



## ADAM Accountability Codes LAC Role Only

### Accountability Codes

Accountability codes provide users with the correct role to tag students who should not test or who were tested but should not appear in reporting. Accountability codes are commonly referred to as Void codes or Not Tested Codes in Maryland. Accountability codes should be applied to a student's test if it will not be sent to scoring. A user can also pull data in Session Explorer on which students have had accountability codes applied.

The following code will not allow a new session (will not allow students to retest):

- Cheating/Using Unauthorized Electronic Device (04)

The following codes allow a new session (allow students to retest). Once these are applied, they cannot be removed by any role:

- Medical Emergency (01)
- Incorrect Accommodation/Accessibility Feature Applied (02)
- Other (03)

# Applying an Accountability Code

Once an Accountability Code has been applied it cannot be removed. If the test has been voided and a new test assigned this cannot be reversed.

Steps

Accountability codes can be applied from the Admin Card one student at a time.

- Go to Test Management > Administrations
- Find the appropriate Admin Card
- Student kabob > View
- Locate the student > Actions > Apply Accountability Code

Void Codes will create a new session. The student will appear in the “Unassigned” bucket and will need to be placed into a proctor group or be provided with the test code of the proctor group they will be testing in.

Not Tested Codes can be changed to a Void Code to allow for a retest.

Screen Shot

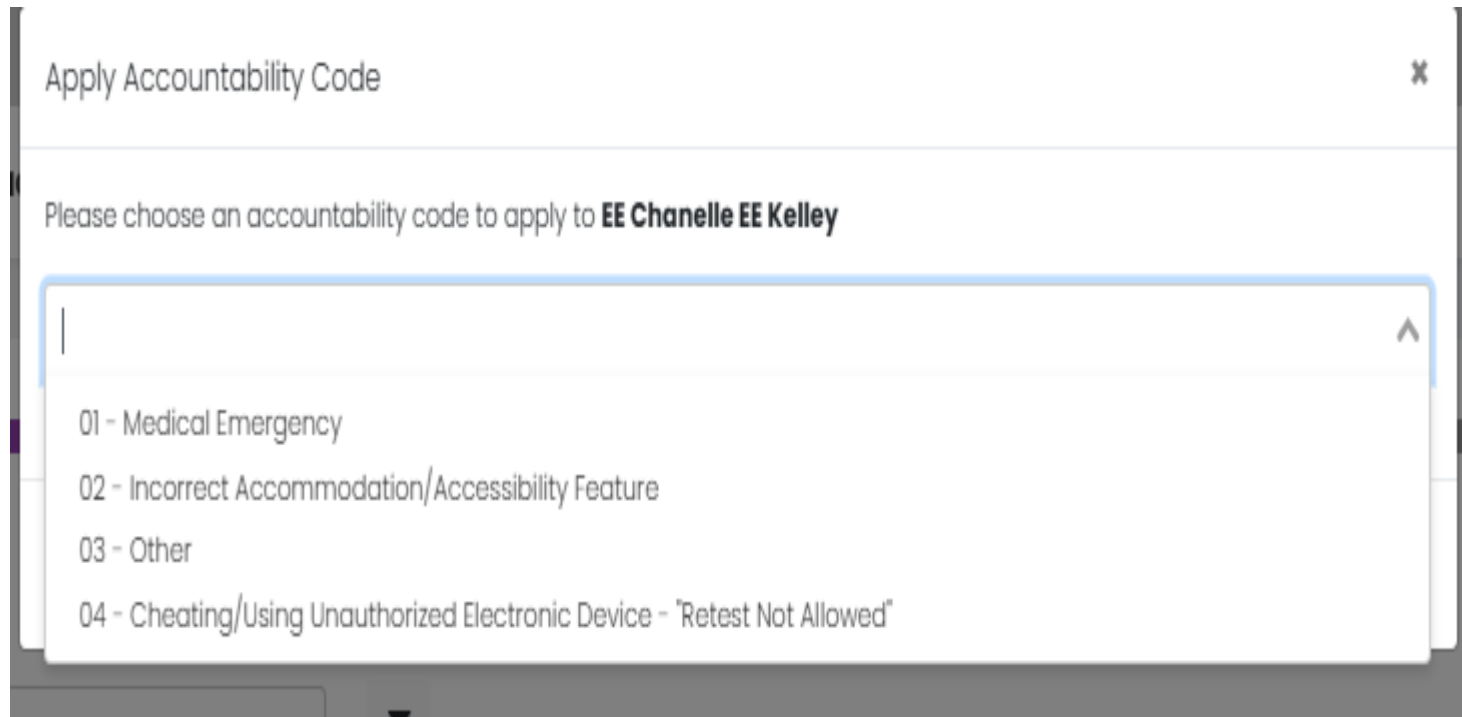
The screenshot shows the 'Admin Card' interface for a group of 236 students. At the top, there's a 'FORM TYPE' section with a progress bar and counts for 'STUDENTS' (236), 'ACCOMMODATED' (26), and 'REGULAR' (210). Below this is a search bar and a 'View by Form Type' dropdown set to 'All (236)'. A table lists students with columns: First Name, Last Name, Orgs, Testing School, Test Progress, Test Status, Form Type, Form, Auth Fields (Identifier, Random ID), Test Code, Accommodation, Code, and Actions. Three students are visible: Bamby Corey, Guglielmo Girardey, and Jordan De Pero. All have a 'NOT STARTED' status. The 'Actions' column for each student has a dropdown menu. A red box highlights the 'Apply Accountability Code' option in the dropdown for the first student. A pink arrow points to the search bar.

