
APPENDIX C – REASONS FOR NOT TESTING

ENTER A SPECIAL CIRCUMSTANCE CODE

In the event that a student cannot participate in a testlet that generates a performance level used for federal and state accountability, a special circumstance code can be entered in Educator Portal to provide explanation for the reason the student was not tested. Your state's SEA submitted a list of codes and their meanings, which may be available on your state's DLM website if your state requested they be posted.

Note: Codes must be entered before the testing window ends.

The Special Circumstances fields are located in EP on the same screen where the TIP is accessed, and are descriptive words, e.g., medical Waiver or Parental Refusal. Only educators with the role of District Test Coordinator, Building Test Coordinator, or State Assessment Administrator have the permissions to choose the code. We recommend that the special Circumstance code not be entered until late in the state's testing window, but before the window closes. The code needs to be entered once per content area associated with the first testlet to be delivered. The testlet does not need to be opened.

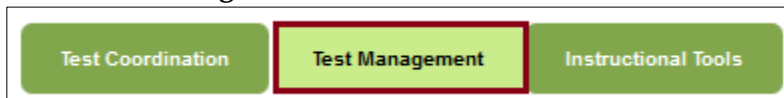
Note: Once the code is selected and saved, the code can be changed by any authorized user.

To enter the special circumstance for a student, follow these steps.

1. Click **Test Management**.



2. Click **Test Management**.



3. Select the following options in these fields:
 - ♦ **Assessment Program:** Dynamic Learning Maps
 - ♦ **Testing Program:** Summative
 - ♦ **District:** Your district
 - ♦ **School:** Your school

4. Click **Search**.

The screenshot shows the 'Test Management' tab selected. At the top right are buttons for 'View Tickets' and 'Add Test Session'. Below these are search filters: 'ASSESSMENT PROGRAM.*' (Dynamic Learning Maps), 'TESTING PROGRAM.*' (Summative), 'SCHOOL.*' (Select), 'SUBJECT:' (Select), and 'GRADE:' (Select). There is a 'Show expired' checkbox and a 'Search' button. Below the filters is a table with columns: Actions, Test Session Name, Tickets, Assessment Name, Grade, and Subject. The table is empty. At the bottom, there is a 'View Test Session Detail' link, pagination 'Page 1 of 0', and a message 'No records to view'.

5. Click the **Test Session Name** you want to update. Please note that this will need to be repeated for each subject.

The screenshot shows the same interface as before, but now with one record in the table. The 'Test Session Name' column for the first record is highlighted with a red box. The table has columns: Actions, Test Session Name, Tickets, Assessment Name, Randomization Type, and Grade. The 'View Test Session Detail' link and pagination 'Page 1 of 1' are visible at the bottom.

6. Select the student.

The screenshot shows a table for selecting students. The columns are: State Student Identifier, First Name, Last Name, Tickets, Special Circumstance, and Save. The third row is highlighted in yellow, indicating it is selected. The 'Special Circumstance' column has a dropdown menu with 'Select' as the current option. The 'Save' column has a blue save icon. The table has 5 rows. At the bottom, there is a 'View Test Session Detail' link, pagination 'Page 1 of 7', and a message 'View 1 - 5 of 32'.

7. Select the applicable **Special Circumstance**.

<input type="checkbox"/>	State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<input type="checkbox"/>						
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input checked="" type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	

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Note: If the wrong code is selected and saved, the code can be changed by any authorized user.

8. Click **Save**.

Hint: Once the Save button is clicked, the Special Circumstances column updates to indicate the special circumstance code has saved.

Hint: Code entry in Educator Portal is independent of the testlet delivery system. A new testlet is delivered each time a testlet is submitted.

Note: If a special circumstances code was selected, but is not needed, the user should follow steps 1-8 and choose the default “select” as the special circumstances code for the student.

See the following page for the special circumstance codes and descriptions.

SPECIAL CIRCUMSTANCE CODES

NYSAA Not Tested Category *	NYSAA Not Tested Description *	New York users should use the following Special Circumstances Code in Educator Portal to indicate a NYSAA Not Tested Category.
Absent	The student was in attendance for fewer than 30 school days as a NYSAA eligible student between March 21—June 3, 2016 (ELA and Mathematics) and it was determined that there was not enough time to assess the student.	Chronic Absences
Not Enrolled at Time of Test Administration	The student left the district before an assessment could be collected, or the student arrived in the district too late for the district to enter the student into SIRS as NYSAA eligible and an assessment could not be completed.	Other
Medically Excused	To be medically excused from taking the NYSAA, the student must be too incapacitated to be assessed because of illness or injury resulting from a significant medical emergency, as documented by a medical practitioner, for more than 30 school days between March 21—June 3, 2016 (ELA and Mathematics). Students taking the NYSAA are not considered medically excused from testing because of their disability.	Medical Waiver
Took Another Assessment to Fulfill Testing Requirement	The student took another approved assessment (i.e., a New York State general assessment, Regents Competency Test (or approved alternative), Regents Examination (or approved alternative)) to fulfill the testing requirement in a particular content area.	Other Reason for Non-Participation
	The student is expected to participate in the NYSAA but does not participate.	Parent Refusal

*<http://www.p12.nysed.gov/assessment/nysaa/2015-16/nottested16.pdf>