



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

This document is for administrators who have permission in Educator Portal to add special circumstance codes.

The procedures in this document apply to all Dynamic Learning Maps® (DLM®) Year-End Model states, including any state that tests science only.

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### **REASONS TO USE SPECIAL CIRCUMSTANCE CODES**

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Results from English language arts (ELA), mathematics, and science testing are used 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 DLM special circumstance code can be applied in Kite® Educator Portal to provide an explanation for why the student was not tested. Special Circumstance Codes can be added for other reasons, depending on state policy.

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### **RULES FOR APPLYING SPECIAL CIRCUMSTANCE CODES FOR A STUDENT**

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- State policy determines which of the following Educator Portal roles may apply, edit, or delete special circumstance codes:
  - State Assessment Administrator (SAA)
  - District Test Coordinator (DTC)
  - Building Test Coordinator (BTC)

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**NOTE:** The Teacher role does not have permission to apply, edit, or delete special circumstance codes.

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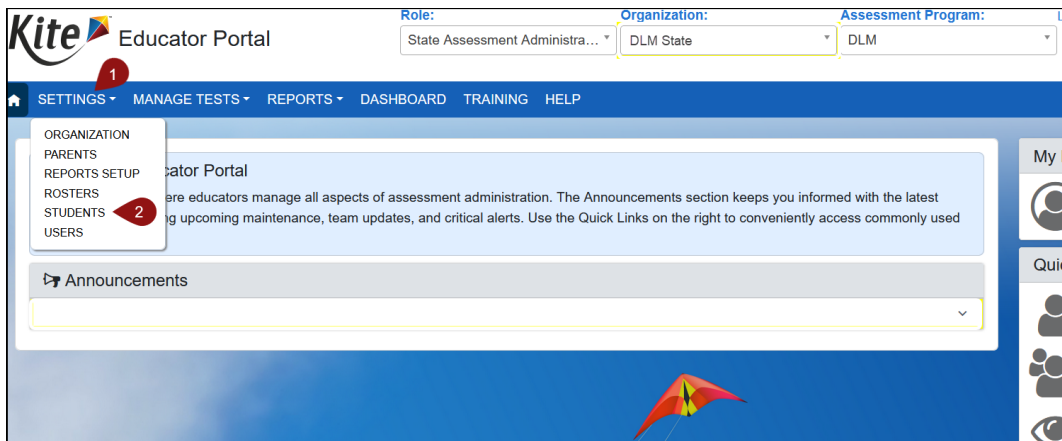
- The Special Circumstance Code tab in Educator Portal will only display for the roles that have permission to view, apply, edit, or remove a special circumstance code.
- State policy determines the available special circumstance codes.
- State policy determines the level(s) to which special circumstance codes may be applied—student, subject, or test session.

- A special circumstance code for a student can be applied at only one level at a time. Once applied, the special circumstance codes for that student are then disabled (unavailable) at the other levels.
- The level at which a special circumstance code was applied (student, subject, test session) can be changed when needed.
- A special circumstance code can be changed or removed when needed.
- To apply a code at either the student or subject level:
  - The student must be enrolled but does **not** have to be on a roster nor have a submitted First Contact Survey.
  - A code can be applied before the assessment window opens or any time during the window but before the assessment window closes.
  - If applying special circumstance codes at the subject level, each subject can either have the same or a different special circumstance code.
- To apply a code at the test session level:
  - The student must be enrolled, rostered, and have a submitted First Contact Survey.
  - The assessment window must be open.
  - In the fall, during the optional instructionally embedded assessment window, the code for ELA, mathematics, and science can be added in the Instruction and Assessment Planner.
  - In the spring assessment window, the code for ELA, mathematics, and science is added in the Test Management section of Educator Portal.
  - The code can be applied to a test session in either the assigned, but untested status or the completed status.
  - A code can be applied any time during a window but before the window closes.
- Applying special circumstance codes at any level does not prevent test administrators from continuing to administer testlets.
- Even if a special circumstance code was applied, the student will receive an Individual Student Score Report, unless the state administrator invalidates the student's records on the General Research File.

