Colorado Measures of Academic Success Not Tested and Void Test Score Codes/Reason	
Not Tested Code/Reason	**Void Test Score Code/Reason**
00. Absent (should not be used until the last day of the testing window)	-
01. Took Other Assessment OR Duplicate Registration/Attempt	01. Took Other Assessment OR Duplicate Registration/Attempt
For English Language Arts Only: 02. First Year in U.S. English Learner	02. Interrupted and Not Completed
03. Withdrew Before Completion	03. Withdrew Before Completion
04. Student Test Refusal	04. Student Test Refusal
05. State Use Only	05. Non-approved Accommodation
06. Misadministration	06. Misadministration
07. Medical Exemption	07. Medical Exemption
08. Part Time Public and Part Time Home School Student	08. Part Time Public and Part Time Home School Student
09. Parent Excuse	09. Parent Excuse
-	10. State Use Only

The Not Tested Codes/Reasons and Void Test Score Codes/Reasons included in this document pertain to the CMAS: PARCC English language arts and mathematics assessments, CMAS/CoAlt: Science and Social Studies assessments, and the Colorado Spanish Language Arts assessments (CSLA).

Not Tested Codes/Reasons should only be applied to the records of students who did not begin testing.

A Not Tested Code/Reason should be used if one of the following scenarios applies to the student:
- The student is in a started test session, but did not start a test. The student should be removed from the started test session before it is "stopped". A Not Tested Code and Reason should be applied for the student.
- The student is in a test session that was not started. These sessions do not need to be "stopped". A Not Tested Code and Reason should be applied for the student.
- The student is assigned to a test but not assigned to a test session. A Not Tested Code and Reason should be applied for the student.
- The student was assigned to a paper test, but did not start testing.

Void Test Score Codes/Reasons should be applied to records of students who began testing, but should not receive scores. These students may have finished testing and submitted their tests, or they may not have finished testing but school personnel applied "mark complete" to the online test record. (Note: mark complete reasons do not invalidate tests.) Both of these test record types will appear as "attempt" in the online test status field. If a Void Test Score Code/Reason is applied to a student test record, the record will not receive an overall score.

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 through PearsonAccess[next].

See Not Tested and Void Test Score Code/Reason definitions for additional information.

Not Tested and Void Test Score Code/Reason Definitions

Took Other Assessment OR Duplicate Registration

Not Tested Code/Reason 01: Took Other Assessment OR Duplicate Registration/Attempt
STU Coding: Not Tested = Y; Not Tested Reason = 01

Void Test Score Code/Reason 01: Took Other Assessment OR Duplicate Registration/Attempt
STU Coding: Void Test Score Code = Y; Void Score Reason = 01

Not Tested Reason 01 or Void Score Reason 01 should be used to identify students who took another assessment or who have duplicate registrations or attempts for the same content area.

- Duplicate Registration/Attempt
  - This reason should be used to identify duplicate/multiple test assignments or test attempts for a student in a single content area. For example, if a student has three English Language Arts (ELA) records in PearsonAccess[next], this reason should be used to identify the two records that should not appear in the final score file.

- Took Other Assessment
  - If a student has CMAS: PARCC ELA and Math test registrations in PearsonAccess[next] but took the CoAlt: DLM ELA and Math assessment, this reason should be applied in PearsonAccess[next] to the CMAS: PARCC ELA and Math assessments if DLM should be the assessment of record.
  - If a student has taken CSLA, but still has a CMAS: PARCC ELA test registration in PearsonAccess[next], this reason should be applied in PearsonAccess[next] to the CMAS: PARCC ELA test assignment if the CSLA should be the assessment of record. (Typically, the CMAS: PARCC ELA registration will be removed at the time CSLA is ordered. However, a CMAS: PARCC ELA registration may reappear if the student is inadvertently added back in for ELA.)
  - If a student has a CMAS: Science or Social Studies test registration in PearsonAccess[next] but took a CoAlt: Science or Social Studies assessment, this reason should be applied to the CMAS: Science or Social Studies test assignment in PearsonAccess[next] if CoAlt: Science or Social Studies should be the assessment of record.

First Year in U.S. English Learner (For English Language Arts Only)
Not Tested Code/Reason 02: First Year in U.S. English Learner STU Coding: Not Tested = Y; Not Tested Reason = 02
For spring 2016 CMAS testing, districts will determine whether or not to administer the CMAS: PARCC English Language Arts (ELA) assessment to their English learners who are first year in the United States (U.S.).* Districts that have decided not to test their first year in U.S. English learners should code English Language Arts records for these students with Not Tested Reason = 02. Districts should also complete State Use Field 1 (Date most recently enrolled in U.S. coming from a non-U.S. school/country). **Note:** Only Not Tested Reason 02 should be applied to students who are first year in the U.S. **Void Test Reason 02 (interrupted and not completed) should <u>not</u> be applied to these student test records**. *Third and fourth grade English learners who are first year in the U.S. but who have a home language of Spanish should take the Colorado Spanish Language Arts assessment in place of the CMAS: PARCC ELA assessment.

