



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:

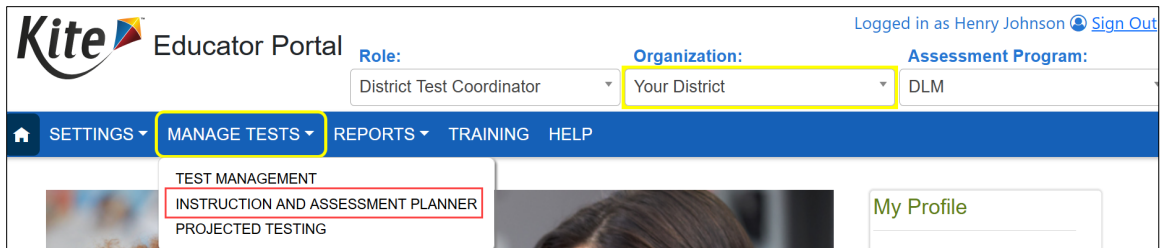
- The special circumstance codes for ELA and mathematics testlets are applied in the Instruction and Assessment Planner during both windows.
- Before a special circumstance code can be applied to an Essential Element in a subject, the student must be assigned a testlet for that Essential Element.

- 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.



- 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.

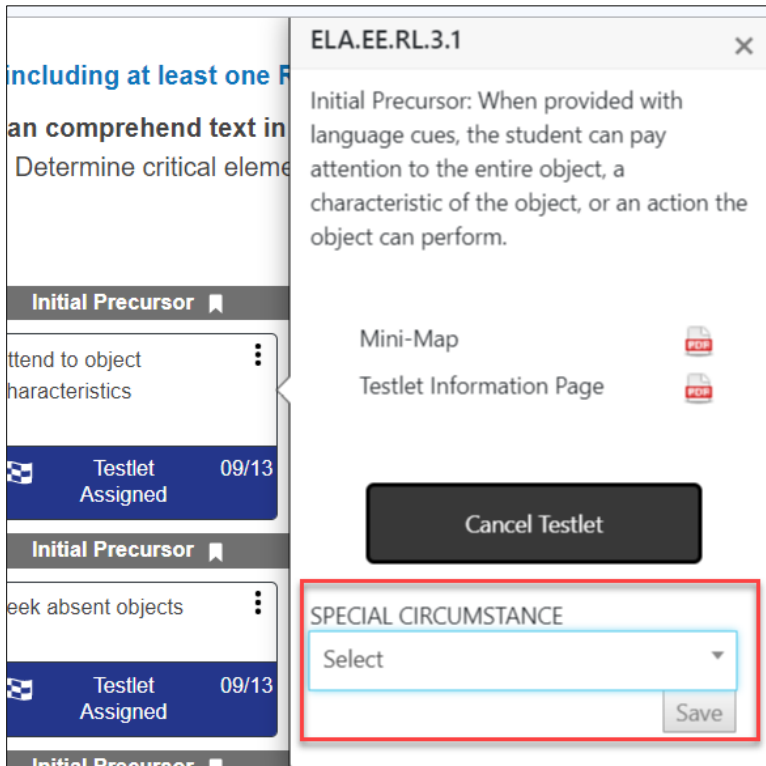
The screenshot shows the Kite Educator Portal interface. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS, REPORTS, TRAINING, and HELP. Below the navigation, there are search filters for SCHOOL (Middle School), GRADE (Grade 8), STUDENT NAME (Atwood, Polly), and TEACHER NAME (Johnson, Henry). A search button is visible. Below the search filters, there is a teacher profile for Atwood, Polly, with a state ID of 54621347. To the right of the profile are icons for First Contact, PNP Profile, and Credentials. Below the profile is a table showing the teacher's activity for ELA and MATH subjects.

	ELA	MATH
View/Create plans		
Blueprint requirements met	0 of 4	0 of 4
Number of plans with instruction in progress	0	0
Testlets assigned and ready to test	1	1
Total number of testlets completed	0	0

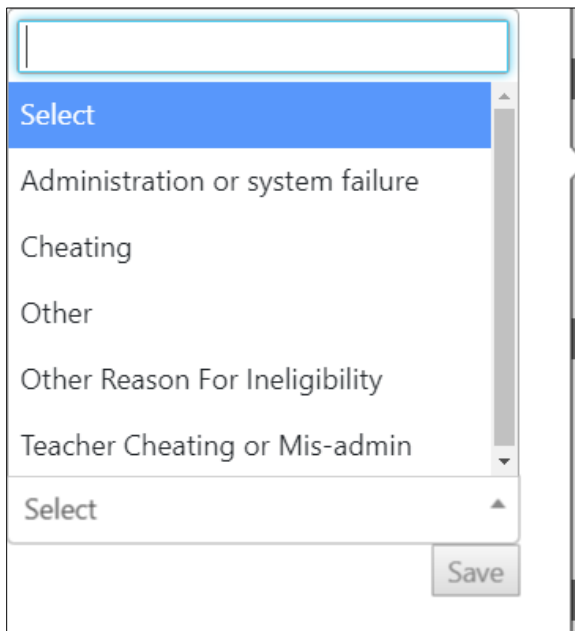
- Find an Essential Element in the **Testlet Assigned** status. Select the kabob menu (three vertical dots).

