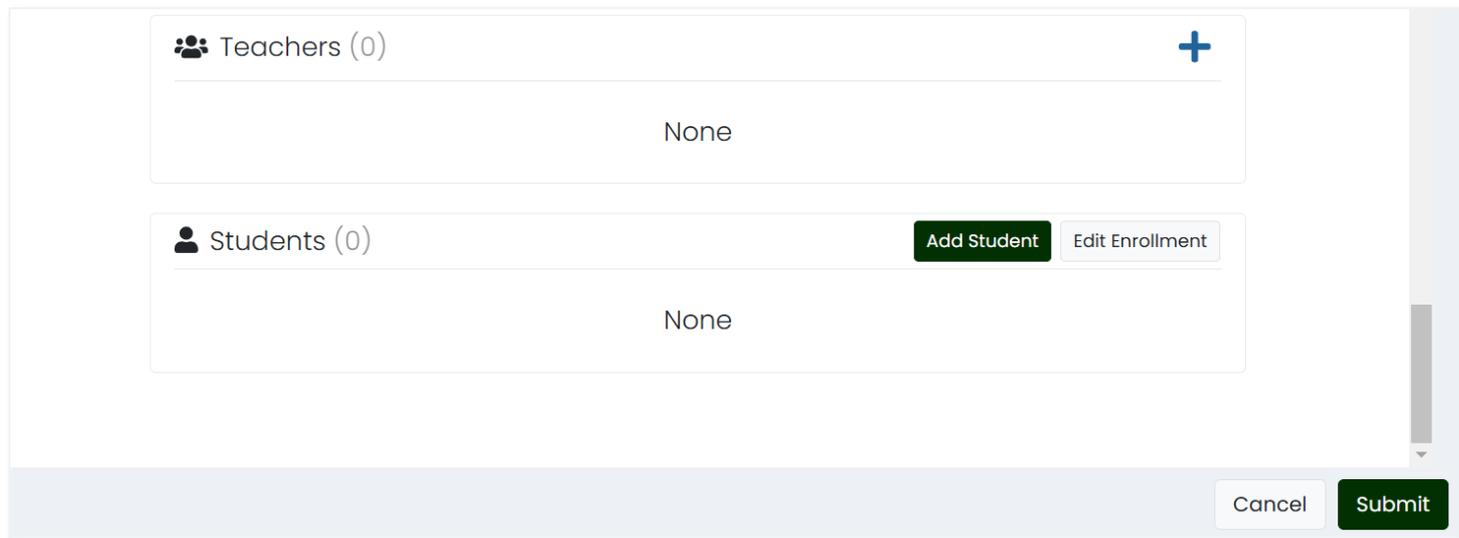
Assigning Students to Classes

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.**

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

05	× ∨

Select Course

Grade 05 Course	× ∨

Select Academic Session

AOE School Year 2026	× ∨

Select School

Vermont Demo 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.

Choose a file or drop it here...	Browse

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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.

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-7346-4a35-91c	27f69b5c-3f9c-47a3-a220-2(	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

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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.

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

Student - Export

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

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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

Proctor Groups - Export

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)

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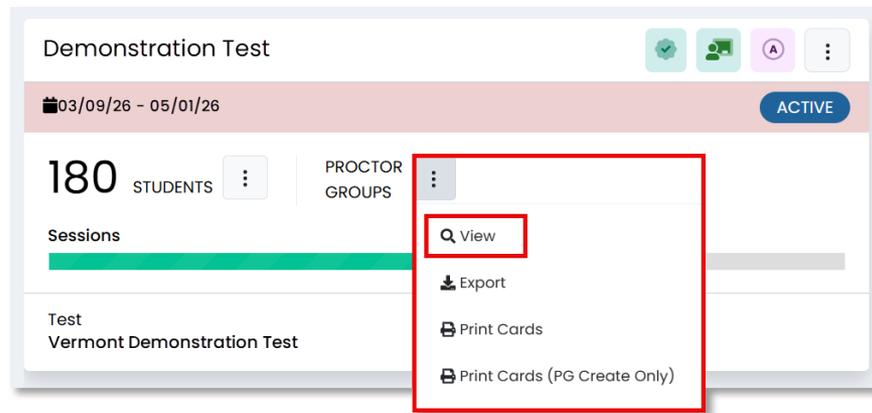
Step 2: Click Create Group from the Proctor Groups page.
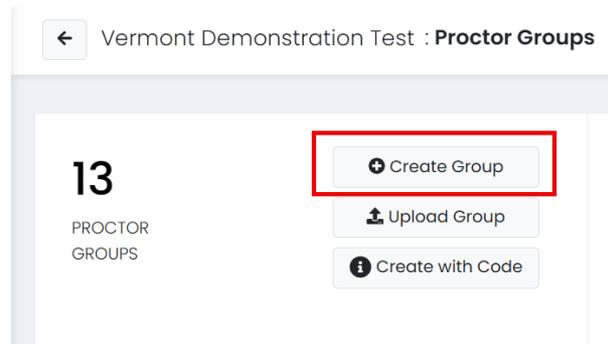
Create a New Proctor Group

This will load the Proctor Group Config page.
- Type the Proctor Group Name.
- Select your District and School from the drop-down menus.