Interrupted and Not Completed
Void Test Score Code/Reason 02: Interrupted and Not Completed STU Coding: Void Test Score Code = Y; Void Score Reason = 02
Void Score Reason 02 should be used to identify students for whom the district does not want scores or reports produced because the students' testing was interrupted. These students stopped testing prior to the completion of the test session due to unforeseen circumstances (e.g., the student became ill during Unit 3 and could not complete testing in a make-up session). **Note:** Only the Void Score Reason 02 should be applied to records for tests that were interrupted and not completed. **Not Tested Reason 02 (First Year in U.S. English Learner) should <u>not</u> be applied to these student test records**.

Withdrew Before Completion
Not Tested Code/Reason 03: Withdrew Before Completion STU Coding: Not Tested = Y; Not Tested Reason = 03 *Void Test Score Code/Reason 03: Withdrew Before Completion* STU Coding: Void Test Score Code = Y; Void Score Reason = 03
Not Tested Reason 03 should only be used if the student moved before the start of testing. This code should not be applied until the end of the testing window (after April 29th). Void Score Reason 03 should only be used if the student moved and one of the following applies: • The student started but did not complete testing and the new Colorado district of enrollment did not submit a "Work Request" to transfer the student registration and test assignment(s) through PearsonAccess[next]**.** (This is considered a district to district transfer. Refer to guidance documents on Transfers posted to http://www.cde.state.co.us/assessment/trainings for more information.) • The student started testing but moved out of state before completing the test. **Note:** If the student completed both the CMAS: PARCC ELA and Math content area tests before moving to a different district, no additional action should be taken for the student's PARCC registration. If the student completed the CMAS: Science or Social Studies assessment before moving to a different district, no action should be taken for the student's science/social studies registration.

Student Test Refusal
Not Tested Code/Reason 04: Student Test Refusal STU Coding: Not Tested = Y; Not Tested Reason = 04 ***Void Test Score Code/Reason 04: Student Test Refusal*** STU Coding: Void Test Score Code = Y; Void Score Reason = 04
Not Tested Reason 04 should be used to indicate that when provided an opportunity to test, the **student** refused to begin testing. Void Score Reason 04 should be used to indicate that when provided an opportunity to test, the **student** started testing but then refused to continue testing.
Non-Approved Accommodation
Void Test Score Code/Reason 05: Non-Approved Accommodation STU Coding: Void Test Score Code = Y; Void Score Reason = 05
Void Score Reason 05 should be used to indicate that a student received a non-approved unique accommodation during testing. Unique Accommodation Requests (UAR) had to be submitted to CDE for approval. Accommodations that required an approved Unique Accommodation Request (UAR) in CO included the following: - Text-to-speech on the ELA assessment   - Human Scribe on the ELA assessment   - Human Reader or Signer on the ELA assessment   - Calculator on non-calculator sections of the math assessment   - Any other accommodation not listed in the PARCC Accommodations Manual or the Science and Social Studies Accommodation Supplement.   If a student was provided or accessed any of these accommodations, but was not approved through the UAR process, Void Score Reason 05 should be applied if an individual student report is not to be produced. **Note: Cases of students who received a non-approved accommodation but for whom districts would like an individual student report produced for local use** must be reported to Stephanie Boyd at boyd_s@cde.state.co.us for CMAS: PARCC ELA and Math or to Sara Loerzel Loerzel_s@cde.state.co.us for CMAS: Science and Social Studies. **Please note that results for these students will not be aggregated in school and district results.**

Misadministration

Not Tested Code/Reason 06: Misadministration
STU Coding: Not Tested = Y; Not Tested Reason = 06

Void Test Score Code/Reason 06: Misadministration
STU Coding: Void Test Score Code = Y; Void Score Reason = 06

Not Tested Reason 06 or Void Score Code 06 should be used if a misadministration occurred and no overall scores should be produced. A misadministration occurs when a standardized security or administration procedure has been violated and/or when the validity of a student's test score cannot be assured.

Not Tested Reason 06 should be used if a student is exposed to test content prior to testing. Examples of misadministrations that result in records that must be coded with Not Tested Reason 06 include the following:
- Students receive information about test items from anyone prior to testing
- A Test Administrator or school staff member:
  - Provides students with information about test items prior to the test
  - Leaves secure test materials unattended anywhere outside of the central secure storage area in the school creating a security breach resulting in students not testing
  - Loses secure test materials prior to testing, or is at any time unable to account for the location of test materials creating a security breach resulting in students not testing

Void Score Reason 06 should be used if a student's test was misadministered after the student began testing. Examples of misadministrations that result in records that must be coded with Void Score Reason 06 include the following:
- Students share answers during testing
- A Test Administrator or school staff member:
  - Gives any cue about possible answers, verbal or non-verbal to students
  - Asks student(s) to change answers
  - Enters answers for students (except for scribe accommodation)
  - Leaves secure test materials unattended anywhere outside of the central secure storage area in the school creating a security breach but students tested
  - Loses secure test materials prior to testing, or is at any time unable to account for the location of test materials, creating a security breach, but students tested
  - Clarifies any test items for students
  - Does not provide students with documented accommodations or provides students with an accommodation that is not documented
  - Does not observe time limits and requirements (e.g., not giving students the entire unit/section time to test or giving students who do not have an extended time accommodation more than the maximum testing time)
  - Does not follow test environment and/or posted materials guidelines
  - Does not provide directions from the TAM for the test (each unit/section)

Students with Not Tested Reason 06 or Void Score Reason 06 will not receive a score.

