

Welcome to the Statewide Assessment Office Hours: March 25, 2026

**WELCOME! WE WILL BEGIN SHORTLY.
PLEASE MUTE YOURSELF AND TURN OFF VIDEO.**

Agenda

- Introductions
- Reminders
- Updates
- Questions from the Field

- The slides and a recording will be shared on the [Help and Support](#) site.
- Next Office Hour
 - Wednesday, April 8th from 2-3 p.m.

Introductions

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

Reminders

FERPA Reminder

- Do not put student information in the chat
- When **VTCAP** 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

Post-Administration Reminders

- All testing materials should have been returned, and WIDA will send an email to the DTC to say the first box has arrived.
- Data validation will be from April 1-9. If you are contacted for verification or additional information about your students, please respond promptly.
- Please check that any new, tested students have a completed online [Home Language Survey](#).
- Online scores will be available April 30th.

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.

Test Security Incidents

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

- Use the [Test Security Incident Form](#) to report any concerns

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

Resources and Contacts

- Key Resource: [Vermont Online Support Site](#)
- For **VTCAP Questions**, use the VT Service Center for...
 - Transferring students, Test Reset, Additional materials
 - Technology-related questions or issues
 - Calling is usually faster as you're able to share student information over the phone
- For **MSAA Questions**, Contact Amanda for...
 - Transferring students between sites or any student profile/demographic edits
 - Accommodations questions

Deleting Students

- Students cannot be deleted once put into ADAM
 - Instead, change the grade to “other” if the student moves
 - [Student Transfer Process](#)
- Add participation codes as relevant
 - 01 – First Year EL (ELA only)
 - 02 – Medical Exemption
 - 03 – Alternate Assessment
- [Test Coordinator Manual](#) includes screenshots of where to input codes (page 43)

MSAA – Need to Manually Submit

- The MSAA **does not** have an automatic submission of unfinished tests at the end of the testing window.
- When a test is complete, it is critical that Test Administrators **submit** the test. Once a test is submitted:
 - The test status will change from **In Progress** to **Submitted** on the Students page, indicating that student responses have been received.
 - The End of Test Survey link in the Actions drop-down menu will be enabled for the end-of-test survey.
- **All tests must be submitted by April 24, 2026, at 8:00 pm.**
- If a test is not submitted by April 24 at 8:00 pm, that test will be marked as incomplete (it will not be recorded in assessment participation data) and the student will not receive an Individual Student Report (ISR).

Accessibility Features Review

- For questions on accommodations, please first review the [VTCAP Accessibility and Accommodations Guidelines](#).
- If there are any additional questions or if something is not clear, then please reach out to Amanda Hass at amanda.hass@vermont.gov.
- For a quick review of Accessibility Features available on the VTCAP, please review the [VTCAP Accessibility & Accommodations Quick Reference Guide](#).

Updates

VTCAP: Text-to-speech Accommodation (ELA) - Reminder

- If a student requires the Text-to-speech accommodation for ELA, the accommodation must be applied in ADAM prior to testing.
- To assign this accommodation the SC navigate to the accommodations menu in the User Set-up page and must check the box, in the ELA column, in the following two rows on the accommodation set-up page:
 1. Text to speech
 2. Text to speech ELA Accommodation

VTCAP: Text-to-speech Accommodation (ELA) – Reminder (continued...)

Expand/Collapse All

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).



Text to Speech ELA Accommodation

Use this setting to apply TTS as an accommodation (available for ELA only). When selected, the TTS will read directions, passages and items. This setting overrides the standard TTS Designated Support. To apply this setting: Step 1. In the Text-to-Speech section above, check the box for Text-to-Speech (TTS) in the ELA column. Step 2. Scroll back to this section (Text to Speech ELA Accommodation) and check the box in the ELA column. Read the pop-up message and click confirm (or cancel as appropriate).



VTCAP: Text-to-speech Accommodation (ELA) – Reminder (continued...)

← User Setup: **Sample, Son (9999999)** Cancel Save

Accommodations

Accommodations

Classes

Demographics

History

Information

Preferred Names

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).

