Special Circumstance Codes for Year-End Model and Science-Only States

The procedures in this document apply to all Dynamic Learning Maps® (DLM®) Year-End model and Science-Only states.

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 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 DLM special circumstance codes for their state to use from the list of DLM-provided codes. Also, these codes may be posted on the state's DLM webpage if the SEA requests posting. However, some states use their own special circumstance codes that are applied at the state level instead of in Educator Portal.

Special circumstance codes are specific to test sessions in the spring assessment window only. The codes are descriptive words (e.g., Medical Waiver or Parental Refusal). In Educator Portal, a DLM special circumstance code can be applied to, edited, or removed from a test session in a subject at any time while the state's spring assessment window is open, but cannot be applied after the window closes.

If a student is not testing in any subjects, a code must be applied to one testlet in each subject to which the student is rostered. If the code must be edited or removed for all subjects later, the action must be performed for the testlet in each subject to which the code was entered. The actions must be taken before the close of the spring assessment window. Entering a special circumstance code does not prevent further testing.

IMPORTANT NOTE: The screenshots in this resource are for a user with the 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.
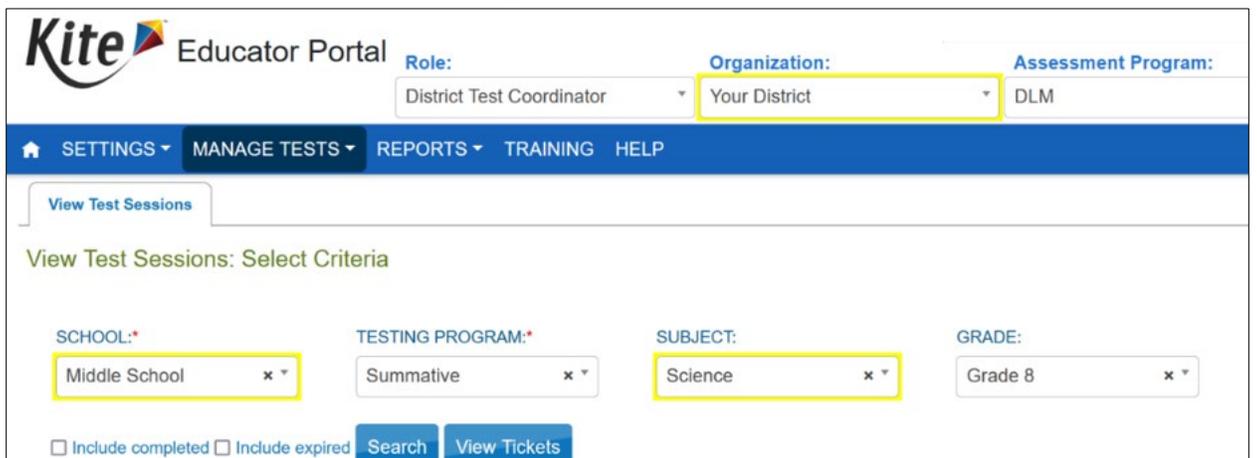
Entering a Special Circumstance Code

Follow these steps to enter the special circumstance code for a student in the spring assessment window.

