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## SPECIAL CIRCUMSTANCE CODES

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In order to apply a special circumstance code, a testlet must first be generated for the student. The following steps must be completed before a testlet is generated by the Educator Portal System.

1. The student must be enrolled in DLM's Educator Portal
2. The student is assigned to a roster for a specific teacher
3. The teacher completes the PNP and First Contact Survey in Educator Portal
4. The system generates the first testlet

The Test Administrator must complete ALL the DLM trainings in the DLM training site (Moodle) to have access to the roster. For more information on how to complete the above steps, please see the DLM Data Management Manual at <http://dynamiclearningmaps.org/colorado>.

### REASONS FOR NOT TESTING

#### *ENTER A SPECIAL CIRCUMSTANCE CODE*

In the event that 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 for the reason the student was not tested. A crosswalk with codes used in Colorado can be found on page 5 of this document.

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Note: Codes must be entered before the testing window ends.

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The special circumstances fields are located in EP on the same screen where the TIP is accessed, and are descriptive words, e.g. medical Waiver or Parental Refusal. Only educators with the role of District Test Coordinator, Building Test Coordinator, and State Assessment Administrator have the permissions to choose the code. We recommend that the special circumstance code not be entered until late in the state's testing window, but before the window closes. The code needs to be entered once per content area associated with the first testlet to be delivered.

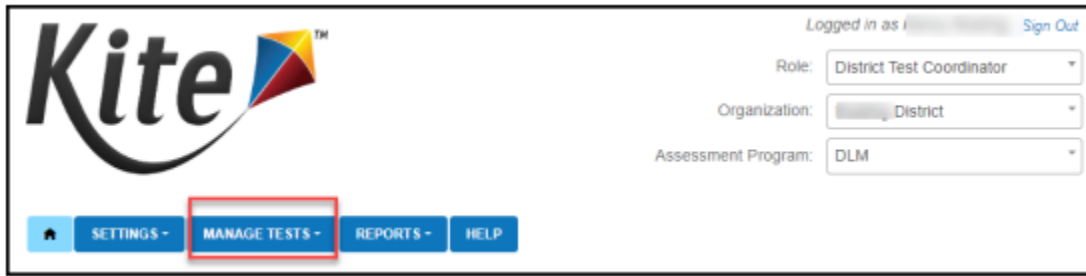
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Note: The code is selected and saved; however, the code can be changed by any authorized user.

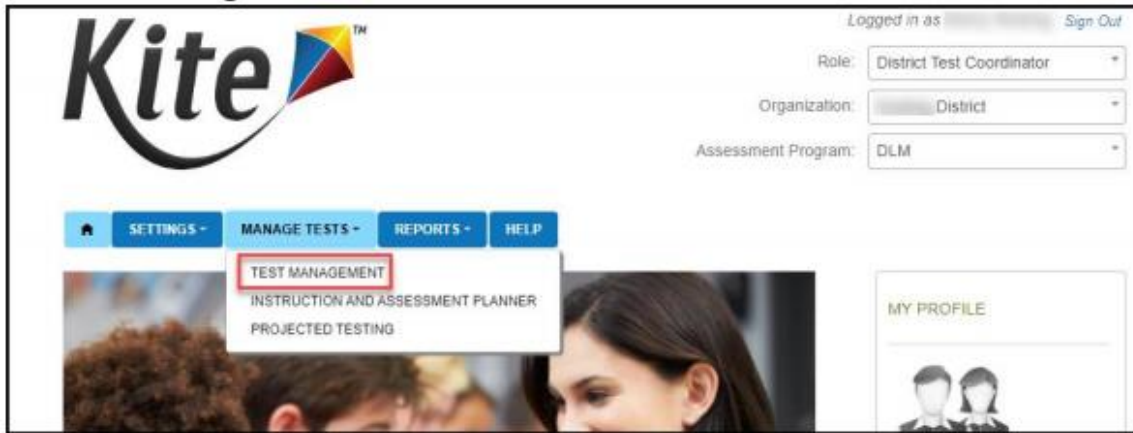
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To enter the special circumstance for a student, follow these steps.

