CMAS Personal Needs Profile

ADAM Test Settings and Student Accommodation Upload Process

CMAS Personal Needs Profile Guide

This guide explains how to assign and validate student personal needs profiles (i.e., accommodations, accessibility, and other settings) in ADAM, either individually or through the Student Accommodation Upload file. It includes preparation requirements, instructions, field definitions, expected values, and content area-specific rules. Student rostering, demographics, and eligibility are maintained in LaunchPad; personal needs profiles and settings validation are completed in ADAM. For this administration, the initial registration window is **January 11th through 29th, 2027**. Updates completed during this window support initial orders for special forms and materials, including standard print, large print, braille, tactile graphics, visual descriptions, and auditory or signed presentation scripts. Complete approvals and verify student test settings by the published deadlines.

LaunchPad and ADAM System Responsibilities

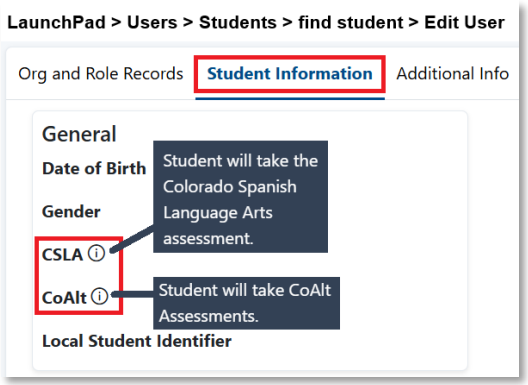
LaunchPad is the system of record for student demographic and eligibility information. After the information synchronizes to ADAM, authorized users assign and validate test settings. Review the responsibilities below before making updates.

System	Primary responsibilities
LaunchPad	Maintain student demographic and eligibility information, including IEP, Section 504, and ML status, as applicable. Corrections to this information must be completed in LaunchPad and allowed to synchronize to ADAM before accommodation validation.
ADAM	Assign accommodation, accessibility, and other settings to the appropriate content area profile, process Student Accommodation Upload files, review and resolve upload errors, and verify the resulting form and test settings. Do not use the Student Accommodation Upload file to revise demographic and eligibility information maintained in LaunchPad.

Personal Needs Profiles and Assignments

In ADAM, the personal needs profile view (i.e., *Accommodations*) displays all content areas for all students regardless of grade. Complete needs profiles for all content areas or only for the applicable content area(s) an individual student will take as determined by their grade. The content area test settings in ADAM show the *profile of needs*, not the *assigned tests*. The *needs* are then applied by the system to a student's actual test assignments, which are viewed through *Administrations*.

Fields used to indicate that a student will take CoAlt or CSLA assessments are in LaunchPad. For CSLA, indicate any IEP or 504 required accommodations within the ADAM content area needs profile before testing. For CoAlt, accommodations are not indicated through ADAM and are instead recorded within the online transcription form completed after administration of the CoAlt assessment.

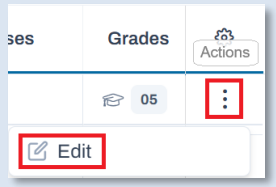
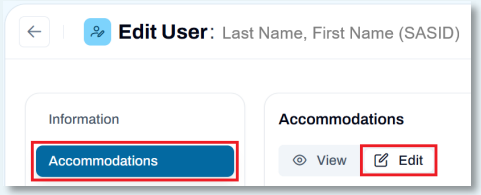
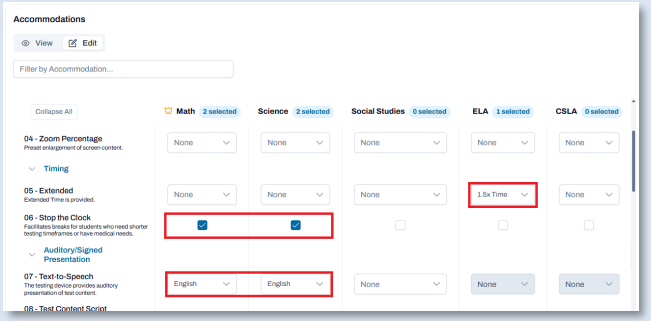


