# 2025 DC Comprehensive Assessments of Progress in Education (CAPE) Readiness Guide

The following are recommended steps to ensure a successful DC CAPE administration in spring 2025.

## February-March — Before March

**Ensure the DC CAPE local education agency (LEA) or Nonpublic Coordinator has access to ADAM**

- LEA test coordinator accounts will only be created for individuals listed as **LEA Assessment Manager** in the All Staff Points of Contact/Nonpublic All Staff Points of Contact collection. Please update your designation and that of any staff who require LEA-level or Nonpublic School Test Coordinator-level access to the platform in the Integrated Data Submission (IDS) portal in order to ensure appropriate access. Reach out to your Data Manager for more guidance in completing this task.

**Attend LEA DC CAPE Coordinator Trainings or View Recordings**

- Trainings for LEA Test Coordinators on tasks required in the Assessment Management & Delivery (ADAM) platform. Coordinators can sign up for these trainings once posted to the Office of the State Superintendent of Education (OSSE) Test Coordinator page.
- Recordings of trainings and resource guides are posted on the Pearson Support Portal.

**Apply Test Assignment Tags for Students Taking Course-Based Assessments (English language arts [ELA] I, ELA II, Algebra I, Geometry, Algebra II, Biology) in ADAM**

- Student test assignment should align to the 2024-25 OSSE Statewide Assessments Participation and Performance Policy.
- Test assignments for students in grades 3-8 will default to their grade level. For middle school students in advanced math courses, and for all high school students, test assignment tags must be applied.
- Test assignment tags can be entered manually or via a Student Assignment Tag upload in ADAM.
- The **Test Assignment Tagging Quick Reference Guide** is available on the Pearson Support Portal to assist with this task.

**Assign Student Accommodations and Accessibility Features in ADAM**

- Accommodations for each student with an individualized education program (IEP), Section 504 plan, or English learner plan should be entered in ADAM. Accommodations and accessibility features can be entered manually or via a Student Accommodation Upload.
- LEAs and nonpublic schools must enter student accommodations for tests requiring paper materials (human reader, paper-based test, braille, large print) in ADAM and place a Materials Order once accommodations are completed. The **Submitting Orders Quick Reference Guide** is available on the Pearson Support Portal to assist with this task. Orders will not be approved if accommodation assignments are missing.
- The **Accommodations Assignment Reference Guide** is available on the Pearson Support Portal to assist with this task.
- Confirm or update the shipping address and point of contact for your school in ADAM. Shipping information is updated through the IDS portal. Please reach out to OSSE if changes need to be made.
  *(ROSTERING -> ORGS -> Under ACTIONS select READ ONLY for the school -> select CONTACT INFO to confirm address).*

## March — Prior to Testing

**Create Staff User Accounts in ADAM**

- Accounts only need to be created for School Test Coordinators, Special Populations Coordinators and Technology Coordinators. **No accounts will need to be created in ADAM for Test Administrators**.
- School-based user accounts can be created manually or via bulk upload using the User Import in ADAM.
- The **User Import Quick Reference Guide** is available on the Pearson Support Portal to assist with this task.

**Provide Test Security Training and Test Security Notification Statement to Staff**

- All staff who will support DC CAPE testing or enter a testing room during administration must be trained in test security.
- Track attendance at this training and keep it in your school test security file. An attendance template is available on OSSE's website.
- All staff must also be provided with the Test Security and Integrity Notification Statement, available on OSSE's website.

**School Test Security Plan Start/End Dates Due to OSSE by March 10**

- LEA Test Coordinators must submit school test security plan start/end dates in the OSSE Assessment Portal.

**Send Family Notification Letter and Meet with Students**

- Every school is required to send home a notification letter to families letting them know their student will participate in statewide testing. OSSE provides a template that schools may adapt.
- Review administration plans and protocols with students prior to testing, including how to ask questions or report issues while testing.

**Create Proctor Groups in ADAM**

- Students should be organized into Proctor Groups and each group should be assigned to a staff member serving as a Test Administrator. Proctor groups are required before a School Test Security Plan can be approved.
- Proctor Groups are groups of students who will be testing together. Proctor Groups can be created manually or via bulk upload in ADAM. Refer to the DC CAPE Test Coordinator Manual for required naming conventions for Proctor Groups.

