DYNAMIC®
LEARNING MAPS

SPECIAL CIRCUMSTANCE CODES – Spring 2022

Educators with the Educator Portal role of District Test Coordinators (DTC) have permission to enter special circumstances codes in Educator Portal. Keep in mind the following facts about these codes.

- Special circumstance codes are specific to the spring assessment window only.
- A special circumstance code need only be added to one test session in each applicable subject, even if more test sessions were administered in the subject.

The below chart contains the list of the Special Circumstance Codes being used in New York for the 2021-2022 spring assessment window. District Test Coordinators will see these codes in Educator Por

NYSAA Not-Tested Category *	NYSAA Not-Tested Description *	DLM Special Circumstance Code in Kite: Educator Portal
Absent	The student was in attendance for fewer than 30 school days as a NYSAA-eligible student between March 14-June 10, 2022 (ELA, Mathematics, and Science) and it was determined that there was not enough time to assess the student.	Chronic Absences (13813)
Not-Enrolled at Time of Test Administration	The student left the district before an assessment could be collected, or the student arrived in the district too late for the district to enter the student into SIRS as NYSAA eligible and an assessment could not be completed.	Other (9999)
Medically Excused	The student was too incapacitated to be tested because of an illness or injury resulting from a significant medical emergency, as documented by a medical practitioner. The medically excused option is reviewed by a school district administrator on an individual student basis. Students taking the NYSAA are not considered medically excused from testing because of their disability.	Medical Waiver (3454)
Took Another Assessment to Fulfill Testing Requirement	The student took another approved assessment (i.e., a New York State general assessment, Regents Competency Test (or approved alternative), Regents Examination (or approved alternative)) to fulfill the testing requirement in a particular content area.	Other Reason for Non-Participation (13831)

	The student was not administered the NYSAA based on a parent refusal of the NYSAA assessment. This does NOT include students who were unable to engage in the assessment at the time of the testing for whom a valid score of zero is appropriate.	Parent Refusal (13820)
Receiving Entirely Remote Instruction	The student was unable to participate in the NYSAA due to receiving entirely remote instruction during the test administration period due to the pandemic.	Student could not test due to COVID-19 (20203)
	DO NOT USE	State Use 1 (10001)
	DO NOT USE	State Use 2 (10002)

REASONS FOR NOT TESTING

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 an explanation as to why the student was not tested.

Special circumstance codes are specific to test sessions in the spring assessment window only. The special circumstances fields are in Educator Portal on the same screen where users access the Testlet Information Page (TIP). The codes are descriptive words (e.g. Medical Waiver or Parental Refusal). A special circumstance code can be applied to a test session in a subject at any time during the state's spring assessment window, but it must be entered **before** that window closes.
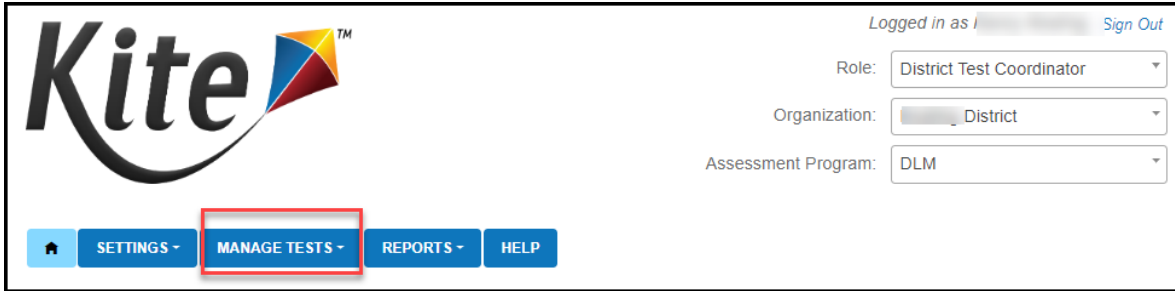
The code must be entered for a test session for each applicable subject. In other words, if a code is to apply to all subjects to which the student is rostered, the code must be entered in a test session for each of those subjects.