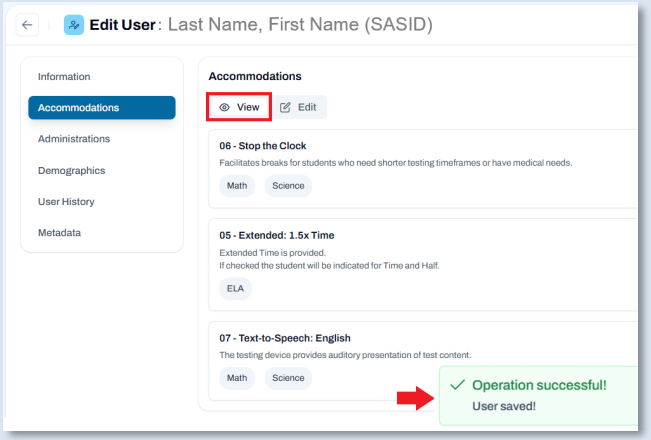
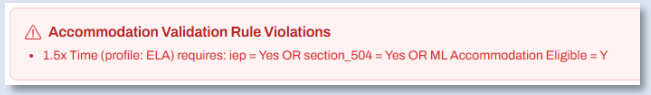
Indicate CMAS Test Settings in ADAM

Indicate needed test settings directly in ADAM for individual students or upload test settings for multiple students. In either method, add test settings to the correct content area profile early enough for ADAM to apply the required form and settings. Choose the method based on volume, permissions, approval requirements, and local review.

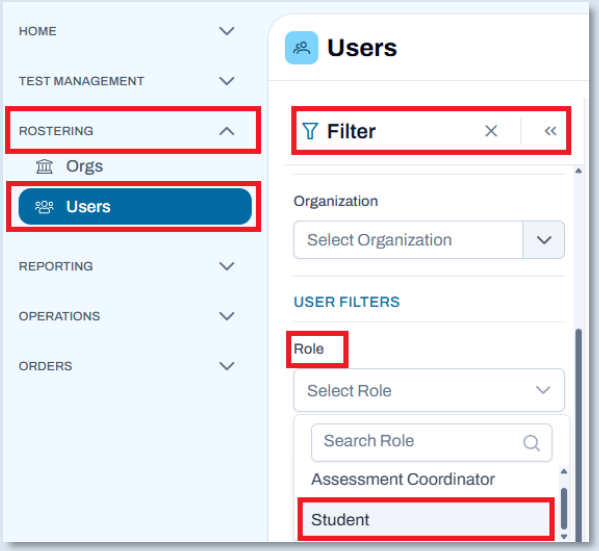
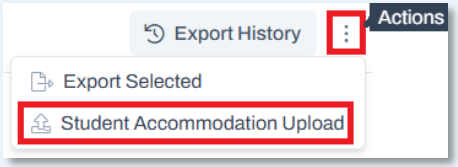
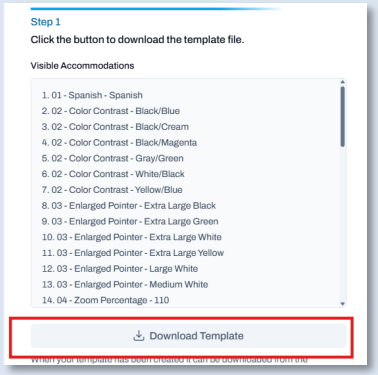
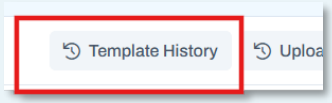
Method	Use when	Process
Update one student	Use for an individual update, a late change, or review of one student. Confirm permissions and any required approval.	Go to **Rostering > Users**, open the student record, select **Accommodations > Edit**, make the update(s), and select **Save**.
Upload multiple students	Use for larger or centrally managed updates. The person completing the update prepares, reviews, securely stores, uploads, corrects, and verifies the file.	In **Rostering > Users**, select the students to update and choose **Actions > Student Accommodation Upload**. Download the file, update the appropriate columns, save it as a CSV, and upload it to ADAM.