ELA

Text to Speech ELA Accommodation

Use this setting to apply TTS as an accommodation (available for ELA only). When selected, the TTS will read directions, passages and items. This setting overrides the standard TTS Designated Support. To apply this setting: Step 1. In the Text-to-Speech section above, check the box for Text-to-Speech (TTS) in the ELA column. Step 2. Scroll back to this section (Text to Speech ELA Accommodation) and check the box in the ELA column. Read the pop-up message and click confirm (or cancel as appropriate).

ELA

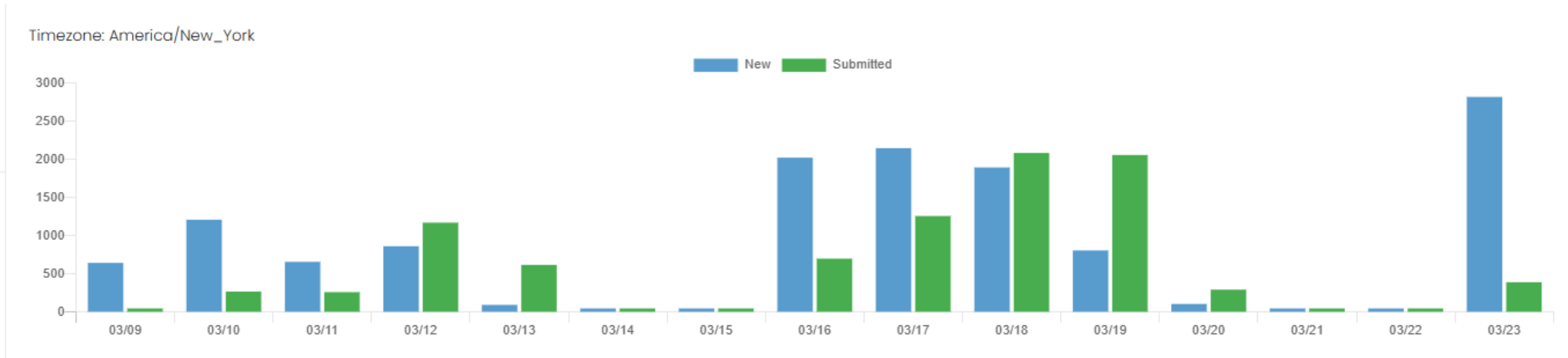
Updates

- The Proctor login session timeout in ADAM increased to 60 minutes. It was previously set to timeout at 15 minutes.
 - This change is intended to better support testing conditions and reduce the likelihood of Proctor session interruptions due to inactivity.
- **Writing Prompt Reminder (ELA):**
Remind students to carefully read and complete the Session 3 writing prompt before clicking “Submit.” Once submitted, they cannot return to the test. If submitted early, the student must either submit without completing the writing prompt or have the entire test reset—requiring completion of Sessions 1 and 2 again before accessing the prompt.

VTCAP Testing Progress (March 23, 2026)

