

## Special Circumstance Codes for Instructionally Embedded Model States

The procedures in this document apply to all Dynamic Learning Maps<sup>®</sup> (DLM<sup>®</sup>) Instructionally Embedded model states except Kansas. Kansas-specific instructions are provided in a separate document.

The Teacher role does not have permission to apply, edit, or delete special circumstance codes.

State policy determines the Educator Portal roles that may apply, edit, or delete special circumstance codes. These roles include

- State Assessment Administrator (SAA)
- District Test Coordinator (DTC)
- Building Test Coordinator (BTC)

## Reasons for Not Testing

Results from English language arts (ELA), mathematics, and science testing are used for federal and state accountability.

If a student cannot participate in a testlet that generates a performance level used for federal and state accountability, a DLM special circumstance code can be applied in Kite<sup>®</sup> Educator Portal to provide an explanation for why the student was not tested. Each state education agency (SEA) selects special circumstance codes for their state to use from the list of DLM-provided codes. These codes may be also posted on the state's DLM webpage if the SEA requests posting. However, not all states use DLM special circumstance codes.

# Applying Special Circumstance Codes for ELA and Mathematics in the Fall and Spring Windows in the Instruction and Assessment Planner

NOTE: For science, only the testing results in the spring window are used for federal and state accountability. Directions for applying a special circumstance code for science during the spring window are described later in this document.

Read the following important facts:

- The special circumstance codes for ELA and mathematics testlets are applied in the Instruction and Assessment Planner during both windows.
- Before a special circumstance code can be applied to an Essential Element in a subject, the student must be assigned a testlet for that Essential Element.

- The codes must be applied **after** a testlet in each subject is assigned but **before** the testlet is administered. **The testlet must remain in the assigned status** to apply a special circumstance code.
- A special circumstance code need only be applied to one Essential Element in each subject, even if testlets for other Essential Elements have been assigned.
- State policy determines whether the same code must be used for each subject.
- State policy determines whether the same code must be used in each window.
- State policy determines whether a code may be applied in the fall window only or in the spring window only or whether the code must be applied in both windows.
- The codes must be applied before each testing window closes.
- Applying special circumstance codes does not prevent test administrators from continuing to use the Instruction and Assessment Planner and administering testlets in Student Portal.

IMPORTANT NOTE: The screenshots in this resource are for an educator with the District Test Coordinator (DTC) role, unless otherwise indicated. In this example state, the DTC role was enrolled in the DLM Required Test Administrator Training. Therefore, the Training tab appears for the DTC in the ribbon across the upper part of the screen.

The special circumstance codes Arkansas uses are in the following table. They are the only codes that will appear in the selection menu for Step 6.

Code	Special Circumstance
03454	Medical Waiver
13815	Home Schooled for Assessed Subjects
13817	Incarcerated at Adult Facility
13818	Special Treatment Center
13826	Student Refusal

After the testlet is assigned, follow these steps:

- 1. Select Manage Tests.
- 2. Select Instruction and Assessment Planner from the drop-down menu.



3. In the Student Activity Table on the **View/Create plans** line, select the arrow under the subject. Notice that one testlet in ELA and one in math have been assigned and are ready to be administered but are still in the assigned status.

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Educator Portal	Role:	Organization:	Assessment	Program:
C	District Test Coordinator	* Your District	* DLM	٣
♠ SETTINGS ▼ MANAGE TESTS ▼ REPORTS	TRAINING HELP			
SCHOOL: *			STATE STUDENT ID:	
Middle School × *	OR			
GRADE: STUDENT NAM	E: TEACHER NAME:			
Grade 8× × Atwood, Polly×	× Johnson, Henry×	×	Search	
Select All	Select All			
Atwood.	Polly		0	
Teacher: Johnson, Henry State ID:	 54621347	First Contact PNP Pro	Re Credentials	
		ELA	MATH	
View/Cre	ate plans	$\overline{\bigcirc}$	$\overline{\bigcirc}$	
Grade 8 Blueprint	requirements met	0 of 4	0 of 4	
Number	of plans with instruction in progress	0	0	
Testlets	ssigned and ready to test	1	1	
Total nur	ber of testlets completed	0	0	

4. Find an Essential Element in the **Testlet Assigned** status. Select the kabob menu (three vertical dots).



5. Scroll down to the **Special Circumstance** code options menu. This option is only available in states using DLM special circumstance codes and is only available for an educator who has permission to apply a special circumstance code.

