



## Special Circumstance Codes for the Instructionally Embedded Model

This resource is available at <https://secure.dynamiclearningmaps.org/ie-resources>. It can also be posted to a state’s public Dynamic Learning Maps® (DLM®) webpage upon state request. The procedure applies to all Instructionally Embedded model states, except Kansas. A separate document is available with Kansas-specific instructions.

State policy determines the Educator Portal roles that may enter, edit, or delete special circumstance codes:

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

Some states do not use DLM special circumstance codes.

## Reasons for Not Testing

Results for English language arts (ELA), mathematics, and science 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 entered in Kite® Educator Portal to provide an explanation for why the student was not tested. Each state education agency (SEA) selects a list of codes for their state to use. These codes may be posted on the state’s DLM webpage if the SEA requests posting. Not all states use DLM special circumstance codes.

## Entering Special Circumstance Codes for ELA And Mathematics in the Fall and Spring Window in the Instruction and Assessment Planner

- The codes for ELA and mathematics during both windows are assigned in the Instruction and Assessment Planner.

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NOTE: Only results for science tested in the spring window are used for federal and state accountability. Directions for entering a special circumstance code for science during the spring window are described later in this document.

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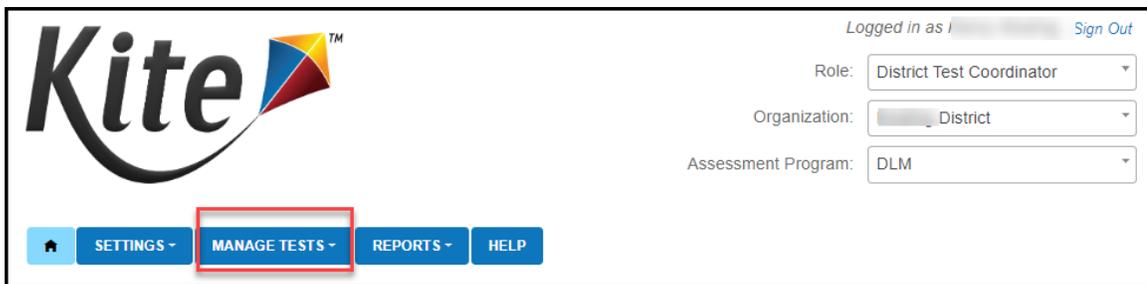
- A special circumstance code need only be added to one test session in each subject, even if other test sessions in the subject are available for assessment.
- Applying special circumstance codes does not stop test administrators from continuing to use the Instruction and Assessment Planner and administering testlets.

- The codes must be applied after a testlet in each subject is assigned but before the testlet is administered.
- The codes must be entered before each testing window closes.
- State policy determines whether a code may be entered in the fall window only or in the spring window only or whether the code must be entered in both windows.
- State policy determines whether the same code must be used in each window or whether a different code can be entered in each window.

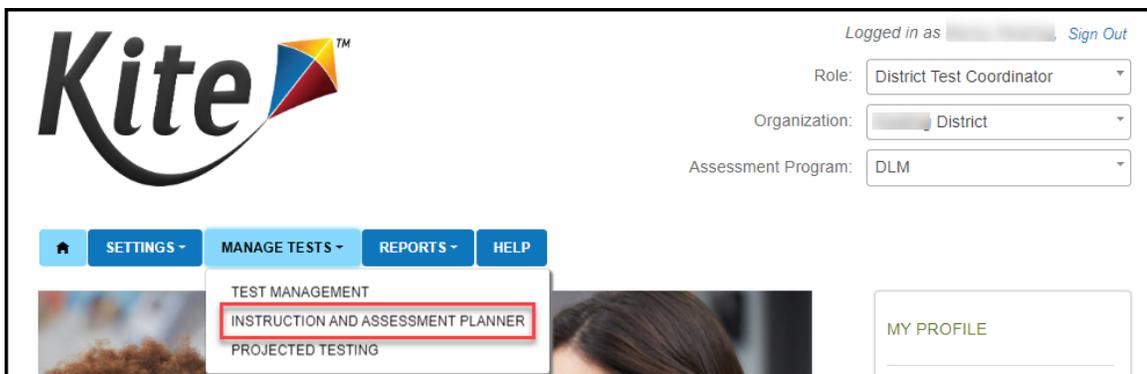
Before an educator with appropriate permissions can add a special circumstance code in the Instruction and Assessment Planner, the student must be assigned a testlet in each subject to which the student is rostered. **The testlet must remain in the assigned status** to add a special circumstance code. If the testlet was administered, a special circumstance code can no longer be added. The following screen shots are for an educator with the District Test Coordinator role. The Teacher role cannot enter a special circumstance code.

