SPECIAL CIRCUMSTANCE CODES

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. Direction for 'exiting' a student can be accessed on p.103 of the Data Management Manual. Exit Codes specific to Pennsylvania are on p. 152 of the Data Management Manual.

The chart below contains the list of the Special Circumstance Codes being used in Pennsylvania for the 2022 spring assessment window. PASA ACs will be able to select from these codes in Educator Portal. The directions for entering the special circumstances code appear below the table.

Table 1. Special Circumstance Codes

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 for the entire 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/attribution for the Local Education Agency.

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 **(Other reason for nonparticipation – below)**. This includes if a student is 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 a 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 will 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.
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 48 of DLM AC Manual 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.

13835	**Administration or system failure**	An issue with administering the assessment and/or a computer system failure that could not be resolved and invalidated the assessment. If using this code, the PASA AC <u>must</u> contact the Bureau of Special Education (BSE), Special Education Adviser Lisa Hampe at lihampe@pa.gov and provide details.	• **Explanation:** In most cases, an internet or system issue can be resolved by attempting to resume the testing at a later time and will not invalidate the assessment. Likewise, if an assessor assigned to the student is not able to administer the assessment (e.g., unexpected leave), the assessment should be reassigned to another assessor. This code should only be used if a unique situation occurred that could not be remedied (after contacting the BSE), and test invalidation occurred as a result. • **Accountability:** Students who do not participate in the assessment due to test administration or system failure will negatively affect the school's participation rate and can potentially have a negative impact on the school's accountability status.

See page 5-7 for directions on how to enter Special Circumstance Codes in the Kite Educator Portal.

ACCESSING SPECIAL CIRCUMSTANCES CODES

The special circumstances codes are in Kite 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 must be entered **before** the testing 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, follow these steps.

1. Select **Manage Tests.**
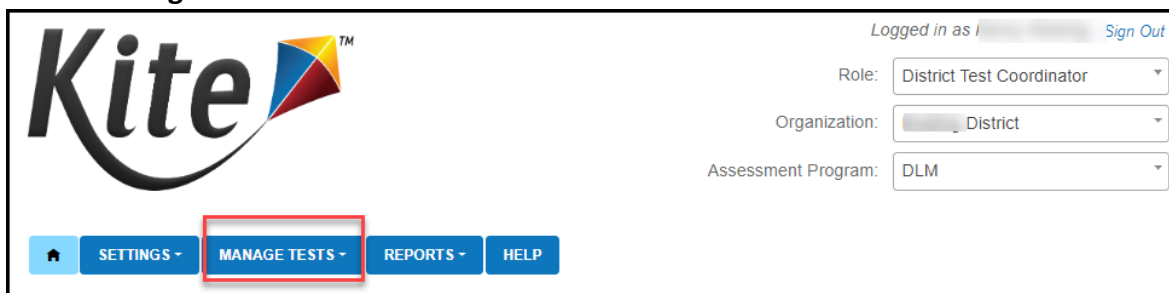
2. Select **Test Management.**
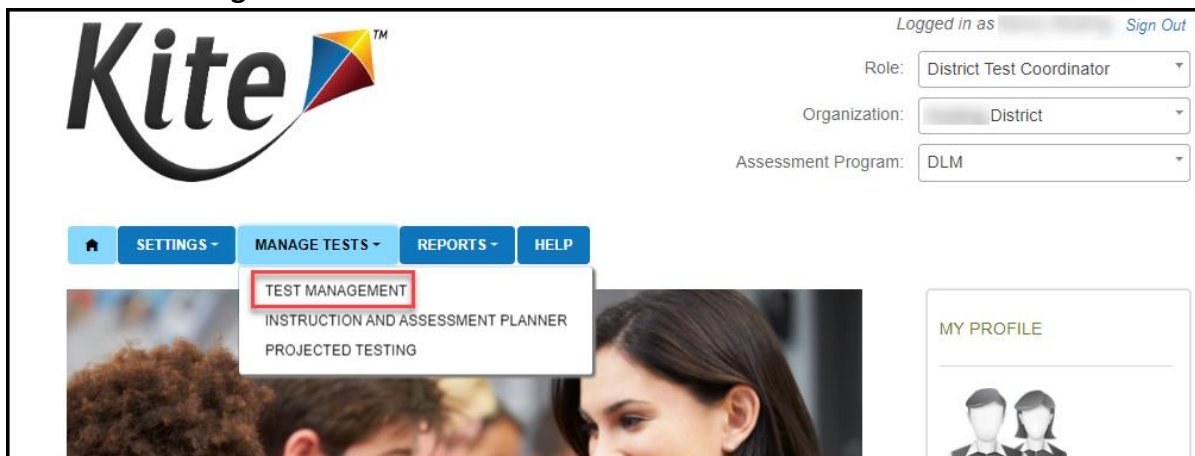
   Select the following options in these fields:
   - **School:** the appropriate school
   - **Testing Program:** Summative
   - **Subject**
   - **Grade**

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: Only the Assessment Coordinator can enter special circumstance codes. Other roles 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 PASA Assessment Coordinator mistakenly adds a special circumstance code to a test session, contact either alternateassessment@pattan.net or the DLM Service Desk.