



SPECIAL CIRCUMSTANCE CODES FOR KANSAS DISTRICTS

This resource is available at <http://secure.dynamiclearningmaps.org/content/shared-resources>.

This resource includes procedures that apply to only Kansas.

- Special Circumstance Codes are specific to each window – the fall and spring windows.
- Only the State Assessment Administrator (SAA), the District Test Coordinator, and the Building Test Coordinator roles have permission to enter Special Circumstances Codes.

Reasons for Not Testing English Language Arts and Mathematics

Results for ELA and mathematics during the fall window are used in conjunction with results for those subjects from the spring window for federal and state accountability.

If a student cannot participate in a testlet that generates a performance level used for federal and state accountability, a special circumstance code can be entered in Educator Portal to provide the reason the student was not tested. The state education agency (SEA) selects a list of codes for Kansas to use. That list is included at the end of this document.

Entering Special Circumstances Codes for ELA and Mathematics in the Fall and Spring Window

- Special Circumstance Codes are specific to the testing window.
 - A code that is added for ELA or mathematics during the fall window for a student applies only to testing in the fall window. If a special circumstance code is needed for the same student in the spring window, it must be also added during the spring window.
- Special Circumstance Codes must be entered for each subject.
- The codes must be entered before the closing of each testing window.
- The codes for ELA and mathematics during both windows are assigned in the Instruction and Assessment Planner.
- Applying a Special Circumstance Code does not prohibit further testing.

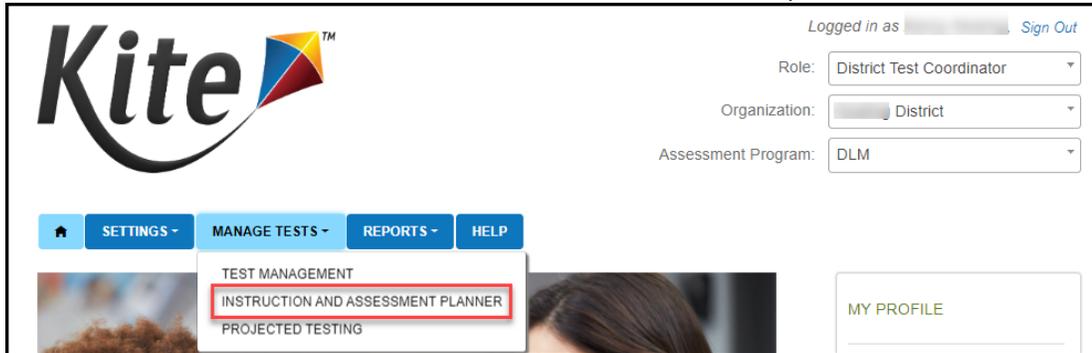
NOTE: *Testing science in the fall window is optional. Only results for science tested in the spring window are used for federal and state accountability. Directions for entering a Special Circumstance Code for science during the spring window are described later in this document.*

Before an authorized user can add Special Circumstance Code to the Instruction and Assessment Planner, the student must be assigned a testlet in each subject to which they are rostered. The testlet must remain in the assigned status with the testlet **not yet administered**. After the testlet is assigned, follow these steps:

1. Go into **Manage Tests**.



2. Select the **Instruction and Assessment Planner** from the drop-down menu.



3. In the **View/Create plans** line of the Student Activity Table, select the blue arrow under the subject.

Dukes, Linton State ID: 1776125	<input checked="" type="checkbox"/> First Contact	PNP Profile	Credentials
	ELA	MATH	SCI
View/Create plans			
Blueprint requirements met	0 of 4	0 of 4	NA
Number of plans with instruction in progress	1	0	0
Testlets assigned and ready to test	1	0	0
Total number of testlets completed	1	0	0

4. Find an Essential Element in the **Testlet Assigned** status. Select the kabob menu (3 vertical dots).

The screenshot shows a table with two columns: 'Essential Element' and 'Initial Precursor'. The 'Essential Element' column contains the text 'ELA.EE.RL.3.1' and a description: 'Answer who and what questions to demonstrate understanding of details in a text.' The 'Initial Precursor' column contains the text 'attend to object characteristics'. At the bottom of the card, there is a blue bar with a flag icon, the text 'Testlet Assigned', and the date '09/17'. A red box highlights a kabob menu (three vertical dots) in the top right corner of the card.

5. Scroll to the Special Circumstance Codes option. A user who does not have the permission to apply a Special Circumstance Code will not see these options.