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 **View/Create plans** line of the Student Activity Table, select the arrow under the subject.

State ID: [REDACTED]	First Contact	PNP Profile	Credentials
	ELA	MATH	SCI
View/Create plans			
Blueprint requirements met	3 of 4	0 of 4	NA
Number of plans with instruction in progress	1	0	0
Testlets assigned and ready to test	1	0	0
Total number of testlets completed	11	0	0

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

Essential Element	Initial Precursor
<p><b>ELA.EE.RL.3.1</b></p> <p>Answer who and what questions to demonstrate understanding of details in a text.</p>	<p>attend to object characteristics</p> <p></p> <p> Testlet Assigned 09/17</p>

- Scroll down to the **Special Circumstance** code option. This option will only be available in states using DLM special circumstance codes and only for an educator who has permission to apply a special circumstance code. No other roles will see the option.

including at least one F  
can comprehend text in  
Determine critical eleme

**Initial Precursor**

attend to object characteristics

Testlet Assigned 09/13

**Initial Precursor**

seek absent objects

Testlet Assigned 09/13

**Initial Precursor**

ELA.EE.RL.3.1 x

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.

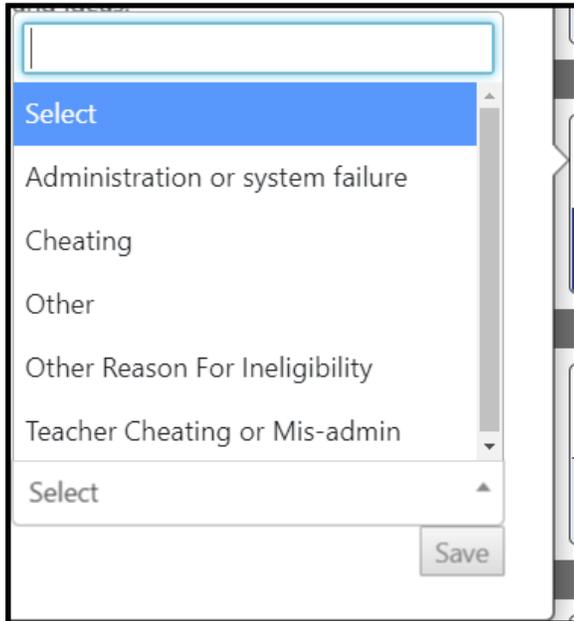
Mini-Map

Testlet Information Page

Cancel Testlet

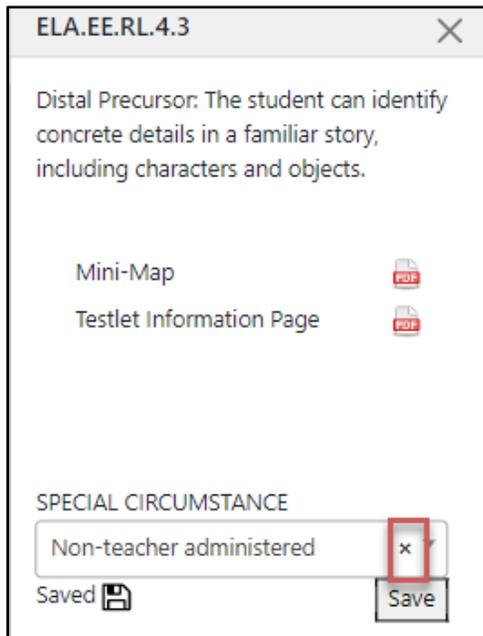
**SPECIAL CIRCUMSTANCE**  
 Save

6. Select the appropriate code for the student and select **Save**.



To change a special circumstance code for an Essential Element in the Instruction and Assessment Planner, follow the same process for adding the code, and then simply select a different code from the dropdown 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.



