



## Special Circumstance Codes for Kansas Districts

This resource is available at

[https://secure.dynamiclearningmaps.org/sites/default/files/documents/resources/shared/State\\_Support/Special%20Circumstance%20Codes%20for%20KANSAS%20only.pdf](https://secure.dynamiclearningmaps.org/sites/default/files/documents/resources/shared/State_Support/Special%20Circumstance%20Codes%20for%20KANSAS%20only.pdf)

This resource includes procedures that apply only to Kansas.

- Special circumstance codes are specific to the spring window and **must not** be added in the fall window.
- Only the Educator Portal roles of State Assessment Administrator (SAA), District Test Coordinator, and Building Test Coordinator roles have permission to apply special circumstance codes.

## Reasons for Not Testing English Language Arts and Mathematics

Results from English language arts (ELA) and mathematics testing from the fall window are factored together with results from the spring window for an ELA and mathematics performance level used for federal and state accountability. If a student cannot participate in testing that generates a performance level, 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 specific codes for Kansas educators to use. This list is included at the end of this document.

## Spring Window: Entering Special Circumstance Codes for ELA and Mathematics

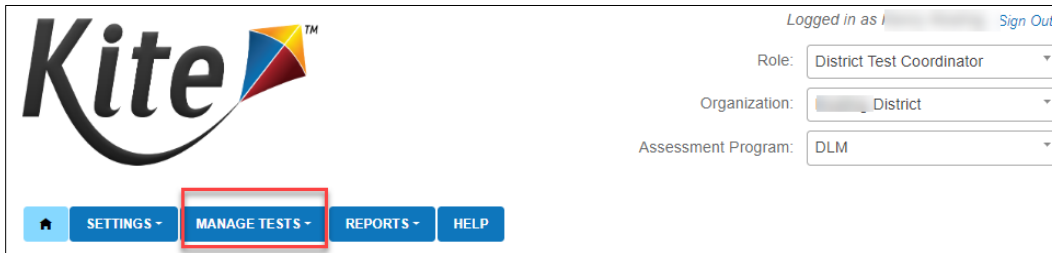
Special circumstance codes should **ONLY** be applied to testlets during the **spring window** if the student was not able to participate in ANY testing during the school year.

1. Never apply a special circumstance code in the fall window.
2. If a code is applied during the fall window, it will override any testing done in the spring window.
3. A special circumstance code must be entered before the spring window closes.
4. A special circumstance code must be applied to one testlet for one Essential Element in each subject to which the student is rostered.
5. Applying a special circumstance code does not prevent the test administrator from continuing to test the student. However, after the code is applied, all testing should stop. Any testlets completed before and after the code is entered will not be considered valid for the assessment year. If the student continues testing after a code is applied, the code will not be removed.
6. The codes for ELA and mathematics are applied in the Instruction and Assessment Planner section of Educator Portal.
7. A code for science is applied in the Test Management section of Educator Portal.\*

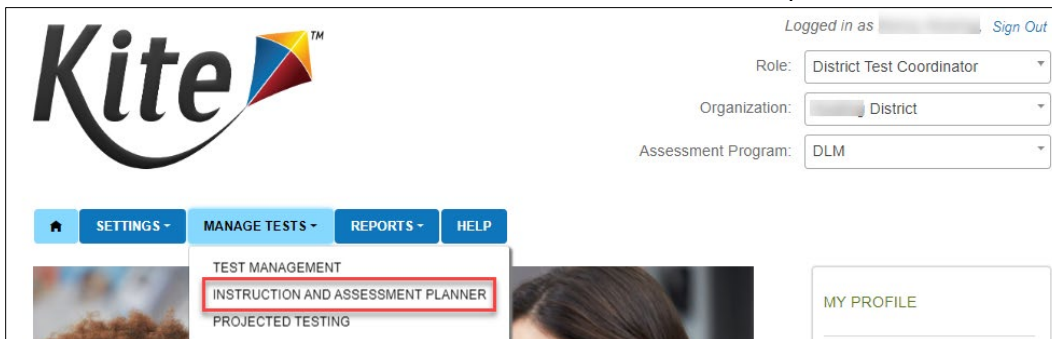
\* Directions for entering a special circumstance code for science during the spring window are described after the directions for ELA and mathematics.

Before an authorized educator can apply special circumstance codes in the Instruction and Assessment Planner, the student must be assigned a testlet for an Essential Element in each subject to which the student is 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 arrow under the subject.