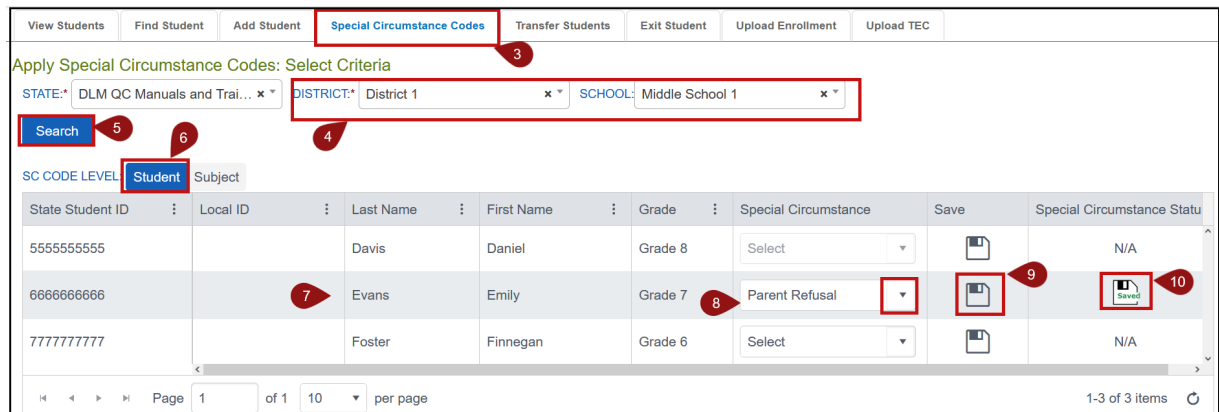
## PROCEDURES TO APPLY A SPECIAL CIRCUMSTANCE CODE AT THE STUDENT LEVEL

If the state enabled the student level option, a user with appropriate permissions may apply a DLM special circumstance code at the student level as soon as the student is enrolled.

- 1) Select **Settings**.
- 2) Select **Students**.



- 3) Select the **Special Circumstance Codes** tab.
- 4) Filter for the organization (e.g., district).
- 5) Select **Search**.
- 6) **Student** is the default level that displays. The student grid will display all enrolled students for the organization along with the Special Circumstance grid.
- 7) Select the applicable student.
- 8) Select the drop-down arrow to choose the desired special circumstance code.
- 9) Select the **Save** icon.
- 10) The **Special Circumstance Status** column displays **Saved**.



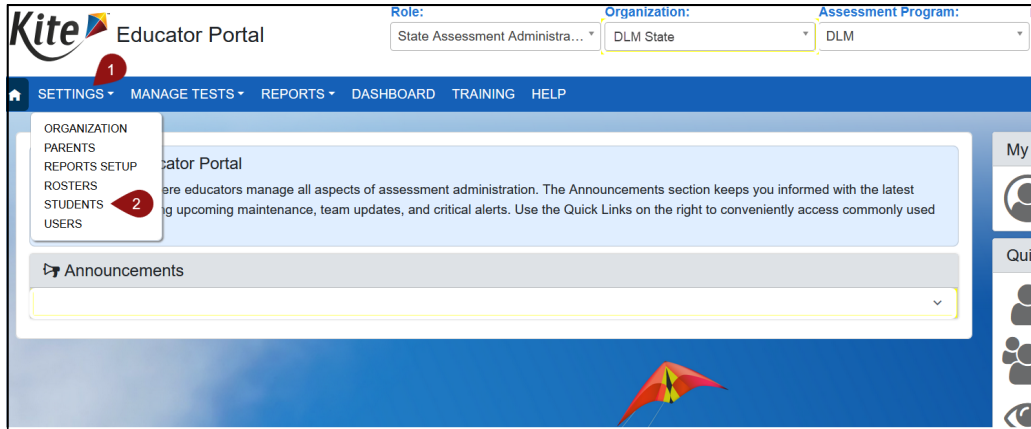
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## PROCEDURES TO APPLY A SPECIAL CIRCUMSTANCE CODE AT THE SUBJECT LEVEL