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.

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.
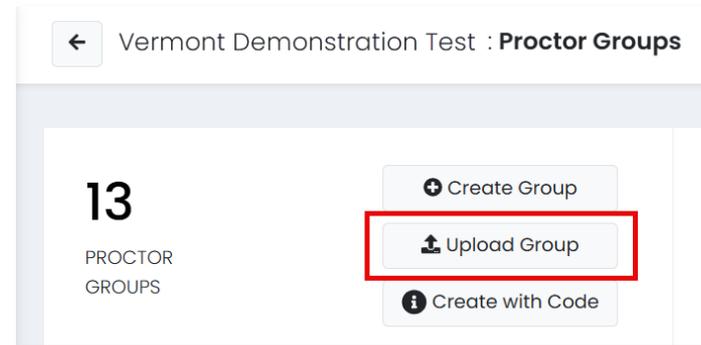
Upload Students to a Proctor Group

- 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
1	session_id	first_name	last_name	identifier	enrollment_org_i dentifiers	admin_name	existing_proctor_ group_name	testing_org_id	new_proctor_group_ name
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   Browse

Total Proctor Groups: 25

New Proctor Groups: 0

Total Sessions: 4   Upload

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Monitoring Test Progress

Reporting > Progress

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

Reporting > Progress

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

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.

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Reporting > Progress

Available export options and examples.

Session Status by Test

name	total	submitted	submitted_percentage	started	started_percentage	not_started	not_started_percentage	score_complete	score_pending
2026 Vermont Grade 09 ELA Test	163	155	95.09%	0	0%	8	4.91%	155	0
2026 Vermont Grade 09 Math Test	163	157	96.32%	0	0%	6	3.68%	157	0
2026 Vermont Grade 11 Science Test	191	183	95.81%	0	0%	8	4.19%	183	0

Session Status by Org / Content Area

		English Language Arts							Science							Math	
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	su
Demo School	Demo District	163	155	95.09%	0	0%	8	4.91%	191	183	95.81%	0	0%	8	4.19%	163	

