

New York State Alternate Assessment (NYSAA): Special Circumstance Codes

Directions: Students must first be enrolled in Kite Educator Portal and rostered to a teacher, then the first contact survey must be completed. This results in a testlet being generated. Once the testlet is generated, do **NOT** open it, rather the teacher should notify the District that a special circumstance code needs to be applied. The District Test Coordinator/Building Test Coordinator (DTC/BTC) should enter the special circumstance code one time **per** content area **before** the test window closes. Refer to the Special Circumstance Code Direction Handout for entering codes.

NYSAA Not-Tested Category	NYSAA Not-Tested Description	DLM Special Circumstance Code in Kite Educator Portal
Absent	The student was in attendance for fewer than 30 school days as a NYSAA-eligible student between March 10-June 6, 2025 (ELA, Mathematics, and Science) and it was determined that there was not enough time to assess the student.	Chronic Absences (13813)
Arrived After Cutoff Date for Test Administration	The student arrived in the district too late for the district to enter the student into the Kite Educator Portal and complete the assessment. The cutoff date is generally 3 weeks prior to the closing of the test window.	Other (09999)
Medically Excused	The student was too incapacitated to be tested because of an illness or injury resulting from a significant medical emergency, as documented by a medical practitioner. The medically excused option is reviewed by a school district administrator on an individual student basis. Students taking the NYSAA are not considered medically excused from testing because of their disability.	Medical Waiver (03454)
Took Another Assessment to Fulfill Testing Requirement	The student took another approved assessment (i.e., a New York State general assessment, (or approved alternative), Regents Examination (or approved alternative)) to fulfill the testing requirement in a particular content area.	Other Reason for Non-Participation (13831)
Parent Refusal	The student was not administered the NYSAA based on a parent refusal of the NYSAA assessment. This does NOT include students who were unable to engage in the assessment at the time of the testing for whom a valid score of zero is appropriate.	Parent Refusal (13820)

<p>Misadministration/ Reporting Irregularities</p>	<p>The building principal is responsible for all aspects of the school’s test administration and must report testing irregularities and misconduct by students and staff—in writing, on school letterhead, and signed by the principal—to OSA via fax to 518-474-1989 or by <u>e-mail</u> to emscassessinfo@nysed.gov.</p> <p>Examples of misadministration’s, include but are not limited to:</p> <ul style="list-style-type: none"> • All test administrator infractions regarding the violation of the KITE Security Agreement, including reproducing the assessment or sharing log-in credentials. • All instances of test administrators providing students with unauthorized testing accommodations. <p>For more information refer to the Test Security Unit’s website at https://www.nysed.gov/educator-integrity/report-educator-test-fraud</p>	<p>State Use 1 (10001)</p>
	<p>DO NOT USE</p>	<p>State Use 2 (10002)</p>

Please note: In some situations, it may be more appropriate to exit or transfer a student rather than enter Special Circumstance Codes. If a student moves to a new district or school, the sending school can exit the student from Educator Portal or contact the NYSED to transfer the student to the new district. For a full list of possible exit reasons, please visit the [School Administrator’s Manual](#).