



SPECIAL CIRCUMSTANCE CODES FOR YEAR-END MODEL AND SCIENCE ONLY STATES

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 to Year-End model states and to states testing science only.

- 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.
- State Assessment Administrator (SAA) and the District Test Coordinator (DTC) roles have permission to enter special circumstances codes. By state policy, some states may restrict entering the codes to only the SAA role.

REASONS FOR NOT TESTING

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 Educator Portal to provide explanation why the student was not tested. Each state education agency (SEA) selects list of codes to use for students in their state. These codes may be available on the state's DLM webpage if the state requests posting.

Special circumstance codes are specific to test sessions in the spring assessment window only. The special circumstances fields are located 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.

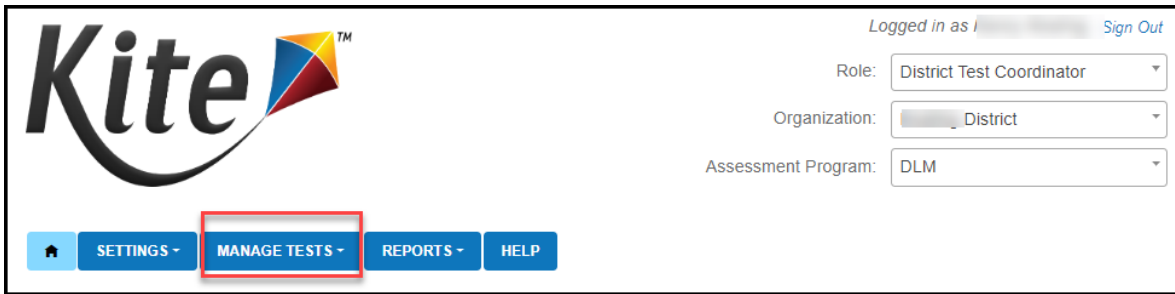
The code must be entered for the test session for each applicable subject. In other words, if a code is to apply to all subjects to which the student is rostered, the code must be entered in a test session for each of those subjects.

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

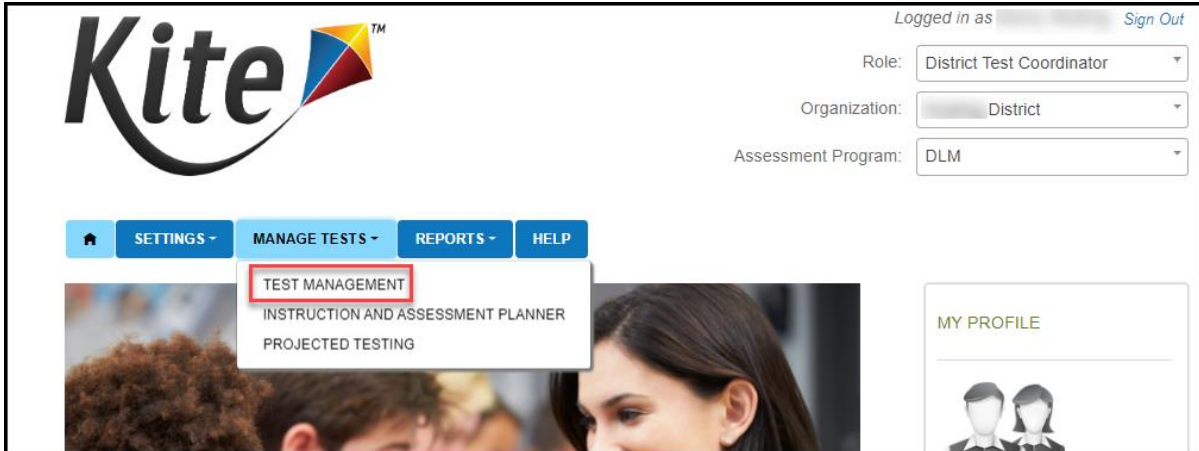
ENTERING A SPECIAL CIRCUMSTANCE CODE

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

1. Select **Manage Tests**.

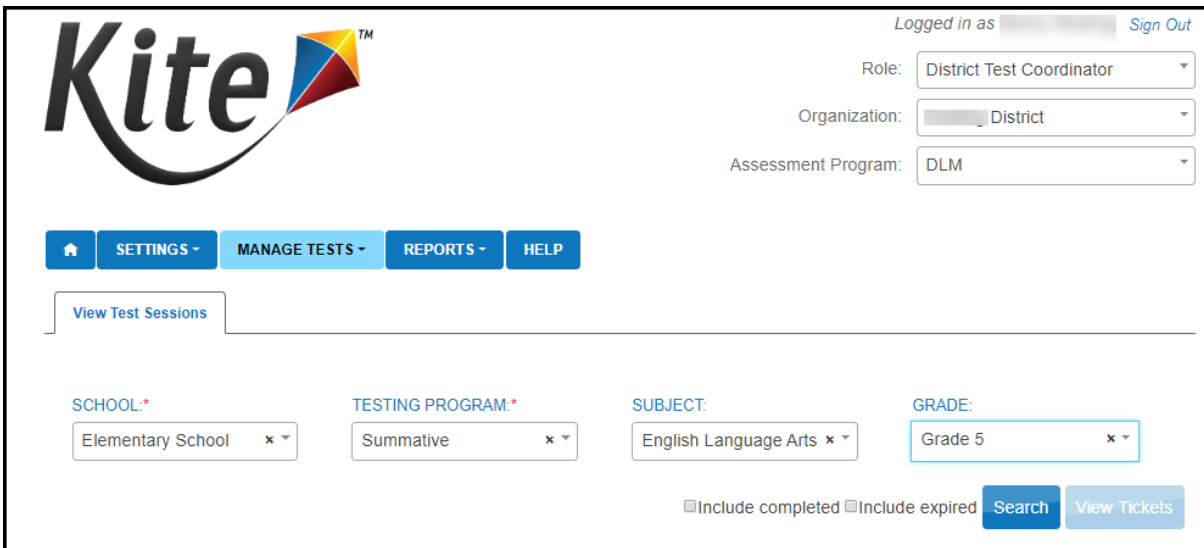


2. Select **Test Management**.



Select the following options in these fields:

- **School:** the appropriate school
- **Testing Program:** Summative
- **Subject**
- **Grade**



3. Select **Search**.

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

<input type="checkbox"/>	Actions	Test Session Name	Tickets	Assessment Name	Randomization Type	Grade
<input type="checkbox"/>						
<input type="checkbox"/>		Test Session Name				

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- Select the **student**.

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

<input type="checkbox"/>	State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<input type="checkbox"/>						
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input checked="" type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	

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

<input type="checkbox"/>	State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<input type="checkbox"/>						
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input checked="" type="checkbox"/>					Select	
<input type="checkbox"/>					Select	
<input type="checkbox"/>					Select	

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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.

END-OF-YEAR REPORTS AND EXTRACTS

Even if a special circumstance code is added to a test session during the spring assessment 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 special circumstance codes during their spring assessment window, the state will receive a file at the end of the year with the list of students who had a special circumstance code added to a testlet during testing in this 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 falls in: Batch 1, 2 or 3.)