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Reporting > Activity

The Reporting > Activity page provides insight on testing activity within your organization.
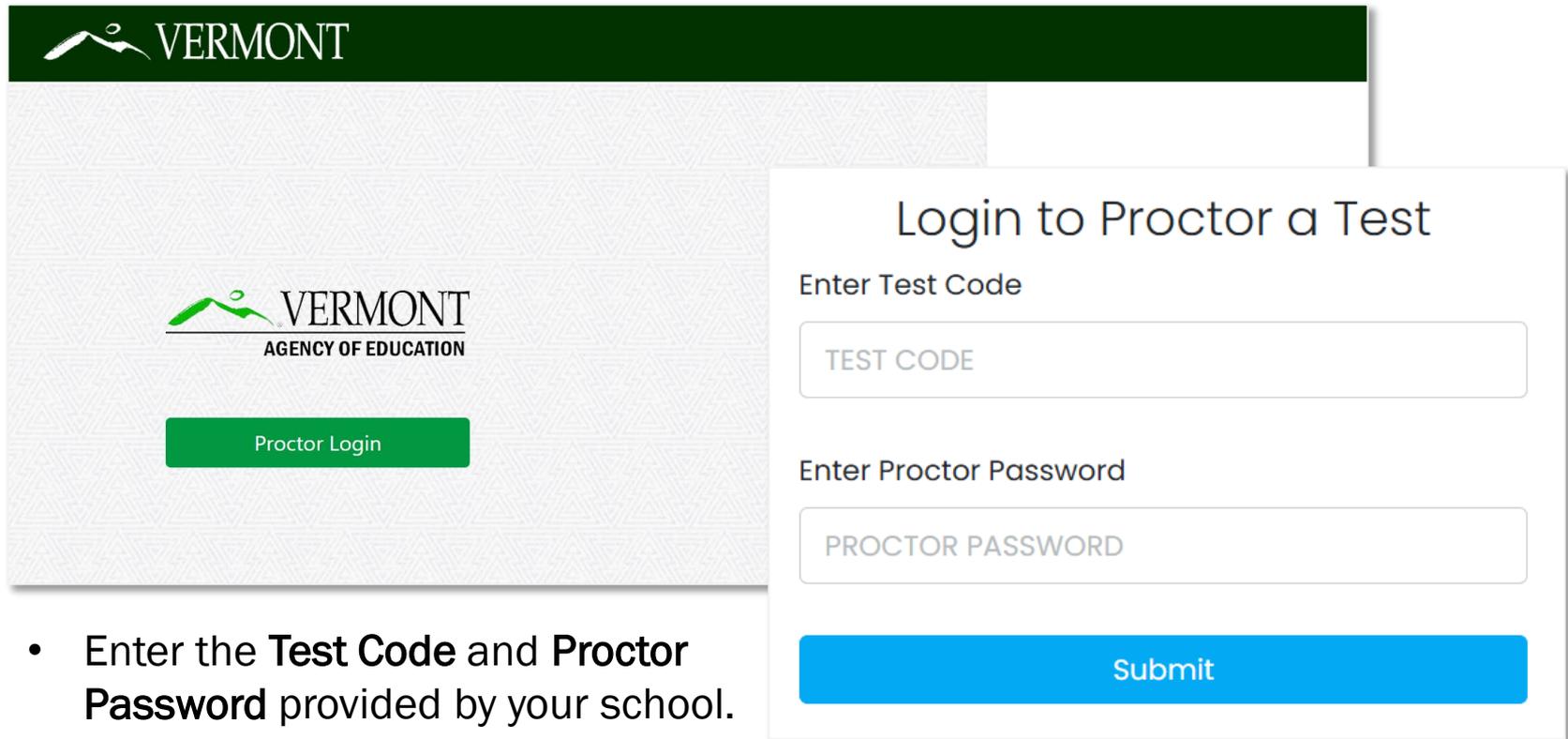
View the test sessions started and submitted for that day or a specific date range. At the bottom, you can view the number of sessions by test or org.
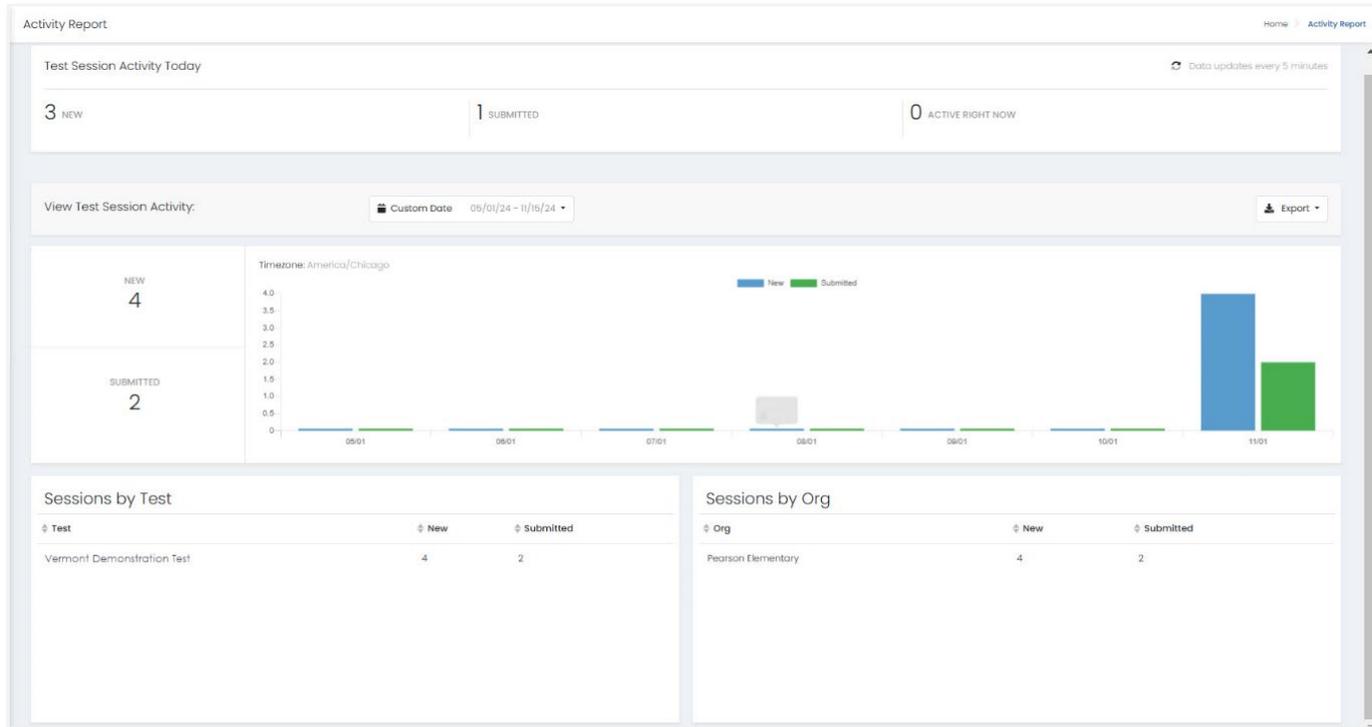
Proctoring a Test

Proctor Login

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

- 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.