Update One Student

Step	Display
1. **In Rostering > Users, find the student, open the Actions** menu **(⋮), and select Edit.**	
2. **Select Accommodations > Edit.**	
3. **Select the appropriate settings for the correct content area profile** (regardless of grade, Math, Science, Social Studies, ELA, and CSLA appear for each student as the ADAM PNP is a true profile, not test assignments)**.** **Note: A disabled dropdown or checkbox means the option is unavailable for that content area profile.**	

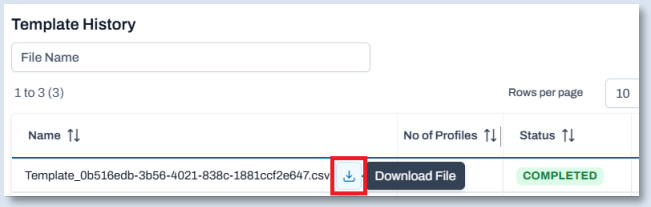
4. Select Save.	
5. Confirm the saved settings before testing. **a. If settings successfully save, a success message appears.** **b. If a student is ineligible for a selected setting, a validation message appears. If demographic updates are needed, adjustments are made in LaunchPad by a user with the AssessmentCoordinator+SDF or AssessmentCoordinator+ role.**	**a.**  **b.** 

Upload for Multiple Students

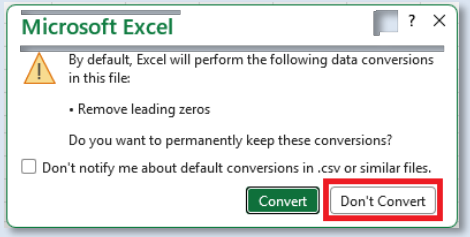
Step	Display
1. **In Rostering > Users,** open the **Filter** and **set Role to Student.**	
2. **Select the students to update (i.e., individual students, students displayed on the page, or all), then** open the **Actions** menu (⋮) **and select Student Accommodation Upload.**	
3. **Select Download Template**.	
4. Open **Template History**.	

5. Download the current file and o**pen** it **in a spreadsheet program**.

Note: Decline any prompt to convert leading zeros.



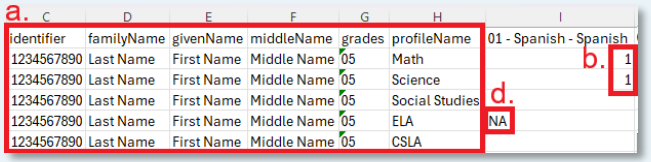
Conversion Prompt Example



6. **Update only the test setting columns** for applicable students**:**

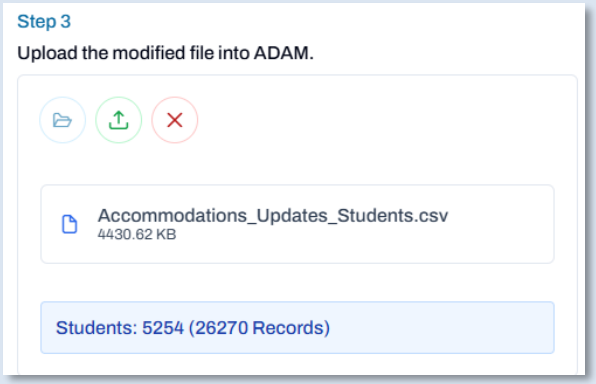
- **a.** Confirm that each row contains the correct student and content area profile (regardless of grade, Math, Science, Social Studies, ELA, and CSLA appear for each student as the ADAM PNP is a true profile, not test assignments).
- **b. Enter 1 to enable the test setting**
- **c. Remove the 1 to disable it**
- **d. Do not change cells marked NA.**

Note: Verify that the test settings entered for each student match the student's IEP, 504, and/or ML plan and any required approvals were received.



7. **Save the** updated **file as a CSV, then upload the file to ADAM.**

- **a. If the upload contains errors, download the error file and review the Errors column. Correct the identified records, then upload the corrected CSV.**



8. **After the upload is complete, verify the saved test settings on the student records.**

CMAS Test Settings Assignment and Validation Rules

Always begin with the current Student Accommodation Upload file downloaded from ADAM. Follow the file-wide requirements below, then refer to this ADAM File Layout for field-specific details and validation rules.

