Special Circumstance Codes for Kansas Districts

The procedures in this document apply only to Kansas.

The following roles in Educator Portal may apply, edit, or delete special circumstance codes.

- State Assessment Administrator (SAA)
- District Test Coordinator (DTC)
- Building Test Coordinator (BTC)

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

> **Very Important Message:** When a special circumstance code is needed for a student, it must only be applied in the spring window. Do not apply any codes in the fall window.

Reasons for Not Testing English Language Arts and Mathematics

Results from English language arts (ELA) and mathematics testing from the fall window are factored together with results from testing in the spring window to create a performance level for each subject that is used for federal and state accountability. If a student cannot participate in testing that generates a performance level, a special circumstance code can be applied in Educator Portal indicating the reason the student was not tested. The Kansas state-level administrators selected specific codes for Kansas educators to use, and only these codes will be available to select in Educator Portal. This list is included at the end of this document.

Spring Window: Entering Special Circumstance Codes for ELA and Mathematics

Special circumstance codes should ONLY be applied to Essential Elements during the **spring window** if the student was not able to participate in testing in either window during the entire school year.

1. Never apply a special circumstance code in the fall window.
   - If a code is applied during the fall window, it will override any testing done in the spring window.
2. A special circumstance code must be applied before the spring window closes.
3. A special circumstance code must be applied to **one** Essential Element **in each subject** to which the student is rostered.
4. Before an authorized educator can apply a special circumstance code, a testlet must be assigned for an Essential Element in the subject in the Instruction and Assessment Planner. The testlet must remain in the assigned status with the testlet **not yet administered**.
5. Applying a special circumstance code does not prevent the test administrator from continuing to test the student. However, after the code is applied, all testing should stop. Any testlets completed before or after the code is applied will not be considered valid

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for the assessment year. If the student continues testing after a code is applied, the code will not be removed.

6. The codes for ELA and mathematics are applied in the Instruction and Assessment Planner section of Educator Portal.

7. A code for science is applied in the Test Management section of Educator Portal.*

   * Directions for entering a special circumstance code for science during the spring window are described after the directions for ELA and mathematics.

   NOTE: The following screenshots are for the District Test Coordinator (DTC) role. The SAA and the BTC will have a slightly different view in Educator Portal.

Follow these steps:

1. Select **Manage Tests**.
2. Select **Instruction and Assessment Planner** from the drop-down menu.
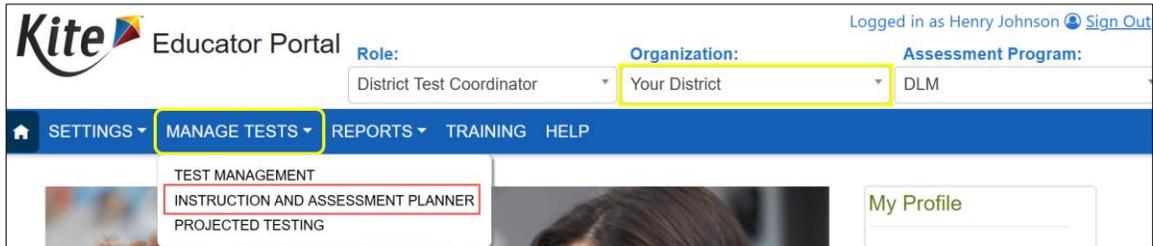
3. In the Instruction and Assessment Planner, after the testlet is assigned, in the Student Activity Table on the View/Create plans line, select the arrow under the subject. Notice that one testlet in ELA and in mathematics have been assigned and are ready to be administered but are still in the assigned status.
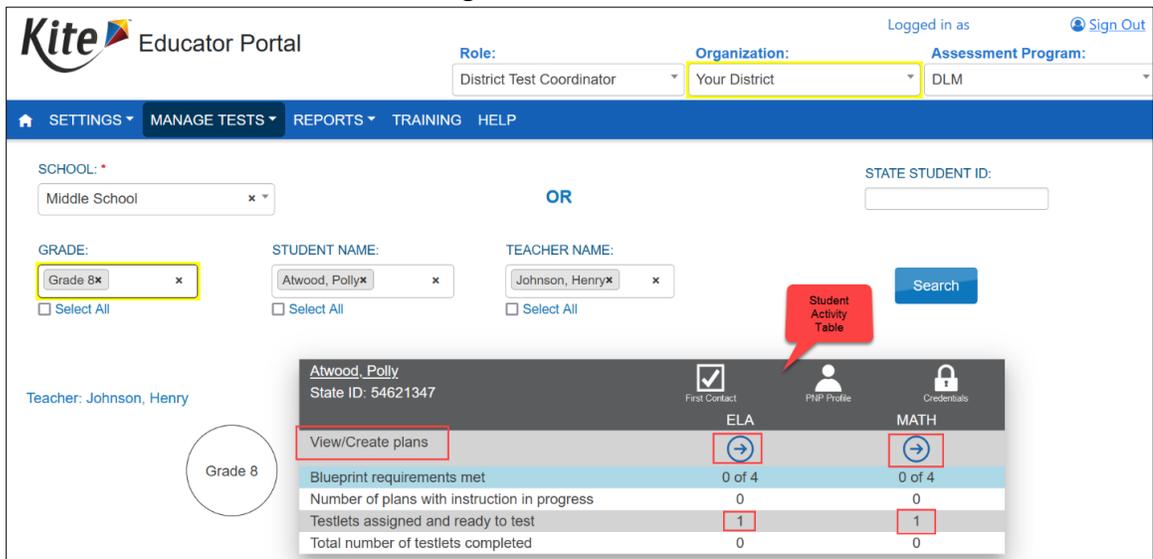
4. Find an Essential Element in the **Testlet Assigned** status. Select the kabob menu (three vertical dots). A popup window will open. Scroll down to the **Special Circumstance** code options arrow. This option is only available for an educator who has permission to apply a special circumstance code.
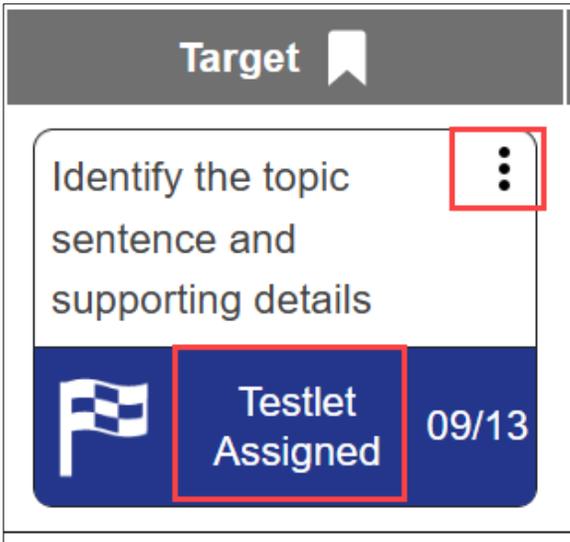
5. Select the appropriate code for the student. Use the scroll bar on the right for access to more available codes, if needed.
6. Select **Save.** Remember to apply the code to an Essential Element in each subject to which the student is rostered, if needed.
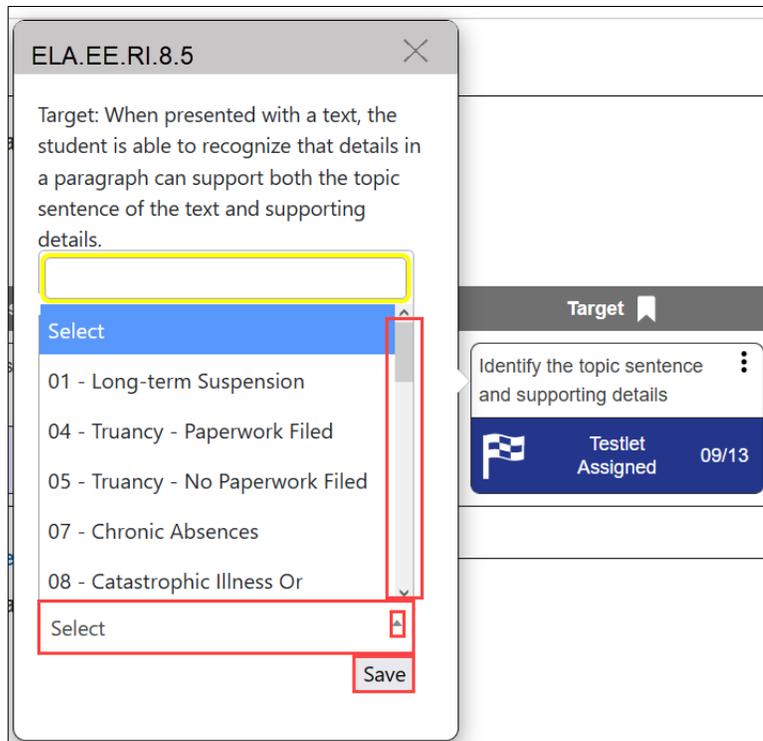
Some special circumstance codes must be approved by a state-level administrator. After selecting one of those codes, the following message will display. Select the **Cancel** button.

