

SPECIAL CIRCUMSTANCE CODES

In order to apply a special circumstance code, a testlet must first be generated for the student. The following steps must be completed before a testlet is generated by the Educator Portal System.

1. The student must be enrolled in DLM's Educator Portal
2. The student is assigned to a roster for a specific teacher
3. The teacher completes the PNP and First Contact Survey in Educator Portal
4. The system generates the first testlet

The Test Administrator must complete ALL the DLM trainings in the DLM training site (Moodle) to access the roster. For more information on how to complete the above steps, please see the [DLM Data Management Manual](#).

REASONS FOR NOT TESTING

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 entered in the Educator Portal to explain why the student was not tested. A crosswalk with codes used in Colorado can be found on page 6 of this document.

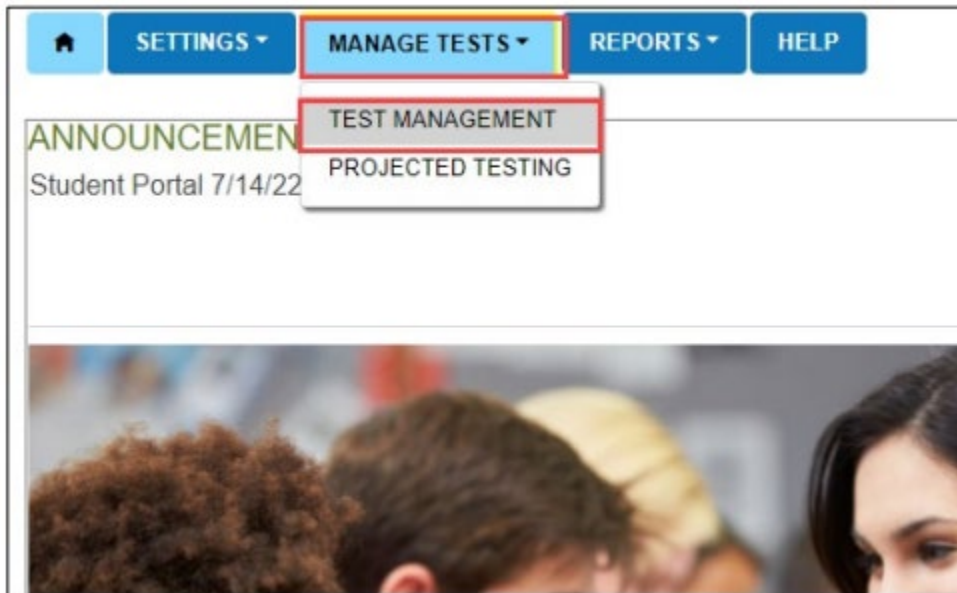
Special circumstance codes are specific to test sessions in the spring assessment window only. The codes are descriptive words (e.g. Medical Waiver or Parental Refusal). A special circumstance code can be applied to, edited, or removed from a test session in a subject at any time during the state's spring assessment window, but the action must be performed before the window closes.

The code must be entered for each applicable subject. In other words, if a student is not testing in any subjects, a code must be applied to a testlet in each subject to which the student is rostered. If later the code must be edited or removed for all subjects, the action must be performed for the code that was entered. The actions must be taken before the close of the spring assessment window.

Note: Entering a special circumstance code does not prevent further testing.

To enter the special circumstance for a student, follow these steps.

1. Click **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 or mathematics
 - * **Grade:** the student's grade

A screenshot of a web application form titled 'View Test Sessions: Select Criteria'. The form has a header with a home icon, 'SETTINGS', 'MANAGE TESTS', 'REPORTS', and 'HELP' buttons. Below the header is a 'View Test Sessions' link. The form contains four dropdown menus: 'SCHOOL' (selected: Keating Elementary ...), 'TESTING PROGRAM' (selected: Summative), 'SUBJECT' (selected: Science), and 'GRADE' (selected: Grade 5). Below these are two checkboxes: 'Include completed' and 'Include expired'. A 'Search' button (highlighted with a red box) and a 'View Tickets' button are at the bottom right.