The screenshot shows a card for an Essential Element. The card is divided into two columns: Essential Element and Initial Precursor. The Essential Element column contains the text: **ELA.EE.RL.3.1** Answer who and what questions to demonstrate understanding of details in a text. The Initial Precursor column contains the text: attend to object characteristics. Below the text in the Initial Precursor column is a kabob menu (three vertical dots) and a blue button with a flag icon, the text "Testlet Assigned", and the date "09/17".

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.



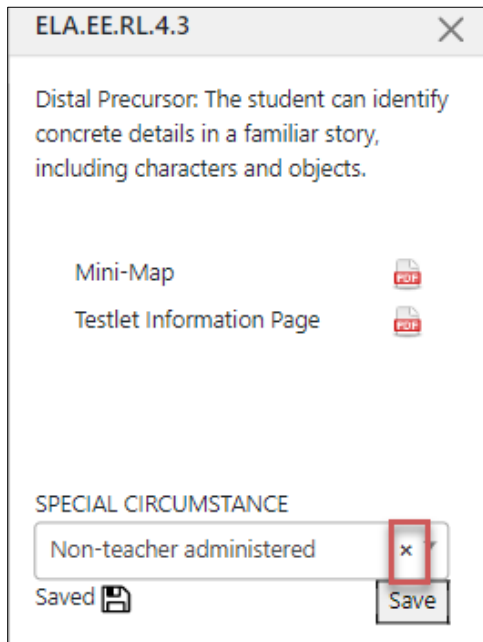
6. Select the appropriate code for the student from the drop-down menu and select **Save**.



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.




ELA.EE.RL.4.3


Distal Precursor: The student can identify concrete details in a familiar story, including characters and objects.

Mini-Map 

Testlet Information Page 

SPECIAL CIRCUMSTANCE

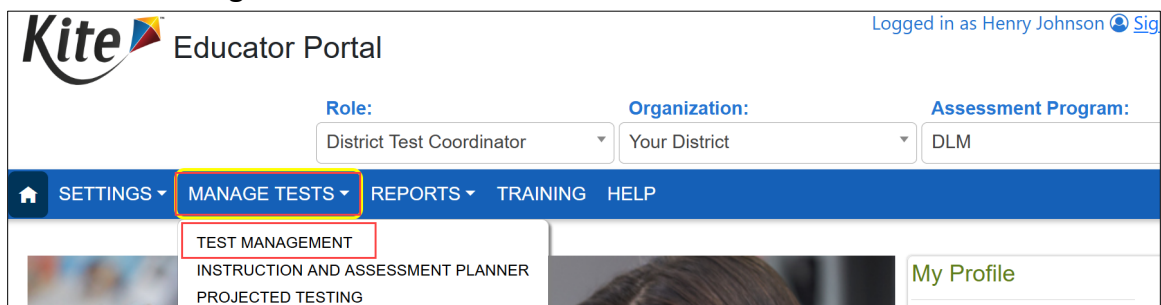
Non-teacher administered 

Saved  Save


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**.



Kite Educator Portal

Logged in as Henry Johnson  Sig

Role: District Test Coordinator Organization: Your District Assessment Program: DLM

SETTINGS **MANAGE TESTS** REPORTS TRAINING HELP

TEST MANAGEMENT
INSTRUCTION AND ASSESSMENT PLANNER
PROJECTED TESTING

My Profile

- Enter data in the following fields:
 - School:** The student’s school
 - Testing Program:** Summative
 - Subject:** Science
 - Grade:** The student’s grade
- Select **Search**. Available test sessions will populate.

Kite Educator Portal

Role: District Test Coordinator Organization: Your District Assessment Program: DLM

SETTINGS MANAGE TESTS REPORTS TRAINING HELP

View Test Sessions

View Test Sessions: Select Criteria

SCHOOL: Middle School TESTING PROGRAM: Summative SUBJECT: Science GRADE: Grade 8

Include completed Include expired Search View Tickets

- 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.