Special Circumstance Code Selection Approval Required

One or more of the Special Circumstance code selections require approval by a state-level administrator. Application of the code selections for the following students will be held in Pending status while the request is reviewed.

Click the OK button to continue, or Cancel to clear all of your Special Circumstance code selections.

OK   Cancel

Then take the following steps:

  a. Send an email to jewing@ksde.org with the request for a special circumstance code that requires approval.
  b. An email is returned stating the code is approved or denied.
  c. Then apply the special circumstance code to the ELA or mathematics Essential Element in the Instruction and Assessment Planner.

Editing or Removing a Special Circumstance Code for ELA and Mathematics

To edit a special circumstance code, go back into the Instruction and Assessment Planner. Find the Essential Element with the special circumstance code that needs to be changed. The Essential Element must still have the testlet in the assigned status with the testlet **not yet administered**.

Follow the same process previously used for applying the code. To change the code, simply select a different code from the special circumstance drop-down menu, and then select **Save**. The new code will be applied to the Essential Element for the subject. If needed, edit the code in each subject to which the student is rostered.

To completely remove a code that was previously applied, find the Essential Element with the special circumstance code that needs to be removed. The testlet must still be in the assigned status with the testlet **not yet administered**. Follow the same process previously used to apply the code. Then select the small **X** icon by the name of the previously selected code. Select **Save**. No special circumstance code will be applied to the Essential Element for that subject. If needed, remove the code in each subject to which the student is rostered.

HINT: The next screenshot is for a Grade 8 student at the Initial Precursor linkage level for Essential Element ELA.EE.RL.8.1 instead of the Target level for Essential Element ELA.EE.RI.8.1. However, removing a special circumstance code follows the same process for any Essential Element.

For a special circumstance code that requires state-level approval, the code can no longer be edited or removed once the state administrator has approved it.
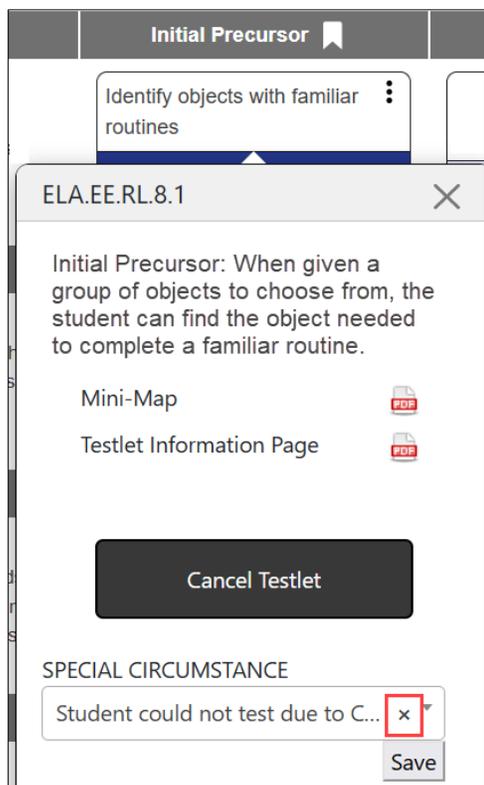
Spring Window: Applying a Special Circumstance Code for Science

