Dynamic Learning Maps (DLM) Managing Student Moves

Using Exit Codes and Special Circumstance Codes for Voiding Testlets

Posted January 2021

Key Dates

- **February 11 through March 7, 2020** - District window to complete Personal Needs and Preferences (PNP) Profiles and First Contact (FC) surveys.

- **March 8 to June 11, 2021** - DLM assessment administration window.

- **June 11, 2021** - Last day to make changes to data in Educator Portal, which includes applying Special Circumstance Codes to student assessments.

Required Training Materials

In addition to this training module, all DLM Assessment Coordinators and Data Managers must review the training modules listed under the "Required Training" Section of the NJ DLM homepage.

New Jersey Specific Guidance

- Some of the guidance in this presentation will differ from the guidance offered in DLM documentation.

- Protocols and guidance specific to New Jersey take precedence over DLM documentation.

Managing Student Moves/Transfers (Outside of District)

- Districts that receive transfer students during the DLM administration window must coordinate with the student's prior school district to complete the following steps from pages 106-113 of the [DLM Data Management Manual](#).

Managing Student Moves/Transfers (Within Same District)

- DLM Assessment Coordinators and Data Managers with the District Test Coordinator (DTC) role may transfer students between schools within their own district by following the step-by-step guidance provided in the [DLM Data Management Manual](#) starting on page 112.

Exit Codes vs. Special Circumstance Codes

- Exit codes are used when a student is no longer required to be accounted for in the DLM Educator Portal.
    - **Example**: A student that does not meet the eligibility criteria for the alternate assessment is enrolled in the Educator Portal. In this situation, the student enrollment record should be removed from the Educator Portal using an exit code.
- Special Circumstance codes are used when a student who is required to be accounted for in the DLM Educator Portal does not complete the assessment. This also includes testing refusals.
    - **Example**: A student is absent during the test administration window and does not complete testing. In this situation, the student enrollment and roster records must remain in the Educator Portal and a Special Circumstance Code would be assigned to the assessment record.

Removing Students from Educator Portal

- In the event that a student was claimed in error, or otherwise needs to be removed from the DLM Educator Portal, directions for removing a student can be found starting on page 98 of the [DLM Data Management Manual](#).

- Multiple students can be removed from the Educator Portal at one time using the directions on page 97 of the manual.

- When completing the process for removing a student from the DLM Educator Portal, an exit code must be entered in order to process the removal of the student record from the system.

Exit Codes, Part 1

The following exit codes are the only codes approved for use in New Jersey. No other exit codes are permitted to be used in Educator Portal.

- Code 2 – Transferred to a different public school district in the same state

- Code 6 – Home schooled (teacher is not paid using public school funds)

- Code 11 – A student with a chronic, significant, persistent medical issue/condition that prevents the student from receiving instruction and prevents the student from being able to participate in assessments.
  - This code may be used for homebound students, students in long-term care facilities, and students who are hospitalized.
  - The medical condition(s) is/are long term and chronic, therefore the district will know in advance of the test window the inability to test the student.
  - Questions about the use of this code should be directed to assessment@doe.nj.gov.

Exit Codes, Part 2

The following exit codes are the only codes approved for use in New Jersey. No other exit codes are permitted to be used in Educator Portal.

- Code 14 – Student discontinued schooling
- Code 16 – Student moved out of state
- Code 17 – Unknown (Contact the NJDOE Office of Assessments)
- Code 18 – Student claimed in error / student never attended the district
- Code 30 – Student does not meet eligibility criteria for DLM (including grade-level ineligibility)

For all other exit scenarios, contact the NJDOE Office of Assessments for guidance.

Using Special Circumstance Codes (1 of 5)

- Special Circumstance (SC) Codes are applied to student assessment records in Educator Portal when students are unable to complete testing.
- SC Codes should be entered later in the state's testing window in order to account for situations where a student's testing status changes and the completion of testing becomes possible.
- Some SC Codes (e.g. Catastrophic Illness or Accident) may be entered early in cases where the student's testing status will not change during the DLM administration window.
- <u>All SC Codes must be entered before the DLM testing window closes on June 11, 2021.</u>

Using Special Circumstance Codes (2 of 5)

In order to apply a Special Circumstance Code, a testlet must first be generated for the student. The following steps must be completed before a testlet is generated by the Educator Portal system:

1. The student must be enrolled in DLM's Educator Portal.

2. The student must be assigned to a roster for a specific teacher.

3. The teacher must complete the First Contact Survey/PNP in Educator Portal.

The system generates the first testlet after all of the items listed above are completed.