File-wide requirements

- **Expected values:**
  - Enter **1** to enable or assign the test setting
  - Leave the field **blank** to leave the test setting unassigned or to remove an existing assignment.
  - Do not modify cells marked **NA**.
- **File structure:** Do not rename, add, delete, or reorder columns. Do not modify **Columns A–H**.
- **Student and content area profile:** Confirm that each row contains the intended student and content area profile before assigning test settings.
- **LaunchPad prerequisites:** Required demographic and eligibility information must be completed in **LaunchPad** and synchronized to ADAM. Do not attempt to edit student demographics in the Student Accommodation Upload file.
- **Test Setting Selections:** Only assign test settings that are valid for the applicable content area profile. Include required test setting pairings (e.g., 01- Spanish - Spanish with 07 - Text-to-Speech - Spanish), and do not select conflicting test setting options. Refer to the layout below for compatibility requirements and field specific validation rules.
- **Approvals and planning:** Complete all required CDE or district approvals and confirm materials and local transcription plans before testing.
- **Validation errors:** If an upload produces errors, download the error file and review the **Errors** column to identify the issue. Correct demographic prerequisites in **LaunchPad** or test setting selections in the file, allow updates to synchronize when needed, and retry. Resolve all errors before testing.

ADAM File Layout

Keep all fields in the same order as the file downloaded from ADAM. Columns A–H identify the student and profile; use Columns I–BF for test setting selections.

Student and Profile Fields (A–H)

If student information is incorrect, update the information in LaunchPad and allow it to synchronize to ADAM. Do not edit Columns A–H in the Student Accommodation Upload file.

Col.	Field	Field Definitions	Field Notes and Validation
A	**sourcedId**	ADAM's unique system identifier for the student record.	**ADAM file check:** Read-only. Confirm the sourcedId matches the intended student record.
B	**orgName**	Organization associated with the student record.	**ADAM file check:** Read-only. Confirm the organization is correct for the student.
C	**identifier**	The State Student Identifier (SASID).	**ADAM file check:** Read-only. Confirm the identifier matches the student record. 10-digit SASID
D	**familyName**	Student's legal last name borne in common by members of a family.	**ADAM file check:** Read-only. Confirm the last name matches the student record.
E	**givenName**	Student's full legal first name given to a person at birth, baptism, or through legal change.	**ADAM file check:** Read-only. Confirm the first name matches the student record.
F	**middleName**	Student's legal middle name, if available.	**ADAM file check:** Read-only. If populated, confirm the middle name matches the student record.
G	**grades**	Student's grade level.	**ADAM file check:** Read-only. Confirm the grade is correct for the student. **03, 04, 05, 06, 07, 08, 11**
H	**profileName**	Content area test profile associated with the test setting selections in that row.	**ADAM file check:** Read-only. Confirm the row is associated with the intended assessment content area profile. **Math, Science, Social Studies, ELA, CSLA**

Display Options

Col.	Field	Field Definitions	Field Notes and Validation
I	**01 - Spanish - Spanish**	Test content displayed in Spanish. Where appropriate, use in combination with Text-to-Speech, Standard Print, Large Print, or Virtual options.	**LaunchPad:** ML eligibility must be populated and synchronized to ADAM. **This value cannot be selected for ELA.**
J	**02 - Color Contrast - Black/Blue**	Invert the displayed foreground and background colors.	
K	**02 - Color Contrast - Black/Cream**	Invert the displayed foreground and background colors.	
L	**02 - Color Contrast - Black/Magenta**	Invert the displayed foreground and background colors.	
M	**02 - Color Contrast - Gray/Green**	Invert the displayed foreground and background colors.	
N	**02 - Color Contrast - White/Black**	Invert the displayed foreground and background colors.	
O	**02 - Color Contrast - Yellow/Blue**	Invert the displayed foreground and background colors.	
P	**03 - Enlarged Pointer - Extra Large Black**	Enlarged mouse pointer in TestNav.	
Q	**03 - Enlarged Pointer - Extra Large Green**	Enlarged mouse pointer in TestNav.	
R	**03 - Enlarged Pointer - Extra Large White**	Enlarged mouse pointer in TestNav.	
S	**03 - Enlarged Pointer - Extra Large Yellow**	Enlarged mouse pointer in TestNav.	
T	**03 - Enlarged Pointer - Large White**	Enlarged mouse pointer in TestNav.	
U	**03 - Enlarged Pointer - Medium White**	Enlarged mouse pointer in TestNav.	
V	**04 - Zoom Percentage - 110**	Preset enlargement of screen content.	
W	**04 - Zoom Percentage - 120**	Preset enlargement of screen content.	
X	**04 - Zoom Percentage - 150**	Preset enlargement of screen content.	
Y	**04 - Zoom Percentage - 175**	Preset enlargement of screen content.	
Z	**04 - Zoom Percentage - 200**	Preset enlargement of screen content.	

Section note: If **01 - Spanish - Spanish** is enabled, do not combine conflicting English presentation options in the **Auditory/Signed Presentation**, **Paper**, and **Virtual Testing** categories.

