Special Circumstances (SC) Codes for Students taking the DLM

1. Test coordinator needs to enroll and roster the student on Educator Portal for the DLM.

2. Teacher (Test Administrator) needs to complete and submit the first contact survey for the student. Only those items with a red asterisk need to be completed.

3. Teacher (Test Administrator) needs to select one EE in ELA and mathematics for the student. This is done on Educator Portal by selecting manage tests tab, and then select the Instruction and Assessment Planner.
   a. Teacher will need click the blue arrow under the subject to view/create plans.
   b. Teacher will choose the appropriate linkage level for 1 Essential Element (click on the 3 dots to select). Click Begin Instruction.
   c. Teacher will assign testlet. Click on the 3 dots for the Essential Element chosen. Click Instruction Complete Assign Testlet.
4. Test coordinator needs to enter the appropriate SC code on Educator Portal for the student. Go into Manage Tests then select the Instruction and Assessment Planner.
   a. Test coordinator will need to click the blue arrow under the subject to view/create plans.
      ![View/Create plans]
      - Essential Elements complete that count towards meeting blueprint requirements
      - Number of plans with instruction in progress: 1
      - Testlets assigned and ready to test: 0
      - Total number of testlets completed: 0
   b. Test coordinator will click on the 3 dots for the Essential Element that shows Testlet Assigned
      ![Essential Elements complete that count towards meeting blueprint requirements]
   c. Test coordinator will assign the appropriate SC code.
      ![Assign SC code]

*Due to the DLM being an instructionally embedded assessment with 2 test windows. This process needs to be completed in the fall and the spring test window.*