	ELA.EE.RL.3.1 ×
ncluding at least one F an comprehend text in Determine critical eleme	Initial Precursor: When provided with language cues, the student can pay attention to the entire object, a characteristic of the object, or an action the object can perform.
Initial Precursor	Mini-Map 📴 Testlet Information Page 👼
Testlet 09/13 Assigned Initial Precursor	Cancel Testlet
eek absent objects	SPECIAL CIRCUMSTANCE
Testlet 09/13 Assigned	Save

6. Select the appropriate code for the student from the drop-down menu and select **Save**.

Select	<b>^</b>	
Administration or system failure		
Cheating		
Other		
Other Reason For Ineligibility		
Teacher Cheating or Mis-admin	-	
Select		
	Save	

#### Changing or Removing a Special Circumstance Code

To change a special circumstance code for an Essential Element in the Instruction and Assessment Planner, follow the same process used for applying the code and select a different code from the drop-down menu. Select **Save**. The new code will be applied to the Essential Element for the subject.

To completely remove the code, select the small **X** by the name of the previously selected code. Select **Save**. No special circumstance code will be applied for the Essential Element.



## Applying a Special Circumstance Code for Science in the Spring Window

To apply a special circumstance code for a science testlet in the spring window, follow these steps:

- 1. Select Manage Tests.
- 2. Select Test Management.

K	ite 🎽	Educator P	ortal		Organization:	Logg	ed in as Henry Johnson (2) <u>Sig</u> Assessment Program:
			District Test Coordinator	٠	Your District	×	DLM
A	SETTINGS -	MANAGE TEST	S - REPORTS - TRA	INING H	IELP		
1	14.	TEST MANAGEMI INSTRUCTION AN PROJECTED TES	ENT ND ASSESSMENT PLANNER STING	4			My Profile

- 3. Enter data in the following fields:
  - School: The student's school
  - Testing Program: Summative
  - Subject: Science
  - Grade: The student's grade
- 4. Select **Search.** Available test sessions will populate.

ue -		District Test Coordinator	¥	Organization: Your District	*	Assessme DLM	ent Program
SETTINGS -	MANAGE TESTS		HELP				
View Test Session	IS						
iew Test Sess	ions: Select Crit	eria					
	0013. 00100t 011	ond					
SCHOOL:*		TESTING PROGRAM:*	SUBJ	ECT:	GRAE	DE:	

In the Test Session Name column, double-click the testlet code for the testlet that needs a special circumstance code applied. The testlet code includes the student's name.
 Remember, even if special circumstance codes were applied for ELA and mathematics, a code must be applied for science if a student is unable to test. The code must be applied before the testlet is administered in Student Portal.

Kite Educator Portal	Role: Or District Test Coordinator * Yo	rganization: A bur District * D	Assessment Program: Lo DLM *	igged in as Sign Out
▲ SETTINGS • MANAGE TESTS • REPORTS • TRAINING HELP				
View Test Sessions				
SCHOOL* TESTING PROGRAM* SUBJECT.  Middle School ** Summative ** Include completed _ Include expired Search Vew Tickeb	GRADE: Grade 8 × *			
Actions : Test Session Name : : Tickets : Test Information	1 Test Progress 1 State Stu	dent identifier   Subject	Grade I Roster I	School ID I School Nar
DLM-AtwoodPolly-SP.SCI.MS.LS2-2P	Testlet 2 of 9 12345678	89 Science	Grade 8 Roster Name	MS_ID Middle Sch 🗘
+ Page 1 of 1 + + 10 + perpage				1-1 of 1 items 🔿
Line Chat	© 2023 The University of Kansas			Site Map

6. The educator is automatically taken to the **End Test Session: Select Student** screen. On that screen, select the **student** and scroll to the far right.

Assessment Details	Students	Session Information	Monitor						
<u>dack</u>									
Edit Test Session: S	elect Stud	dent(s)			_				
ucator Last Name	Assessm	ent Program	Special Circu	imstance :	Save	1	Special Circumstance Status	1	
									î
	DLM		Select	~		)	N.App		
					-				

NOTE: The drop-down menu will not appear for users who do not have permission to apply a special circumstance code

Assessment Details	Students	Session Inform	ation	Monitor				
back								
Edit Test Session	: Select Stude	ent(s)						
ucator Last Name	: Assessme	ent Program	:	Special Circumstance	Save	÷	Special Circumstance Status	
ırris	DLM			Parent Refusal			Save	
				Select Administration or system failure Chronic Absences				
arris	DLM			Medical Walver Other Reason For Nonparticipat Parent Refusal State Use 1	ion		N.A	
arris	DLM			Student Refusal Student took this grade level as: Teacher Cheating or Mis-admin	sessment last	year	N.A	

7. Select the applicable **special circumstance code** and select **Save**.

Ear foot booston								
ducator Last Name	:	Assessment Program	;	Special Circumstance	:	Save	Special Circumstance Status	:
arris		DLM		Parent Refusal	~		Saved	

After the **Save** button is selected, the **Special Circumstance** column updates to indicate the special circumstance code is saved for this test session and subject.