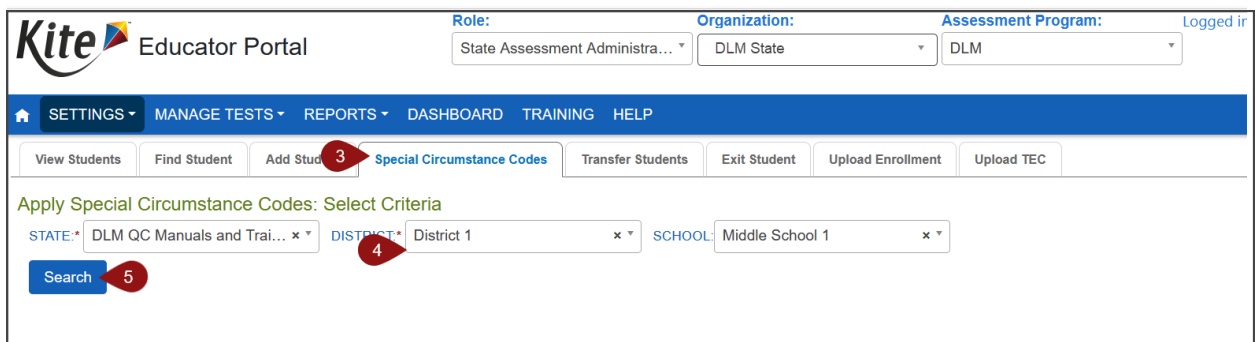
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If the state enabled the subject level option, a user with appropriate permissions may apply a DLM special circumstance code at the subject level as soon as the student is enrolled.

- 1) Select **Settings**.
- 2) Select **Students**.



- 3) Select the **Special Circumstance Codes** tab.
- 4) Filter for the organization (e.g., district).
- 5) Select **Search**.



- 6) Select **Subject**.
- 7) The Subject field displays. A drop-down arrow is available in the subject field. The field can be filtered, or it can remain blank/unfiltered. If a subject is not selected, the student grid will display all subjects tested in the state for all enrolled students in the selected organization, along with the Special Circumstance columns for each subject. The user will need to slide the horizontal scroll bar at the bottom of the grid back and forth to view all subjects tested in the state for a student in an individual grade.

Kite Educator Portal

Role: State Assessment Administra... Organization: DLM State Assessment Program: DLM

SETTINGS MANAGE TESTS REPORTS DASHBOARD TRAINING HELP

View Students Find Student Add Student Special Circumstance Codes Transfer Students Exit Student Upload Enrollment Upload TEC

Apply Special Circumstance Codes: Select Criteria

STATE: DLM QC Manuals and Trai... DISTRICT: District 1 SCHOOL: Middle School 1

SUBJECT: Select **7**

Search

SC CODE LEVEL: Student Subject **6**

State Student ID	Local ID	Last Name	First Name	Grade	Special Circumstance English Language Arts	Save English Language Arts	Special Circumstance Status English Language Arts	Special Mather
555555555		Davis	Daniel	Grade 8	Select		N/A	Select
666666666		Evans	Emily	Grade 7	Select		N/A	Select
777777777		Foster	Finnegan	Grade 6	Select		N/A	Select

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- 8) If a subject is not tested in a grade (e.g., science is not tested in Grades 6 and 7 in this example state), then the special circumstances field for science will be grayed out.

SC CODE LEVEL: Student Subject

State Student ID	Local ID	Grade	Special Circumstance Science	Save Science	Special Circumstance ... Science
555555555		Grade 8	Select		N/A
666666666		Grade 7	Select <b>8</b>		N/A
777777777		Grade 6	Select		N/A

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- 9) If the subject field is filtered, then only the selected subject (e.g., English language arts) will display, and the left and right scrolling at the bottom of the grid will not be necessary.
- 10) Select **Search**.
- 11) Select the student who needs a special circumstance code applied for the subject.
- 12) Select the desired special circumstance code for the subject.
- 13) Select the **Save** icon.
- 14) **Saved** is displayed in the **Special Circumstance Status** column.

## CHANGING OR REMOVING A CODE AT THE STUDENT OR SUBJECT LEVEL

- To change a code, simply select a different code, and then select the **Save** icon. In the following screenshot, on the left, the user first selected Catastrophic Illness; but in the right screenshot, the selection was changed to Homebound, then the selection was saved.

