SPECIAL CIRCUMSTANCE CODES FOR THE INSTRUCTIONALLY EMBEDDED MODEL

This resource is available at http://secure.dynamiclearningmaps.org/content/shared-resources.

It can also be posted to a state’s public Dynamic Learning Maps® (DLM®) webpage upon state request.

This resource includes procedures that apply only to Instructionally Embedded model states, except Kansas. A separate document is available with Kansas-specific instructions.

- Special Circumstance Codes can be applied to test sessions within the fall window and again in the spring window.
- Only the State Assessment Administrator (SAA) and the District Test Coordinator (DTC) roles have permission to enter special circumstance codes.
- A Special Circumstance Code need only be added to one test session in an applicable subject in the Instruction and Assessment Planner, even if other test sessions in the subject are available for assessment.
- By state policy, some states may restrict entering the codes to the SAA role only.
- Some states do not use special circumstance codes.

REASONS FOR NOT TESTING ENGLISH LANGUAGE ARTS AND MATHEMATICS

Results for ELA and mathematics during the fall window are used in conjunction with results from the spring window for federal and state accountability.

In the event that 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 Kite® Educator Portal to provide explanation why the student was not tested. Each state education agency (SEA) selects a list of codes for their state. These codes may be available on your state’s DLM webpage if the state requests posting.

ENTERING SPECIAL CIRCUMSTANCE CODES FOR ELA AND MATHEMATICS IN THE FALL AND SPRING WINDOW

- Special Circumstance Codes can be applied to test sessions within the fall window and again to test sessions within the spring window.
- A code that is added for ELA or mathematics during the fall window for a student applies only to the single test session in the window. Applying Special Circumstance Codes does not stop users from continuing to use the Instruction and Assessment Planner and administering testlets. If a Special Circumstance Code is needed for the same student in the spring window, it must be also added to a single test session for the applicable subject during the spring window.
Special Circumstance Codes must be entered per test session for each applicable subject.

- The codes must be entered before the closing of each testing window.
- The codes for ELA and mathematics during both windows are assigned in the Instruction and Assessment Planner.
- Applying a Special Circumstance Code does not prohibit further testing.

**NOTE:** Testing science in the fall window is optional. 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.

Before an SAA or DTC 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 with the testlet not yet administered. After the testlet is assigned, the SAA or DTC will use the following steps:

1. Select **Manage Tests**.

   ![Manage Tests](image)

2. Select **Instruction and Assessment Planner** from the drop-down menu.

   ![Instruction and Assessment Planner](image)
3. In the View/Create plans line of the Student Activity Table, select the arrow under the subject.

![Student Activity Table](image)

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

![Essential Element](image)

5. Scroll down to the Special Circumstance Codes option. This option will only be available in states using special circumstance codes. A user who does not have the
permission to apply a special circumstance code will not see the option.
6. Select the appropriate code for the student and select **Save**. Once a Special Circumstance Code is selected and saved, the feature is disabled for the user.

![Special Circumstance Codes](image)

**ENTERING A SPECIAL CIRCUMSTANCE CODE FOR SCIENCE TESTLETS IN THE SPRING WINDOW**

To enter the special circumstance code for a student in science for 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.

5. Select the **Test Session Name** needing to be updated.
6. Select the student.  

**NOTE:** A user who does not have the permission to apply a special circumstance code will not see the drop down or buttons.

7. Select the applicable **Special Circumstance Code** and select **Save**.

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 is then disabled.

**END-OF-YEAR REPORTS AND EXTRACTS**

Even if a Special Circumstance Code is added to a test session for a subject during either window, or to the science test session name during the spring window, 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.

Also, states that allow the use of these codes during either the fall and/or spring window, the state will receive a Special Circumstance Code file at the end of the year with the list of students who had a special circumstance code added during testing in either window. States should review the Special Circumstance Code file along with the Exited Students file when reviewing their GRF and making 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 testing window (i.e., the batch the state’s closing date falls in: Batch 1, 2 or 3.).