Special Circumstance Codes for Instructionally Embedded Model States

The procedures in this document apply to all Dynamic Learning Maps® (DLM®) Instructionally Embedded model states except Kansas. Kansas-specific instructions are provided in a separate document.

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

State policy determines the Educator Portal roles that may apply, edit, or delete special circumstance codes. These roles include

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

Reasons for Not Testing

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. Each state education agency (SEA) selects special circumstance codes for their state to use from the list of DLM-provided codes. These codes may be also posted on the state's DLM webpage if the SEA requests posting. However, not all states use DLM special circumstance codes.

Applying Special Circumstance Codes for ELA And Mathematics in the Fall and Spring Windows in the Instruction and Assessment Planner

NOTE: For science, only the testing results in the spring window are used for federal and state accountability. Directions for applying a special circumstance code for science during the spring window are described later in this document.

Read the following important facts:
- The special circumstance codes for ELA and mathematics testlets are applied in the Instruction and Assessment Planner during both windows.
- Before a special circumstance code can be applied to an Essential Element in a subject, the student must be assigned a testlet for that Essential Element.

- The codes must be applied **after** a testlet in each subject is assigned but **before** the testlet is administered. **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, even if testlets for other Essential Elements have been assigned.
- State policy determines whether the same code must be used for each subject.
- State policy determines whether the same code must be used in each window.
- State policy determines whether a code may be applied in the fall window only or in the spring window only or whether the code must be applied in both windows.
- The codes must be applied before each testing window closes.
- Applying special circumstance codes does not prevent test administrators from continuing to use the Instruction and Assessment Planner and administering testlets in Student Portal.

IMPORTANT NOTE: The screenshots in this resource are for an educator with the District Test Coordinator (DTC) role, unless otherwise indicated. In this example state, the DTC role was enrolled in the DLM Required Test Administrator Training. Therefore, the Training tab appears for the DTC in the ribbon across the upper part of the screen.

After the testlet is assigned, follow these steps:

1. Select **Manage Tests**.
2. Select **Instruction and Assessment Planner** from the drop-down menu.
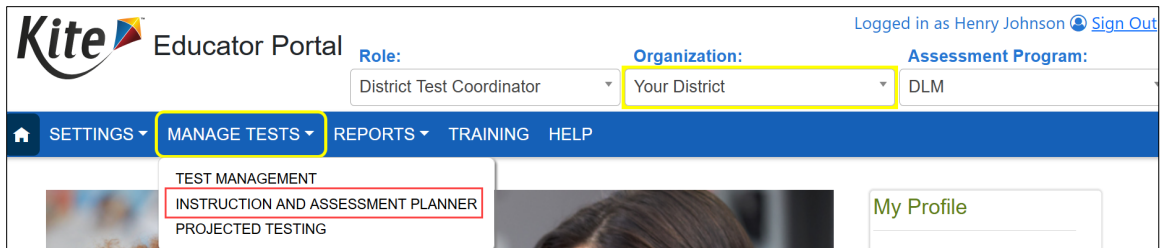
3. In the Student Activity Table on the **View/Create plans** line, select the arrow under the subject. Notice that one testlet in ELA and one in math have been assigned and are ready to be administered but are still in the assigned status.