Timing

Col.	Field	Field Definitions	Field Notes and Validation
AA	**05 - Extended - 1.5x Time**	Extended time is provided.	**LaunchPad:** IEP, Section 504, or ML eligibility is required for Math, Science, Social Studies, and ELA; IEP or Section 504 is required for CSLA. When eligibility is based only on ML status, **this value cannot be selected in combination with the following accommodation:** 01 - Spanish - Spanish.
AB	**05 - Extended - 2x Time**	Extended time is provided.	**LaunchPad:** IEP or Section 504 is required.
AC	**06 - Stop the Clock**	Facilitates breaks for students who need shorter testing timeframes or have medical needs.	**LaunchPad:** IEP, Section 504, or ML eligibility is required. When eligibility is based only on ML status, **this value cannot be selected in combination with the following accommodation:** 01 - Spanish - Spanish.

Auditory/Signed Presentation

Col.	Field	Field Definitions	Field Notes and Validation
AD	**07 - Text-to-Speech - English**	The testing device provides English auditory presentation of English test content.	**Math/Science/Social Studies — This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, Text-to-Speech - Spanish, paper forms, test content scripts, or Assistive Technology Form. **This value cannot be selected for ELA or CSLA.**
AE	**07 - Text-to-Speech - Spanish**	The testing device provides Spanish auditory presentation of Spanish test content.	**Required selection:** 01 - Spanish - Spanish. **This value cannot be selected in combination with any of the following accommodations:** Text-to-Speech - English, paper forms, test content scripts, or Assistive Technology Form. **This value cannot be selected for ELA or CSLA.**
AF	**08 - Test Content Script - English**	The test administrator provides English auditory presentation of English test content for the student testing on paper. This field is used to order the appropriate script.	**Required selection:** Standard Print - Eng or Large Print - Eng. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, TTS,

			Braille (script automatically included in kit), or Assistive Technology Form. **This value cannot be selected for ELA or CSLA.**
AG	**08 - Test Content Script - Spanish**	The test administrator provides Spanish auditory presentation of Spanish test content for the student testing on paper. This field is used to order the appropriate script.	**Required selections:** 01 - Spanish - Spanish **and for Math**, select Standard Print - Spanish or Large Print - Spanish; **for Science/Social Studies**, select Standard Print - Spanish. **This value cannot be selected in combination with any of the following accommodations:** TTS, Braille, or Assistive Technology Form. **This value cannot be selected for ELA or CSLA.**
AH	**09 - Test Content Script - Signer/Lang Other than Eng/Spa - Online**	The test administrator provides auditory or signed presentation of test content in the student's primary/home language for the online test. This field is used to order the appropriate script. Do not assign for English or Spanish auditory presentation.	**LaunchPad:** IEP, Section 504, or ML eligibility is required. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, paper forms, TTS, or Assistive Technology Form. **This value cannot be selected for ELA or CSLA.**
AI	**09 - Test Content Script - Signer/Lang Other than Eng/Spa - Paper**	The test administrator provides auditory or signed presentation of test content in the student's primary/home language for the paper test. This field is used to order the appropriate script. Do not assign for English or Spanish auditory presentation.	**LaunchPad:** IEP, Section 504, or ML eligibility is required. **Required selection:** Standard Print - English or Large Print - English. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, TTS, Standard Print - Spanish, Large Print - Spanish, Braille, or Assistive Technology Form. **This value cannot be selected for ELA or CSLA.**

Paper

Col.	Field	Field Definitions	Field Notes and Validation
AJ	**10 - Standard Print - English**	Student responds in a standard print English paper test book. Responses are locally transcribed into online form.	**LaunchPad:** IEP or Section 504 is required. **This value cannot be selected in combination with any of the following accommodations:** Standard Print - Spanish, Large