1. Select **Manage Tests** and then **Test Management.**
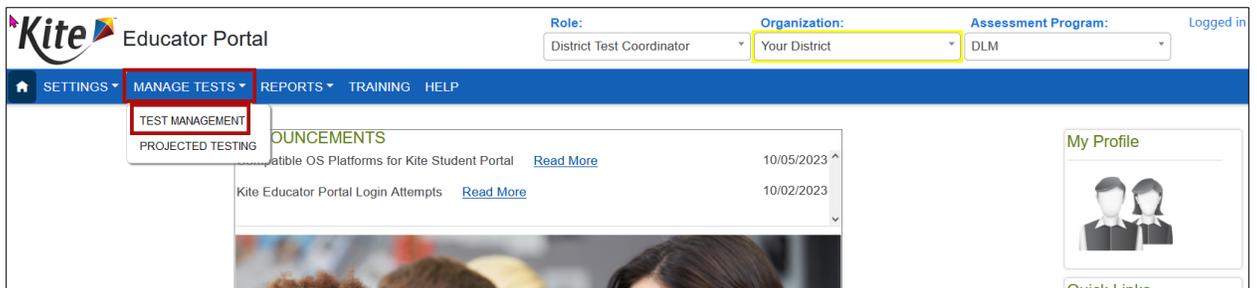
2. Select the following options in these fields:
   - **School:** the appropriate school
   - **Testing Program:** Summative
   - **Subject:** English language arts, mathematics, or science. This field can be left blank to display all testlets assigned for all subjects.
   - **Grade:** the student's grade
3. Select **Search.**
4. In the **Test Session Name** column, double click the testlet code where a special circumstance code is needed. The code includes the student's name. **Remember, this process must be followed for each subject.**