Dukes, Lndon 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

- Find an Essential Element with the **Testlet Assigned** status. Select the kabob menu (three vertical dots).


Essential Element	Initial Precursor
<p><b>ELA.EE.RL.3.1</b> Answer who and what questions to demonstrate understanding of details in a text.</p>	<p>attend to object characteristics</p> <p></p> <p> Testlet Assigned 09/17</p>

- Scroll to the **Special Circumstance** codes option. An educator who does not have permission to apply special circumstance codes will not have this option.

including at least one F  
can comprehend text in  
Determine critical eleme


**Initial Precursor**

attend to object characteristics

 Testlet Assigned 09/13

**Initial Precursor**


seek absent objects


 Testlet Assigned 09/13

**Initial Precursor**

**ELA.EE.RL.3.1** ×


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.

Mini-Map 

Testlet Information Page 

**Cancel Testlet**

**SPECIAL CIRCUMSTANCE**

Select 

**Save**

- Select the appropriate code for the student. If needed, use the scroll bar on the right to have access to more available codes. Select **Save**. Remember to apply the code to a testlet in each subject to which the student is rostered.

The screenshot shows a user interface for assigning testlets. On the left, there are two sections for Essential Elements (EEs) and their Initial Precursors. The first section is for C1.1, with a claim: "Claim: ELA.C1 Students can comprehend text in..." and a conceptual area: "Conceptual Area: ELA.C1.1 Determine critical elements". Below this is a table with two columns: "Essential Element" and "Initial Precursor". The first row shows "ELA.EE.RI.7.5" with the description "Determine how a fact, step, or event fits into the overall structure of the text." and an initial precursor "understands functions of objects". A blue button labeled "Testlet Assigned" with a flag icon and the date "09/18" is next to it. The second section is for C1.2, with a claim: "Claim: ELA.C1 Students can comprehend text in..." and a conceptual area: "Conceptual Area: ELA.C1.2 Construct understanding...". Below this is another table with "Essential Element" and "Initial Precursor" columns. The first row shows "ELA.EE.RL.7.1" with the description "Analyze text to identify where information is explicitly stated and where inferences must be drawn." and an initial precursor "differentiate between text and pictures". To the right of the tables is a "SPECIAL CIRCUMSTANCE" dropdown menu. The menu is open, showing a list of options: "Select", "Catastrophic Illness Or Accident", "Cheating", "Chronic Absences", "Foreign exchange student", and "Homebound". A red arrow points to the "Select" option. Below the dropdown is a "Cancel Testlet" button.

Some codes must be approved by the SEA. After saving one of those codes, the following window will pop up.

The screenshot shows a dialog box titled "Special Circumstance Code Selection Approval Required". The text inside the dialog box reads: "One or more of the Special Circumstance code selections require approval by a state-level administrator. Application of the code selections for the following students will be held in Pending status while the request is reviewed. Click the OK button to continue, or Cancel to clear all of your Special Circumstance code selections." At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

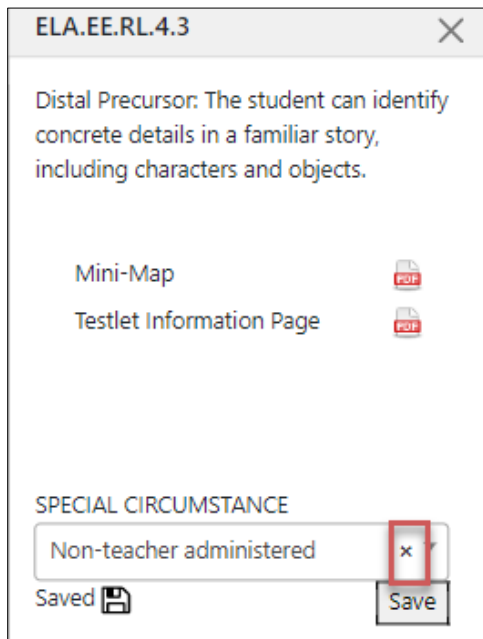
The SEA will be notified and will periodically approve or disapprove the selected code.

## Spring Window: Editing a Special Circumstance Code for ELA and Mathematics

To edit a special circumstance code that was applied to a testlet in the Instruction and Assessment Planner, follow the same process used for adding the code. Select a different code from the special circumstance drop-down menu and then select **Save**. The new code will be applied to the testlet for the Essential Element for the subject. To edit the code, the testlet must still be in the assigned status with the testlet **not yet administered**. Remember to edit the code in each subject to which the student is rostered.