Kite Educator Portal

Role: District Test Coordinator Organization: Your District Assessment Program: DLM Logged in as Sign Out

SETTINGS MANAGE TESTS REPORTS TRAINING HELP

View Test Sessions

SCHOOL: Middle School TESTING PROGRAM: Summative SUBJECT: Science GRADE: Grade 8

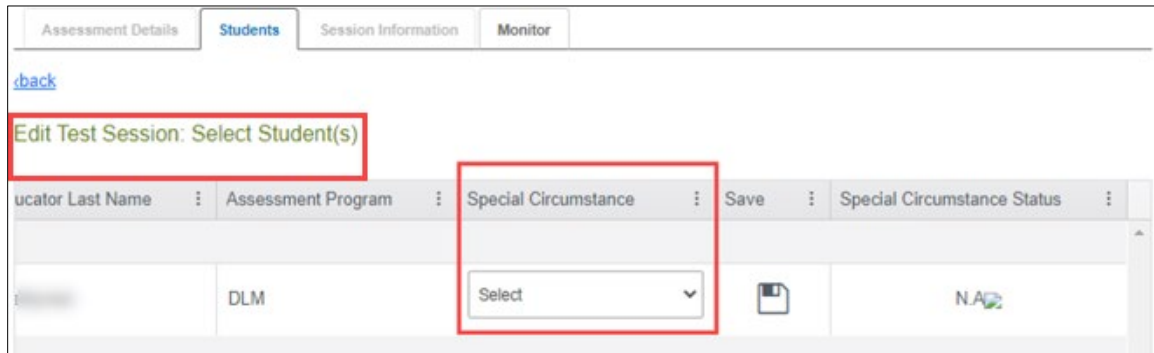
Include completed Include expired Search View Tickets

Actions	Test Session Name	Tickets	Test Information	Test Progress	State Student Identifier	Subject	Grade	Roster	School ID	School Name
	DLM-AtwoodPolly-SP.SCI.MS.LS2-2P			Testlet 2 of 9	123456789	Science	Grade 8	Roster Name	MS_ID	Middle Sch

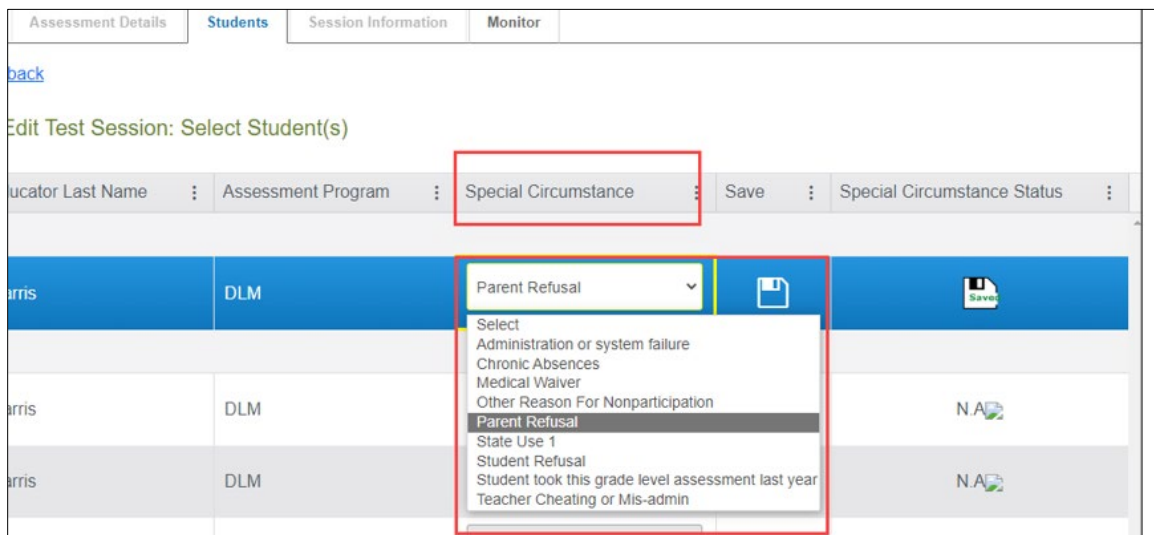
Page 1 of 1 10 per page 1-1 of 1 items

Live Chat © 2023 The University of Kansas Site Map

- 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

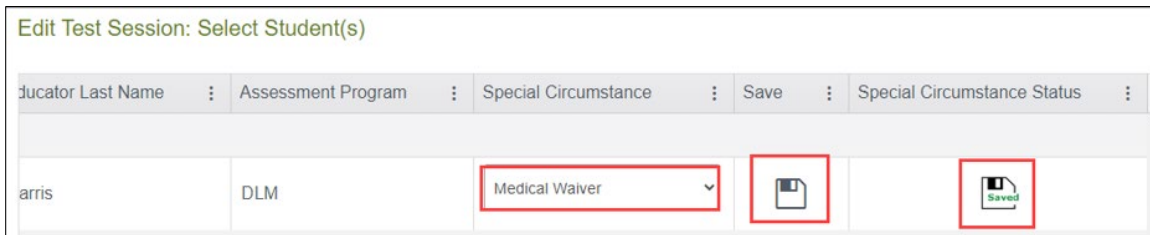


- Select the applicable **special circumstance code** and select **Save**.



