SPECIAL CIRCUMSTANCE CODES – Spring 2022

Educators with the Educator Portal role of District Test Coordinators (DTC) have permission to enter special circumstances codes in Educator Portal. Keep in mind the following facts about these codes.

- Special circumstance codes are specific to the spring assessment window only.
- A special circumstance code need only be added to one test session in each applicable subject, even if more test sessions were administered in the subject.

Only use the Special Circumstance Codes approved for New York for the 2021-2022 spring assessment window.

REASONS FOR NOT TESTING

If a student cannot participate in a testlet that generates a performance level used for federal and state accountability, a special circumstance code can be entered in Educator Portal to provide an explanation as to why the student was not tested.

Special circumstance codes are specific to test sessions in the spring assessment window only. The special circumstances fields are in Educator Portal on the same screen where users access the Testlet Information Page (TIP). The codes are descriptive words (e.g. Medical Waiver or Parental Refusal). A special circumstance code can be applied to a test session in a subject at any time during the state’s spring assessment window, but it must be entered before that window closes.

The code must be entered for a test session for each applicable subject. In other words, if a code is to apply to all subjects to which the student is rostered, the code must be entered in a test session for each of those subjects.

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

ENTERING A SPECIAL CIRCUMSTANCE CODE

To enter the special circumstance code for a student in the spring assessment window, follow these steps.

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

![Kite screenshot](image)

Select the following options in these fields:
- **School**: the appropriate school
- **Testing Program**: Summative
- **Subject**
- **Grade**

![Kite screenshot](image)

3. Select **Search.**

4. Select the **Test Session Name** needing the update. **A code must be entered for each subject.**
5. Select the **student**.

**NOTE:** Roles that do not have the permission to apply special circumstance codes will not see the drop down or button.

6. Select the applicable **special circumstance code**.

Once the **Save** button is selected, the Special Circumstances column updates to indicate the special circumstance code has saved for this test session and subject. The Special Circumstances column will then be disabled.

If a District Test Coordinator mistakenly adds a special circumstance code to a test session, to remove the code contact either the state assessment administrator or the DLM Service Desk.