- 8. To change an applied code, follow the same steps used to add the 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.
  - To completely remove the code, select the small **X** by the name of the previously selected code. Select **Save**. No special circumstance code will be applied for the Essential Element.

Edit Test Session	: Sele	ect Student(s)					
ducator Last Name	- 8	Assessment Program	-	Special Circumstance	- 1	Save :	Special Circumstance Status
arris		DLM		Medical Waiver	~		Saved

## Special Circumstance Files and End-of-Year Reports

Two files are provided for monitoring the use of DLM special circumstance codes.

#### The DLM On-Demand Special Circumstance File

The first special circumstance file is an on-demand file that is available throughout the year for state and district users to monitor the application of special circumstance codes. Access to the file depends on the state.

This file displays the students' demographic information, the special circumstance codes that were selected, and the Essential Elements to which the codes were applied.

- 1. Go to Reports.
- 2. Select Data Extracts.



- 3. Select Test Administration and Monitoring.
- 4. Find the DLM On-Demand Special Circumstance File.
- 5. Select the **New File** action button.
  - Each time the New File action button is selected, a new on-demand CSV file populates with the most current data.

6. The CSV file will populate with the most current data.

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Lducato	r Portal	Role:		Organization:		Assessment Prog		
$\mathbf{C}$		District Test Coordinator	*	Your district	*	DLM	*	
	ESTS - REPORTS -	TRAINING HELP						
Student Information Test Ac	dministration and Monitoring	Data Management End	d of Year					
Data Extracts		_						
Note: Data extracts may includ	de Personally Identifiable	e Information (PII), take app	ropriate	precaution to protect	t saved files.			
Extract	Descri	iption		Requested	Fil	e	Action	
DLM Blueprint Coverage Summary c	Percent of students meeting b organization	lueprint criteria, per	05/	16/2023 09:38 AM	c	sv	New File	
DLM Instructionally Embedded I Monitoring s	Instructionally embedded blue subject, and assessment wind	print coverage per student, low.	05	17/2023 11:46 AM	c	sv	New File	
DLM On-Demand Special L Circumstance File	List of students who are assig codes during the current year	ned special circumstance 's assessments.	09/	12/2023 12:00 PM	c	sv	New File	
TIP Access	Detail on when a Testlet Inform last accessed.	nation Page (TIP) sheet was	04/	24/2023 08:26 PM	4	sv	New File	

#### The DLM Special Circumstance File

The second special circumstance file is the final list of students who had a special circumstance code applied to an Essential Element in either window. This file is static and is available only to the State Assessment Administrator role at the end of the year along with the state's General Research File (GRF). The following screenshot is for the State Assessment Administrator's view.

- 1. Go to **Reports**.
- 2. Select **Data Extracts**.

Kite Educator Portal					Role:	Organization:	Logged in as Sign ( Assessment Program:		Sign Out
					State Assessment Administra *	Your State		DLM	*
	SETTINGS -	MANAGE TESTS -	REPORTS -	DASHBOARD TRA	AINING HELP				
			DATA EXTRAC ALTERNATE AS STATE SPECIF STUDENT REP	TS SSESSMENT REPORTS IC FILES ORT ARCHIVE			My Profile	0	

- 3. Select the End-of-Year tab.
- 4. Select the Excel icon to open the DLM special circumstance file.

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Educator Po	ortal	Role:	Organization:	Assessment Program:							
$\sim$		State Assessment Administra *	Your State *	DLM *							
SETTINGS • MANAGE TESTS • REPORTS • DASHBOARD TRAINING HELP											
Student Information Test Adminis	stration and Monitoring Data Management	End of Year									
Data Extracts Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.											
Extract	Description	Requested	File	Action							
DLM Exited Students	List of students who were exited anytime durin year's assessments as of the GRF delivery da	ng the previous 05/16/2023 01: ate.	51 PM	Â							
DLM General Research File (GRF)	General Research File from the most recent y student assessment results for each rostered Detail EE Crosswalk	ear with final subject. Data 05/16/2023 11:	44 AM	New File							
DLM Incident File	List of students who may have experienced te administration incidents during previous year's	ist s assessments.		New File							
DLM Special Circumstance File	List of students who were assigned special cir codes during previous year's assessments.	rcumstance 05/16/2023 01:	51 PM								