- To remove a code completely, choose the word **Select** at the top of the list, then select the **Save** icon. In the following screenshots, the user removed Homebound by choosing Select, then Save. The Special Circumstance Status reverted to N/A.

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## **PROCEDURES TO APPLY A SPECIAL CIRCUMSTANCE CODE AT THE TEST SESSION LEVEL**

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Procedures in this section are for:

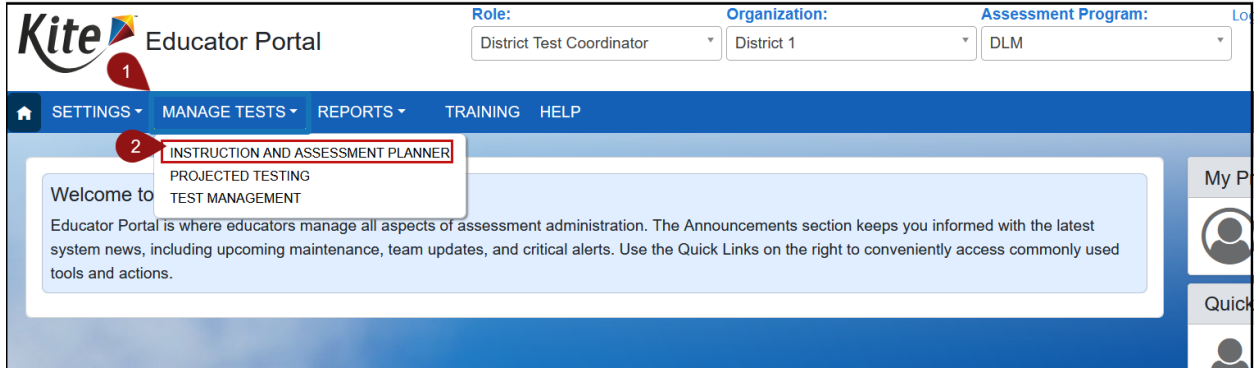
- applying special circumstance codes for ELA, mathematics, and science in the fall, during the optional instructionally embedded assessment window
- applying special circumstance codes for ELA, mathematics, and science in the spring during the spring assessment window.

### **RULES FOR APPLYING A SPECIAL CIRCUMSTANCE CODE TO A TEST SESSION**

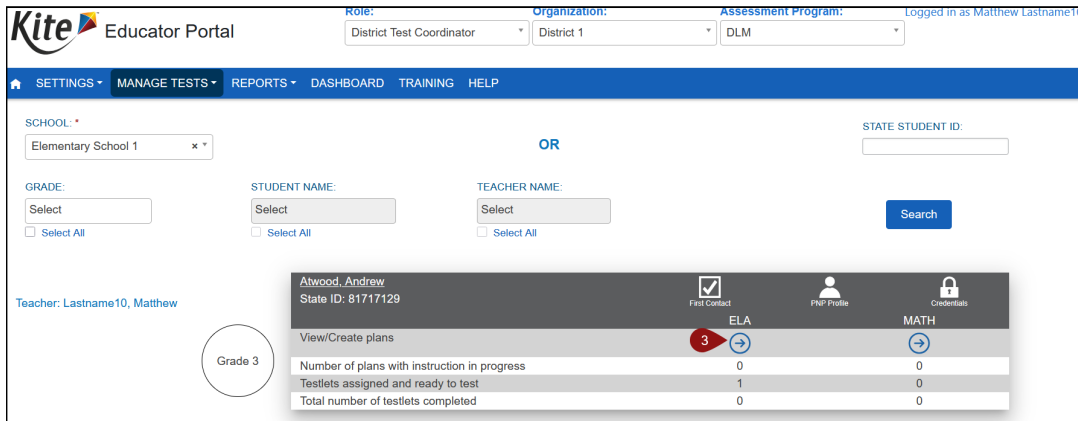
- In the fall, during the optional instructionally embedded assessment window, the special circumstance codes for ELA, mathematics, and science testlets can be applied in the Instruction and Assessment Planner.
- Before a special circumstance code can be applied to a testlet in any subject, the student must be assigned a testlet for that Essential Element.
- The codes must be applied after a testlet is assigned but before the testlet is administered in Student Portal. The testlet must remain in the assigned status to apply a special circumstance code.
- A special circumstance code need only be applied to one Essential Element in each subject.
- In the spring assessment window, the special circumstance codes are applied to ELA, mathematics, and science testlets in the Test Management section of Educator Portal.
- State policy determines
  - whether the same code must be used for each subject
  - whether a code may be applied in the optional instructionally embedded assessment window only, in the spring assessment window only, or in both windows
  - whether the same code for a testlet must be used in both windows
  - whether a code may be applied to a field test testlet
- The codes can be applied any time during either window but before each assessment window closes.
- Applying special circumstance codes does not stop testing. A test administrator may continue to administer testlets in Student Portal.
- If the code must be edited or removed later, the action must be performed for the testlet in each subject for which a code was entered. The actions must be taken before the close of each window.