NEW
13227

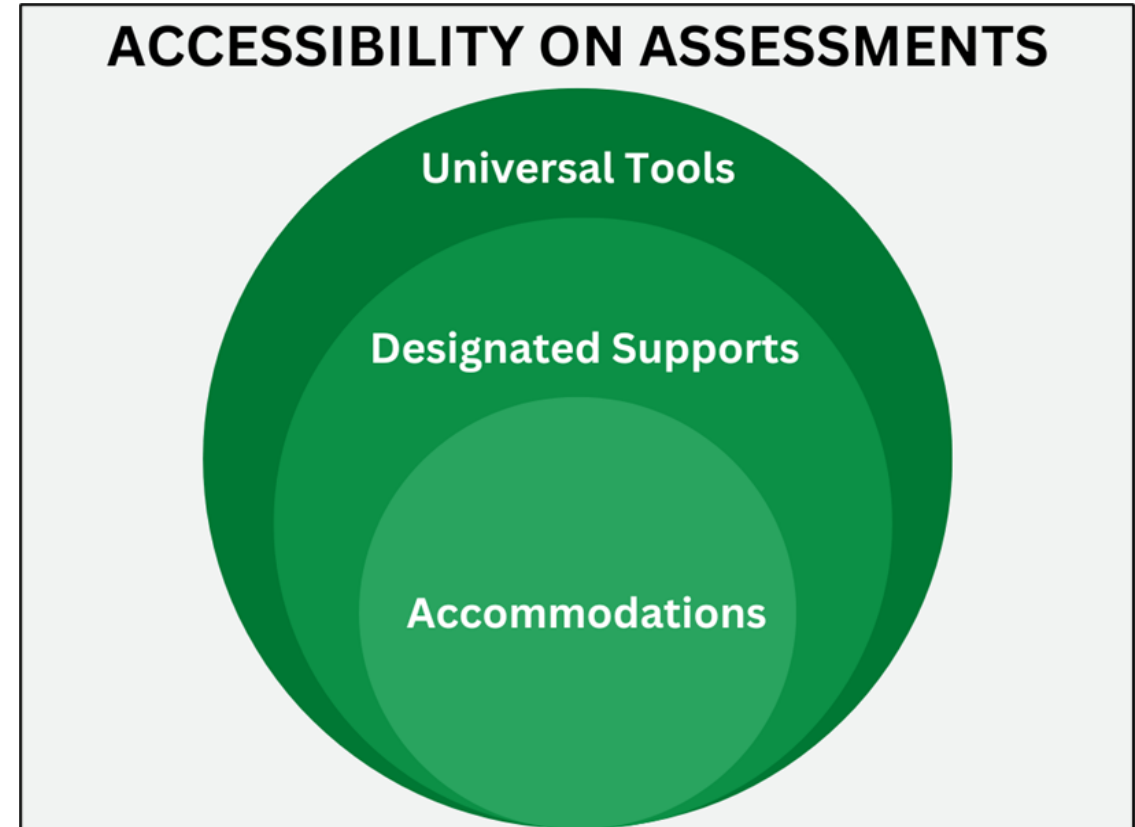
SUBMITTED
9083



Current FAQs

Differences and Appropriate Uses of Accessibility Features

- Three types of Accessibility Features:
 - *Universal Tools* – available to all students
 - *Designated Supports* – available to all students **BUT** are assigned by a team of educators **based on an identified student need that is a barrier to testing for that student**. Additionally, test administration should not be the first time a student is exposed to the designated support.
 - *Accommodations* – available to students with Individualized Education Program (IEP) or 504 plan. Test administration should not be the first time a student is exposed to the accommodation.



Frequent Breaks

- Breaks are a universal tool available to all students and do not need to be noted in ADAM.
- If a student has breaks noted in their IEP or 504 plan, and you would like to indicate this to the proctor, frequent breaks can be checked in the student's profile in ADAM.
 - Frequent breaks will not be noted on the student's ISR, as it is not considered a VTCAP accommodation.

Independent Schools

- The student's testing school is responsible for rostering them in ADAM.
- In the student's profile:
 - School: The independent school where the student is testing
 - Reporting Org: The student's public sending district

Proctor “Sandbox”

The screenshot shows the ADAM system interface. The left sidebar contains a navigation menu with the following items: Home, System, Test Management (expanded), Field Sets, Program Configuration, Tests, Administrations, Training Administrations (highlighted with a red box), Test Publishing, and Rostering. The main content area is titled 'Training Administrations' and shows a summary for 'Current' (1) and 'Past' (0) administrations. A search bar is present with the text 'Search by Training Administration Name' and a 'Filter' button. The main content area displays a table of training administrations. The first row is highlighted and contains the following information: 'Infrastructure Trial' (with icons for status and actions), dates '02/25/26 - 05/08/26', status 'ACTIVE', and organization 'Vermont AOE'. Below this, there are sections for 'STUDENTS' and 'PROCTOR GROUPS', each with a dropdown menu. A 'Sessions' section is also visible, with a 'Click to Load' button. At the bottom, a table lists the test 'Infrastructure Trial' and its organization 'Vermont AOE'.

- In ADAM under *Test Management* > *Training Administration*
- Can create your own “Proctor Groups” to practice a variety of tasks before the real administration

Questions?

- Raise your hand or type in the chat!

Assessment Listserv – Stay Updated!

- Subscribe to the state assessment listserv here:
[AOE.StatewideAssessment Info Page](#)
- Receive the Assessment & Accountability Quarterly Newsletter
- Receive updates from AOE relating to statewide assessments and school accountability.

Looking Ahead...

- Next Office Hour:
Wednesday, April 8th 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