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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

> Proctor Group Name

Select Your District

> Select Your District...

Select Your School

> Select Your School...

Proctor First Name

> Proctor First Name

Proctor Last Name

> Proctor Last Name

Proctor Email Address

> Proctor Email Address

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

Confirm

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Proctor Dashboard

Proctor Dashboard

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

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

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

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

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

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

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

Proctor Dashboard

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

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

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

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

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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 reseat the student before they can log back into the assessment.

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

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

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

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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.
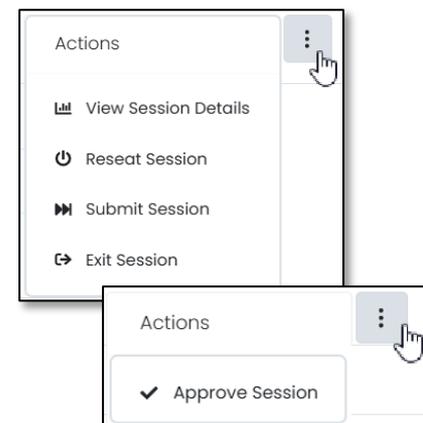
Accommodation:

- 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.

Actions

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

Actions

- ✓ Approve Session

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Proctor Dashboard – Session Details

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

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

Section Information, including:

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

Proctor Dashboard – Session Details

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

Close

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

Item Information, including:

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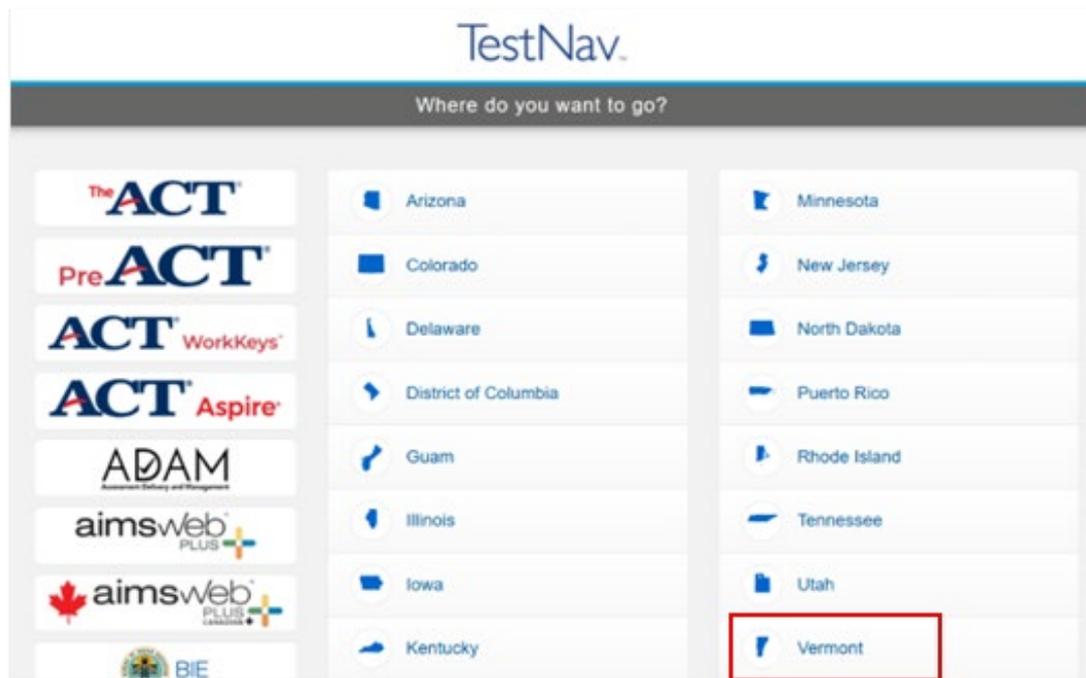- •Last Update

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Student Test Experience

Student Experience

Log in

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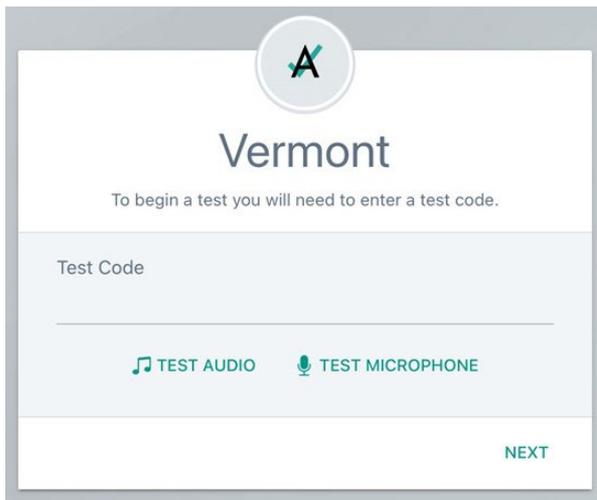
1. Open the TestNav app.