> NOTE: Entering a special circumstance code does not prevent further testing.
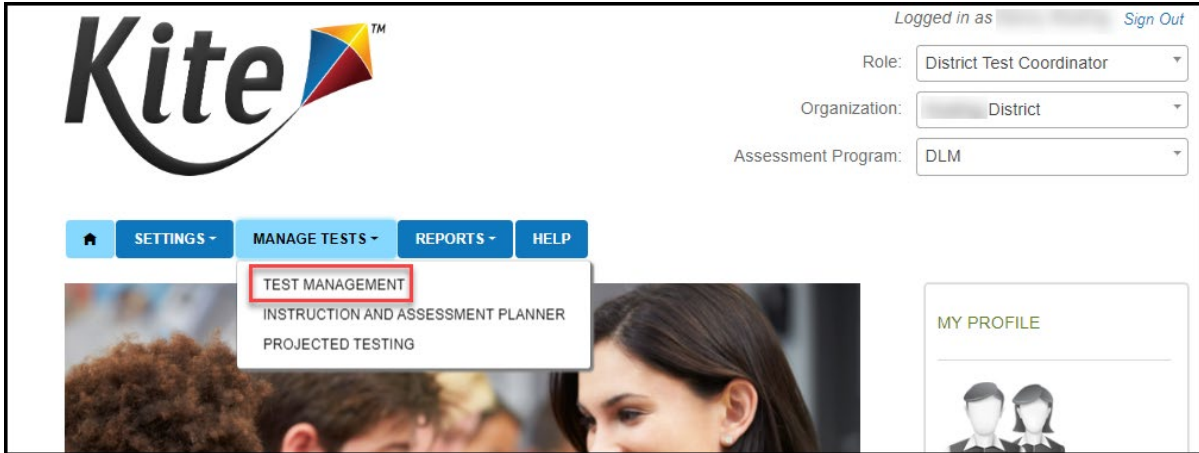
ENTERING A SPECIAL CIRCUMSTANCE CODE

To enter the special circumstance code for a student in the spring assessment window, follow these steps.

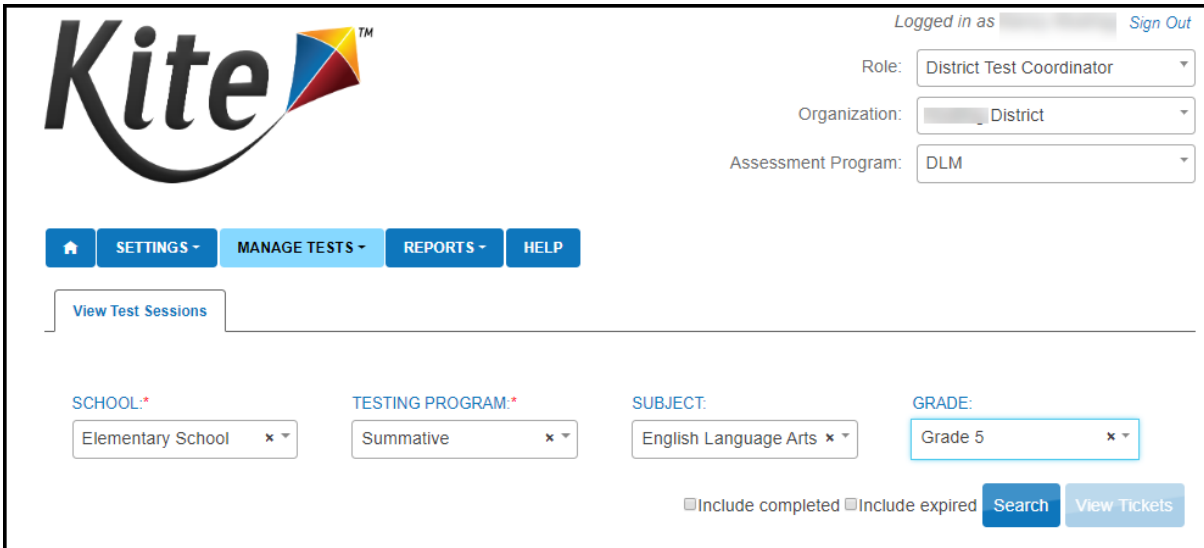1. Select **Manage Tests.**

2. Select **Test Management.**

Select the following options in these fields:
- **School:** the appropriate school
- **Testing Program:** Summative
- **Subject**
- **Grade**

3. Select **Search.**

4. Select the **Test Session Name** needing the update. **A code must be entered for each subject.**

Actions	Test Session Name	Tickets	Assessment Name	Randomization Type	Grade
		PDF			
	Test Session Name	PDF			

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5. Select the **student.**
   NOTE: Roles that do not have the permission to apply special circumstance codes will not see the drop down or button.

State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
			PDF	Select ▾	💾
			PDF	Select ▾	💾
☑			PDF	Select ▾	💾
			PDF	Select ▾	💾
			PDF	Select ▾	💾

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6. Select the applicable **special circumstance code.**

State Student Identifier	First Name	Last Name	Tickets	Special Circumstance	Save
			PDF	Select ▾	💾
			PDF	Select ▾	💾
☑			PDF	Select ▾	💾
			PDF	Select ▾	💾
			PDF	Select ▾	💾

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Once the **Save** button is selected, the Special Circumstances column updates to indicate the special circumstance code has saved for this test session and subject. The Special Circumstances column will then be disabled.

If a District Test Coordinator mistakenly adds a special circumstance code to a test session, to remove the code contact either the state assessment administrator or the DLM Service Desk.