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

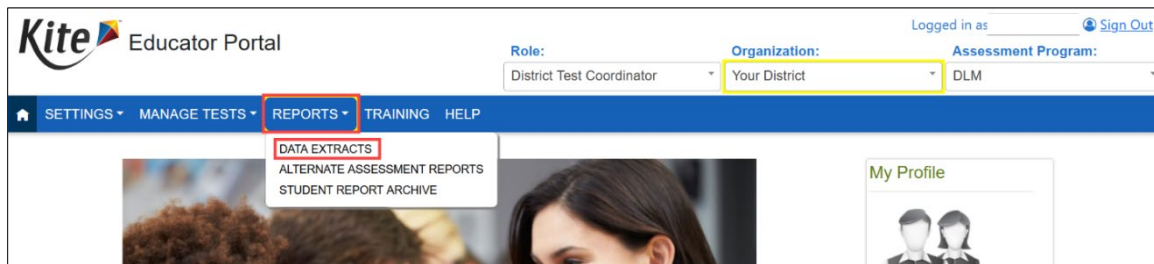
Two files are provided for monitoring the use of DLM special circumstance codes.

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 screenshot shows the Kite Educator Portal interface. At the top, the user is logged in as 'District Test Coordinator' for 'Your district' organization, using the 'DLM' assessment program. The navigation menu includes 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'TRAINING', and 'HELP'. The 'REPORTS' menu is expanded, showing 'Student Information', 'Test Administration and Monitoring' (highlighted), 'Data Management', and 'End of Year'. Below this, the 'Data Extracts' section contains a table with the following data:

Extract	Description	Requested	File	Action
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, per organization	05/16/2023 09:38 AM	CSV	New File
DLM Instructionally Embedded Monitoring	Instructionally embedded blueprint coverage per student, subject, and assessment window.	05/17/2023 11:46 AM	CSV	New File
DLM On-Demand Special Circumstance File	List of students who are assigned special circumstance codes during the current year's assessments.	09/12/2023 12:00 PM	CSV	New File
TIP Access	Detail on when a Testlet Information Page (TIP) sheet was last accessed.	04/24/2023 08:26 PM	CSV	New File

A note above the table states: "Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files." The 'DLM On-Demand Special Circumstance File' row is highlighted with a red box, and its 'New File' button is also highlighted.

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**.

The screenshot shows the Kite Educator Portal interface for a State Assessment Administrator. The user is logged in as 'State Assessment Administrator' for 'Your State' organization, using the 'DLM' assessment program. The navigation menu includes 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', 'TRAINING', and 'HELP'. The 'REPORTS' menu is expanded, showing 'DATA EXTRACTS' (highlighted), 'ALTERNATE ASSESSMENT REPORTS', 'STATE SPECIFIC FILES', and 'STUDENT REPORT ARCHIVE'. A 'My Profile' section is visible on the right side of the page.

3. Select the **End-of-Year** tab.

4. Select the Excel icon to open the DLM special circumstance file.

The screenshot shows the Kite Educator Portal interface. At the top, there is a navigation bar with the Kite logo and 'Educator Portal' text. To the right, there are fields for 'Role' (State Assessment Administra...), 'Organization' (Your State), and 'Assessment Program' (DLM). Below this is a main navigation menu with options like 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', 'TRAINING', and 'HELP'. Under 'REPORTS', there are sub-menus for 'Student Information', 'Test Administration and Monitoring', 'Data Management', and 'End of Year' (which is highlighted with a red box). The main content area is titled 'Data Extracts' and includes a note about Personally Identifiable Information (PII). Below the note is a table with the following data:

Extract	Description	Requested	File	Action
DLM Exited Students	List of students who were exited anytime during the previous year's assessments as of the GRF delivery date.	05/16/2023 01:51 PM		
DLM General Research File (GRF)	General Research File from the most recent year with final student assessment results for each rostered subject. Data Detail EE Crosswalk	05/16/2023 11:44 AM		New File
DLM Incident File	List of students who may have experienced test administration incidents during previous year's assessments.			New File
DLM Special Circumstance File	List of students who were assigned special circumstance codes during previous year's assessments.	05/16/2023 01:51 PM		