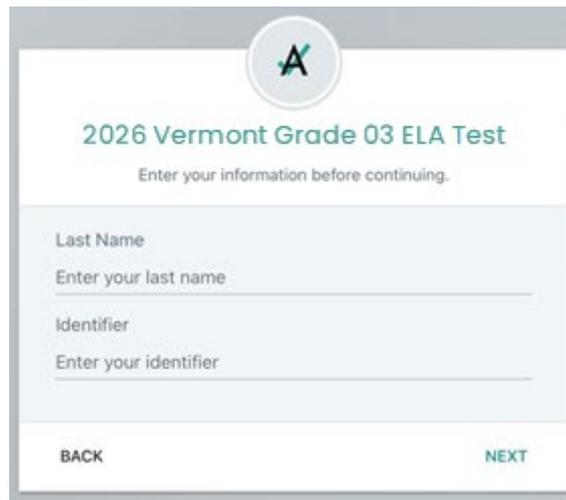2. Click the Vermont link on the "Where do you want to go?" screen.
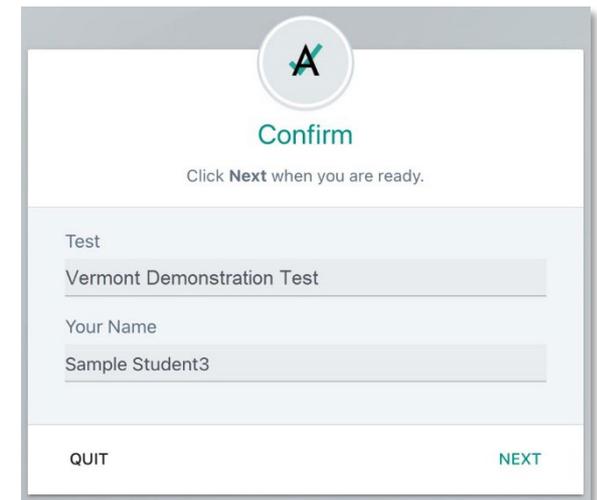
Student Experience

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.

Student Experience

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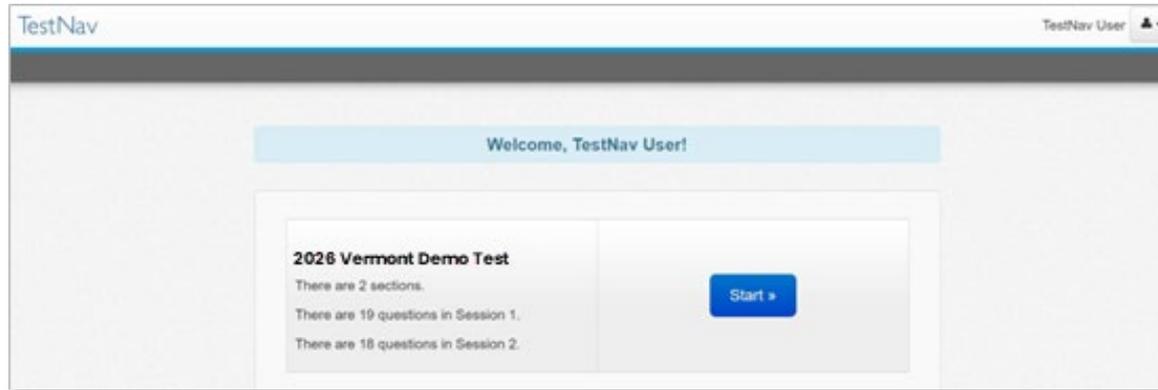
Click Start on the first session.

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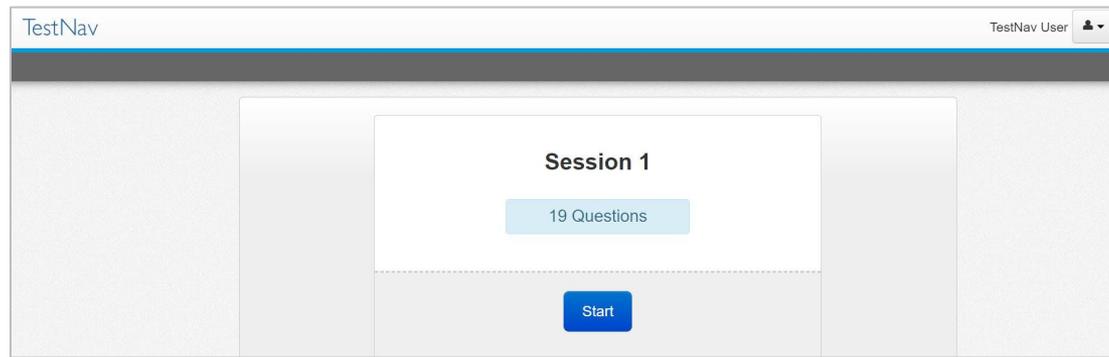
Student Experience

