



SPECIAL CIRCUMSTANCE CODES FOR YEAR-END MODEL AND SCIENCE ONLY STATES

This resource is available at <http://secure.dynamiclearningmaps.org/content/shared-resources>. It can also be posted to a state's public Dynamic Learning Maps® (DLM®) webpage upon state request. The procedure applies to Year-End model and Science-Only states.

- Special circumstance codes are specific to the required spring assessment window.
- If applying a special circumstance code, it must be applied to one testlet in each rostered subject. Even if more test sessions were administered in the subject, the code does not have to be added to any additional testlets.
- State policy determines which roles may enter, edit, or delete Special Circumstance Codes:
 - State Assessment Administrator (SAA)
 - District Test Coordinator (DTC)
 - Building Test Coordinator roles

REASONS FOR NOT TESTING

If a student cannot participate in a testlet that generates a performance level used for federal and state accountability, a DLM special circumstance code can be entered in Educator Portal to provide explanation why the student was not tested. Each state education agency (SEA) selects a list of codes to use for students in their state. These codes may be available on the state's DLM webpage.

Special circumstance codes are specific to test sessions in the spring assessment window only. The codes are descriptive words (e.g., Medical Waiver or Parental Refusal). A special circumstance code can be applied to, edited, or removed from a test session in a subject at any time during the state's spring assessment window, but the action must be performed before the window closes.

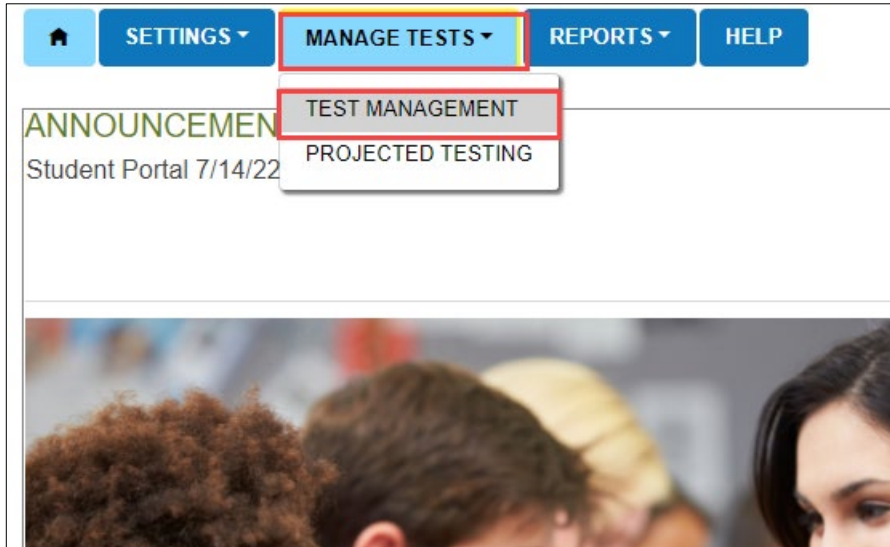
The code must be entered for the test session for each applicable subject. In other words, if a student is not testing in any subjects, a code must be applied to a testlet in each subject to which the student is rostered. If later the code must be edited or removed for all subjects, the action must be performed for code that was entered. The actions must be taken before the close of the spring assessment window.

***NOTE:** Entering a special circumstance code does not prevent further testing.*

ENTERING A SPECIAL CIRCUMSTANCE CODE

Follow these steps to enter the special circumstance code for a student in the spring assessment window.

1. Select **Manage Tests** and then **Test Management**.



2. Select the following options in these fields:

- **School:** the appropriate school
- **Testing Program:** Summative
- **Subject**
- **Grade**

A screenshot of the 'View Test Sessions: Select Criteria' form. The form contains four dropdown menus: 'SCHOOL:*' (Keating Elementary ...), 'TESTING PROGRAM:*' (Summative), 'SUBJECT:' (Science), and 'GRADE:' (Grade 5). Below the dropdowns are two checkboxes: 'Include completed' and 'Include expired'. A red box highlights the 'Search' button, and a blue box highlights the 'View Tickets' button.