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

5. Scroll down to the **Special Circumstance** code options arrow. This option is only available in states using DLM special circumstance codes and is only available for an educator who has permission to apply a special circumstance code.
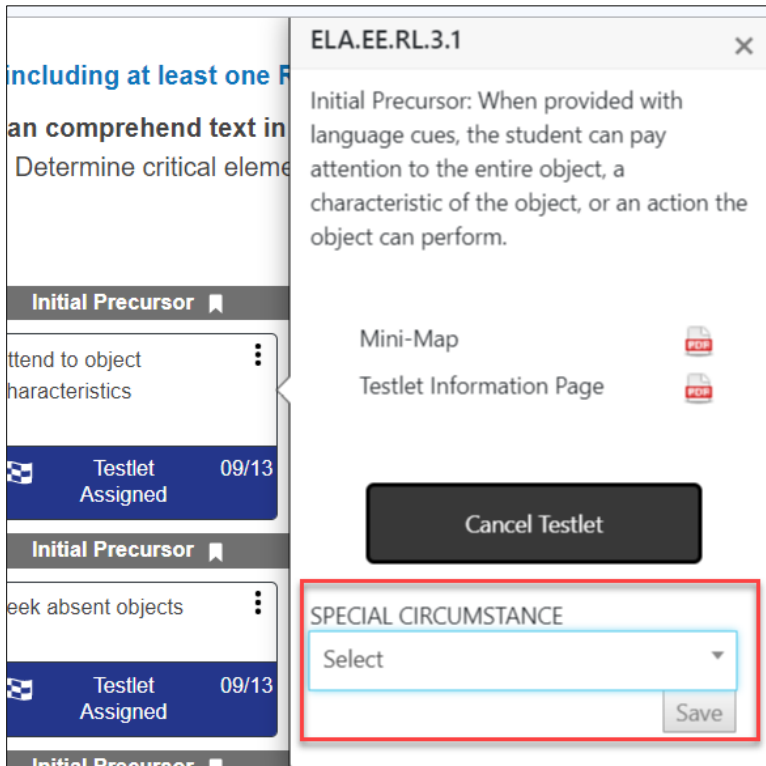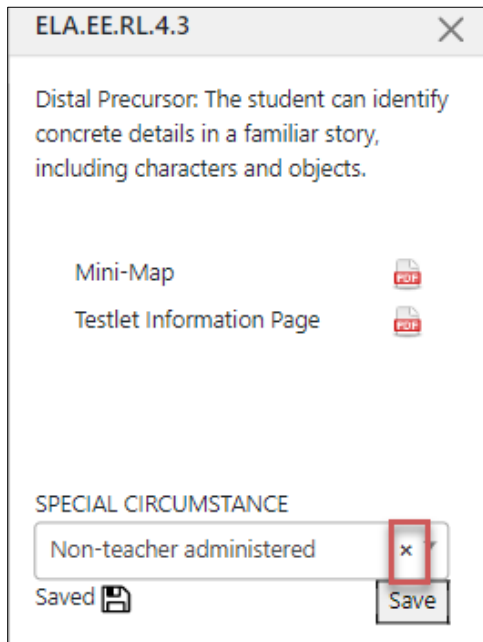
6. Select the appropriate code for the student from the drop-down menu and select **Save**.
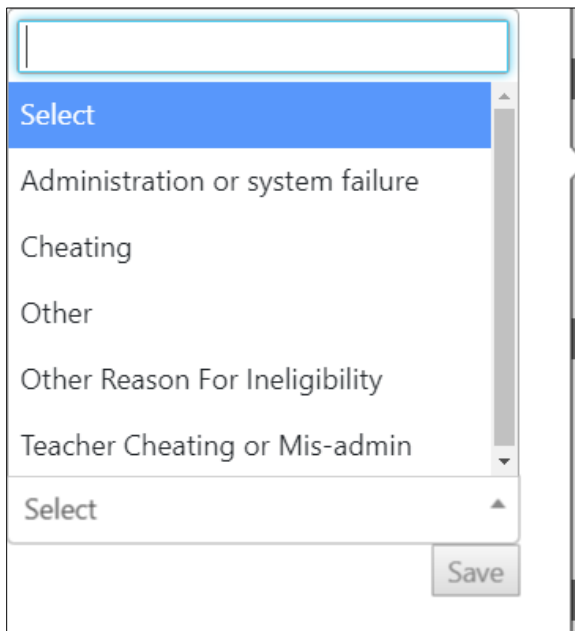
Changing or Removing a Special Circumstance Code