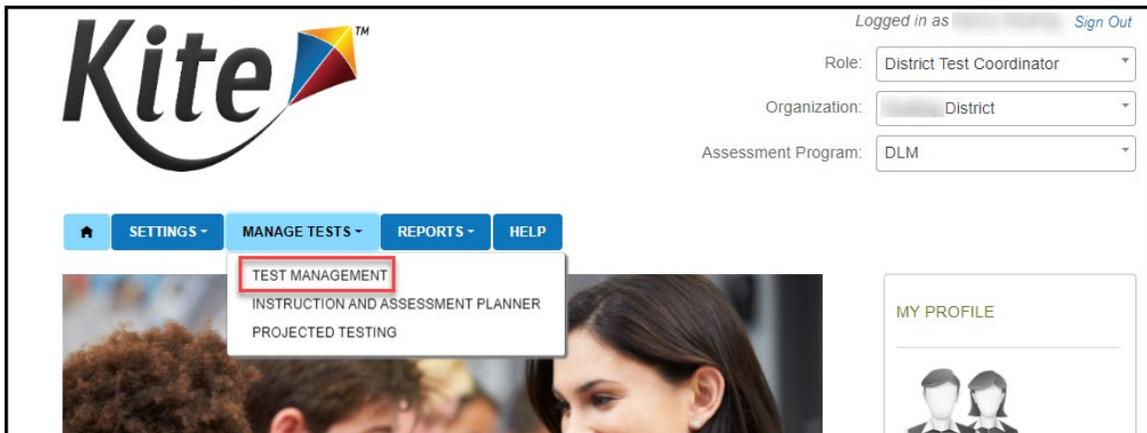
## Entering a Special Circumstance Code for a Science Testlet in the Spring Window

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

1. Select **Manage Tests**.

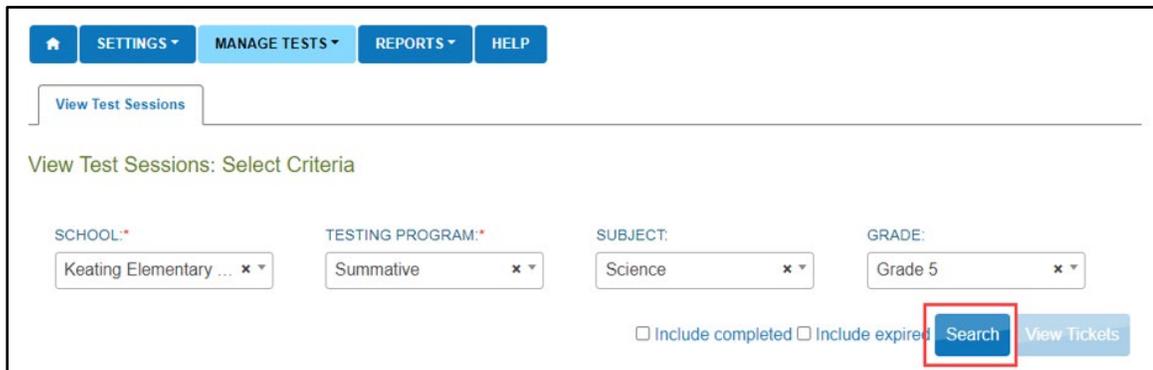


2. Select **Test Management**.



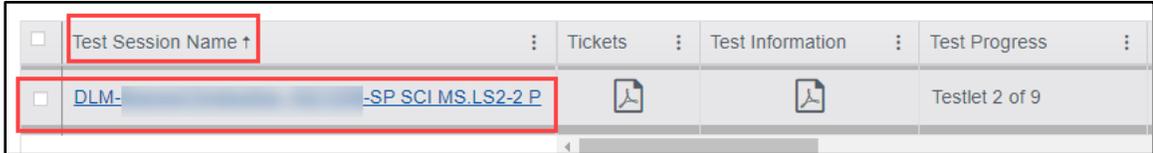
3. Select the following options in these fields:

- **School:** the student's school
- **Testing Program:** Summative
- **Subject:** Science
- **Grade:** the student's grade