5. The user is automatically taken to the **End Test Session: Select Student** screen. Select the **student** and scroll to the far right.
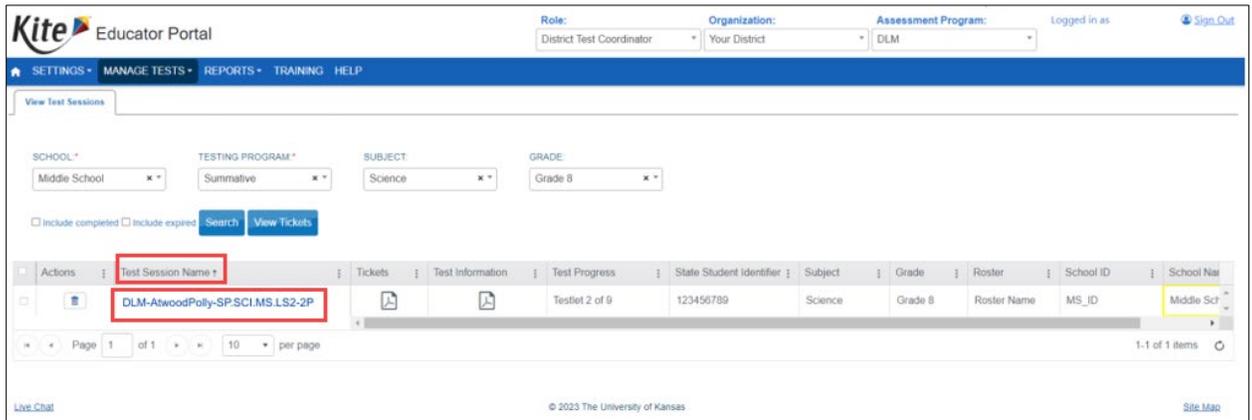
6. Select the arrow in the drop-down menu and select the applicable special circumstance code. In the following example, the user chose Parent Refusal.
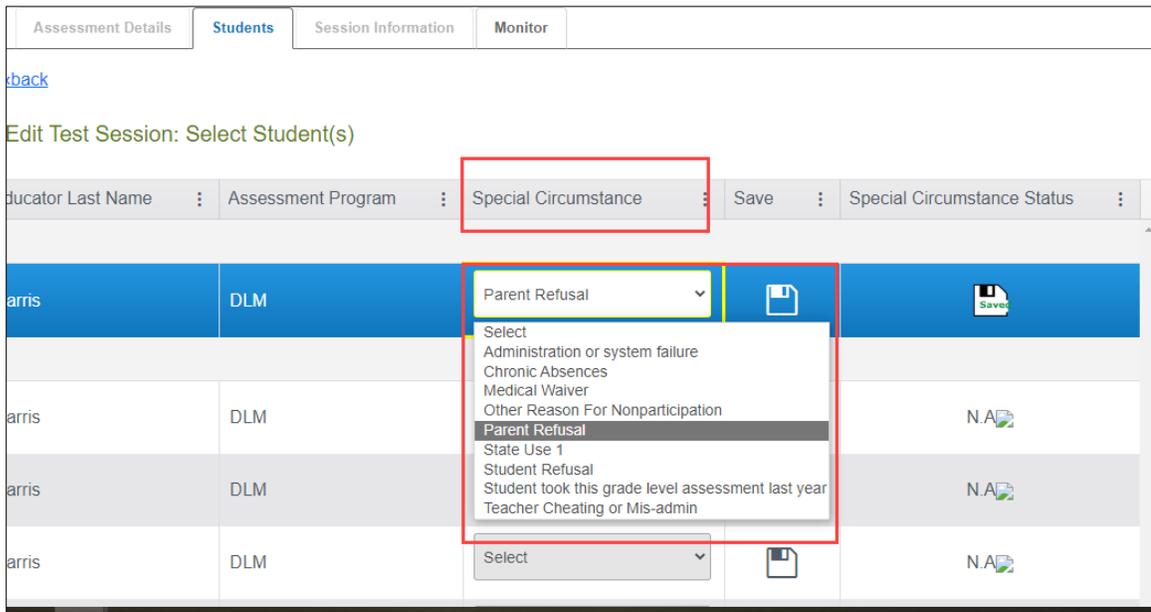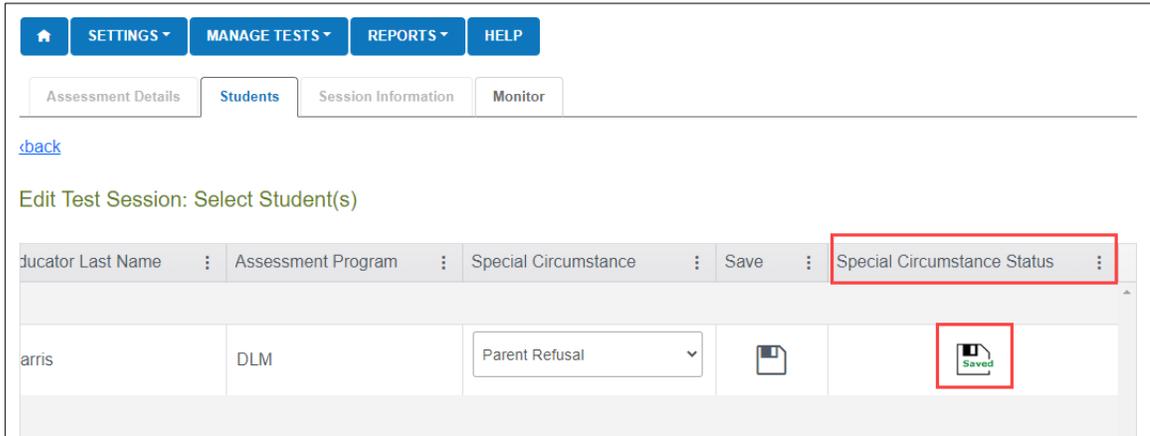

NOTE: Roles that do not have permission to apply special circumstance codes will not have the **Special Circumstance** column.
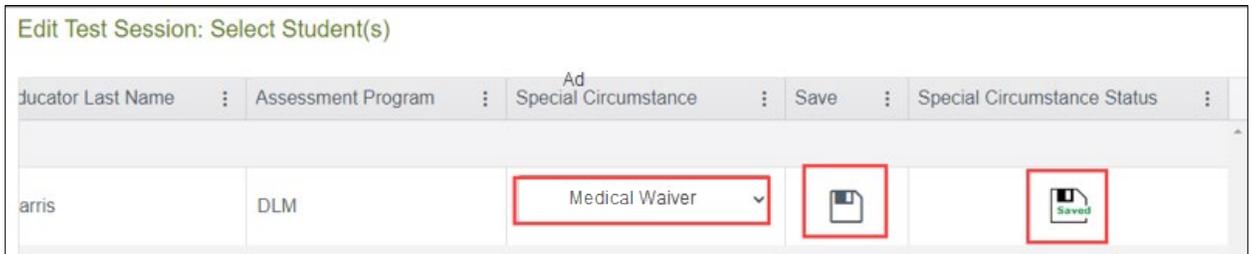
7. Select **Save**.