The screenshot shows a modal window titled 'ELA.EE.RL.3.1' with a close button (X) in the top right corner. The main content area contains the text: 'Initial Precursor: When provided with language cues, the student can pay attention to the entire object, a characteristic of the object, or an action the object can perform.' Below this text are two options: 'Mini-Map' and 'Testlet Information Page', each with a PDF icon. A large black button labeled 'Cancel Testlet' is centered below these options. At the bottom of the modal, there is a section titled 'SPECIAL CIRCUMSTANCE' which contains a dropdown menu with the text 'Select' and a 'Save' button to its right. A red box highlights the 'SPECIAL CIRCUMSTANCE' section.

6. Select the appropriate code for the student and select **Save**. Once a Special Circumstance Code is selected and saved, the feature is disabled for the user. A higher-level user or the Service Desk can delete or change the code if needed. Scroll down the window to see the other choices available.

The screenshot displays a user interface for selecting codes. It features a table with two columns: 'Essential Element' and 'Initial Precursor'. The first row shows 'ELA.EE.RI.7.5' with a description and a 'Testlet Assigned' status. A dropdown menu is open over the 'Initial Precursor' column, showing a list of 'SPECIAL CIRCUMSTANCE' options. A red arrow points to the 'Select' option at the top of this list. Below the dropdown, there are buttons for 'Mini-Map', 'Testlet Information Page', and 'Cancel Testlet'.

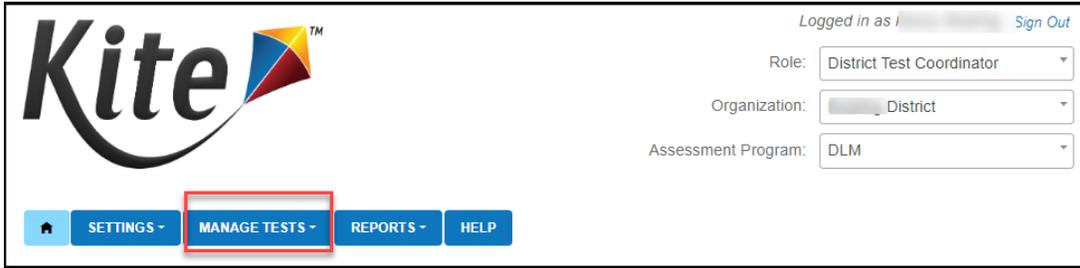
Essential Element	Initial Precursor
ELA.EE.RI.7.5 Determine how a fact, step, or event fits into the overall structure of the text.	understands functions of objects Testlet Assigned 09/18
ELA.EE.RL.7.1 Analyze text to identify where information is explicitly stated and where inferences must be drawn.	differentiate between text and pictures
ELA.EE.RL.7.2 Identify events in a text that are	match picture representation with real

After selecting and saving, the code will be in a status “pending further approval.” The state education agency is notified and will periodically approve or disapprove the selected code.

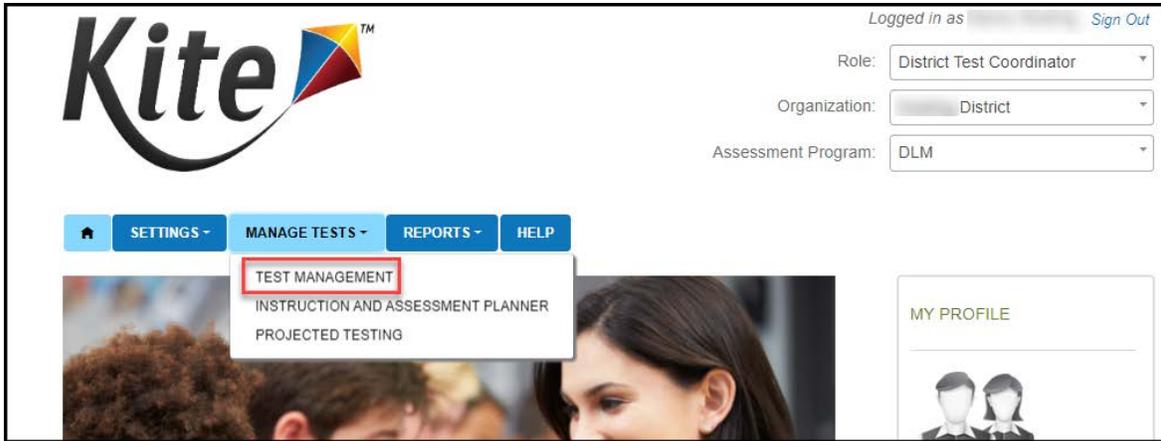
ENTERING A SPECIAL CIRCUMSTANCE CODE FOR SCIENCE TESTLETS IN THE SPRING WINDOW

To enter the Special Circumstance Code for a student in science during the spring window, follow these steps:

1. Select **Manage Tests**.

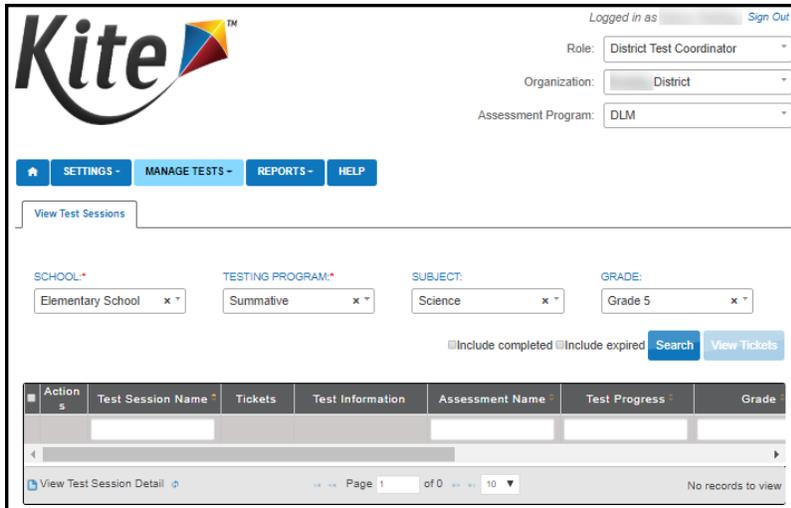


2. Select **Test Management**.



3. Select the following options in these fields:

- **School:** the student's school
- **Testing Program:** Summative
- **Subject:** Science
- **Grade:** the student's grade



4. Select **Search**.

5. Select the **Test Session Name** needing to be updated.

Actions	Test Session Name	Tickets	Assessment Name	Randomization Type	Grade
<input type="checkbox"/>					
<input type="checkbox"/>	Test Session Name				

View Test Session Detail Page 1 of 1 10 View 1 - 2 of 2

6. Select the **student**.

NOTE: A user who does not have the permission to apply a Special Circumstance Code will not see the drop-down or buttons.

State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
<input type="checkbox"/>				Select	
<input type="checkbox"/>				Select	
<input checked="" type="checkbox"/>				Select	
<input type="checkbox"/>				Select	
<input type="checkbox"/>				Select	

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7. Select the applicable **Special Circumstance Code** and select **Save**.

After selecting the **Save** button, the Special Circumstances column updates to indicate the Special Circumstance Code has saved. The column for this student will then be disabled.

NOTE: If a Special Circumstances Code was selected, but is not needed, an authorized user should follow steps 1-7 and choose the default “select” as the Special Circumstances Code. If a code is needed, but the wrong one was entered, follow steps 1-7, and choose a different code. Remember to change the code for all subjects for the student. The code can be changed by any higher-level user or the Service Desk.

8. Once a code is selected and saved, the user will see the status, “pending further approval.” The state education agency is notified and periodically approves or disapproves selected codes. The user will be able to check back later to see if the applied code has been

approved.

Test Information	Special Circumstance	Special Circumstance Status	Special Circumstance Approval
	Cheating		Select
			Select Pending Further Review Approved Not Approved
	N.A	N.A	N.A

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Save Save

REMINDER: Applying a Special Circumstance Code for a student does not prevent continued testing for the student.

END-OF-YEAR REPORTS AND EXTRACTS

The student will receive an end-of-year Individual Student Score Report even if a Special Student Code is added to an ELA or mathematics Essential Element during either window or the science test session name during the spring window. The state may choose to invalidate the student’s record in the General Research File (GRF) during the state’s two-week review window.

Also, the state will receive a Special Circumstance Code file at the end of the year with the list of students who had a special circumstance code added during either testing window. Review the Special Circumstance Code file, along with the Exited Students file, when reviewing the GRF and make decisions about invalidations. All three of these files become available in Educator Portal at the same time, based on the date that Kansas state department selected for the assessment window close date, (i.e., the batch the state’s closing date falls in: Batch 1 or 2).

SPECIAL CIRCUMSTANCES CODES USED BY KANSAS DISTRICTS

Code	CEDS Special Circumstance
13807	Long-term suspension - non-special education
13808	Short-term suspension - non-special education
13810	Truancy - paperwork filed
13811	Truancy - no paperwork filed
13813	Chronic absences
13814	Catastrophic illness or accident
13815	Home schooled for assessed subjects
13816	Student took this grade level assessment last year
13817	Incarcerated at adult facility
13818	Special treatment center
13819	Special detention center
13820	Parent refusal
13821	Cheating
13824	Homebound
13825	Foreign exchange student
13827	Reading passage read to student (IEP)
13828	Non-special education student used calculator on non-calculator items
13829	Student used math journal (non-IEP)
13832	Left testing
13836	Teacher cheating or misadministration
09999	Other
20203	Student could not test due to COVID-19