To apply a special circumstance code for a science Essential Element in the spring window, the code is applied to the testlet name instead of the Essential Element. The testlet must still be assigned but not yet administered in Student Portal. Follow these steps:

1. Select **Manage Tests.**
2. Select **Test Management** in the dropdown menu.
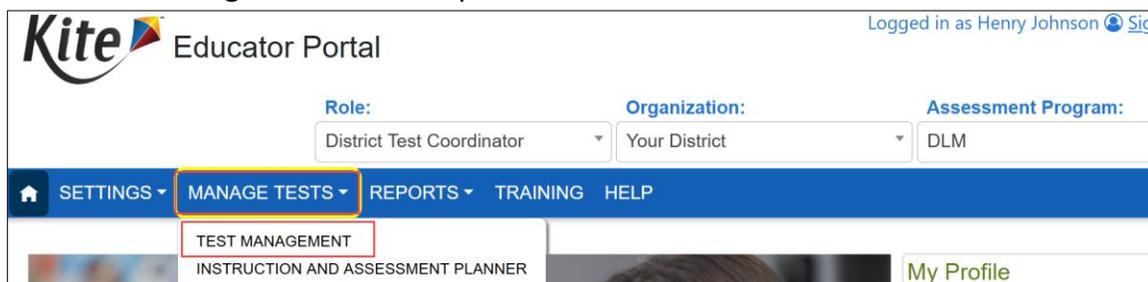
3. Enter data in the following fields:
   - **School:** The student's school
   - **Testing Program:** Summative
   - **Subject:** Science
   - **Grade:** The student's grade
4. Select **Search.** Available science testlets will populate for all students in the grade and organization.

5. In the **Test Session Name** column, locate the student to which a special circumstance code is to be applied. The test session name includes the student's last name and first name. Select the science testlet for the appropriate student. The special circumstance code must be applied before the testlet is administered in Student Portal.

> NOTE: If a student is unable to test in science, a code must be applied to an assigned science testlet in Test Management, even if a special circumstance code was applied to ELA and mathematics Essential Elements in the Instruction and Assessment Planner.

6. After selecting the testlet name, the educator is automatically taken to the **End Test Session: Select Student** screen. On that screen, select the **student** and using the scroll bar at the bottom of the grid, scroll to the far right to the Special Circumstance column.

7. In the **Select** field cell, select the dropdown arrow.
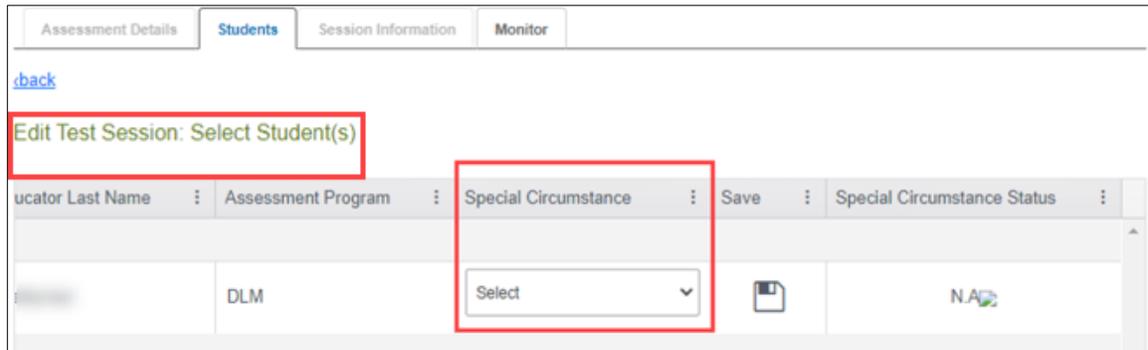
NOTE: The drop-down menu will only appear for users who have permission to apply a special circumstance code

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In the spring window for science, follow these steps when selecting a special circumstance code that needs state-level administrator approval.

   a. Send an email to jewing@ksde.org with the request for a special circumstance code that requires approval.
   b. An email is returned stating the code is approved or denied.
   c. Then apply the special circumstance code to the science testlet in Test Management.

