



SPECIAL CIRCUMSTANCE CODES FOR THE INSTRUCTIONALLY EMBEDDED MODEL

This resource includes procedures that apply to Arkansas.

Only the State Assessment Administrator (SAA) and the District Test Coordinator (DTC) roles have permission to enter 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.

If 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

- The codes for ELA and mathematics during both windows are assigned in the Instruction and Assessment Planner.
- Special Circumstance Codes can be applied to test sessions within the fall window and again to test sessions within the spring window.
- 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.
- Applying Special Circumstance Codes does not stop users from continuing to use the Instruction and Assessment Planner and administering testlets.
- The codes must be entered before the closing of each testing window.

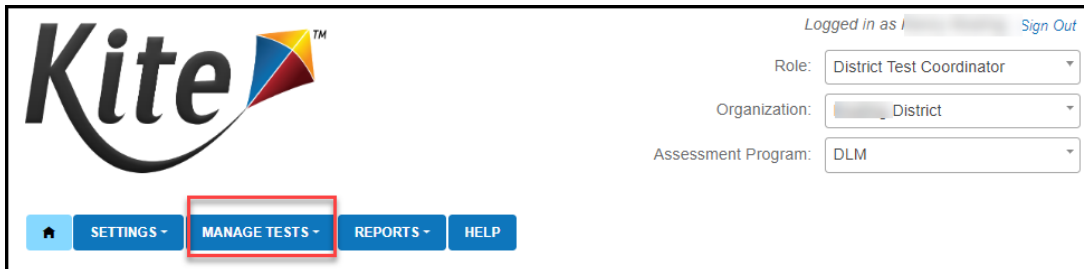
NOTE: Testing science in the fall window is optional. Only results for science tested in the spring window are used for federal and state accountability. Directions for entering a Special Circumstance Code for science during the spring window are described later in this document.

Special Circumstance Codes for Arkansas

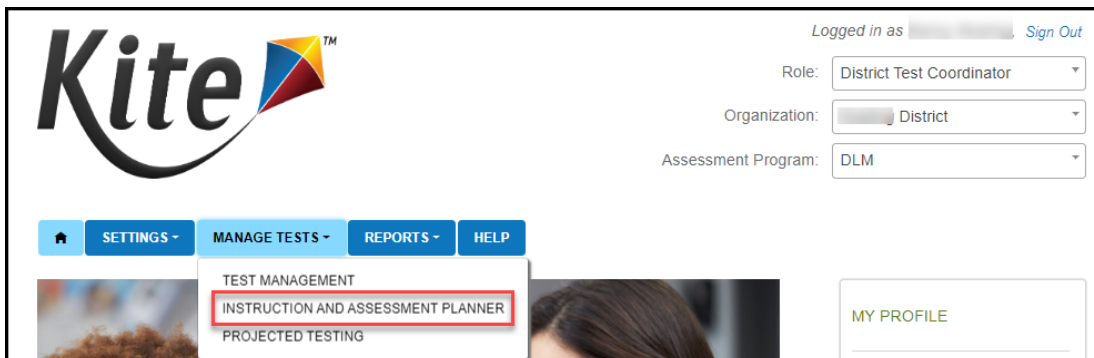
03454	Medical Waiver
13815	Home Schooled for Assessed Subjects
13817	Incarcerated at Adult Facility
13818	Special Treatment Center
13826	Student Refusal
20203	Student Could Not Test due to COVID 19

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**.



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



- 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).

