

Welcome to the Statewide Assessment Office Hours: March 11, 2026

**Welcome! We will begin shortly.
Please mute yourself and turn off video.**

Agenda

- Introductions
- Reminders
- Updates
- FAQs
- Questions

Introductions

- Mabika Goma, AOE VTCAP Coordinator
- Amanda Hass, AOE MSAA Coordinator
- Heidi Jo Bartlett, AOE ACCESS Coordinator
- Lauren Copp, Cognia Program Manager
- Julie DiBona, Cognia VP of Program Management
- Stephanie Ada, Pearson Senior Project Manager

Reminders

FERPA Reminder

- Do not put student information in the chat
- When student information will be needed, please call the Vermont Service Center
 - Phone: 800-215-8975
 - Monday-Friday, 7:00am to 5:00pm ET
- MSAA
 - Phone: (866) 834-8879
 - Email: MSAAServiceCenter@cognia.org

WIDA-ACCESS Reminder

- ACCESS test window ends this Friday, March 13th
- Please verify that student information is complete and correct (legal name, DOB, state ID, grade, school, gender, LIEP code)
- All paper materials to be returned must be postmarked by Tuesday, March 17th
- Contact Heidi Jo Bartlett at HeidiJo.Bartlett@vermont.gov with any questions

MSAA Item Review Committee

- The MSAA Partners, in collaboration with Cognia, are inviting a team of diverse educators to participate in a content and bias review of science field test items that have been recently developed.
- We'd like to invite any interested folks to consider applying for the review panel. Deadline to apply is April 1, 2026.
- Link to apply: [2026 MSAA Science Item Content and Bias Review Panelist Application Survey](#)
- Email amanda.hass@vermont.gov with any questions or details.

2026 Cognia Summative Assessment Item Review

Cognia, in collaboration with Vermont AOE, are still recruiting potential panelists for this year's Cognia Summative Assessment Item Review Committee (IRC).

- If you are interested in participating, the deadline to apply is March 15, 2026.
- **Link to apply:**
<https://www.surveymonkey.com/r/Cognia2026IRCSTApp>

Email events@cognia.org with any questions

Committee Meeting dates (by content):

- *Math: May 12 or June 11, 2026
- Science: June 24, 2026
- *ELA: June 24 or July 24, 2026

**indicates date is dependent on which grade panel you review*

Key Processes Reminders

Test Reset Requests

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

Student State ID Needed

- If State ID is not known:
 - First check with your site's data manager or District Administrator
- If no one in your SU/SD/Independent School has the information, email either
 - Glenn Bouchard (Glenn.Bouchard@vermont.gov)
 - Andrew McAvoy (Andrew.McAvoy@vermont.gov)

Test Security Incidents

- Unapproved materials/devices used
- Secure materials accessed or shared
- Cheating
- Incorrect test taken
- Incorrect accommodation used

- Note: Some may require a test reset to be submitted

Temporary Accommodations

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

Medical Emergencies

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

Assurances

	AOE	District Test Administrator (DA)	School Test Coordinator (SC)	Test Proctors
Before Testing	Provide DA training	Attend DA training Provide SC training	Attend SC training Provide Proctor training	Attend Proctor training Sign NDA
During Testing	School visits			
After Testing		Appropriate Assessment and Accommodations Certification	Proper Test Administration Certification	

Forms for Key Processes

- [Test reset requests](#) (VTCAP only)
- [Test security incidents](#)
- [Temporary accommodation requests](#)
- [Medical exemption requests](#)
- [Assurances Descriptions](#)
 - [Appropriate Assessment and Accommodation Certification](#)
 - [School Coordinator's Certification of Proper Test Administration](#)

Updates – VTCAP 2026 Administration

- Duplicate Account Issue in ADAM – Resolved (3/6)
- Next Steps for Schools:
 - **Review rosters** in ADAM to ensure all expected students appear.
 - **Verify accommodations** for students who should have them assigned.
 - **Confirm proctor group assignments** – Some students may need to be re-associated with their Proctor Groups if their duplicate records could not be confirmed prior to removal.

Updates – VTCAP 2026 Administration

- ELA Text-to-Speech (TTS) is now available as a **Designated Support** (as well as an Accommodation).
- The **Writing Prompt** moved from the end of Session 2 to a separate **Session 3**.

Updates – Word Prediction Tool Update

- Co:Writer will no longer be available in TestNav.
- This change is due to the vendor retiring Co:Writer as a standalone tool.
- No additional setup is required in ADAM.
- Students assigned Word Prediction as a web-based support will continue to have access through the Read&Write web extension.

VTCAP – Important Links on the VT Help & Support Site

- [Frequently Asked Questions \(FAQs\)](#)
- [Test Administrator's Manual](#)
- [Test Coordinator's Manual](#)
- [Accessibility and Accommodations Guidelines](#)
- [Ordering Additional Paper Materials](#)

Current FAQs

Students Attending Independent Schools

- Per federal statute, all publicly funded students in tested grades are required to participate in state assessments.
- Per state statute, independent schools are responsible for testing their publicly funded students and sharing the results with sending districts and families.
- Scores reported publicly with sending district.
- If sending district is not known: Email either
 - Glenn Bouchard (Glenn.Bouchard@vermont.gov)
 - Andrew McAvoy (Andrew.McAvoy@vermont.gov)

Participation Nuances

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

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

Participation Nuances continued

VT Virtual Learning Coop (VTVLC)

- Required to test if student is publicly-tuitioned
- Required to test if VTVLC placement is paid with public funds
- Sending school is the official school of enrollment and is responsible for testing. Data reported with sending school.

VTCAP Non-Testing Codes

- ADAM codes are for [tracking purposes](#) only
- How does our team know why a student doesn't have a [score](#)?
- Official source of each exemption:
 - Medical emergency: [Medical emergency exemption form](#)
 - First-year ELA: [Home Language Survey](#)
 - Alternate assessment: Valid MSAA score

Roster Transfer Requests

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

Questions?

- Raise your hand or type in the chat!

Looking Ahead...

- Next Office Hour:
Wednesday, March 25th from 2-3 p.m.
- **Questions in the meantime?**
 - Email the Assessment Team at AOE.StatewideAssessment@vermont.gov
 - Contact the Vermont Service Center by phone **800-215-8975** or by email: vtservicecenter@cognia.org
 - For MSAA, contact by phone **(866) 834-8879** or by email: MSAAServiceCenter@cognia.org