

MCAP Guide to Importing Accommodations



Maryland Comprehensive Assessment Program

Version 1.1

MCAP 2024/2025

ELA/L, Mathematics, MISA, Social Studies

Guide to Importing Accommodations

Document Revisions

Revision Date	Version	Description
9/10/2024	1.0	Initial Version
9/19/2024	1.1	Added valid values to TTS. Added details on ELA/L accommodations requiring completed appendix D.

If assistance is needed, contact the Customer Support Center at **888-639-0690** or visit support.mdassessments.com and select **Support**.

Purpose

The purpose of this document is to provide the information needed when importing Accommodations for students into ADAM.

Steps to Uploading Accommodations

In ADAM menu > Rostering > Users

- Select Students needing accommodations/accessibility features (filters can be used)
- Use kabob menu > Student Accommodation Upload
- Click to create template this will download the template
- DO NOT change any data in Column A-H
- Update necessary accommodations/accessibility features

Once the file is filled out then:

- Save as CSV
- Choose file and Upload File

Column	CSV Header	Required Y/N	Field Definitions	Valid Values	Notes
A	sourcedID	Y	Do not edit this information.	This is the source id assigned by the system.	Do not edit this information.
B	orgName	Y	Do not edit this information.	This is the organization the student is enrolled.	Do not edit this information.
C	Identifier	Y	Do not edit this information.	The state student identifier	Do not edit this information.
D	familyName	Y	Do not edit this information.	The last name of the student.	Do not edit this information.
E	givenName	Y	Do not edit this information.	The first name of the student.	Do not edit this information.
F	middleName	Y	Do not edit this information.	The middle name of the student.	Do not edit this information.
G	grades	Y	Do not edit this information.	The grade of the student.	Do not edit this information.
H	ProfileName	Y	Do not edit this information.	Content for test. All content areas are captured do not adjust even if it does not apply for the student.	Do not edit this information.
I	1b Amplification	N	Some students may require the amplification of materials, and/or the use of personal amplification devices, to increase clarity. A teacher also may use a system when working with students in a situation that contains a great deal of ambient noise.	1 Blank NA	

J	1d Color Contrast - Black/Blue		Defines access for preference to invert the foreground and background colors.	1 Blank NA	This should be enabled prior to testing but is not form driven so can be turned on after testing begins.
K	1d Color Contrast - Black/Cream		Defines access for preference to invert the foreground and background colors.	1 Blank NA	This should be enabled prior to testing but is not form driven so can be turned on after testing begins.
L	1d Color Contrast - Black/Magenta		Defines access for preference to invert the foreground and background colors.	1 Blank NA	This should be enabled prior to testing but is not form driven so can be turned on after testing begins.
M	1d Color Contrast - Gray/Green		Defines access for preference to invert the foreground and background colors.	1 Blank NA	This should be enabled prior to testing but is not form driven so can be turned on after testing begins.
N	1d Color Contrast - White/Black		Defines access for preference to invert the foreground and background colors.	1 Blank NA	This should be enabled prior to testing but is not form driven so can be turned on after testing begins.
O	1d Color Contrast - Yellow/Blue		Defines access for preference to invert the foreground and background colors.	1 Blank NA	This should be enabled prior to testing but is not form driven so can be turned on after testing begins.
P	1d Color Overlay	N	Locally provided color overlay for the student to place over their paper test.	1 Blank NA	
Q	1j 2g or 2h Reduced Distractions	N	A student may need to complete assignments, activities or assessments in a location other than their classroom in order to reduce distractions to the student. Changes may also be made to the students' location within the classroom. The unique needs of the child will help to determine what location may be best.	1 Blank NA	
R	1n Pop Up Glossary/Keyword Translations - English		Grade- and content- appropriate definitions of specific construct irrelevant terms are shown.	1 Blank NA	This will not appear in TestNav

S	1n Pop Up Glossary/Keyword Translations - Spanish		Grade- and content- appropriate definitions of specific construct irrelevant terms are shown.	1 Blank NA	This will not appear in TestNav
T	1p Support Tool - spell checker		Students who have difficulty producing written text as a result of a difficulty with language recall may benefit from the use of a dictionary or spell checker.	1 Blank NA	This will not appear in TestNav
U	1q Student Reads Assessment Aloud to Self		The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. Note: The student must be tested in a separate setting.	1 Blank NA	
V	1r Text to Speech		TTS enabled version of the computer based test read aloud to student. This version is text only which only applies to Math.)	1 Blank NA	This version only applies to Mathematics.
W	1r or 3i Text to Speech plus Graphics		TTS enabled version of the computer based test read aloud to student. (ELA/L TTS is an accommodation.)	1 Blank NA	ELA/L Mathematics Science Social Studies ELA/L this is an accommodation (requires a completed appendix D)
X	1s 3k or 3m Human Signer - Complete Test		Student is tested in specially assigned location.	1 Blank NA	ELA/L Mathematics Science Social Studies ELA/L this is an accommodation (requires a completed appendix D)
Y	1s 3k or 3m Human Signer - Test Directions		The test directions are signed to the student by the test administrator.	1 Blank NA	
Z	1s or 3k Read Aloud/Human Reader		The test is read aloud to the student by the test administrator.	1 Blank NA	ELA/L Mathematics Science Social Studies ELA/L this is an accommodation (requires a