Using Special Circumstance Codes (3 of 5)

- The Special Circumstance fields are located in Educator Portal under the test management menu. The codes are listed as descriptive words (e.g. Chronic Absences or Parental Refusal, etc.), which are accessed from a drop-down menu.

- Although other Special Circumstance Codes may be listed in the drop-down menu, only the New Jersey approved codes provided in this training module may be used.

- Only individuals with the Educator Portal user role of District Test Coordinator and Building Test Coordinator have the permissions necessary to assign these codes.

Using Special Circumstance Codes (4 of 5)

- In most scenarios, a Special Circumstance (SC) Code is entered once per content area (ELA, Math or Science) associated with the first testlet to be delivered.

- In certain cases, an SC Code may need to entered per individual testlet (e.g., the student was discovered cheating on a specific testlet).

- The "Other" SC code can only be utilized after approval from the NJDOE.

- **Note**: SC Codes can be changed even after a code is saved.

Using Special Circumstance Codes (5 of 5)

The next slide is a table that outlines the New Jersey approved Special Circumstance Codes that are available in the DLM Educator Portal.

The table contains:

- The New Jersey-approved code that will be found in the Educator Portal Special Circumstance drop-down menu
- The New Jersey-specific definition of the code

Note: Although other Special Circumstance Codes may be listed in Educator Portal, only the New Jersey approved codes may be used.

NJ Approved Special Circumstance Code Definitions

Educator Portal Special Circumstance Code	New Jersey Specific Definition
Chronic Absences	Student did not complete any testing, as they were not present during testing window.
Catastrophic Illness or Accident	Medical emergency prevented testing of student.
Parent Refusal	Parent will not allow their child to test.
Teacher Cheating or Mis-Administration	Student's testing is invalid due to failure to provide manipulatives, inappropriate supports provided during test (including prompting), etc.
Other	**The "Other" code can only be utilized after approval from the NJDOE. Please email assessments@doe.nj.gov if need to utilize and request permission.**

Scenarios Where You Must Code
All Content Areas

The following scenarios require that a Special Circumstance Code be entered for each content area – once for Math, ELA, and Science when applicable.

- Chronic Absences
- Parent Refusal
- Other

Scenarios Where You May Code One or More Content Areas

The following codes may be coded at the content-area level:

- **Catastrophic Illness or Accident** - Code only the incomplete content area if the student completed all required testlets within another content area before the onset of the illness or accident.

- **Teacher Cheating or Mis-Administration** - If cheating occurred in only one content area, code only the content area in question. Code all content areas if cheating occurred throughout testing in all content areas.

- **Other** - Contact the NJDOE Office of Assessments for approval to use this code if the circumstance does not fit into the list of codes provided.

  - **The "Other" SC code can only be utilized after approval from the NJDOE; email assessment@doe.nj.gov to request approval.**

Entering Special Circumstance Codes

- Only District Test Coordinators (DTCs) may enter special circumstance codes.
  - The only special circumstance codes that may be used for New Jersey are listed on slide 16 in this document.

- Please see the document "Special Circumstance Codes for the Year-End Model " linked on the NJ DLM webpage under the "Manuals and Blueprints" tab for information on how to enter special circumstance codes in Educator Portal.

Contact DLM

DLM Technical Support

1-855-277-9751

DLM-support@ku.edu

7:00am – 6:00pm CST, M-F

Additional documentation and CSV templates can be accessed via the New Jersey DLM Website. Please be sure to check back frequently for updated information.

Contact NJDOE

Only the DLM Assessment Coordinator, Data Manager, Technology Representative, or Chief School Administrator may contact the Office of Assessments regarding DLM related matters.

For questions regarding data management responsibilities, Special Circumstance Codes, Educator Portal, Student Portal, test design, training, accessibility features, scheduling, test administration, etc., email assessment@doe.nj.gov.

Thank You!

[New Jersey Department of Education Website](https://www.state.nj.us/education/)

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Questions or comments?

assessment@doe.nj.gov

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