8. Select the applicable special circumstance code.
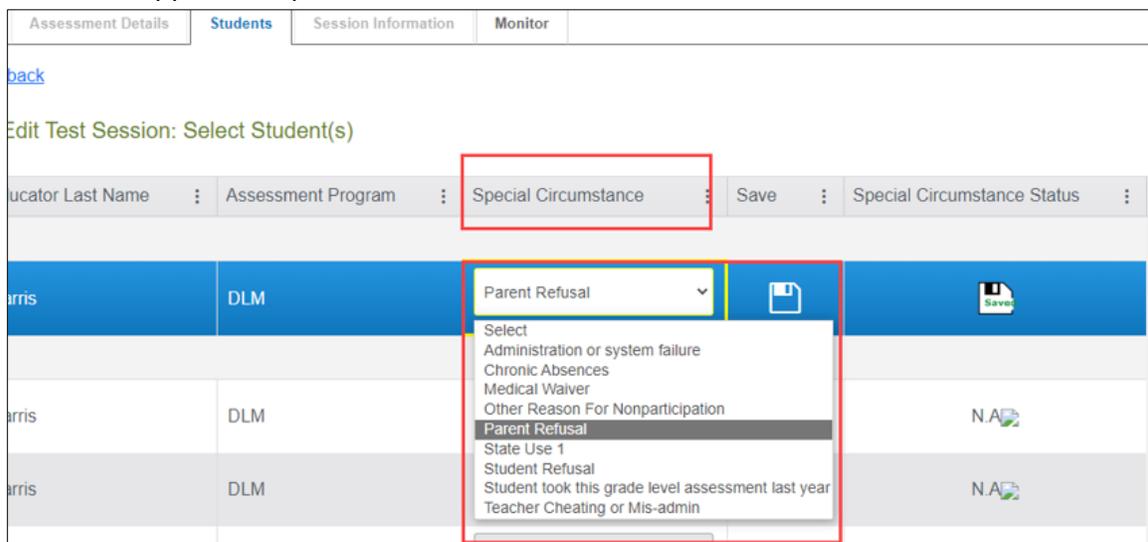
9. Select **Save.**

   After the **Save** button is selected, the **Special Circumstance** column updates to indicate the special circumstance code is saved for this test session.

Editing or Removing a Special Circumstance Code for Science

To edit or remove an applied code, follow the same steps used to initially apply the code:

1. Go to the **Special Circumstance** drop-down menu.
2. Choose a different code. (In the following screenshot, the user changed from Parent Refusal to Cheating.)
3. Select the **Save** icon.
4. The word **Saved** displays on the icon in the **Special Circumstance Status** column.
5. To completely remove a code, select the small **X** by the name of the previously selected code. Select **Save**. No special circumstance code will be applied for the science testlet.
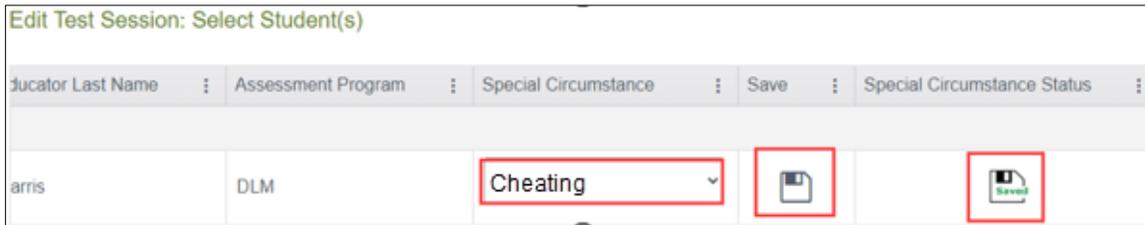
Special Circumstance Files

Two files are provided for monitoring the use of DLM special circumstance codes.