## Spring Window: Removing a Special Circumstance Code for ELA and Mathematics

To completely remove a special circumstance code that was previously applied, select the small **X** icon by the name of the previously selected code. Select **Save**. No special circumstance code will be applied to the testlet for the Essential Element for that subject. To remove the code, the testlet must still be in the assigned status with the testlet **not yet administered**. Remember to remove the code in each subject to which the student is rostered.



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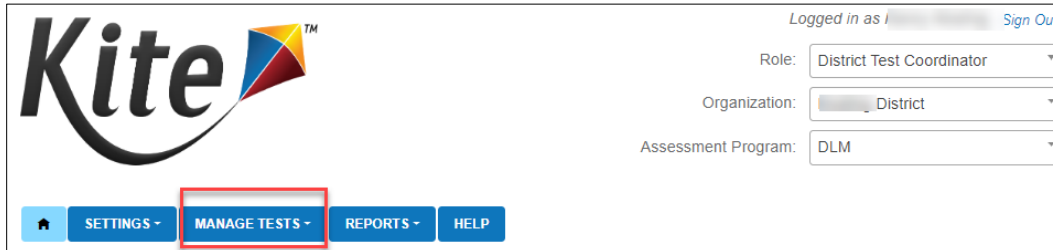
NOTE: After a special circumstance code has been approved by the SEA, the code can no longer be edited or removed.

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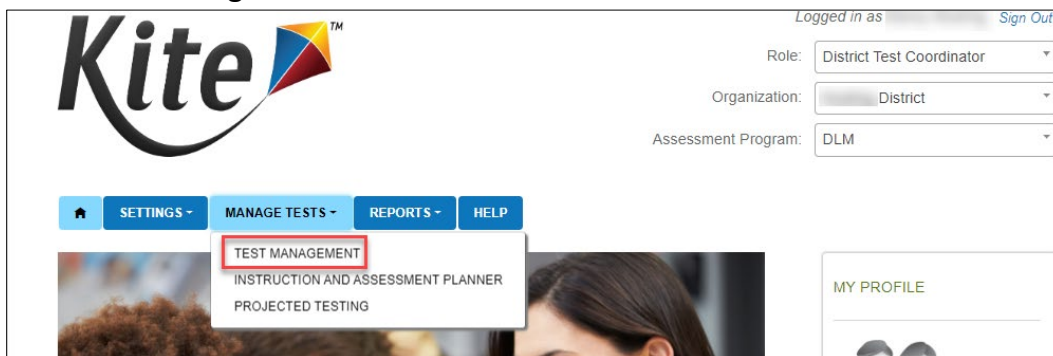
## Spring Window: Entering a Special Circumstance Code for Science

To enter the special circumstance code for a science Essential Element being tested during the spring window, follow these steps:

### 1. Select **Manage Tests**.

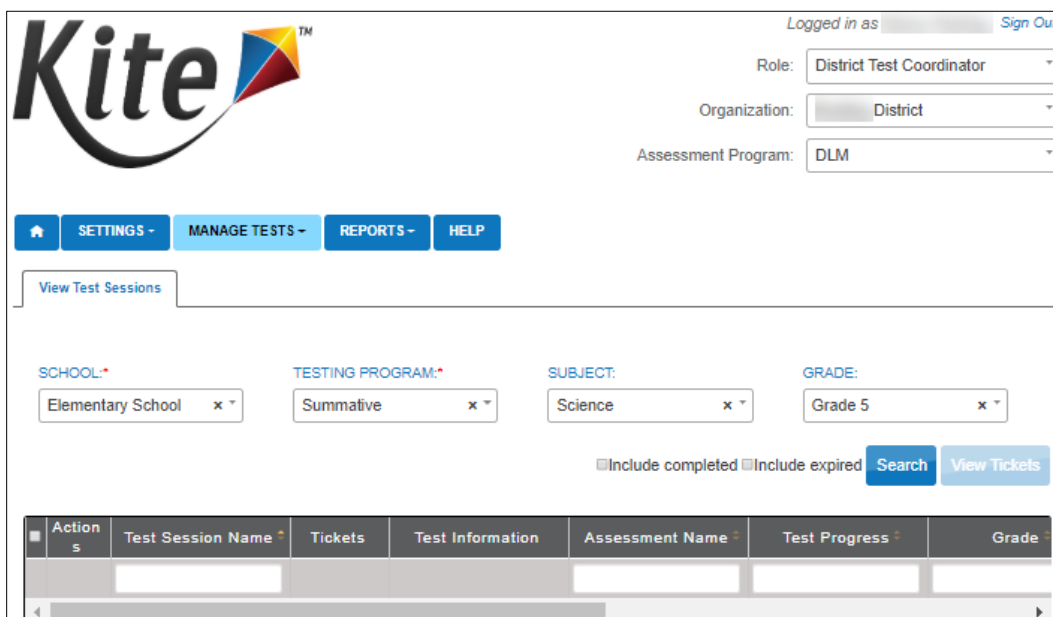


### 2. Select **Test Management**.



### 3. Select the following options in these fields:

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



- Select **Search**.
- Select the **Test Session Name** to which a special circumstance code should be applied. The testlet must still be in the assigned status with the testlet **not yet administered**.

<input type="checkbox"/>	Test Session Name	Tickets	Test Information	Test Progress
<input type="checkbox"/>	DLM-SP_SCI_MS_LS1-5			Testlet 1 of 9
<input type="checkbox"/>	DLM-Teacher Survey 1			NA

- Select the **student**.

NOTE: An educator who does not have the permission to apply a special circumstance code will not see the drop-down menu or buttons.

Assessment Details	Students	Session Information	Monitor	
<a href="#">back</a>				
Edit Test Session: Select Student(s)				
educator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
	DLM	Select		N.A.

- Select the applicable special circumstance code and select **Save**.

Assessment Details	Students	Session Information	Monitor	
<a href="#">back</a>				
Edit Test Session: Select Student(s)				
educator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
arris	DLM	Parent Refusal		
arris	DLM			N.A.
arris	DLM			N.A.

- After the **Save** button is selected, the Special Circumstances Status column updates to indicate the special circumstance code was saved for this test session.

Assessment Details	Students	Session Information	Monitor	
Edit Test Session: Select Student(s)				
educator Last Name	Assessment Program	Special Circumstance	Save	Special Circumstance Status
arris	DLM	Parent Refusal		

Some codes must be approved by the SEA. After selecting and saving one of those codes, the status will display “pending further approval.” The SEA is notified and will periodically approve or disapprove the selected code. The educator will be able to check later to determine if the applied code was approved.

### Spring Window: Editing a Special Circumstance Code for Science

To edit a special circumstance code that was applied to a science testlet, follow the same process used for applying the code. Select a different code from the special circumstance drop-down menu and then select **Save**. The new code will be applied to the testlet for the Essential Element for the subject. To edit the code, the testlet must continue to be in the assigned status with the testlet **not yet administered**.

### Spring Window: Deleting a Special Circumstance Code for Science

To completely remove a special circumstance code that was previously applied, choose the word **Select** and then **Save**. No special circumstance code will be applied to the testlet for the science Essential Element. To delete the code, the testlet must still be in the assigned status with the testlet **not yet administered**. Remember a code cannot be edited after it has been approved by the SEA.

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REMEMBER: After a special circumstance code has been approved by the SEA, the code can no longer be edited or removed.

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**REMINDER:** Once a special circumstance code is applied, all testing should stop. However, if the test administrator continues testing the student after a code is applied, the code will not be removed. Any testlets completed before or after a code is applied will not be considered valid for the assessment year.

### End-of-Year Reports

The student will receive an end-of-year Individual Student Score Report even if a special circumstance code was applied to the subjects to which the student was rostered unless the SEA chooses to invalidate the student’s record in the General Research File (GRF) during the state’s two-week review window at the end of the spring testing window.



## Special Circumstance Codes Used by Kansas Districts

<b>KSDE State Code</b>	<b>Reason</b>
SC-01	Long-term suspension
SC-04	Truancy - Paperwork filed
SC-05	Truancy - No paperwork filed
SC-07	Chronic absences
SC-08	Catastrophic illness or accident <b>(Approval Needed by KSDE)</b>
SC-16	Home schooled for assessed subjects
SC-19	Student could not test due to COVID-19
SC-20	Student took this grade-level assessment last year
SC-24	Incarcerated at adult facility
SC-25	Special treatment center long-term
SC-26	Special detention center short-term
SC-27	Parent refusal
SC-28	Cheating
SC-31	Homebound
SC-39	Other <b>(Approval Needed by KSDE)</b>
SC-41	Moved during testing
SC-98	Teacher cheating or mis-admin