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| **March** | **Prior to Testing** | • The **Proctor Group Quick Reference Guide** is available on the Pearson Support Portal to assist with this task.<br>• In spring 2025, all grades will take the ELA field test, totaling three ELA units instead of two.<br>**Administer a Training Administration (*optional*)**<br>• School Test Coordinators and Technology Coordinators can work together to complete a training administration to ensure technology is functioning properly and give Test Administrators and students an opportunity to experience the testing environment in a trial setting (optional).<br>• Training administrations are set up through the "Test Management" tab in ADAM. |
| **March** | **March 17** | **DC CAPE Materials Ordering and Arrival at Schools**<br>• School Test Coordinators will receive shipments of Test Administrator Manuals. Shipments may arrive as early as March 17.<br>• Accommodations that require paper materials **need to be ordered separately** in ADAM at least two weeks before testing starts. School Test Coordinators can begin ordering accommodated materials on March 4.<br>• Accommodated materials that must be securely stored throughout test administration.<br>• Orders will not be approved if accommodation assignments have not been completed in ADAM.<br>• The **Submitting Orders Quick Reference Guide** is available on the Pearson Support Portal to assist with this task. |
| | **15 Days Prior to the First Day of** | **Establish a School Test Security File**<br>• Each school must create and maintain a physical school test security file or binder that includes the required information outlined during test security training. An electronic file may be maintained in addition to the physical file.<br>**School Test Security Plans Due to OSSE**<br>• LEA Test Coordinators must submit school test security plans to OSSE via the OSSE Assessment Portal in Quickbase. |
| | **March 31** | **DC CAPE Assessment Testing Window Opens** |
| **April** | **During Testing** | **Administer the DC CAPE Assessments, Monitor Testing, and Support Authorized Personnel and Students**<br>• During DC CAPE administration, LEA and School Test Coordinators should actively monitor and support their authorized personnel and students.<br>**Contact Pearson and OSSE for assistance**<br>• Request support from the Pearson team (technical) and OSSE's Office of Assessments (administration and policy), as needed during testing. Support requests to OSSE must be made using the OSSE Support Tool.<br>**Submit Incident Reports to OSSE**<br>• When incidents arise during testing, follow your school's procedures for submitting incident reports. Reports may be submitted to OSSE via the following options:<br>   o OSSE Support Tool (LEAs only) or online Test Security Incident Report Form<br>   o OSSE Assessment Hotline: (202) 304-3269<br>**Note Minor Deviations in School Test Security Plan**<br>• When scheduling, Test Administrator staffing changes, or other changes occur to the school test security plan, Test Coordinators should note these in the minor deviations section of the school test security plan. |
| **May** | **May 16** | **DC CAPE Assessment Paper Accommodations Testing Window Closes**<br>• Students with paper testing accommodations must complete testing a week prior to the end of the online testing window so materials can be shipped to Pearson for scoring in a timely manner. |
| | **MAY 16**<br>**MAY 23** | **Paper-Based DC CAPE Testing Window Closes**<br>**Computer-Based DC CAPE Testing Window Closes** |
| | **5 Days after the last ay of Testing** | **Return Testing Booklets and Accommodated Materials to Pearson**<br>• Complete the Form to Return Secure Materials in Appendix I of the DC CAPE Test Coordinator Manual.<br>• Testing booklets must be returned to Pearson with the provided shipping labels **within five days** of testing completion at your school.<br>• Failure to return testing booklets in a timely manner may cause students not to receive a score.<br>• Accommodated materials must also be returned to Pearson using the provided shipping labels **within five days** of testing completion. |
| **June** | **10 Days after the Last Day** | **Test Security Affidavits Due to OSSE**<br>• School Test Coordinators must submit Test Security Affidavits to OSSE via the OSSE Assessment Portal within 10 business days of the last day of testing at their school.<br>• LEA Test Coordinators must submit Test Security Affidavits to OSSE via the OSSE Assessment Portal within 15 business days of the last day of testing in their LEA. |