			Print, Braille, 01 - Spanish - Spanish, TTS, or Assistive Technology Form. **This value cannot be selected for CSLA.**
AK	**10 - Standard Print - Spanish**	Student responds in a standard print Spanish paper test book. Responses are locally transcribed into online form.	**LaunchPad:** IEP or Section 504 is required. **Required selection:** 01 - Spanish - Spanish. **This value cannot be selected in combination with any of the following accommodations:** Standard Print - English, Large Print, Braille, TTS, or Assistive Technology Form. **This value cannot be selected for ELA.**
AL	**11 - Large Print - English**	Student responds in a large print English paper test book. Kit includes visual descriptions. Responses are locally transcribed into online form.	**LaunchPad:** IEP or Section 504 is required. **This value cannot be selected in combination with any of the following accommodations:** Standard Print, Braille, 01 - Spanish - Spanish, TTS, or Assistive Technology Form. **This value cannot be selected for CSLA.**
AM	**11 - Large Print - Spanish**	Student responds in a large print Spanish paper test book. Kit includes visual descriptions. Responses are locally transcribed into online form.	**LaunchPad:** IEP or Section 504 is required for Math and CSLA. **Required selection:** 01 - Spanish - Spanish. **This value cannot be selected in combination with any of the following accommodations:** Standard Print, Braille, TTS, or Assistive Technology Form. **This value cannot be selected for ELA, Science, Social Studies.**
AN	**12 - Braille UEB**	Student responds in a braille code test book with embedded tactile graphics. Kit includes teacher notes with visual descriptors. Responses are locally transcribed into online form.	**LaunchPad:** IEP or Section 504 is required. **This value cannot be selected in combination with any of the following accommodations:** Standard Print, Large Print, TTS, Assistive Technology Form, or 01 - Spanish - Spanish. **This value cannot be selected for CSLA, Math, Science.**
AO	**13 - Braille UEB with Nemeth**	Student responds in a braille code test book with embedded tactile graphics. Kit includes teacher notes	**LaunchPad:** IEP or Section 504 is required.

		with visual descriptors. Responses are locally transcribed into online form.	**This value cannot be selected in combination with any of the following accommodations:** Standard Print, Large Print, TTS, Assistive Technology Form, or 01 - Spanish - Spanish. **This value cannot be selected for ELA, CSLA, Social Studies.**
AP	**14 - Braille UEB Math/Science**	Student responds in a braille code test book with embedded tactile graphics. Kit includes teacher notes with visual descriptors. Responses are locally transcribed into online form.	**LaunchPad:** IEP or Section 504 is required. **This value cannot be selected in combination with any of the following accommodations:** Standard Print, Large Print, TTS, Assistive Technology Form, or 01 - Spanish - Spanish. **This value cannot be selected for ELA, CSLA, Social Studies.**

Section note: Assign paper accommodations by the materials-ordering deadline and confirm the local transcription plan.

AT and Visual

Col.	Field	Field Definitions	Field Notes and Validation
AQ	**15 - Assistive Technology Form**	Allows use of assistive technology applications for online tests (e.g., screen reader). Do not use this field to indicate use of external technology that is incompatible with TestNav (e.g., speech-to-text, AAC, WP). Go to Response > Technology-captured.	**LaunchPad:** IEP or Section 504 is required. **This value cannot be selected in combination with any of the following accommodations:** paper forms, 01 - Spanish - Spanish, test content script, or TTS. **This value cannot be selected for CSLA.**
AR	**16 - Visual Descriptors**	Provides a document containing descriptions of select images to provide access to certain images on the assessment.	**LaunchPad:** IEP or Section 504 is required. **This value cannot be selected in combination with any of the following accommodations:** Large Print, Braille, or Tactile Graphics (visual descriptors automatically included in kits)
AS	**17 - Tactile Graphics - Braille UEB**	Provides embossed graphics the student uses to access images on online assessments.	**LaunchPad:** IEP or Section 504 is required. **Required selection:** 15 - Assistive Technology Form. **This value cannot be selected in combination with any of the**

			following accommodations: 01 - Spanish - Spanish, paper forms, test content script, or TTS. **This value cannot be selected for ELA, CSLA, Math, Science.**
AT	**18 - Tactile Graphics - UEB w/Nemeth**	Provides embossed graphics the student uses to access images on online assessments.	**LaunchPad:** IEP or Section 504 is required. **Required selection:** 15 - Assistive Technology Form. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, paper forms, test content script, or TTS. **This value cannot be selected for ELA, CSLA, Social Studies.**
AU	**19 - Tactile Graphics - UEB Math/Science**	Provides embossed graphics the student uses to access images on online assessments.	**LaunchPad:** IEP or Section 504 is required. **Required selection:** 15 - Assistive Technology Form. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, paper forms, test content script, or TTS. **This value cannot be selected for ELA, CSLA, Social Studies.**