Please be sure to keep your documentation for any misadministrations.

Note: If a major misadministration occurs, **submit a Test Incident (Irregularity) report to CDE through Syncplicity.** Personally Identifiable Information (PII) must never be emailed to CDE or assessment vendors. PII includes student names and other sensitive student data.

Medical Exemption

Not Tested Code/Reason 07: Medical Exemption
STU Coding: Not Tested = Y; Not Tested Reason = 07

Void Test Score Code/Reason 07: Medical Exemption
STU Coding: Void Test Score Code = Y; Void Score Reason = 07

Not Tested Reason 07 should be used to identify students who are unable to start the statewide assessments due to a documented, significant, and fully incapacitating medical condition or emergency (e.g., student is in the hospital after a car crash) that extends across the entire (or remaining) test window. In order to qualify for special consideration, the incident or condition must be so severe that it prevents the student from participating in instruction offered either at school or at a state or district-run facility.

Void Test Score Reason 07 should be used to identify students who are unable to complete the statewide assessments due to a documented, significant, and fully incapacitating medical condition or emergency (e.g., student is in the hospital after a car crash) that extends across the entire (or remaining) test window. In order to qualify for special consideration, the incident or condition must be so severe that it prevents the student from participating in instruction offered either at school or at a state or district-run facility.

This code should not be used for students who are absent during testing due to typical illnesses.

Part Time Public and Part Time Home School Student

Not Tested Code/Reason 08: Part Time Public and Part Time Home School Student
STU Coding: Not Tested = Y; Not Tested Reason = 08

Void Test Score Code/Reason 08: Part Time Public and Part Time Home School Student
STU Coding: Void Test Score Code = Y; Void Score Reason = 08

Not Tested Reason 08 should be used to identify any non-tested students with part-time district and part-time home school status.

Void Test Score Code 08 should be used to identify any students with part-time district and part-time home school status who may have tested but should not receive a report.

- If a district wants a score to be generated for a part-time homeschool student but does not want the score to be included in district or school reports, the following coding should be applied:
  - o Responsible District Identifier = District Code where the test was administered
  - o Responsible School/Institution Identifier = HHHH
  - o For each test assignment that should receive a score:
    - Not Tested Code/Reason = blank
    - Void Test Score Code/Reason = blank

Note: If an organization with a school/institution identifier of "HHHH" is not available in PearsonAccess[next] for your district, contact Stephanie Boyd at boyd_s@cde.state.co.us to have a home school organization created in the district.

Parent Excuse

Not Tested Code/Reason 09: Parent Excuse
STU Coding: Not Tested = Y; Not Tested Reason = 09

Void Test Score Code/Reason 09: Parent Excuse
STU Coding: Void Test Score Code = Y; Void Score Reason = 09

While districts are responsible for administering the state assessments, districts should document all parent excuses consistent with state law and district policy.

Not Tested Reason 09 should be applied if a **parent excuses** their child from testing <u>before</u> the student starts testing.

Void Test Score Reason 09 should be applied if a **parent excuses** their child from testing <u>after</u> the student starts testing.

Below is language from H.B. 15-1323 regarding parents excusing their student from testing:

(b) IF A PARENT EXCUSES HIS OR HER STUDENT FROM PARTICIPATING IN A STATE ASSESSMENT, A LOCAL EDUCATION PROVIDER SHALL NOT IMPOSE NEGATIVE CONSEQUENCES, INCLUDING PROHIBITING SCHOOL ATTENDANCE, IMPOSING AN UNEXCUSED ABSENCE, OR PROHIBITING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, ON THE STUDENT OR ON THE PARENT.

(c) A LOCAL EDUCATION PROVIDER SHALL NOT IMPOSE AN UNREASONABLE BURDEN OR REQUIREMENT ON A STUDENT THAT WOULD DISCOURAGE THE STUDENT FROM TAKING A STATE ASSESSMENT OR ENCOURAGE THE STUDENT'S PARENT TO EXCUSE THE STUDENT FROM TAKING THE STATE ASSESSMENT.

Absent

Not Tested Code/Reason 00: Absent
STU Coding: Not Tested = Y; Note Tested Reason = 00

Not Tested Reason 00 should **only** be used if the student was absent for all of testing and one of the other Not Tested Reasons does not apply. This code and reason should not be entered until the end of the testing window (April 29, 2016).

Note: Tests for absent students will not be voided as these students should be taken out of started test sessions and this Not Tested Code and Reason should be applied.