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

To completely remove the code, select the small **X** by the name of the previously selected code. Select **Save**. No special circumstance code will be applied for the Essential Element.
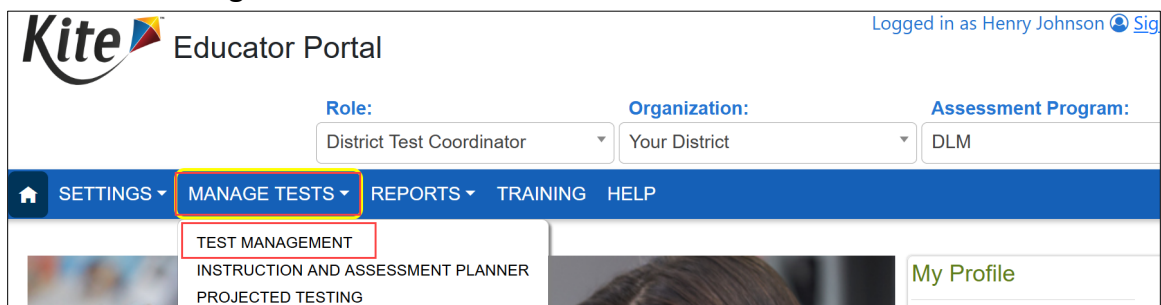
Applying a Special Circumstance Code for Science in the Spring Window

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

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

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 test sessions will populate.

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. Remember, even if special circumstance codes were applied for ELA and mathematics, a code must be applied for science if a student is unable to test. The code must be applied before the testlet is administered in Student Portal.

6. The educator is automatically taken to the **End Test Session: Select Student** screen. On that screen, select the **student** and scroll to the far right.
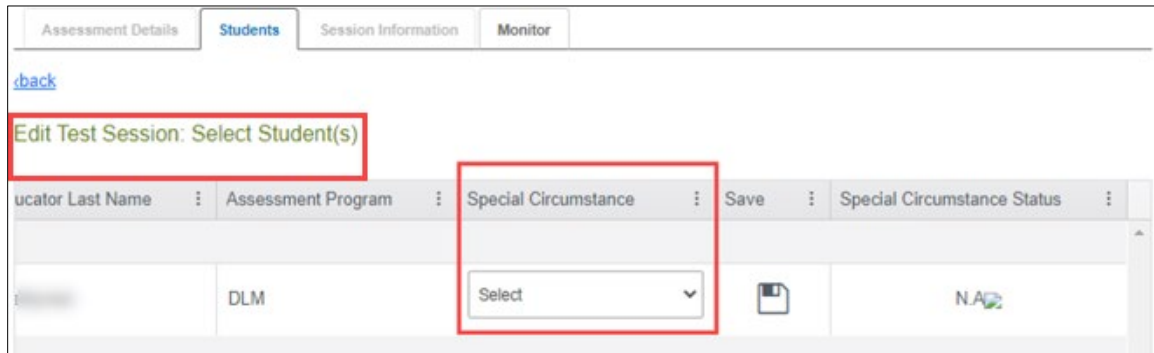
> NOTE: The drop-down menu will not appear for users who do not have permission to apply a special circumstance code
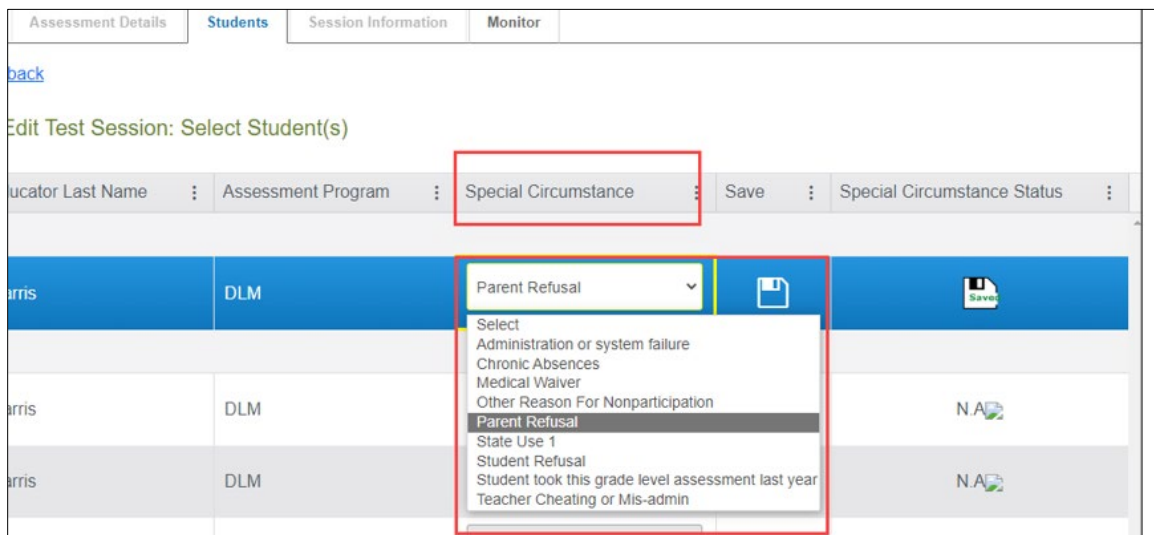