					completed appendix D)
AA	1w Language Transadaptation - Spanish		Used to assign the form administered for testing based on another language other than English. (Spanish is the only language available for the test)	1 Blank NA	Mathematics Science Social Studies
AB	1x Blue Tooth Hearing Aides		Students that wear hearing aids, may have blue tooth hearing aids that can connect directly to the testing platform	1 Blank NA	
AC	2a Small "group" Setting (Support)		Student is tested in a separate location as a small group of students with matching accessibility features, accommodations, or testing needs as appropriate.	1 Blank NA	
AD	2c or 2d Individual/Separate Setting (Support)		Student is tested in specially assigned location.	1 Blank NA	
AE	2f Frequent Breaks (Support)		Student is allowed to take breaks, at their request, during the testing session.	1 Blank NA	
AF	2k 4o or 5b Unique Accommodation		An accommodation required for a student with a disability or an English Learner that is not listed in the MCAP Accessibility Features and Accommodations Manual, but is identified in the student's IEP, 504 plan or ELA plan if approved by the state). Note: Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.	1 Blank NA	
AG	3a or 4a Assistive Technology Non Screen Reader		Assistive Technology - Non-Screen Reader - Assistive Technology Application used to deliver computer-based test form. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.	1 Blank NA	

AH	3b 3c or 4a Assistive Technology Screen Reader / Refreshable Braille Display		Screen Reader Assistive Technology is form tagged to support the Screen Reader use and is used to deliver the computer-based test form. Screen Reader Assistive Technology is a 3rd party external support intended for students who are blind. The Screen Reader is used for browser navigation and access to content. Examples: Jaws, NVDA, ChromeVOX. It can also be used in combination with a Refreshable Braille device for access and response.	1 Blank NA	
AI	3d or 3e Braille		A hard copy Braille test booklet is provided with embedded tactile graphics.	1 Blank NA	
AJ	3d or 3e Braille plus Tactile Graphics		A hard copy Braille test booklet is provided with embedded tactile graphics.	1 Blank NA	
AK	3f Large Print		A Large Print test booklet is provided with text increased 150% to an 18point font.	1 Blank NA	
AL	3g Paper		Student requires paper and pencil test format as an approved accommodation.	1 Blank NA	
AM	3h Closed Caption - English		Used to assign the form administered for computer-based testing. Closed Captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information. (Not Applicable for Mathematics)	1 Blank NA	ELA/L Science Social Studies N/A for Mathematics
AN	3j or 3l Sign Language - American Sign Language		Used to assign the form administered Y = Yes ELA/L Language – ELA for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.	1 Blank NA	

AO	4b Braille Notetaker		For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	1 Blank NA	
AP	4c Braille Writer		For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	1 Blank NA	
AQ	4d Mathematics Tools including Calculator (on Calc Sections)		The student is allowed to use a calculator as an accommodation in sections that allow a calculator.	1 Blank NA	
AR	4e Mathematics Tools including Calculator (on non-Calc Sections)		The student is allowed to use a calculator as an accommodation in sections that do not allow a calculator.	1 Blank NA	
AS	4f Selected Response Speech-to-Text		The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	1 Blank NA	
AT	4f Speech-to-Text		The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	1 Blank NA	
AU	4g or 4h Scribe		The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	1 Blank NA	
AV	4i Monitor Test Response		The test administrator or assigned accommodator monitors proper placement of student responses on a test booklet/answer document or within a computer-based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	1 Blank NA	
AW	4j Word Prediction		The student uses a word prediction external device that provides a bank of frequently or recently-used words as a result of the student entering the first few	1 Blank NA	

			letters of a word.		
AX	4k Answers Recorded		This accommodation allows a student to write directly in a test book rather than on an answer sheet, or online. Students who do not have much experience with test-taking (and filling in circles) or who have fine motor difficulties may need the option of writing in their responses in another format.	1 Blank NA	
AY	5a Extended Time (Support)		Extended time is provided to the student.	1 Blank NA	
AZ	7f Test Directions Clarified in Student's Native Language - Yes		The test administrator reads aloud and repeats as needed test directions or clarifies general administration instructions in the student's native language.	1 Blank NA	
BA	Emergency Accommodation	N	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	1 Blank NA	
BB	Enable Extensions	N	The student uses embedded support to dictate responses during the test. Extension for Co-Writer or Read&Write Web extensions are supported on Windows, MacOS, and ChromeOS only.	1 Blank NA	