3. Select **Search**.
4. In the **Test Session Name** column, double click the testlet code where a Special Circumstance code is needed. The code includes the student's name. **Remember, a code must be entered for each subject.**

[View Test Sessions](#)

View Test Sessions: Select Criteria

SCHOOL:* TESTING PROGRAM:* SUBJECT: GRADE:

Include completed Include expired

<input type="checkbox"/>	Test Session Name	Tickets	Test Information	Test Progress	State Studer
<input type="checkbox"/>	DLM- -YE M 10.S-CP.1-5 IP			Testlet 8 of 8	
<input type="checkbox"/>	DLV YE M 10.S-CP.1-5 DP			Testlet 8 of 8	
<input type="checkbox"/>	DLM- -YE M 10.S-CP.1-5 IP			Testlet 8 of 8	

5. The user is automatically taken to the **End Test Session: Select Student** screen. Select the **student** and scroll to the far right.

[Assessment Details](#) [Students](#) [Session Information](#) [Monitor](#)

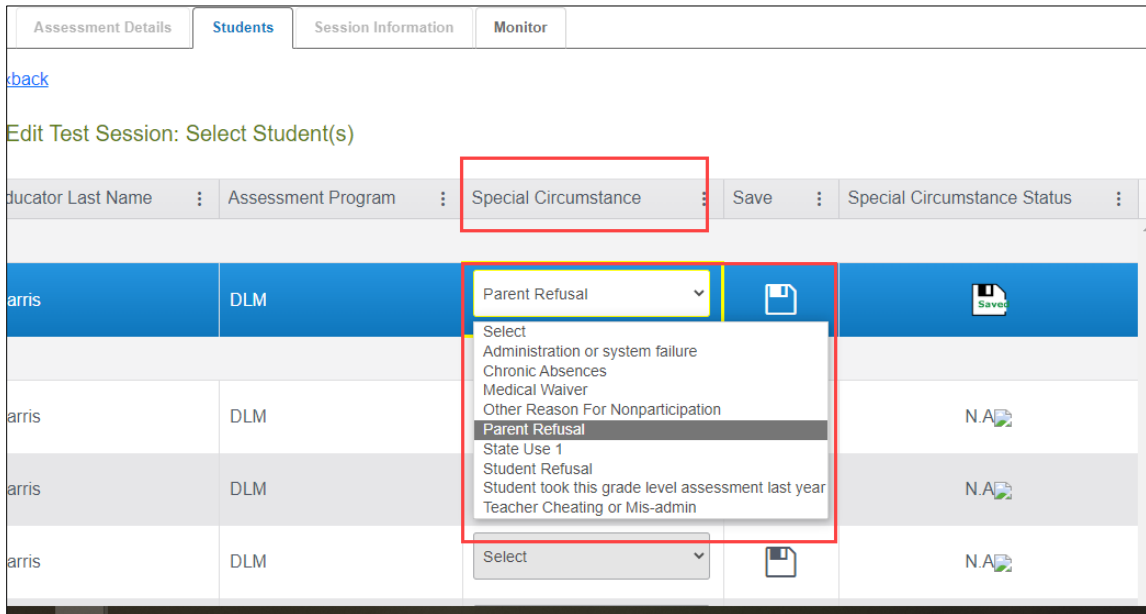
[back](#)

Edit Test Session: Select Student(s)

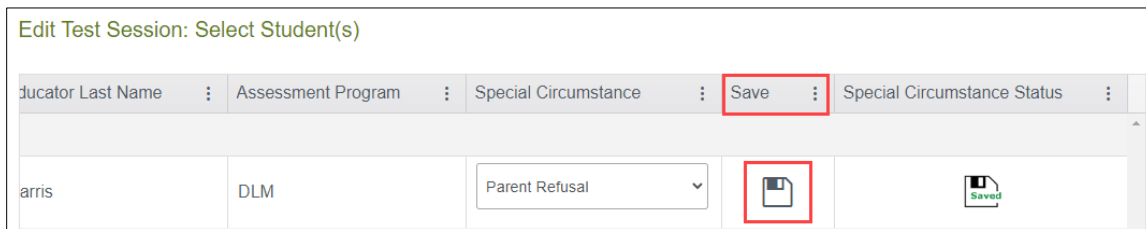
Locator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
	DLM	<input type="text" value="Select"/>		N.A.

NOTE: Roles that do not have permission to apply special circumstance codes will not have the Special Circumstance column.