## PROCEDURES FOR ADDING A SPECIAL CIRCUMSTANCE CODE TO AN ASSIGNED TESTLET IN THE INSTRUCTION AND ASSESSMENT PLANNER

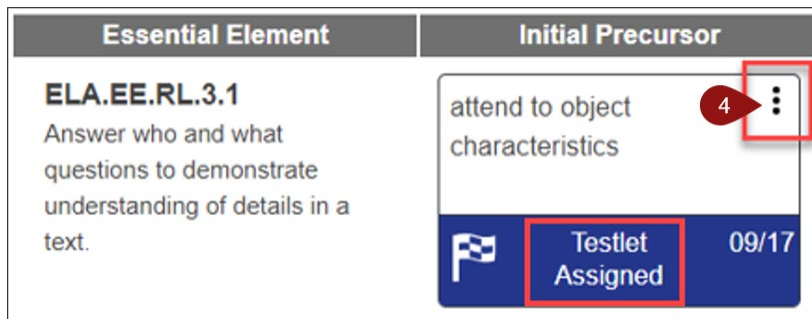
- 1) Select **Manage Tests**.
- 2) Select **Instruction and Assessment Planner** from the drop-down menu.



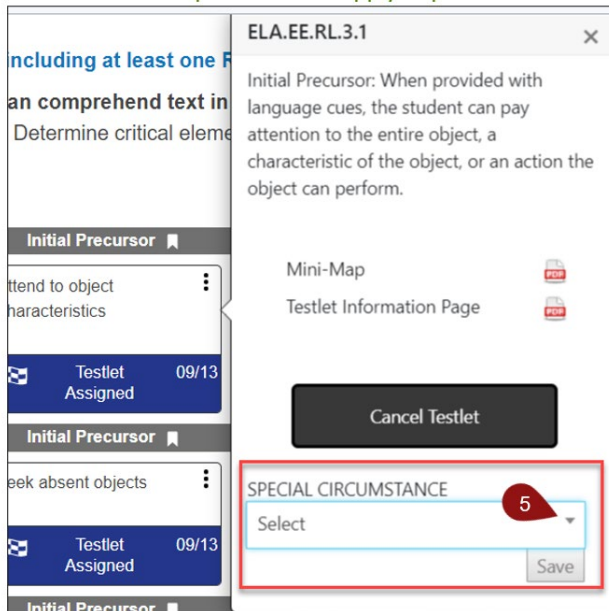
- 3) In the Student Activity Table on the **View/Create plans** line, select the arrow under the subject. Notice that one testlet in ELA and one in mathematics have been assigned and are ready to be administered but are still in the assigned status.



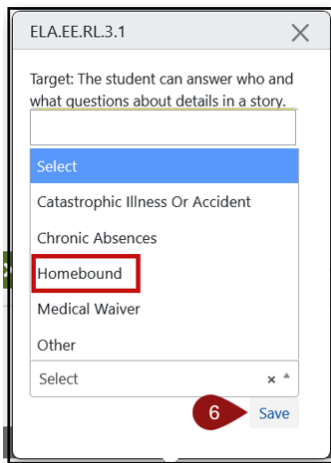
- 4) Find an Essential Element with the **Testlet Assigned** status. Select the kabob menu (three vertical dots).