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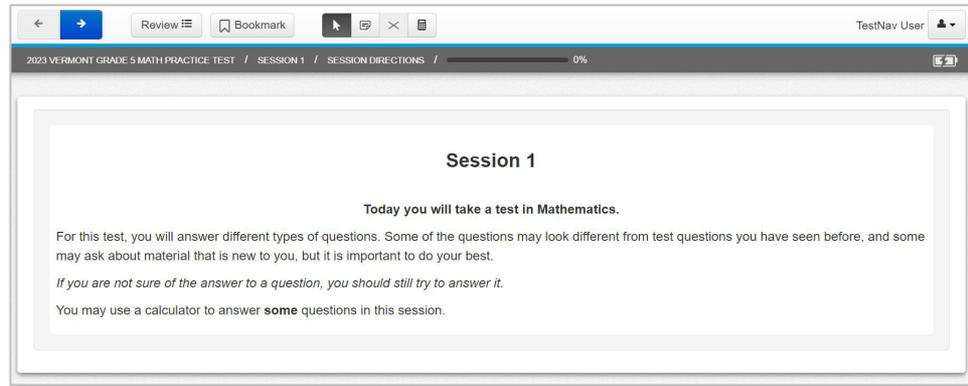
- Answer the item question.
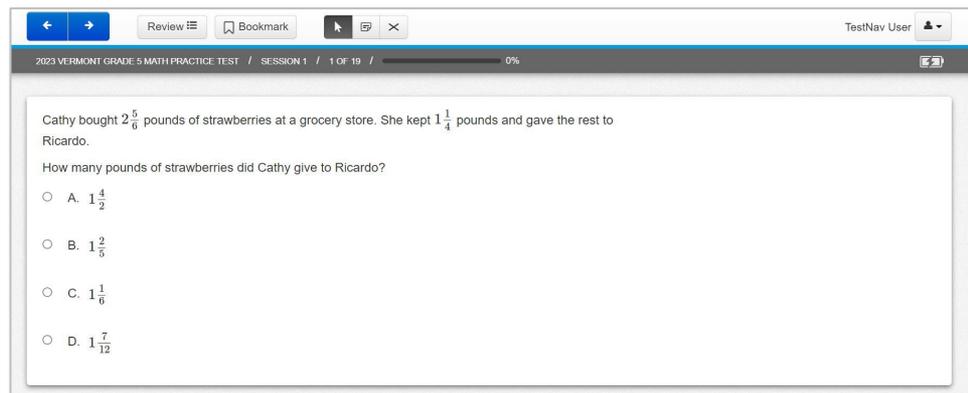
Student Experience

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

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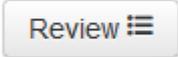
You can click Review ☰ to go back to any question in this set.

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

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

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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

Questions?

TestNav Setup and Readiness

TestNav Online Support Page

TestNav Online Support

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/

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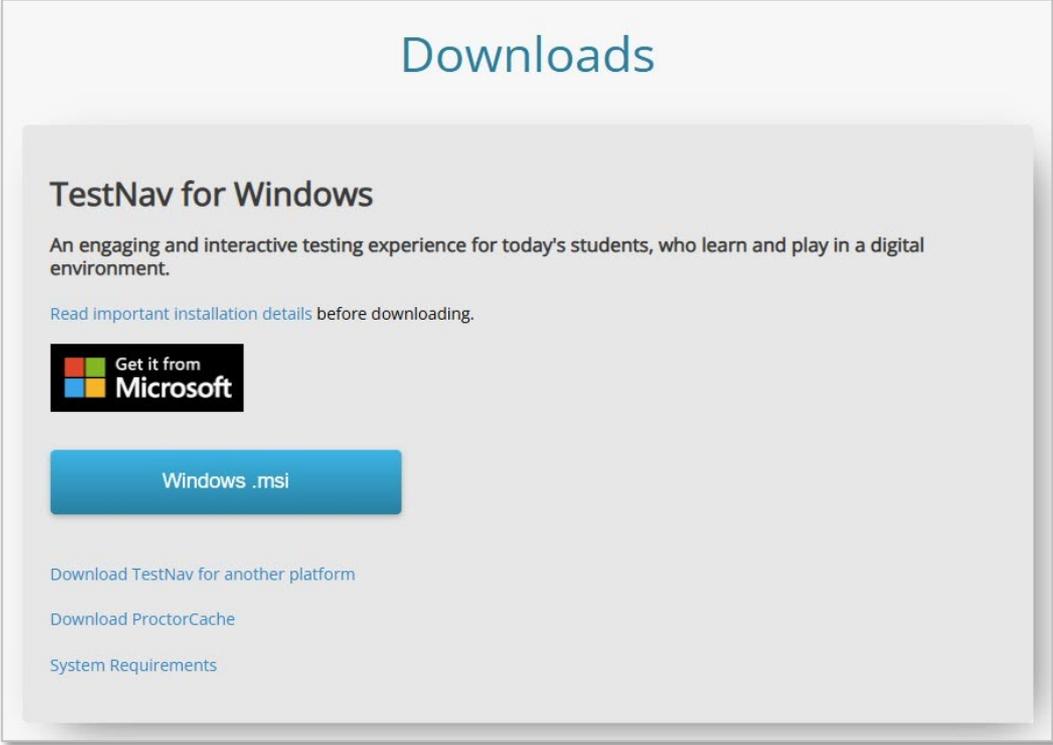
TestNav Download Page