1. Click **Manage Tests**.

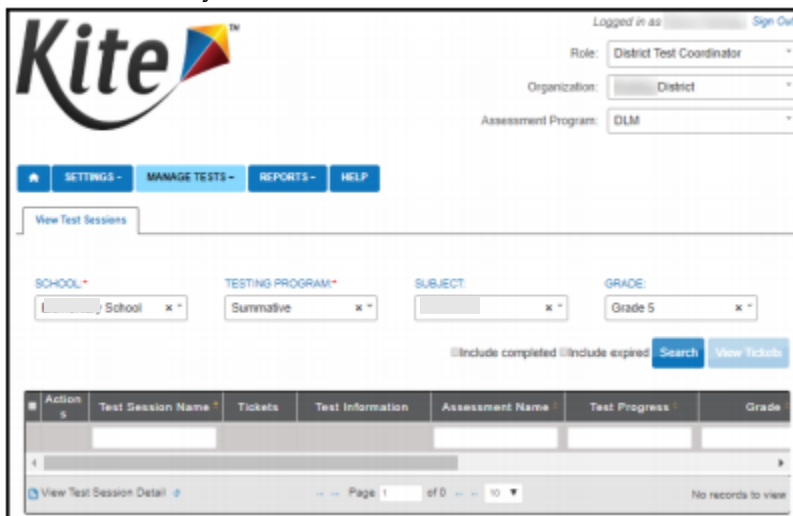


2. Click **Test Management**.

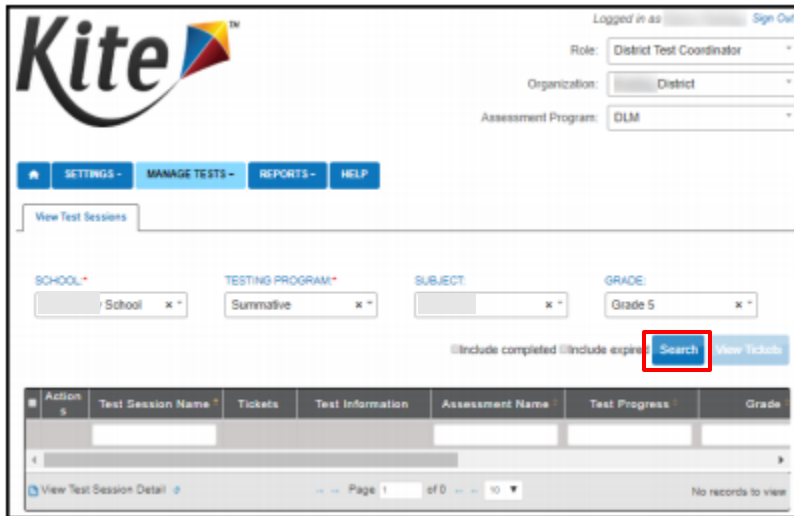


3. Select the following options in these fields:

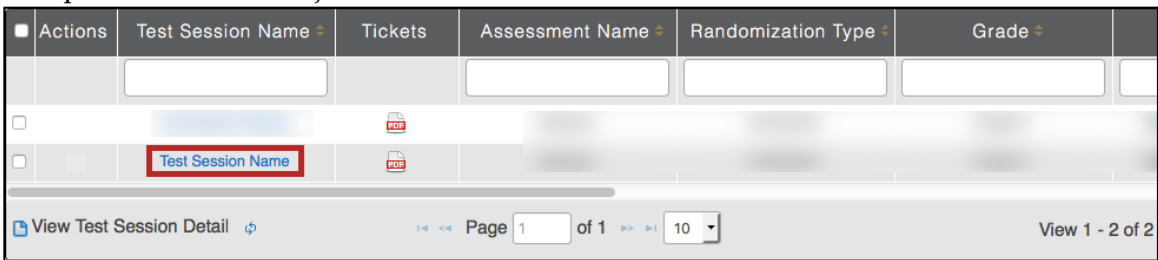
- ♦ **Assessment Program:** Dynamic Learning Maps
- ♦ **Testing Program:** Summative
- ♦ **District:** Your district
- ♦ **School:** your school



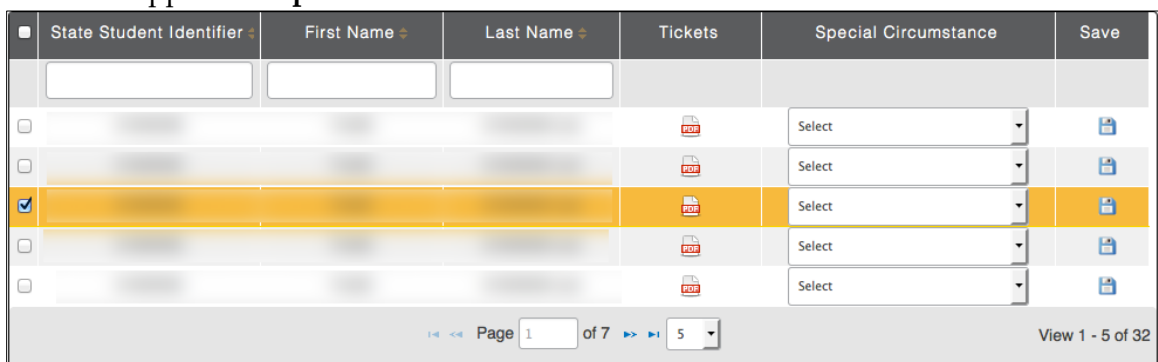
- Click **Search**.



- Click the **Test Session Name** you want to update. Please note that this will need to be repeated for each subject.



- Select the applicable **Special Circumstance**.




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Note: If the wrong code is selected and saved, the code can be changed by any authorized user.

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7. Click **Save**.

**Hint:** Once the **Save** button is clicked, the Special Circumstances column updates to indicate the special circumstance code has saved.

**Hint:** Code entry in Educator Portal is independent of the testlet delivery system. A new testlet is delivered each time a testlet is submitted.

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**Note:** If a special circumstances code was selected, but is not needed, the user should follow steps 1-8 and choose the default “select” as the special circumstances code for the student.

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## Special Circumstances Codes

The dropdown menu in Educator Portal uses languages from the DLM Special Circumstances Codes. CDE has created a crosswalk from those codes to invalidation reasons used by CDE reporting and accountability. Please do not use codes that are not included in this list.

<b>DLM Dropdown Option</b>	<b>CDE Invalidation Type</b>
Medical waiver	Medical exemption
Home schooled for assessed subjects	Part time public and part time home school student
Special treatment center	District education services
Parent refusal	Parent excuse
Homebound	District education services
Student refusal	Student refusal
Other reason for nonparticipation	Took general assessment
Left testing	Interrupted and not completed
Teacher cheating or misadministration*	Misadministration/Non-approved accommodation*
Other	Withdrew before completion
Student could not test due to COVID-19	Remote learning/COVID-19 related reasons student cannot come in

\*Please contact Arti Sachdeva (sachdeva\_a@cde.state.co.us) before applying this invalidation