- 5) Scroll down to the **Special Circumstance** code drop-down arrow.



- 6) Select the appropriate code for the student from the drop-down menu and select the **Save** button.



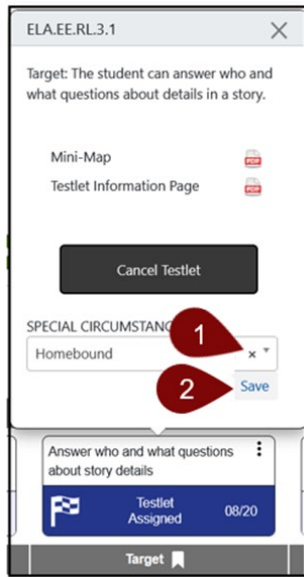
## CHANGING OR REMOVING A SPECIAL CIRCUMSTANCE CODE FROM AN ASSIGNED TESTLET

To change a special circumstance code for an Essential Element in the Instruction and Assessment Planner, follow the same process used previously for applying the original code. Select a different code from the drop-down menu. Select the **Save** button. The new code will be applied to the Essential Element for the subject.

To completely remove the code:

- 1) Select the small **X** by the name of the previously selected code.

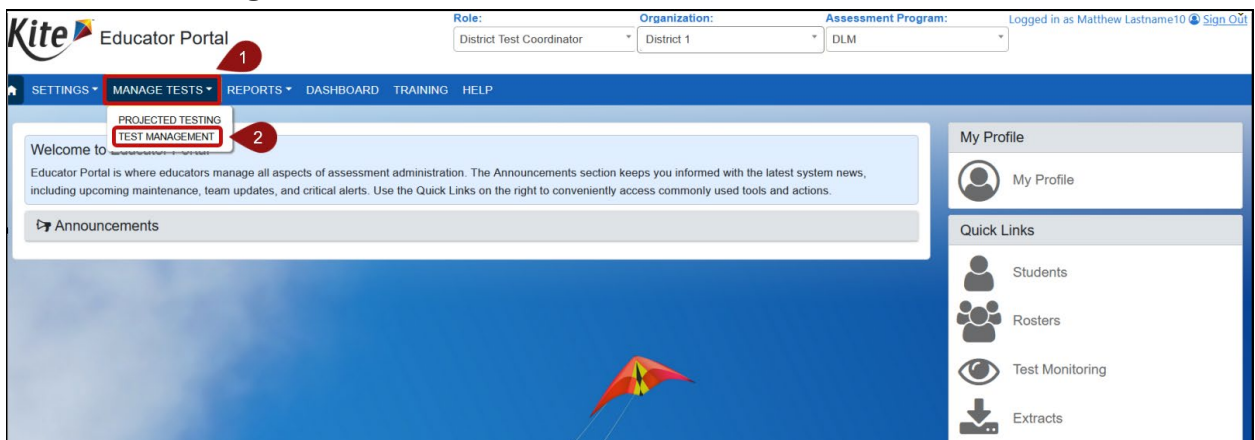
- 2) Select the **Save** button. No special circumstance code will be applied for the Essential Element.



## APPLYING A SPECIAL CIRCUMSTANCE CODE TO A TESTLET IN THE SPRING ASSESSMENT WINDOW

NOTE: In the spring window, a special circumstance code can be applied to a testlet in either the assigned, but untested status or in the completed status.

- 1) Select **Manage Tests**.
- 2) Select **Test Management**.



3) Enter data in the following fields:

- **School:** the appropriate school
- **Testing Program:** Summative
- **Subject:** English language arts, mathematics, or science. This field can be left blank to display all testlets assigned for all subjects.
- **Grade:** the student's grade

4) Select **Search**.

Kite Educator Portal

Role: District Test Coordinator Organization: District 1 Assessment Program: DLM Logged in as Matthew Lastname10 Sign Out

SETTINGS MANAGE TESTS REPORTS HELP

View Test Sessions

View Test Sessions: Select Criteria

SCHOOL\* Middle School 1 x TESTING PROGRAM\* Summative x SUBJECT: Science x GRADE: Grade 8 x

Include completed  Include expired **Search** View Tickets

5) In the **Test Session Name** column, double-click the testlet code for the testlet that needs a special circumstance code applied. The testlet code includes the student's name.

