

# PA SPECIAL CIRCUMSTANCE CODES 2023-24

PASA 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.
- 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 PASA (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 direction for 'exiting' a student can be accessed starting on page 102 in the <u>Data Management Manual</u>.

The table below contains the list of the Special Circumstance Codes used in Pennsylvania for the spring assessment window. PASA 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).	<ul> <li>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.</li> <li>Explanation: Medical reasons associated with this special circumstance may vary but must align with the PA Definition/Crosswalk.</li> <li>Accountability: This code allows schools to omit such students when calculating student participation rates. This will ensure that schools</li> </ul>

			•	whose accountability status might be affected by such situations will not be improperly designated. <i>Refer to and use Exit Code if a</i> <i>student is deceased.</i>
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) participates 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 <u>not</u> 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.
13830	Other reason for ineligibility	Student tested in the wrong grade.	•	Accountability: Students who are tested at the wrong grade will negatively affect the schools' participation rate and have a negative impact on the school's accountability status. Testing students at the wrong grade level is considered a test violation resulting in additional follow up with the Bureau of Special Education (BSE).
13831	Other reason for nonparticipation	Parent/guardian refuses to allow student to participate in statewide assessment for religious reason. This is a Chapter 4 Parent Religious Opt Out. See page 54 of <u>DLM</u> <u>Assessment Coordinator Manual</u> for the procedure.	•	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 PASA AC must report any test irregularities (e.g., anomalies with secure and confidential test administration) to the BSE. Contact <u>lihampe@pa.gov</u> or <u>lhauswirth@pa.gov</u> 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 in the 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, **but the action must be performed before the window closes**.</u>

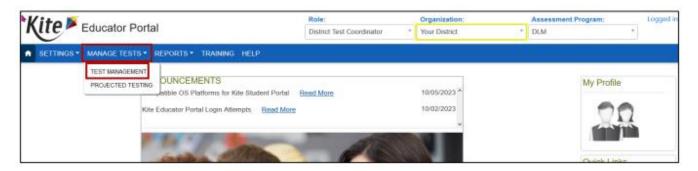
The code must be entered for the test session for each applicable subject. In other words, if a student is not testing in any subjects, a code must be applied to a testlet in each subject to which the student is rostered. If later the code must be edited or removed for all subjects, the action must be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

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.

(ite Educator Portal	Role:		Organization		Assessme	nt Program
$\sim$	District Test Coordinator	•	Your District	•	DLM	
SETTINGS · MANAGE TESTS · R	EPORTS - TRAINING H	HELP				
View Test Sessions						
View Test Sessions ew Test Sessions: Select Criteria	1					
ew Test Sessions: Select Criteria	TING PROGRAM.*	SUBJ	ECT:	GRAD	IE:	

- 4. In the Test Session Name column, double 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.

Kite Ed	lucator Portal			Role: District Test	Coordinator	Organization:     Vour District		ssessment LM	Program		Logged in as		Sign O
	NAGE TESTS - REPORTS - TRAINING H	ПР											
View Test Sessions													
SCHOOL* Middle School	K * Summative K *	SUBJECT Science	X *	GRADE Grade 8	**								
Actions	Test Session Name 1	Tickets I	Test Information	1 Test Prog	orts 1	State Student identifier	Subject	Grade	I B	osher	5 School ID		School Nat
	DLM-AtwoodPolly-SP/SCI.MS.LS2-2P			Testiet 2		123456789	Science	Grade 8	R	oster Name	MS_ID		Mdde Scr
+ + Page 1	of 1 + + 10 + per page											1-1 0	1 items O
Live Chal				© 2025 Th	University of K	ansas							Site Map

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.

Assessment Details	Students	Session Information	Monitor				
<u>(back</u>							
Edit Test Session: S	Select Stud	lent(s)					
ducator Last Name	: Assessm	nent Program :	Special Circ	umstance :	Save :	Special Circumstance Status	:
arris	DLM		Parent Refu	isal 🗸		Savec	
			Select Administrati Chronic Abs	on or system failure ences			
arris	DLM		Medical Wa Other Rease Parent Refu State Use 1	on For Nonparticipation		N.A	
arris	DLM		Student Ref Student tool	usal < this grade level asses eating or Mis-admin	sment last year	N.A	
arris	DLM		Select	~		N.A	

### 7. Select Save.

Edit Test Session	: Sel	ect Student(s)						
ducator Last Name	:	Assessment Program	:	Special Circumstance	:	Save :	Special Circumstance Status	:
arris		DLM		Parent Refusal	~		Saved	

**8.** The test session and subject are updated as indicated by the icon with the word SAVED displayed in the **Special Circumstances Status** column.

♠ SETTINGS ▼		TESTS - REPOR	RTS - HELP				
Assessment Details	Students	Session Inform	mation Monit	tor			
back							
Edit Test Session	: Select St	udent(s)					
lucator Last Name	: Asses	ssment Program	: Special	Circumstance	: Save	: Special Circum	istance Status
arris	DLM		Parent	i Refusal	· 🗈		Saved

- **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.

Edit Test Session	: Sel	ect Student(s)								
ducator Last Name	:	Assessment Program	:	Special Circumstance	:	Save	:	Special Circumstance Status	:	•
arris		DLM		Medical Waiver	~			Saved		

- **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.

ducator Last Name	÷	Assessment Program	:	Special Circumstance : Sa	ave	:	Special Circumstance Status	
arris		DLM		Select			Save	
arris		DLM		Administration or system failure Chronic Absences Medical Waiver Other Reason For Nonparticipation Parent Refusal State Use 1			NA	
arris		DLM		Student Refusal Student took this grade level assessme Teacher Cheating or Mis-admin	ent last y	ear	N.A	

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

For states that allow the use of Special Circumstance Codes during their spring assessment window, 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 > Access Reports and Extracts.

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

Kite Educator Po	- 1 - 1			Logg	ed in as	Sign Out
KITE Educator Po	ortal Role:		Organization:		Assessme	nt Program:
$\sim$	District Test Coordinate	и т	Any District	*	DLM	Ŧ
♠ SETTINGS  MANAGE TESTS	REPORTS TRAINING HELP					
Student Information Test Adminis	tration and Monitoring Data Management	End of Year				
Data Extracts	rsonally Identifiable Information (PII), take a	ppropriate p	recaution to protect :	saved files.		
Extract	Description		Requested	File		Action
	students who are assigned special circumstance during the current year's assessments.	06/	14/2022 01:53 PM	•	-	New File
DLM Test Administration Testler Monitoring and st	is assigned, in progress, and completed by subject, udent.	06/	05/2023 01:11 PM	0	-	New File
TIP Access	on when a Testlet Information Page (TIP) sheet was ccessed.					New File

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

Kite Educator Portal	Role: State Assessment Administra *	Logg Organization: Any State *	ed in as Sign Out Assessment Program: DLM *
SETTINGS * MANAGE TESTS * REPORTS * DASHBOARD TRAINING HELP			
Student Information Test Administrati UAIA EXTRACTS ALTERNATE ASSESSMENT REPORTS STATE SPECIFIC FILES STUDENT REPORT ARCHIVE	End of Year		
Data extracts may include Personany exercise and the appropriate precaution to protect saved files.			