3. Click **Search**.

4. In the **Test Session Name** column, double click on the testlet code where special circumstance code is needed. The code includes the student's name. **Remember a code must be entered for each subject.**

View Test Sessions

View Test Sessions: Select Criteria

SCHOOL* TESTING PROGRAM* SUBJECT GRADE

Summative Mathematics Select

☐ Include completed ☐ Include expired Search View Tickets

Test Session Name	Tickets	Test Information	Test Progress	State Studer
DLM-I-...-YE M 10 S-CP 1-5 IP			Testlet 8 of 8	
DLM-...-YE M 10 S-CP 1-5 DP			Testlet 8 of 8	
DLM-I-...-YE M 10 S-CP 1-5 IP			Testlet 8 of 8	

5. The student is automatically taken to the **End Test Session: Select Student** screen. Select the **student** and scroll to the far right.

Assessment Details Students Session Information Monitor

[back](#)

Edit Test Session: Select Student(s)

ucator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
	DLM	Select		N.A.

Note: Roles that do not have permission to apply special circumstance codes will not have the Special Circumstance column.

6. Select the arrow in the dropdown menu and select the applicable special circumstance code. In the following example, the user chose Parent Refusal.

The screenshot shows a web application interface for editing a test session. At the top, there are tabs: 'Assessment Details', 'Students' (active), 'Session Information', and 'Monitor'. Below the tabs is a header bar with columns: 'Educator Last Name', 'Assessment Program', 'Special Circumstance', 'Save', and 'Special Circumstance Status'. The main table has four rows, each representing a student. The first row is highlighted in blue. In this row, the 'Special Circumstance' dropdown menu is open, showing a list of options: 'Select', 'Administration or system failure', 'Chronic Absences', 'Medical Waiver', 'Other Reason For Nonparticipation', 'Parent Refusal' (highlighted), 'State Use 1', 'Student Refusal', 'Student took this grade level assessment last year', and 'Teacher Cheating or Mis-admin'. A red box highlights the dropdown menu and the 'Parent Refusal' option. A 'Save' icon is visible next to the dropdown.



7. Select **Save**.
8. The test session and subject are updated as indicated by the icon with the word **SAVED** displayed in the **Special Circumstance** status column.
9. To edit an applied code, follow the same steps used to enter a code:
- Go to the **Special Circumstances** 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.

This screenshot shows the same interface as the previous one, but with the 'Special Circumstance' dropdown menu open and 'Medical Waiver' selected. A red box highlights the dropdown menu. Another red box highlights the 'Save' icon next to the dropdown. A third red box highlights the 'Special Circumstance Status' column, which now displays the word 'Saved' in green text.

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.

Edit Test Session: Select Student(s)

ducator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
arris	DLM	Select		
arris	DLM	Select		N.A.
arris	DLM	Select		N.A.

Select

Administration or system failure
Chronic Absences
Medical Waiver
Other Reason For Nonparticipation
Parent Refusal
State Use 1
Student Refusal
Student took this grade level assessment last year
Teacher Cheating or Mis-admin

Note: A special circumstance code must be entered, edited, or deleted before the close of the Spring Assessment Window.

Special Circumstances Codes

The dropdown menu in Educator Portal uses languages from the DLM Special Circumstances Codes. CDE has created a crosswalk from those codes to invalidation reasons used by CDE reporting and accountability. Please do not use codes that are not included in this list.

DLM Dropdown Option	CDE Invalidation Type
Medical waiver	Medical exemption
Chronic absences	Chronic absences
Homeschooled for assessed subjects	Part-time public and part-time homeschool student
Special treatment center	District education services
Parent refusal	Parent excuse
Homebound	District education services
Student refusal	Student refusal
Other reason for ineligibility	Newcomer exemption
Other reason for nonparticipation	Took general assessment
Left testing	Interrupted and not completed
Teacher cheating or misadministration*	Misadministration/Non-approved accommodation*
Other	Withdrew before completion

*Please contact [Arti Sachdeva](#) before applying this invalidation

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 are 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.

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

The image shows two screenshots of the DLM Educator Portal interface. The top screenshot shows the 'REPORTS' dropdown menu with 'DATA EXTRACTS' selected. The bottom screenshot shows the 'Data Extracts' page with the 'Test Administration and Monitoring' tab selected. A table lists four extracts, with 'DLM On-Demand Special Circumstance File' highlighted by a red box.

Data Extracts

Note: Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract	Description	Requested
DLM On-Demand Exited Students File	List of students who were exited anytime during the current year's assessments.	
DLM On-Demand Special Circumstance File	List of students who are assigned special circumstance codes during the current year's assessments.	05/04/2023 01:13 PM
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	05/04/2023 01:14 PM
TIP Access	Detail on when a Testlet Information Page (TIP) sheet was last accessed.	07/11/2023 12:50 PM