| First Name | Last Name | Orgs                            | Testing School                | Test Progress | Test Status | Form Type | Form                           | Auth Fields (Identifier, Random ID) | Test Code | Accommodation | Code | Actions |
|------------|-----------|---------------------------------|-------------------------------|---------------|-------------|-----------|--------------------------------|-------------------------------------|-----------|---------------|------|---------|
| Bamby      | Corey     | Harborwoods Middle SampleSchool | Harborwoods Sample Elementary |               | NOT STARTED | Regular   | Algebra I - 24AIHSPTEO01000002 | 600001032_pt, 4262423546            | C7JKPT    |               |      |         |
| Guglielmo  | Girardey  | Einstein Middle Sample School   | None                          |               | NOT STARTED | Regular   | Algebra I - 24AIHSPTEO01000002 | 600001244_pt, 7555557242            |           |               |      |         |
| Jordan     | De Pero   | Harborwoods Sample Elementary   | None                          |               | NOT STARTED | Regular   | Algebra I - 24AIHSPTEO01000002 | 600000089_pt, 6219418622            |           |               |      |         |

- Select the correct code from the pop-up menu
- Click Apply

Void Codes will create a new session. The student will appear in the “Unassigned” bucket and will need to be placed into a proctor group or be provided with the test code of the proctor group they will be testing in.

Not Tested Codes can be changed to a Void Code to allow for a retest.



The screenshot shows a web application window titled "Apply Accountability Code" with a close button (X) in the top right corner. Below the title bar, the text reads "Please choose an accountability code to apply to **EE Chanelle EE Kelley**". A dropdown menu is open, displaying a list of four accountability codes: "01 - Medical Emergency", "02 - Incorrect Accommodation/Accessibility Feature", "03 - Other", and "04 - Cheating/Using Unauthorized Electronic Device - 'Retest Not Allowed'". The dropdown menu has a blue border and a small upward-pointing arrow in the top right corner.

A user can pull data in Session Explorer on students who have accountability codes applied.

- Operations > Session Explorer
- Select Test Program

The screenshot displays the 'Session Explorer' interface. On the left is a navigation menu with categories like Home, Test Management, Rostering, Reporting, and Orders. The 'Operations' category is expanded, and 'Session Explorer' is highlighted with a red box. The main panel on the right contains various search and filter options. A green box highlights the 'Test Program' dropdown, which is currently set to 'MCAP High School Practice Tests'. Other filters include Student Search, Session Search, Test Name, Test Code, Remote Session, Organization, Test Status, and Accommodations. A 'Search' button is at the bottom right.

Session Explorer

Clear Search

Student Search ▾

Student Name or ID ▾

Session Search ▾

Session ID

Test Information

Test Program ▾

MCAP High School Practice Tests x ▾

Test Name ▾

Filter by Test... ▾

Test Code ▾

Type to search...

Remote Session ▾

Report Filters

Organization ▾

Filter by Organization... ▾

Test Status ▾

Filter by Session status... ▾

Accommodations ▾

Search

- Accountability Codes (select the specific code or select each code to add)
- Search

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a menu with the following items: 'Reporting' (with a bar chart icon), 'Operations' (with a gear icon and highlighted in blue), 'Test Assignments', 'Session Explorer' (highlighted in blue), 'Rejected Tests', 'Authoring' (with a document icon), and 'Orders' (with a shopping cart icon). The main content area has a header 'Accommodations' with a dropdown arrow. Below it is a 'Filter by Accommodation...' dropdown menu. The 'Accountability Codes' dropdown menu is open, showing four options: '01 - Medical Emergency', '02 - Incorrect Accommodation/Accessibility Feature', '03 - Other', and '04 - Cheating/Using Unauthorized Electronic Device - "Retest Not Allowed"'. Each option has a close button (X) to its right. Below the dropdown is a 'Score Status' dropdown with a 'Filter by Score Status...' dropdown menu. At the bottom of the main content area is an 'Advanced Filters' dropdown and a blue 'Search' button with a magnifying glass icon.

Reporting

Operations

Test Assignments

Session Explorer

Rejected Tests

Authoring

Orders

Accommodations

Filter by Accommodation...

Accountability Codes

01 - Medical Emergency

02 - Incorrect Accommodation/Accessibility Feature

03 - Other

04 - Cheating/Using Unauthorized Electronic Device - "Retest Not Allowed"

Score Status

Filter by Score Status...

Advanced Filters

Search

The list of students with accountability codes can be viewed or exported.

Session Explorer

Home > Session Explorer > **Export History**

Report Filters

Organization

Filter by Organization...

Test Status

Filter by Session status...

Accommodations

Filter by Accommodation...

Accountability Codes

[01 - Medical Emergency X]

Results

1 to 3 (3)

| <input type="checkbox"/> | Student ID            | Student Name       | Test Name                  | Test Progress | Test Status | Orgs                          | Reporting Orgs                | Testing School                | Accommodation | Accountability Codes | Actions     |
|--------------------------|-----------------------|--------------------|----------------------------|---------------|-------------|-------------------------------|-------------------------------|-------------------------------|---------------|----------------------|-------------|
| <input type="checkbox"/> | 600001254_pt          | Winfield Briggdale | Algebra I - Practice Test  | <div></div>   | NOT STARTED | Einstein Middle Sample School | Einstein Middle Sample School |                               | 1             | 01                   | <div></div> |
| <input type="checkbox"/> | thebat@bcps.k12.md.us | Bruce Wayne        | Algebra II - Practice Test | <div></div>   | NOT STARTED | Harborwoods Sample High       | Harborwoods Sample High       |                               | 3             | 01                   | <div></div> |
| <input type="checkbox"/> | 600001952_pt          | Earvin Oakden      | Geometry - Practice Test   | <div></div>   | IN PROGRESS | Harborwoods Sample High       | Harborwoods Sample High       | Harborwoods Sample Elementary |               | 03                   | <div></div> |