PA SPECIAL CIRCUMSTANCE CODES 2024-25

PA DLM Assessment Coordinators (AC) are required to enter Special Circumstances Codes in Kite Educator Portal for students with special characteristics (e.g., home-schooled) or for those who **do not complete the assessment** during the testing cycle. Keep in mind the following facts about these codes:

- Students must be enrolled and rostered in the Kite Educator Portal with the First Contact Survey completed before they can be coded with any Special Circumstance Code. Special Circumstances Codes can only be entered when the testing window is open (March 10, 2025 – May 2, 2025).
- A Special Circumstance Code needs to be added to one testlet in each subject area, even if more testlets were administered in the subject.
- Students who no longer qualify to take the PA DLM (e.g., taking the PSSA or Keystone) should be exited from the Kite Educator Portal using the directions to exit a student rather than a Special Circumstance Code. Exit Codes and directions for 'exiting' a student can be accessed in the Data Management Manual.

The table below contains the list of the Special Circumstance Codes used in Pennsylvania for the spring assessment window. PA DLM ACs select from these codes in Educator Portal. Directions for entering the Special Circumstances Code appear after the table.

CEDS Code	CEDS Special Circumstance	PA Definition/Crosswalk	Additional Considerations
03454	**Medical waiver**	Student has a medical emergency *or* condition that prohibits them from participating in the assessment for the duration of the assessment window. This can include recent, serious illness or injury, conditions that leave a student medically fragile, or other medical conditions that place the student at risk if assessed (e.g., risk of infection, mental health crisis).	• In order to mark the student as not assessed due to a "medical waiver," a note from a doctor excusing the student from participation or hospital documentation must be on file with the LEA. • **Explanation:** Medical reasons associated with this special circumstance may vary but must align with the PA Definition/Crosswalk. • **Accountability:** This code allows schools to omit such students when calculating student participation rates.

			This will ensure that schools whose accountability status might be affected by such situations will not be improperly designated.
			• *Refer to and use Exit Code if a student is deceased.*
13813	**Chronic absences**	Student had an extended absence through all of the assessment window.	• **Accountability**: Students who are non-assessed due to an absence without make-up will have a negative effect on the school's participation rate and can potentially have a negative impact on the school's accountability status.
13815	**Home-schooled for assessed subjects**	Student in Home Education Program (Home-Schooled) participated in statewide assessment at parent/guardian request.	• **Accountability:** Students who are home-schooled and request to participate in the state assessment will not be included in accountability for the school.
13820	**Parent refusal**	Parent/guardian refuses to allow student to participate in statewide assessment for non-religious reasons. This is not a Chapter 4 Parent Religious Opt Out. There is no regulatory allowance for parents to excuse their child from testing outside of Chapter 4 guidance.	• **Explanation:** This code should be used for parent refusal reasons other than religious beliefs (e.g., a student is in a fully virtual environment *and* offered the opportunity to be assessed during the assessment window *and* parent refuses participation.) • **Accountability:** Students who are non-assessed due to parent refusal will have a negative effect on the school's participation rate and can potentially have a negative impact on the school's accountability status.
13823	**Student not showing adequate effort**	Student attempts the first, full testlet at the lowest level (initial precursor) in each subject area and provides no response to any items.	• **Accountability:** Students are considered to have participated in the assessment and will not have

			a negative effect on the school's participation rate. The student will receive the lowest performance level designation and may have a negative impact on the school's performance level indicator.
13826	**Student refusal**	Student refuses to engage with the assessment or engages in disruptive or injurious behavior at any point during the assessment.	• **Accountability:** Students who are non-assessed due to a student refusal may have a negative effect on the school's participation rate and can potentially have a negative impact on the school's accountability status.
10001	**State Use 1**	Parent/guardian refuses to allow student to participate in statewide assessment for religious reason. This is a Chapter 4 Parent Religious Opt Out. See the procedure to be followed in the DLM Assessment Coordinator Manual.	• **Accountability:** Students who do not participate in the assessment due to parental refusal will negatively affect the school's participation rate and can potentially have a negative impact on the school's accountability status.
09999	**Other**	Student does not test for reasons that do not fit the description of any of the other Special Circumstance Codes.	• **Accountability:** Students who do not participate in the assessment will negatively affect the school's participation rate and can potentially have a negative impact on the school's accountability status.

Test administration irregularities - the PA DLM AC must report any test irregularities (e.g., anomalies with secure and confidential test administration) to the Bureau of Special Education (BSE). Contact lihampe@pa.gov or lhauswirth@pa.gov to report incorrect test administration procedures (e.g., administering a testlet to the incorrect student). Do not use the student name or any other personally identifiable information in the email contact to BSE.

