

# Coding Parent Excusals

## 2018 CMAS, CoAlt, and Colorado PSAT & SAT Assessments



The following instructions review how to indicate Parent Excusals for the 2018 state assessments in a vendor's system, on answer documents (PSAT & SAT only), or during Student Biographical Data (SBD) reviews through CDE's Data Pipeline. CDE encourages districts to take advantage of SBD windows to confirm all Parent Excusals are correctly identified.

### **CMAS: Math and ELA (including 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 are entered through the PearsonAccess<sup>Next</sup> user interface (UI) 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<sup>Next</sup>. The code for Parent Excusal in the PearsonAccess<sup>Next</sup> UI is 'Parent Excuse' or '09' through the STU file (the STU role that permits coding of Parent Excusals is available to District Assessment Coordinators through May 16<sup>th</sup>).

Most students with a Parent Excusal are not in a started/prepared test session in PearsonAccess<sup>Next</sup>. In these cases, submit Parent Excusals as a **Not Tested Code/Reason of 'Parent Excuse' or '09'** for each content area test assignment. 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 'Parent Excuse' or '09'** to the record. If the student's test is not removed from the session and is marked complete, submit the Parent Excusal as a **Void Test Score Code/Reason of 'Parent Excuse' or '09'**. Refer to *Appendix K* in the *Spring 2018 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<sup>Next</sup> does 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 before the excusal is received, 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. Refer to the [CMAS SBD file layout](#) for further SBD details. Use the *Calculated Invalidation* field in SBD or PearsonAccess<sup>next</sup> to confirm final coding.

### **CoAlt: ELA and Math (Dynamic Learning Maps)**

For students assigned to at least one testlet, Parent Excusals are documented in Educator Portal by selecting '**Parent Refusal**' from the Special Circumstance dropdown menu under Test Management. Building Test Coordinators or District Test Coordinators may indicate codes. Full instructions on reporting Special Circumstance codes are available in the [Special Circumstance Codes Guide](#).

Educator Portal does not include an option to batch submit Special Circumstance codes. Codes are 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. Refer to the [DLM SBD file layout](#) for further SBD details.

### **Colorado PSAT & SAT**

**Parent Excusals can be indicated by gridding 9A** (bubbling in 'A' on row 9) on the answer document in the State Use Section. (*Do NOT use 4A that indicates Student Test Refusal*). Other codes are included in the *PSAT and SAT Supervisor Manuals*. Maintain all documentation as indicated in the "What to Do with Materials" table in the *Supervisor Manuals*.

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. Refer to the Colorado [PSAT/SAT SBD file layout](#) for further SBD details.