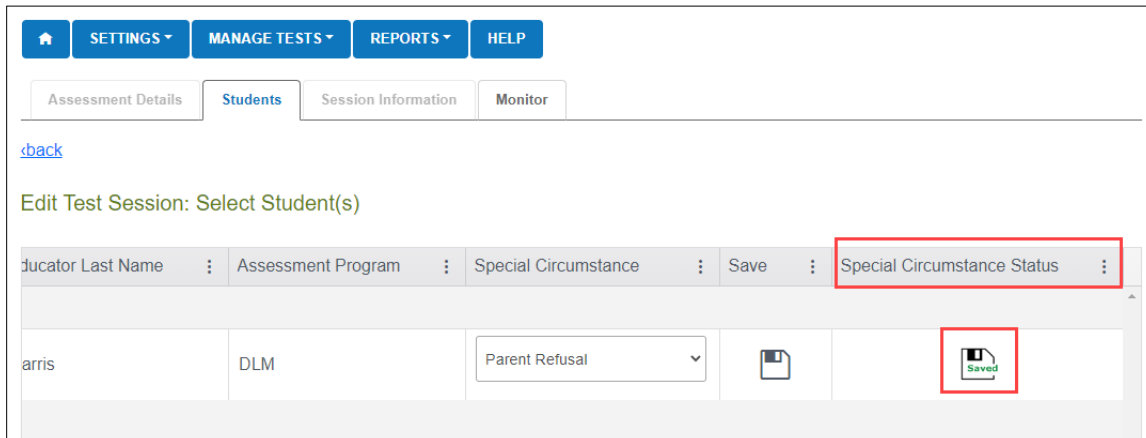
6. Select the arrow in the dropdown menu and select the applicable special circumstance code. The sample user chose Parent Refusal.



7. Select **Save**.





8. The test session and subject are updated as indicated by the icon with the word **SAVED** displayed in the Special Circumstances Status column.



9. To edit an applied code, follow the same steps used to enter a code:
 - Go to the Special Circumstance dropdown menu.
 - Choose a different code. (In the following screenshot, the user changed from Parent Refusal to Medical Waiver.)
 - Select the save icon.

- Observe the icon with the word, “Saved” that displays in the Special Circumstance Status Column.



Edit Test Session: Select Student(s)

ducator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
arris	DLM	Medical Waiver		

10. To delete an applied code,

- Scroll to the dropdown list of Special Circumstance codes.
- At the top of the list, choose the word, “Select”.
- Select the save icon.
- Observe the word, “Saved” that displays in the Special Circumstance Status column.

Edit Test Session: Select Student(s)

ducator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
arris	DLM	Select		
arris	DLM	N.A.		N.A.
arris	DLM	N.A.		N.A.

NOTE: A Special Circumstance Code must be entered, edited, or deleted before the close of Spring Assessment Window.

ON-DEMAND SPECIAL CIRCUMSTANCE CODE EXTRACT

For states that allow the use of Special Circumstance Codes during their spring assessment window, the DLM On-Demand Special Circumstance extract is available for monitoring the codes that are added during the window (Figure 1). The extract is available to the same roles that have permission to add the codes. To learn how to access this extract, go to the EDUCATOR PORTAL USER GUIDE > Access Reports and Extracts.

Figure 1. Screenshot of the DLM On-Demand Special Circumstance File in the list of extracts.

Data Extracts
 Note: Student data extracts include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	05/03/2022 05:03 PM	csv	New File
Custom Files	To Upload DLM Custom Files			New File
DLM Exited Students	List of students who were exited anytime during the previous year's assessments	06/14/2021 11:51 AM	X	
DLM General Research File (GRF)	General Research File from the most recent year with final student assessment results for each rostered subject. Data Detail EE Crosswalk	05/03/2022 05:10 PM	X	New File
DLM Incident File	List of students who may have experienced test administration incidents during previous year's assessments.			New File
DLM On-Demand Special Circumstance File	List of students who are assigned special circumstance codes during the current year's assessments.	05/03/2022 05:05 PM	csv	New File
DLM Special Circumstance File	List of students who were assigned special circumstance codes during previous year's assessments.	06/14/2021 12:13 PM	X	

END-OF-YEAR REPORTS AND EXTRACTS

At the end of the year, in states that use DLM special circumstance codes, the state assessment administrator will receive a Special Circumstance Code file with the list of students who had a special circumstance code added to a testlet during the spring assessment window (Figure 2). The SAA should review the file when reviewing their GRF and make decisions about invalidations.

Even if a special circumstance code is added to a test session during the spring assessment window, the student will still receive an end-of-year Individual Student Score Report, unless the state chooses to invalidate the student's record in the General Research File (GRF) during the state's two-week review window.





The DLM On-Demand Special Circumstance File is available to the SAA, DTC, and the BTC roles depending on state policy. The DLM Special Circumstance File is the end-of-year file for the SAA role only.

Figure 2. Screenshot showing the two special circumstance files.

[Home](#)
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[MANAGE TESTS ▾](#)
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