Directions for entering Special Circumstance Codes into Kite Educator Portal are below.

ACCESSING SPECIAL CIRCUMSTANCES CODES

Special Circumstance Codes are specific to test sessions in the spring assessment window only. The codes are descriptive words (e.g., Medical Waiver or Parental Refusal). <u>A Special Circumstance Code can be applied to, edited, or removed from a test session in a subject at any time during the state's spring assessment window</u>, **but the action must be performed before the window closes**.

The code must be entered for the test session for each applicable subject. In other words, if a student is not testing in any subjects, a code must be applied to a testlet in each subject in which the student is rostered. If the code must be edited or removed for all subjects, the action must be performed for each code that was entered.

NOTE: Entering a special circumstance code does not prevent further testing.

ENTERING A SPECIAL CIRCUMSTANCE CODE

Follow these steps to enter the special circumstance code for a student in the spring assessment window.

1. Select **Manage Tests** and then **Test Management.**
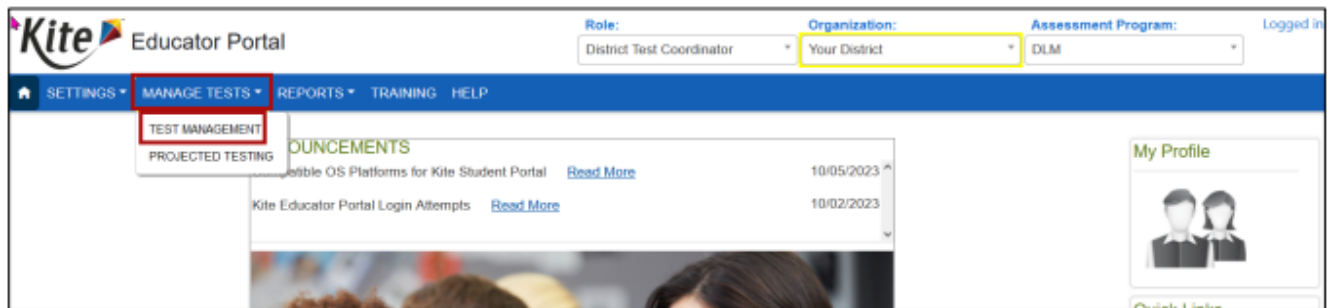
2. Select the following options in these fields:
    *   **School:** the appropriate school
    *   **Testing Program:** Summative
    *   **Subject:** English language arts, mathematics, or science
    *   **Grade:** the student's grade
3. Select **Search.**

4. In the **Test Session Name** column, click the testlet code where a special circumstance code is needed. The code includes the student's name. **Remember, a code must be entered for each subject.**

5. The user is automatically taken to the **End Test Session: Select Student** screen. Select the **student** and scroll to the far right.