The DLM On-Demand Special Circumstance File

The first special circumstance file is an **on-demand** file that is available throughout the year for the State Assessment Administrator, the District Test Coordinator, and the Building Test Coordinator to monitor the application of special circumstance codes.

This file displays the students' demographic information, the special circumstance codes that were selected, the label for those codes, and the Essential Elements to which the codes were applied.

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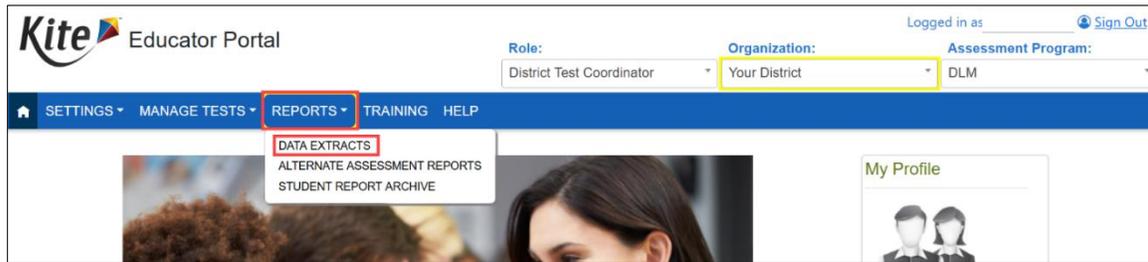
3. Select the **Test Administration and Monitoring** tab.
4. Find the DLM On-Demand Special Circumstance File.
5. Select the **New File** action button on the far right.
   - Each time the New File action button is selected, a new on-demand CSV file populates with the most current data.
6. Select the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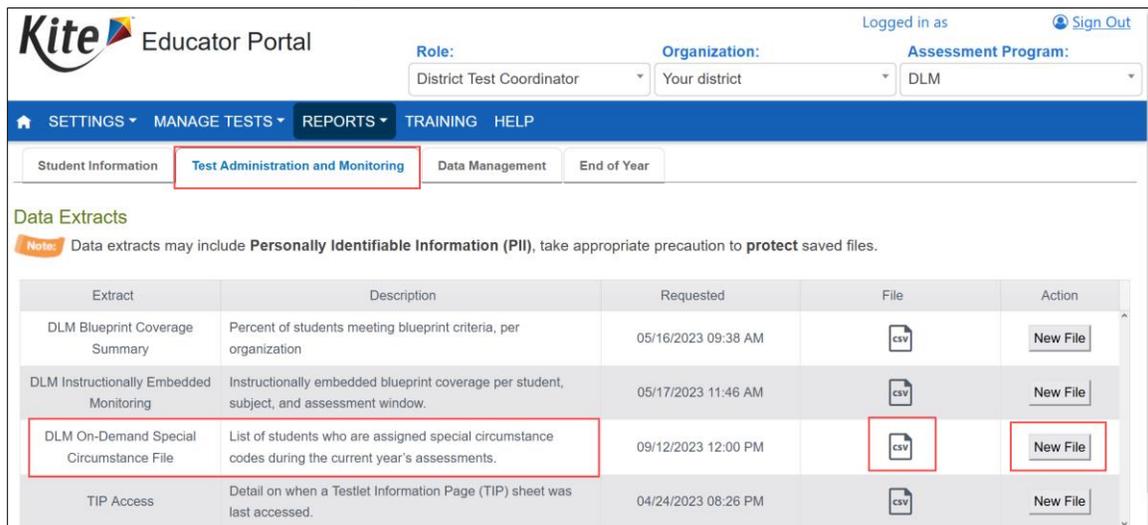
The DLM Special Circumstance File

The second special circumstance file is an Excel file with the final list of students who had a special circumstance code applied for each subject. This file is static and is available only to the State Assessment Administrator role. It is provided at the end of the year along with the state's General Research File (GRF).

> NOTE: The following screenshot is the view for a **State Assessment Administrator.** This role has additional tabs in the ribbon across the top of the screen, additional options in the drop-down menus, and additional extracts and files that are populated.