Kite Educator Portal

Role: District Test Coordinator Organization: District 1 Assessment Program: DLM Logged in as Matthew Lastname10 Sign Out

SETTINGS MANAGE TESTS REPORTS HELP

View Test Sessions

View Test Sessions: Select Criteria

DISTRICT\* District 1 x SCHOOL\* Middle School 1 x TESTING PROGRAM\* Summative x SUBJECT: Science x GRADE: Grade 8 x

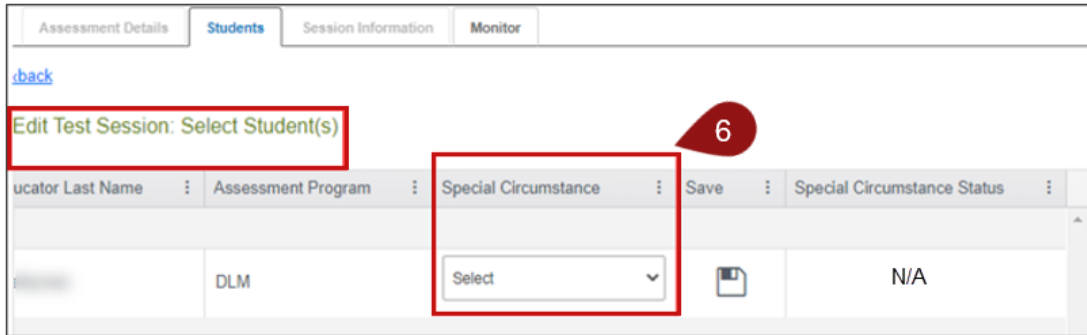
Include completed  Include expired **Search** View Tickets

Test Session Name	Tickets	Test Information	Test Progress	State Student ID	Subject	Grade	Roster	School ID	School Name
DLM_AvrosodCoh_SF_SG_MS_L32_ZP			Testlet 2 of 9	123456789	Science	Grade 8	Roster Name	MS_10	Middle School 1

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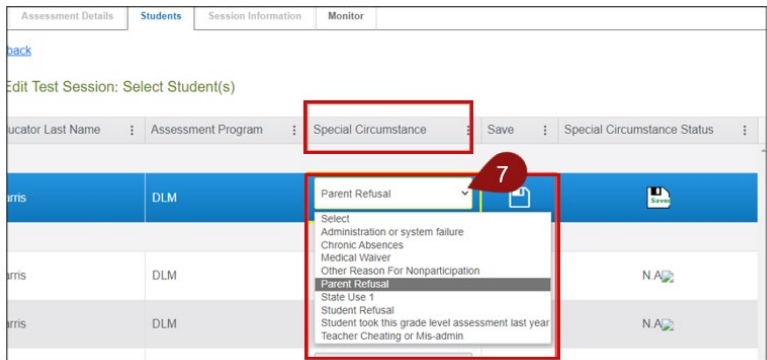
dm-support@ku.edu +1 855-277-9751 Live Chat © 2025 The University of Kansas Site Map

- 6) The user is automatically taken to the End Test Session: Select Student(s) screen. On that screen, select the student and scroll to the far right.

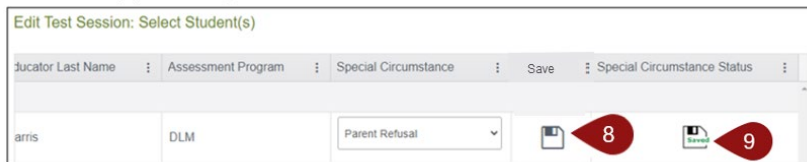


NOTE: The drop-down menu will not appear if a code was added at either the student or subject level, and the menu will not appear for users who do not have permission to apply a special circumstance code.

- 7) Select the applicable special circumstance code.