NOTE: Roles that do not have permission to apply special circumstance codes will not have the **Special Circumstance** column.
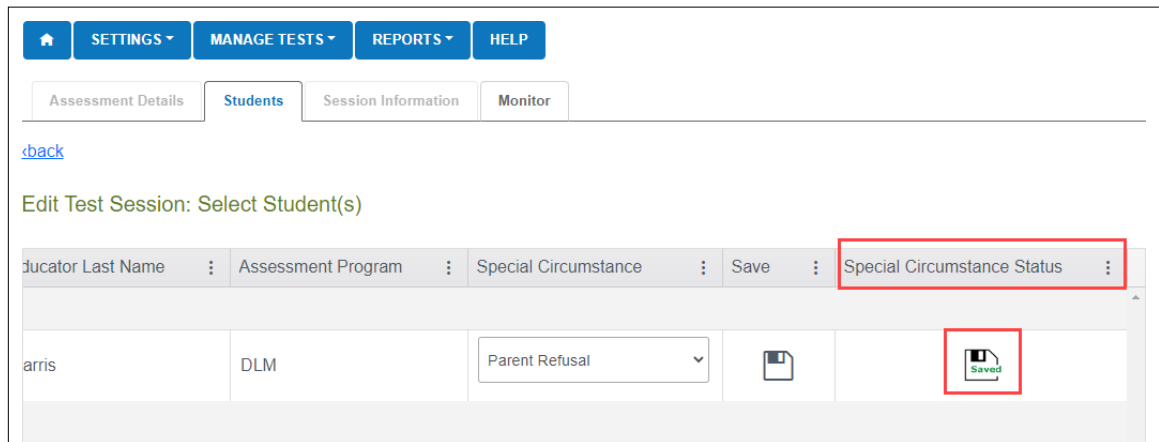
6. Select the arrow in the dropdown menu and select the applicable Special Circumstance Code. In the following example, the user chose Parent Refusal.
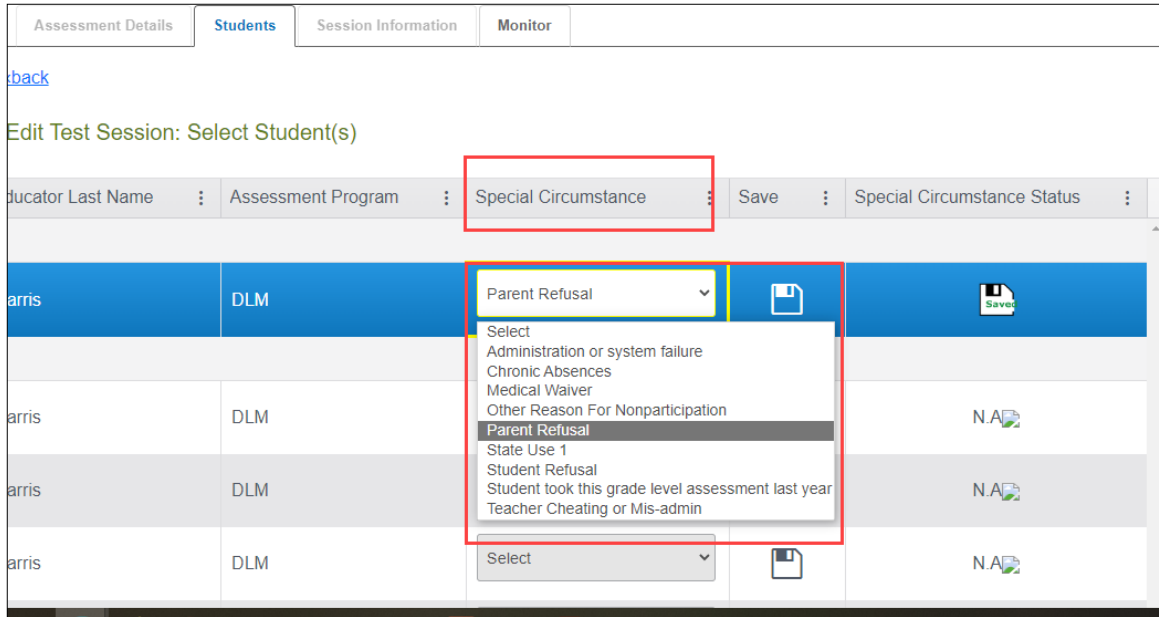
7. Select **Save**.
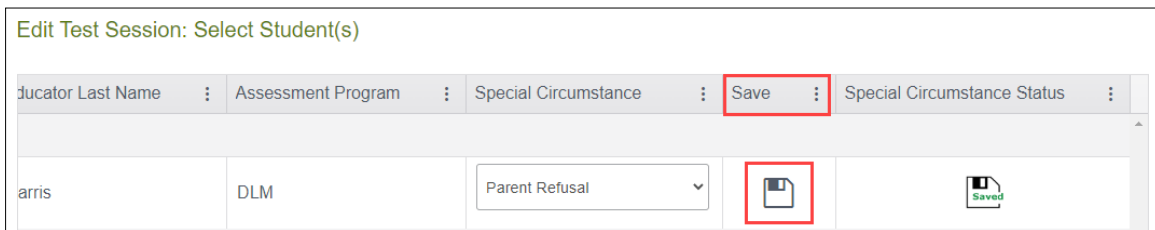
8. The test session and subject are updated as indicated by the icon with the word SAVED displayed in the **Special Circumstance Status** column.

9. To edit an applied code, follow the same steps used to enter a code:
   - Go to the **Special Circumstance** drop-down menu.
   - Choose a different code. (In the following screenshot, the user changed from Parent Refusal to Medical Waiver.)

- Select the **Save** icon.
- The word **Saved** displays in the **Special Circumstance** status column.

10. To delete an applied code:
- Scroll to the drop-down list of special circumstance codes.
- At the top of the list, choose **Select**.
- Select the **Save** icon.
- The word **Saved** displays in the **Special Circumstance** status column.

NOTE: A Special Circumstance Code must be entered, edited, or deleted before the close of the Spring Assessment Window.

On-Demand Special Circumstance Code Extract

The DLM On-Demand Special Circumstance extract is available for monitoring the codes that are added during the window (Figure 1). The extract is available to the same roles that have permission to add the codes. To learn how to access this extract, go to the Educator Portal User Guide

Figure 1. *Screenshot of the DLM On-Demand Special Circumstance File in the list of extracts.*

The DLM On-Demand Special Circumstance File is available to the SAA, DTC, and the Building Test Coordinator roles. The DLM Special Circumstance File is the end-of-year file for the SAA role only.