1. Go to **Reports**.
2. Select **Data Extracts**.
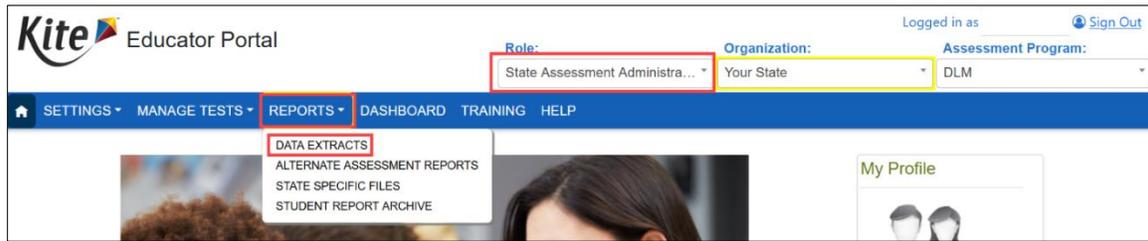
3. Select the **End-of-Year** tab.
4. Select the Excel icon to open the DLM Special Circumstance File. It can be downloaded and saved.
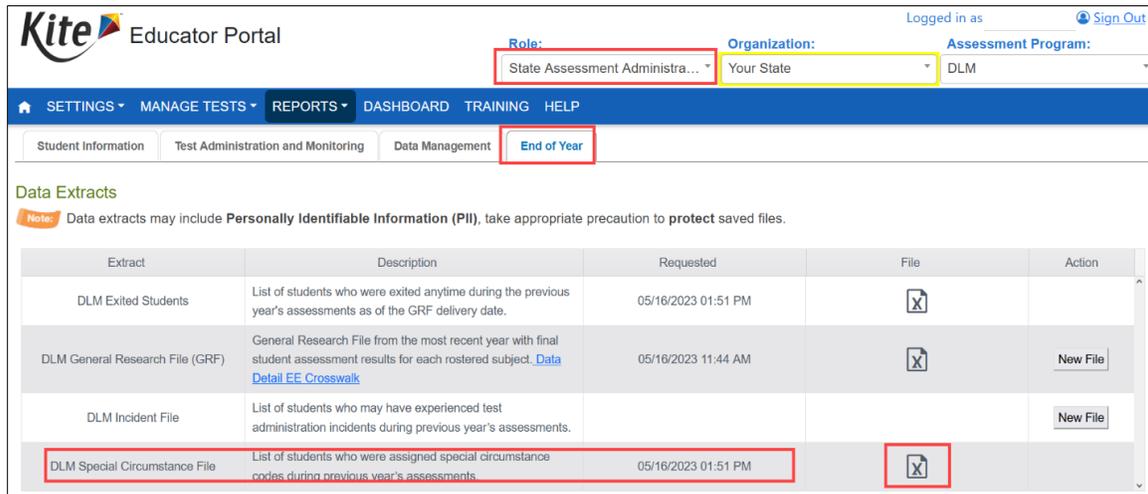
End-of-Year Individual Student Score Reports

The student will receive an end-of-year Individual Student Score Report even if a special circumstance code was applied in the subjects to which the student was rostered unless the Kansas state administrator chooses to invalidate the student's record in the General Research File (GRF) during Kansas' two-week review window at the end of the spring testing window.

Special Circumstance Codes Available to Kansas Districts

KSDE State Code	Reason
SC-01	Long-term suspension
SC-04	Truancy - Paperwork filed
SC-05	Truancy - No paperwork filed
SC-07	Chronic absences
SC-08	Catastrophic illness or accident **(Approval Needed by KSDE)**
SC-16	Home schooled for assessed subjects
SC-19	Student could not test due to COVID-19
SC-20	Student took this grade-level assessment last year
SC-24	Incarcerated at adult facility
SC-25	Special treatment center long-term
SC-26	Special detention center short-term
SC-27	Parent refusal
SC-28	Cheating
SC-31	Homebound
SC-39	Other **(Approval Needed by KSDE)**
SC-41	Moved during testing
SC-98	Teacher cheating or mis-admin