8. The test session and subject are updated as indicated by the icon with the word **SAVED** displayed in the **Special Circumstances Status** column.

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

10. To delete an applied code:
- Scroll to the drop-down list of special circumstance codes.
- At the top of the list, choose **Select**.
- Select the **Save** icon.
- The word **Saved** displays in the **Special Circumstance** status column.
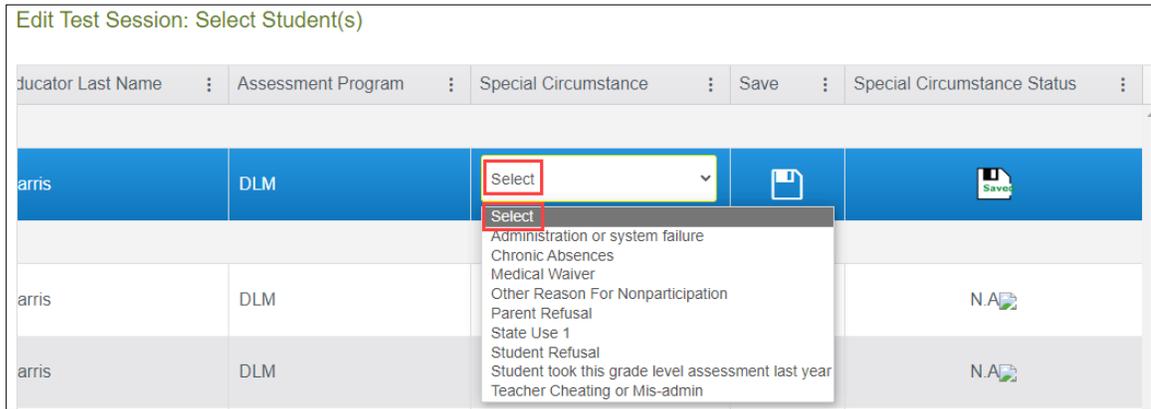
NOTE: A special circumstance code must be entered, edited, or deleted before the close of the Spring Assessment Window.

On-Demand Special Circumstance Code Extract

For states that allow the use of special circumstance codes during their spring assessment window, the DLM On-Demand Special Circumstance extract is available for monitoring the codes that were added during the window (Figure 1). The extract is available to the same roles that have permission to add the codes. To learn how to access this extract, go to the EDUCATOR PORTAL USER GUIDE > Access Reports and Extracts. Accessing the **New File** button will ensure the most up-to-date data is in the file.

Figure 1. *Screenshot of the DLM On-Demand Special Circumstance File in the list of extracts.*

End-of-Year Reports and Extracts

At the end of the year, in states that use DLM special circumstance codes, the state assessment administrator (SAA) will receive a special circumstance code file with the list of students who had a special circumstance code added to a testlet during the spring assessment window (Figure 2). The SAA should review the file when reviewing their General Research File (GRF) during the state's two-week review window and make decisions about invalidations.

Unless the state chooses to invalidate a student's record in the GRF, the student will still receive an end-of-year Individual Student Score Report, even if a special circumstance code was added to a test session during the spring assessment window.

The DLM Special Circumstance File is an end-of-year file for the SAA role only. From the Reports dropdown menu, select Data Extracts. Select the **End of Year** tab and then select the Excel icon during the state's two-week review window to open the DLM Special Circumstance File.

Figure 2. *Screenshot showing the DLM Special Circumstance Files.*