7. Select the applicable **special circumstance code** and select **Save.**

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

8. To change an applied code, follow the same steps used to add the code:
   - Go to the **Special Circumstance** drop-down menu.
   - Choose a different code. (In the following screenshot, the user changed from Parent Refusal to Medical Waiver.)
   - Select the **Save** icon.
   - The word **Saved** displays in the **Special Circumstance Status** column.
   - To completely remove the code, select the small **X** by the name of the previously selected code. Select **Save**. No special circumstance code will be applied for the Essential Element.
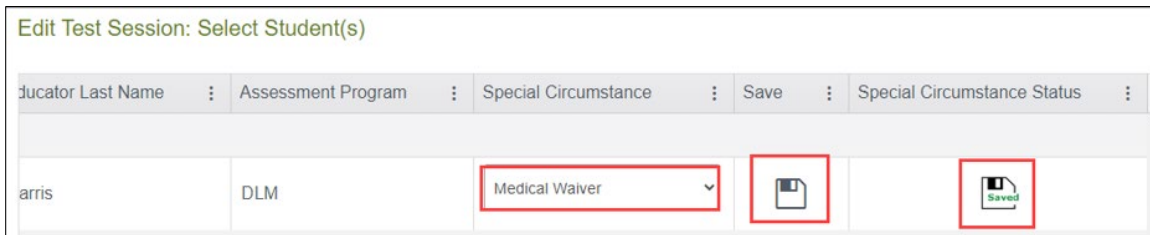
Special Circumstance Files and End-of-Year Reports

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 state and district users to monitor the application of special circumstance codes. Access to the file depends on the state.

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

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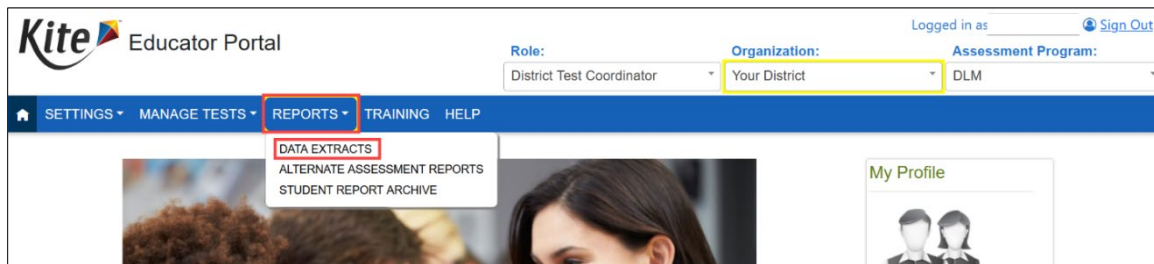
3. Select **Test Administration and Monitoring**.
4. Find the DLM On-Demand Special Circumstance File.
5. Select the **New File** action button.
   - Each time the New File action button is selected, a new on-demand CSV file populates with the most current data.

6. The CSV file will populate with the most current data.

The DLM Special Circumstance File

The second special circumstance file is the final list of students who had a special circumstance code applied to an Essential Element in either window. This file is static and is available only to the State Assessment Administrator role at the end of the year along with the state's General Research File (GRF). The following screenshot is for the State Assessment Administrator's view.

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.