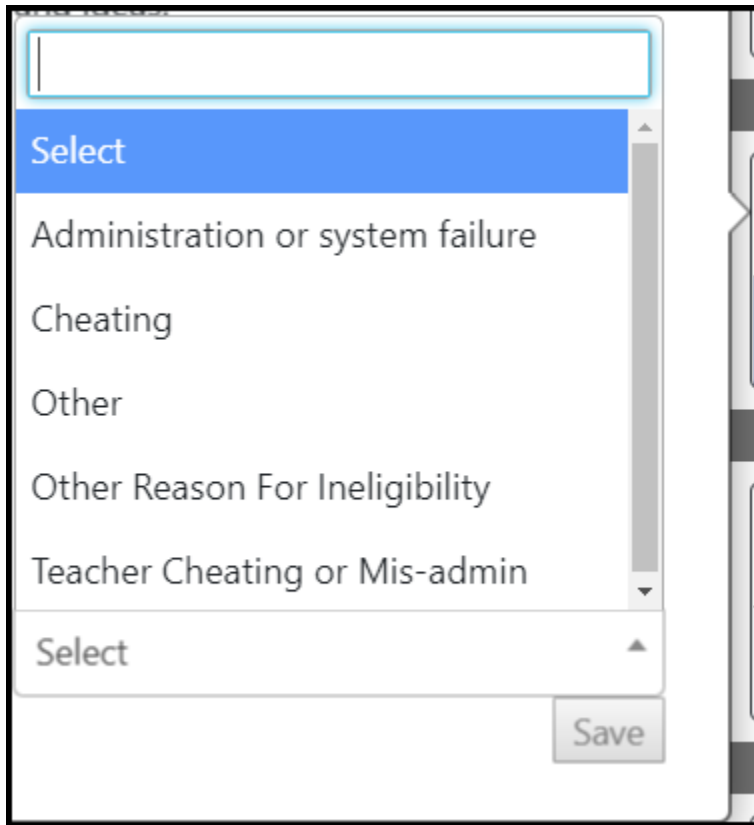
Essential Element	Initial Precursor
<p>ELA.EE.RL.3.1 Answer who and what questions to demonstrate understanding of details in a text.</p>	<p>attend to object characteristics</p> <p></p> <p> Testlet Assigned 09/17</p>

- Scroll down to the **Special Circumstance 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.

The screenshot displays a testlet editor for the standard **ELA.EE.RL.3.1**. The main text area contains the following description: "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." Below this text are two options: "Mini-Map" and "Testlet Information Page", each with a PDF icon. A large "Cancel Testlet" button is centered below these options. At the bottom, a "SPECIAL CIRCUMSTANCE" dropdown menu is highlighted with a red box; it currently shows "Select" and has a "Save" button to its right. The background shows a sidebar with "Initial Precursor" sections and "Testlet Assigned" status for 09/13.

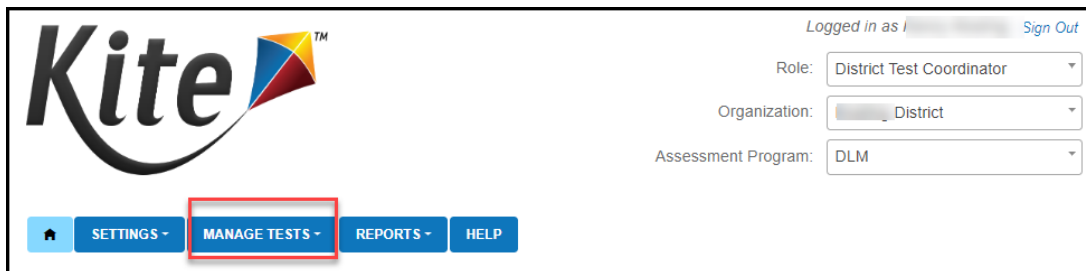
6. Select the appropriate code for the student and select **Save**. Once a Special Circumstance Code is selected and saved, the feature is disabled for the user.



