Special Circumstance Coding
CoAlt: English Language Arts and Mathematics (DLM)

In the event a student could not participate in a testlet that generates a performance level used for federal and state accountability, enter a special circumstance code in Educator Portal to provide the reason the student was not tested. Refer to the Colorado Special Circumstance Codes.

**Prepare to Apply a DLM Special Circumstance Code**

To apply a special circumstance code for a student, a testlet must be generated. Complete the following steps (if not previously completed) to generate the first testlet:

1. Enroll the student in DLM’s Educator Portal (EP)
2. Assign the student to a roster for a specific teacher
3. The teacher completes the Personal Needs Profile (PNP)/First Contact Survey in EP
4. The system generates the first testlet

The Test Administrator must complete all DLM trainings in the DLM training site (Moodle) to access the roster. For more information on these steps, refer to the DLM Data Management Manual at [http://dynamiclearningmaps.org/colorado](http://dynamiclearningmaps.org/colorado).

**Indicate a Reason for Not Testing**

The special circumstance fields are located in EP on the screen where the TIP is accessed. The codes are displayed as descriptive words (e.g., Medical Waiver or Parent Refusal). Only educators with the role of District Test Coordinator, Building Test Coordinator, and State Assessment Administrator have permission to choose a code. It is recommended that special circumstance codes are not entered until late in the testing window, but they must be entered before the window closes. Enter the code on the first testlet for each content area, as needed. After the first testlet is coded, additional testlets do not requiring coding within the same content area. Once a code is selected and saved, any authorized user can change the selected reason.

**Colorado Special Circumstance Codes**

The dropdown menu in EP uses DLM coding language. Refer to the following crosswalk to select the appropriate invalidation reason for reporting and accountability purposes. Do not use DLM codes that are not included on this list.

<table>
<thead>
<tr>
<th>DLM Dropdown Option</th>
<th>CDE Invalidation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Waiver</td>
<td>Medical Exemption</td>
</tr>
<tr>
<td>Home Schooled for Assessed Subjects</td>
<td>Part Time Public and Part Time Home School Student</td>
</tr>
<tr>
<td>Special Treatment Center</td>
<td>District Education Services</td>
</tr>
<tr>
<td>Parent Refusal</td>
<td>Parent Excuse</td>
</tr>
<tr>
<td>Homebound</td>
<td>District Education Services</td>
</tr>
<tr>
<td>Student Refusal</td>
<td>Student Refusal</td>
</tr>
<tr>
<td>Other Reason for Nonparticipation</td>
<td>Took General Assessment</td>
</tr>
<tr>
<td>Left Testing</td>
<td>Interrupted and Not Completed</td>
</tr>
<tr>
<td>Teacher Cheating or Misadministration</td>
<td>Misadministration/Non-approved Accommodation*</td>
</tr>
<tr>
<td>Other</td>
<td>Withdrew Before/During Testing</td>
</tr>
</tbody>
</table>

*Contact Arti Sachdeva (sachdeva_a@cde.state.co.us) before applying this invalidation

**Note:** Codes must be entered before the testing window ends.

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DLM-support@ku.edu Service Desk Support 1- 855-277-9751
Take the following steps to enter a special circumstance code for a student:

1. Click **Manage Tests**.

![Manage Tests](image1)

2. Click **Test Management**.

![Test Management](image2)

3. Select the following options in these fields:
   - **Assessment Program**: Dynamic Learning Maps
   - **Testing Program**: Summative
   - **Organization**: Your district
   - **School**: Your school

![Test Management Options](image3)
4. Click **Search**.

![Image of the Kite application interface showing the Search button highlighted.]

5. Click the **Test Session Name** you want to update. Note: Repeat for each subject, as needed.

![Image of the Kite application interface showing the Test Session Name column highlighted.]  

6. Select the applicable **Special Circumstance** for the appropriate student record.

![Image of the Kite application interface showing the Special Circumstance column with select options.]  

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**Note:** If the wrong code is selected and saved, any authorized user can update to the correct code.

7. Click **Save**.
**Hint:** Each content area will generate multiple testlets. After coding the first testlet for each content area (as needed), additional generated testlets do not require coding.

**Note:** If a special circumstances code was selected, but is not needed, follow steps 1-7 and choose the default “select” as the special circumstance code for the student.