

Coding Parent Excusals

2017 CMAS, CoAlt, and Colorado PSAT 10/SAT Assessments



The following instructions review how to indicate Parent Excusals for the 2017 state assessments in a vendor's system or on answer documents. Parent Excusals can also be added during Student Biographical Data (SBD) reviews through CDE's Data Pipeline. CDE encourages districts to take advantage of SBD review windows to confirm that all Parent Excusals have been correctly identified.

CMAS: ELA and Math (PARCC), CSLA, and CMAS/CoAlt: Science Social Studies

Parent Excusal codes must be applied separately to student records for each content area. Not Tested and Void Test Score Codes/Reasons can be entered through the PearsonAccess^{Next} user interface or through a Student Test Update (STU) file. The ability to enter this information through either method is determined by user permissions as assigned in PearsonAccess^{Next}. The code for Parent Excusal in PearsonAccess^{Next} is '09' (The STU role that permits coding of Parent Excusals will be available to District Assessment Coordinators from April 17th through May 17th).

Most students with a Parent Excusal will not be in a started/prepared test session in PearsonAccess^{Next}. In these cases, Parent Excusals should be submitted as a **Not Tested Code/Reason of '09'** for each content area. If a student is assigned to a started/prepared test session, CDE recommends removing the student from the test session and applying a Not Tested Code/Reason of '09' to the record. If the student is not removed from the session and is marked complete, submit the Parent Excusal as a **Void Test Score Code/Reason of '09'**. Refer to *Appendix K* in the *Spring 2017 CMAS and CoAlt Procedures Manual* for step-by-step directions with screenshots.

Reminders:

- 1) Typing *Parent Excusal* in the "Marked Complete Reason" field on the *Mark Student Tests Complete* screen in PearsonAccess^{Next} will not invalidate a test or connect to the student's final record; a Void Test Score Code/Reason **MUST** be applied separately.
- 2) If a student record is marked complete or the student begins testing, the Parent Excusal **MUST** be submitted as a Void Test Score Code/Reason of '09'. A Not Tested Code/Reason will not prevent students from receiving a score if they responded to enough items to meet attemptedness.

Not Tested and Void Test Score Codes may also be verified and updated during the SBD process. Starting in 2016-2017, there will be an additional field indicating the *Final Invalidation Code*. Further details about this field are included in the [CMAS SBD file layout](#).

CoAlt: ELA and Math (Dynamic Learning Maps)

For students who have been assigned at least their first testlet, Parent Excusals can be documented in DLM's Educator Portal by selecting the '**Parent Refusal**' code from the Special Circumstances codes dropdown menu under Test Management. Codes may be added by Building Test Coordinators or District Test Coordinators. Full instructions on how to report Special Circumstances codes, as well as a full list of codes, are available in the [Special Circumstance Codes Guide](#).

Educator Portal does not currently include an option to batch submit Special Circumstances codes. Codes will be updateable during the DLM SBD review window and can be applied at that time to a number of student records or to records for students who did not receive a test assignment. Because multiple steps must be taken before DLM Special Circumstance codes can be applied for a student in the KITE system, CDE recommends that districts apply Parent Excusal codes during SBD for students who did not begin testing. Please see the [DLM SBD file layout](#) for further SBD details.

Colorado PSAT 10 and SAT

Parent Excusals can be indicated by gridding **5A** (bubbling in 'A' on row 5) on the answer document in the State Use Section. (*Do NOT use 9A that indicates Student Test Refusal*). Other codes are included in the Supervisor Manual.

Parent Excusals can also be added to student records during SBD. Note: If the student completed enough of the test to receive a score, adding an invalidation code will not prevent College Board from producing a score report for that student. The invalidation code will remove the student's score from state reporting and accountability. Please see the Colorado [PSAT/SAT SBD file layout](#) for further SBD details.