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

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General Setup and Requirements

Set up your environment:

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

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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
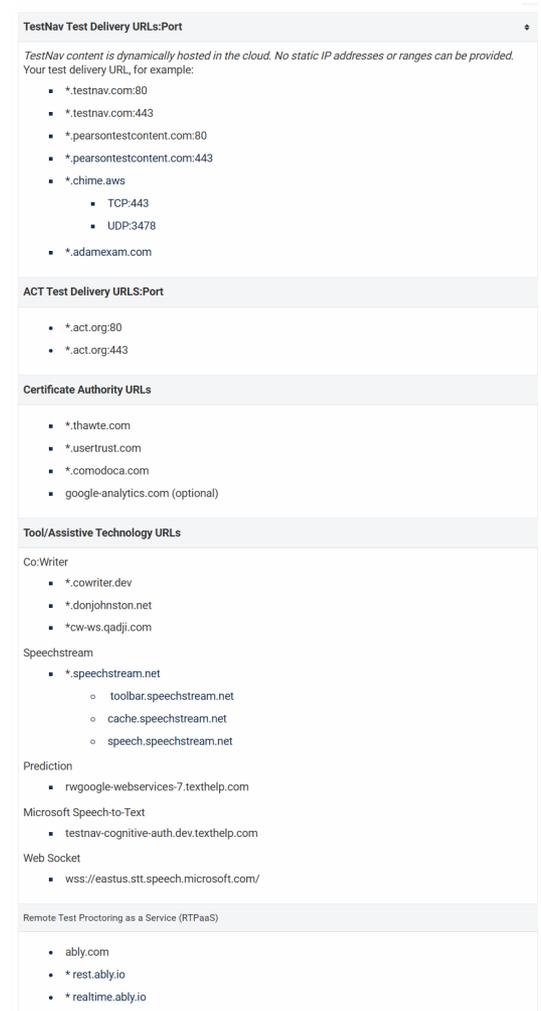
TestNav Test Delivery URLs:Port

TestNav content is dynamically hosted in the cloud. No static IP addresses or ranges can be provided. Your test delivery URL, for example:
- *.testnav.com:80
- *.testnav.com:443
- *.pearsontestcontent.com:80
- *.pearsontestcontent.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

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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 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
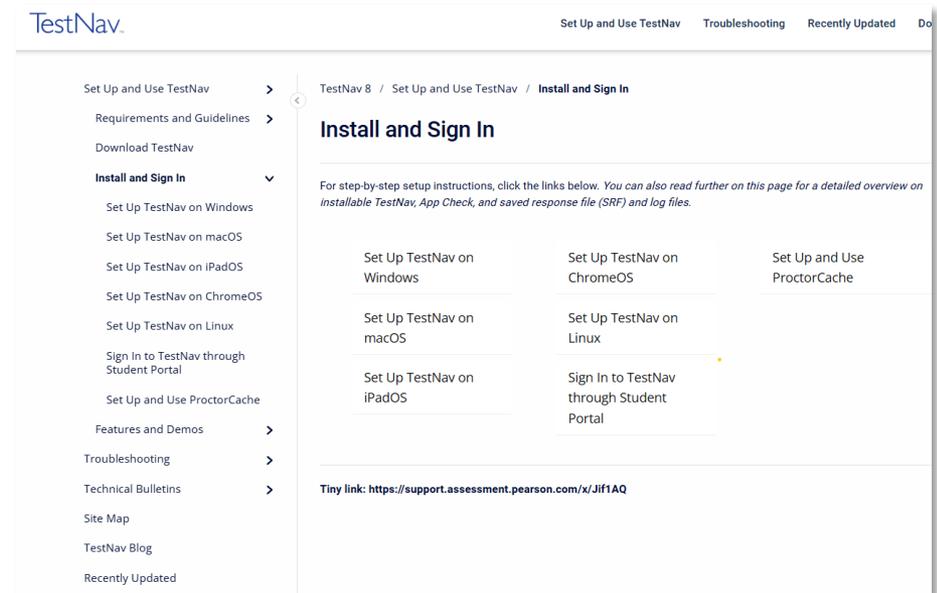
TestNav Hardware Requirements

