

SPECIAL CIRCUMSTANCE CODES FOR ARKANSAS

This appendix is available at <http://secure.dynamiclearningmaps.org/content/shared-resources>. This baseline resource includes procedures that apply to Arkansas.

REASONS FOR NOT TESTING

ENTER A SPECIAL CIRCUMSTANCE CODE

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 for the reason the student was not tested. Arkansas's SEA submitted a list of codes and their meanings, which is available at the end of this document.

Note: Codes must be entered before the testing window ends.

The special circumstances fields are located in EP on the same screen where the TIP is accessed, and are descriptive words, e.g. medical Waiver or Homebound. Only educators with the role of District Test Coordinator, Building Test Coordinator, and State Assessment Administrator have the permissions to choose the code. We recommend that the special circumstance code not be entered until late in the state's testing window, but before the window closes. The code needs to be entered **once per content area** associated with the first testlet to be delivered.

Note: The code is selected and saved; however, the code can be changed by any authorized user.

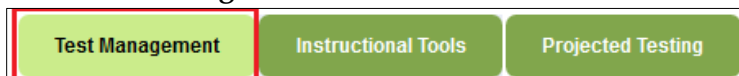
Arkansas Directions

To enter the special circumstance for a student, follow these steps.

1. Click **Manage Tests**.



2. Click **Test Management**.



3. Select the following options in these fields:
 - ♦ **Assessment Program:** Dynamic Learning Maps
 - ♦ **Testing Program:** Summative
 - ♦ **District:** Your district

- ◆ **School:** Your school

4. Click **Search**.

The screenshot shows the 'Test Management' section with three tabs: 'Test Management', 'Instructional Tools', and 'Projected Testing'. There are two buttons: 'View Tickets' and 'Add Test Session'. Below these are search filters for 'ASSESSMENT PROGRAM:*' (Dynamic Learning Maps), 'TESTING PROGRAM:*' (Select), and 'SCHOOL:*' (Select). There are also filters for 'SUBJECT:' (Select) and 'GRADE:' (Select), along with checkboxes for 'Include completed' and 'Include expired', and a 'Search' button. Below the filters is a table with columns: Actions, Test Session Name, Tickets, Assessment Name, Test Progress, and Grade. The table is empty, and the footer shows 'Page 1 of 0' and 'No records to view'.

5. Click the **Test Session Name** you want to update. **Please note that this will need to be repeated for each subject.**

The screenshot shows the same interface as above, but the table now has one record. The 'Test Session Name' column for this record is highlighted with a red box. The footer shows 'Page 1 of 1' and 'View 1 - 2 of 2'.

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

6. Select the student.

The screenshot shows a table with columns: State Student Identifier, First Name, Last Name, Tickets, Special Circumstance, and Save. The third row is highlighted in yellow, and its checkbox is checked. The footer shows 'Page 1 of 7' and 'View 1 - 5 of 32'.

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

7. Select the applicable **Special Circumstance**.

<input type="checkbox"/>	State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<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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Note: If the wrong code is selected and saved, the code can be changed by any authorized user.

8. Click **Save**.

Hint: Once the **Save** button is clicked, the Special Circumstances column updates to indicate the special circumstance code has saved.

Note: If a special circumstances code was selected, but is not needed, the user should follow steps 1-8 and choose the default “select” as the special circumstances code for the student.

Special Circumstances Codes Available for Arkansas

<u>Label</u>	<u>Code</u>
Medical waiver	03454
Catastrophic illness or accident	13814
Home schooled for assessed subjects	13815
Incarcerated at adult facility	13817
Special treatment center	13818
Special detention center	13819
Psychological factors of emotional trauma	13822
Homebound	13824