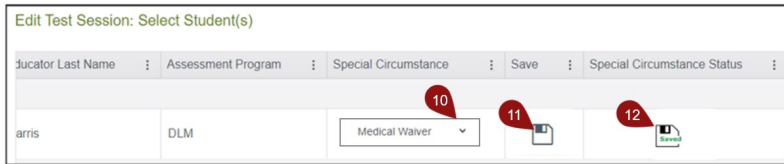


- 8) Select the **Save** icon.
- 9) In the **Special Circumstance Status** column, the Save icon displays with the word **Saved** to indicate the special circumstance code was saved for this test session and subject.



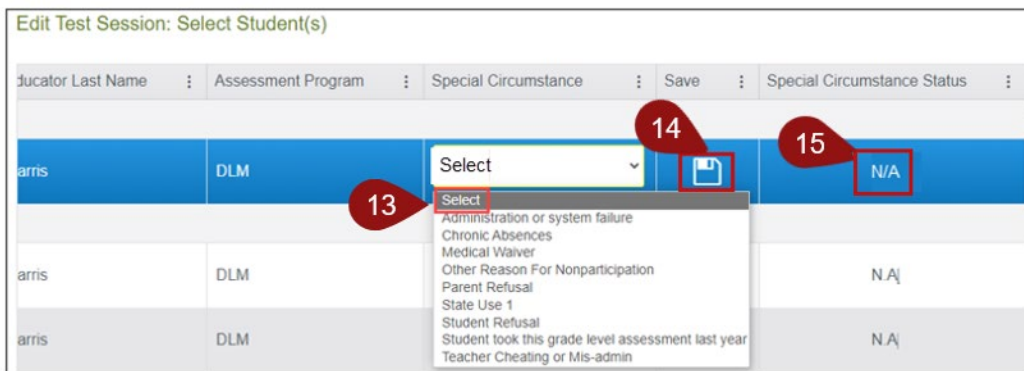
To edit an applied code, follow the same steps used to enter a code:

- 10) Go to the **Special Circumstance** drop-down menu. Choose a different code. In the following screenshot, the user changed from the previous selection of Parent Refusal to Medical Waiver.
- 11) Select the **Save** icon.
- 12) The word **Saved** displays in the **Special Circumstance Status** column.



To delete an applied code, follow the same steps used to enter a code:

- 13) Scroll to the drop-down list of special circumstance codes. At the top of the list, choose **Select**.
- 14) Select the **Save** icon.
- 15) The status in the **Special Circumstance Status** column changes to **N/A**.



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NOTE: A special circumstance code must be entered, edited, or deleted before the close of the spring assessment window.

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## DLM ON-DEMAND SPECIAL CIRCUMSTANCE FILE

For states that use DLM special circumstance codes, the DLM On-Demand Special Circumstance extract is usually available to the same roles that had permission to add the codes. The on-demand file is available throughout the year for state and district users to monitor the application of special circumstance codes. This file displays the students' demographic information, the special circumstance codes that were selected, the subject, and the Essential Elements to which the codes were applied.

- 1) Go to **Reports**.
- 2) Select **Data Extracts**.
- 3) Select **Test Administration and Monitoring**.
- 4) Find the DLM On-Demand Special Circumstance File.
- 5) Select the **New File** action button.
- 6) Each time the New File action button is selected, a new on-demand CSV file populates with the most current data.

**Kite Educator Portal** Role: District Test Coordinator Organization: District 1 Assessment Program: DLM Logged in as Matthew Lastname10 Sign Out

SETTINGS MANAGE TESTS **REPORTS** TRAINING HELP

Student Information Test Administration **DATA EXTRACTS** ALTERNATE ASSESSMENT REPORTS STUDENT REPORT ARCHIVE

**Data Extracts**  
Note: Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.

Extract	Description	Requested	File	Action
4	DLM On-Demand Special Circumstance File	List of students who are assigned special circumstance codes during the current year's assessments.	MM/DD/YYYY 04:03 PM	6  5 New File
	DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	07/31/2024 03:10 PM	New File
	TIP Access	Detail on when a Testlet Information Page (TIP) sheet was last accessed.	05/27/2025 03:54 PM	New File

For more details about the DLM On-Demand Special Circumstance File, review the information about reports and extracts in the EDUCATOR PORTAL USER GUIDE.