Response

Col.	Field	Field Definitions	Field Notes and Validation
AV	**20 - ELA/CSLA Scribe-captured**	A student's spoken or signed response is captured by a scribe. Requires local transcription.	**LaunchPad:** IEP or Section 504 is required. **Requirement:** CDE approval and a local transcription plan. **This value cannot be selected for Math, Science, Social Studies.**
AW	**21 - ELA/CSLA Technology-captured**	A student's spoken response is captured by an external assistive technology device (e.g., speech-to-text, AAC, WP). Requires local transcription.	**LaunchPad:** IEP, Section 504, or ML eligibility is required. **Requirement:** District approval and a local transcription plan. **This value cannot be selected for Math, Science, Social Studies.**

AX	**22 - Math/Science/Soc Scribe-captured**	A student's spoken response is captured by a scribe. Requires local transcription.	**LaunchPad:** IEP, Section 504, or ML eligibility is required. **Requirement:** Local transcription plan. **This value cannot be selected for ELA or CSLA.**
AY	**23 - Math/Science/Soc Technology-captured**	A student's spoken response is captured by an external assistive technology device (e.g., speech-to-text, AAC, WP). Requires local transcription.	**LaunchPad:** IEP, Section 504, or ML eligibility is required. **Requirement:** Local transcription plan. **This value cannot be selected for ELA or CSLA.**
AZ	**24 - Math Calculator on Non-Calculator**	The student may use a calculator as an accommodation, including for items in test sections designated as non-calculator.	**LaunchPad:** IEP or Section 504 is required. **Requirement:** CDE approval. **This value cannot be selected for non-Math subjects.**
BA	**25 - Math Charts and/or Counters on Non-Calculator**	The student may use math charts or counters as an accommodation, including for items in test sections designated as non-calculator.	**LaunchPad:** IEP or Section 504 is required. **Requirement:** District approval. **This value cannot be selected for non-Math subjects.**

Virtual Testing

Col.	Field	Field Definitions	Field Notes and Validation
BB	**26 - Virtual - English**	Only available to students attending qualifying online schools. To qualify, schools must provide 100% of instruction online with no required in-person attendance and no physical education space. Test content displayed in English.	**Requirement:** Student attends a qualifying online school. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, paper forms, TTS, Assistive Technology Form, or test content script. **This value cannot be selected for CSLA.**
BC	**26 - Virtual - English TTS**	Only available to students attending qualifying online schools. To qualify, schools must provide 100% of instruction online with no required in-person attendance and no physical education space. The testing device provides English auditory presentation of English test content.	**Requirement:** Student attends a qualifying online school. **This value cannot be selected in combination with any of the following accommodations:** 01 - Spanish - Spanish, paper forms, TTS, Assistive Technology Form, or test content script. **This value cannot be selected for ELA or CSLA.**

BD	**26 - Virtual - Spanish**	Only available to students attending qualifying online schools. To qualify, schools must provide 100% of instruction online with no required in-person attendance and no physical education space. Test content displayed in Spanish.	**Requirement:** Student attends a qualifying online school. **Required selection:** 01 - Spanish - Spanish. **This value cannot be selected in combination with any of the following accommodations:** paper forms, TTS, Assistive Technology Form, or test content script. **This value cannot be selected for ELA or CSLA.**
BE	**26 - Virtual - Spanish TTS**	Only available to students attending qualifying online schools. To qualify, schools must provide 100% of instruction online with no required in-person attendance and no physical education space. The testing device provides Spanish auditory presentation of Spanish test content.	**Requirement:** Student attends a qualifying online school. **Required selection:** 01 - Spanish - Spanish. **This value cannot be selected in combination with any of the following accommodations:** paper forms, TTS, Assistive Technology Form, or test content script. **This value cannot be selected for ELA or CSLA.**

Section note: Virtual testing is available only to qualifying online schools that provide 100% of instruction online, require no in-person attendance, and have no physical education space. Select only one virtual option.

Other

Col.	Field	Field Definitions	Field Notes and Validation
BF	**27 - Emergency Accommodation**	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test interactions shortly before or during the assessment window.	**Requirement:** Follow current CDE procedures, document locally, and confirm the test setup before testing begins or resumes.

Final Student Verification

After processing, resolve every error and confirm each test setting is saved to the correct student profile. Before testing begins or resumes, verify required approvals, assigned forms, test settings, materials, and local transcription plans.