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; *Minimum - 2 GB RAM* *Linux and iOS* - 2 GB RAM; *Minimum - 1 GB RAM*
Screen Size	9.5-in
Resolution	1024 x 768
Other	- External keyboard and mouse (or touchpad) for touchscreen devices ▪ Windows (*required*), Android ▪ iOS (*recommended*) - Local File access to home directory ▪ OS X, macOS ▪ Windows - Wired keyboards (*recommended*) - **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

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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 *	Stable Channel (S) • 136+ Long-term support (LTS) • 132+ Note: • 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	• 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	• 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

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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

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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

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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

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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

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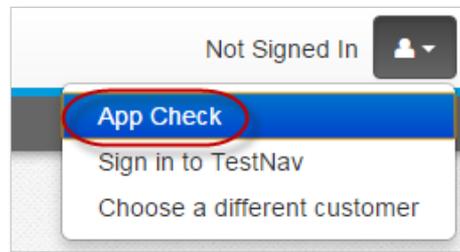
App Check is used to verify student devices can launch TestNav successfully.
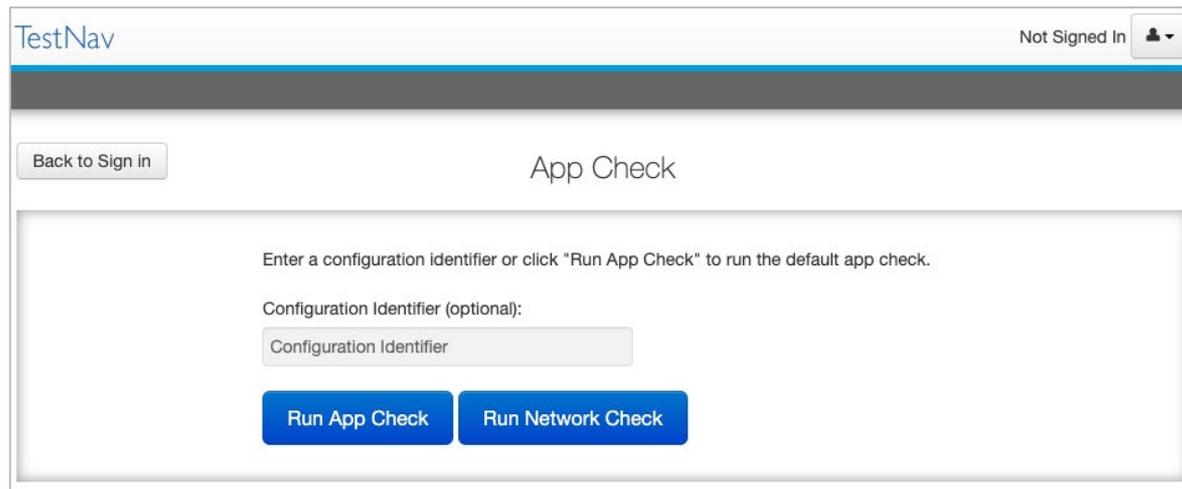
TestNav App Check

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.

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

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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.

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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

Unable to download test content from the testing server

Message 1009

The testing server cannot be reached.

Any un-sent responses have been saved on this computer.

　　Primary location: /Users/level2support/Pearson/System-Check-50691/srf

　　Alternate location: Path is Not Available

　　Response file name: null.SRF

To see if the connection has been restored, choose **Retry**
To complete the test at a later time, choose **Exit Test**.

Retry　Exit Test

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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: [   ] Browse

Upload Response File

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.

Skip Upload   Exit Test

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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.

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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.
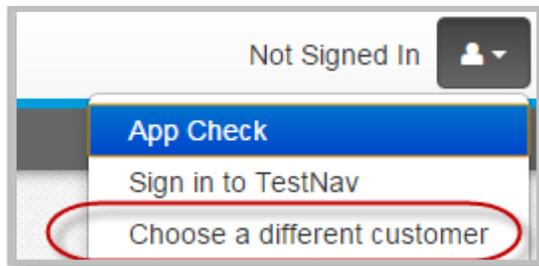
Technology Office Hours

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/

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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.

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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

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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!