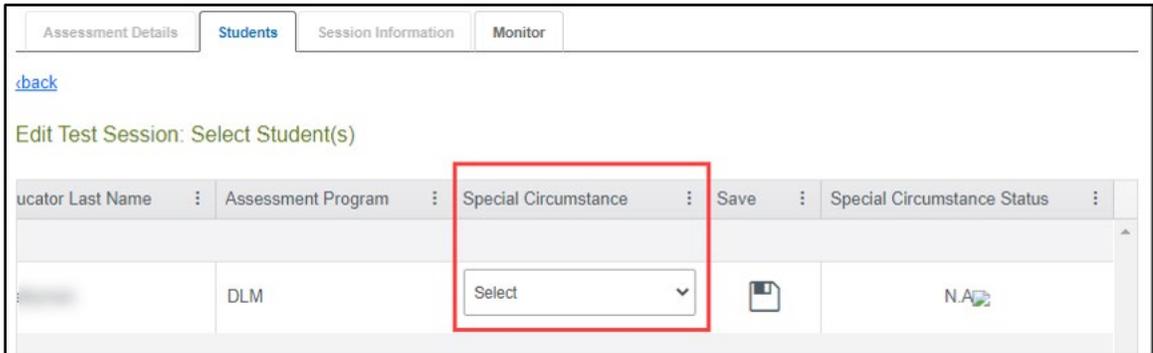


4. Select **Search**.

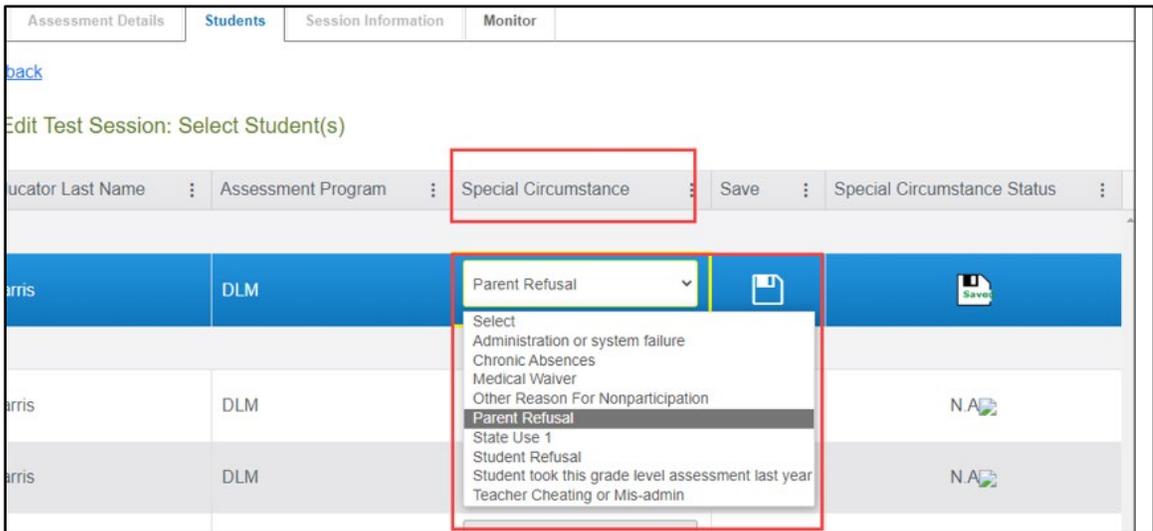
- In the **Test Session Name** column, double click the testlet code for the testlet that needs a special circumstance code applied. The testlet code includes the student's name. Remember, a special circumstance code must be entered for each subject when a student is unable to test and before the testlet is administered.



- 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.



NOTE: An educator who does not have the permission to apply a special circumstance code will not see the drop-down menu or buttons.



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

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

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 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: Select Student(s)				
ducator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
arris	DLM	Medical Waiver		

## End-of-Year Reports and Extracts

Even if a special circumstance code is added to a test session for ELA, mathematics, and science test session, the student will still receive an end-of-year Individual Student Score Report, unless the state chooses to invalidate the student's record in the General Research File (GRF) during the state's two-week review window.

For states that allow the use of DLM special circumstance codes, the state assessment administrator will receive a special circumstance code file at the end of the year with the list of students who had a special circumstance code applied during testing in either window. SEAs should review the special circumstance code file along with the Exited Students file when reviewing their GRF and make decisions about invalidations. All three of these files become available in Educator Portal at the same time, based on the date that corresponds to the close date for the state's spring window (i.e., the batch the state's closing date falls in: Batch 1 or 2).