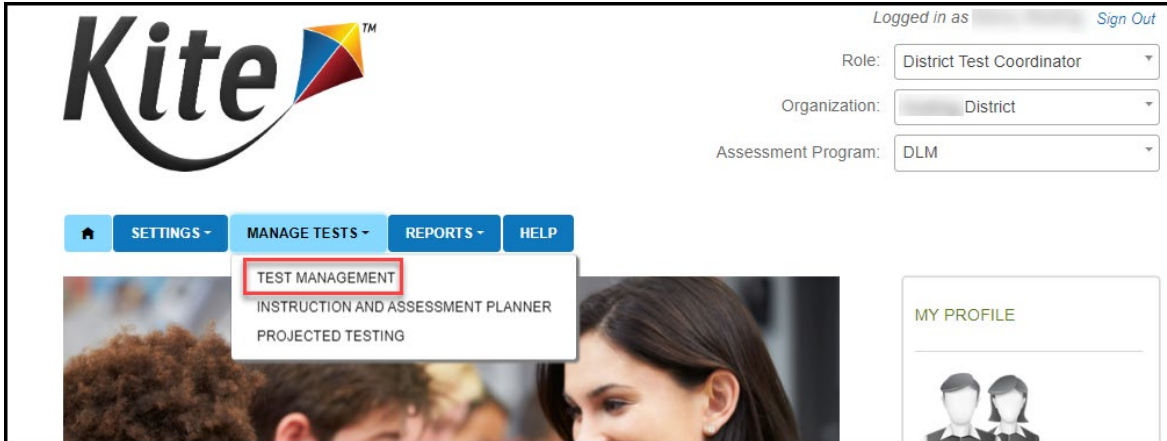
ENTERING A SPECIAL CIRCUMSTANCE CODE FOR SCIENCE TESTLETS IN THE SPRING WINDOW

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

1. Select **Manage Tests**.

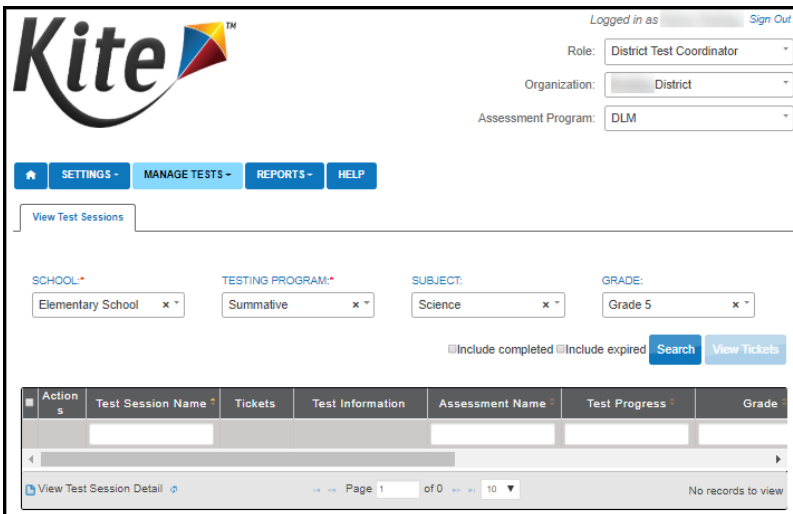


2. Select Test Management.



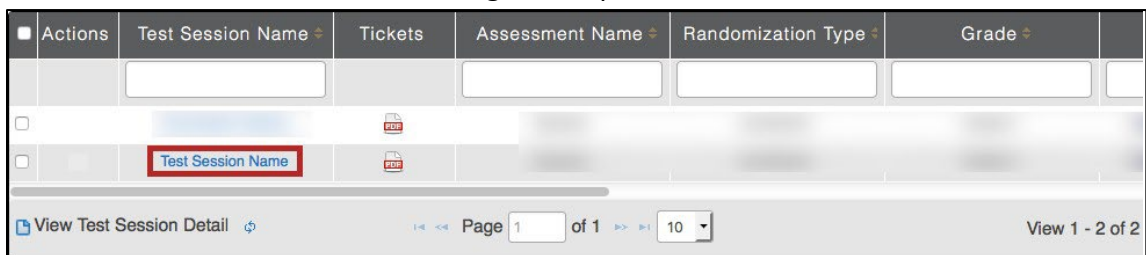
3. Select the following options in these fields:

- **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.

<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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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.