



How-To Guide, Spring 2016

Entering a Special Circumstance Code

In the event that a student did not take a summative, content-area assessment or the student's test needs be invalidated, a special circumstance will need to be entered.

Note: DTC and BTC roles can enter a special circumstance code.

Important: Although Educator Portal will allow entry of special circumstances on every stage, you only need to enter the information for one stage. KITE will apply the code to all stages.

The special circumstance should be entered on Stage 1 of the appropriate content-area assessment (ELA, Math, and/or Science). It will automatically apply to all the stages in that content area. A score report will not be generated for students with a special circumstance code.

For 2016, the available special circumstance codes in Alaska are:

- Absent (Student is absent for entire test window; should be used rarely)
- Student Refusal
- Parent Refusal
- Medical Waiver
- Invalidation

Hint: For districts with many special circumstances to enter, AAI will provide a spreadsheet template and can assist with bulk code upload upon request. Email amp_support@ku.edu for more information.

Note: Special circumstance entries are due by May 13, 2016. No deadline extensions will be available.

To enter the special circumstance for a student, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Coordination tab.



4. In the Select Action drop-down menu, choose View Test Sessions.
5. Use the menus to select the desired test sessions.

Note: If the testing window has closed, click the Show expired checkbox.

6. Click Search.
7. In the box under Test Session Name, enter “Stage 1” and enter. The grid will then show only Stage 1. Click the stage name.

	Test Session Name	Subject	Grade
<input type="checkbox"/>	Stage 1		
<input type="checkbox"/>	SCH_000 2016_SCH_000_Grade 4_English Language Arts_Stage 1	English Language Arts	Grade 4

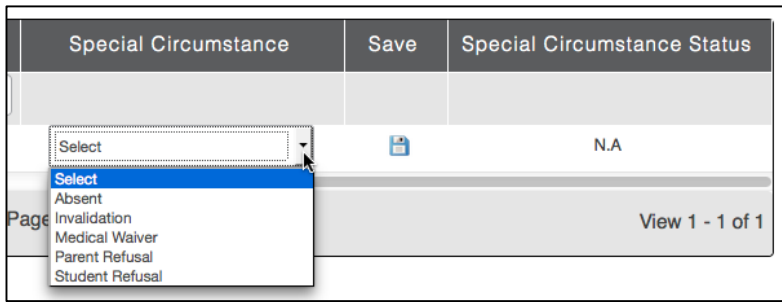
View Test Session Detail Page 1 of 1 10

8. Select the appropriate student.

	State Student Identifier	First Name	Last Name
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	7000000032	first7000000032	last7000000032

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9. In the Special Circumstance column, select the applicable circumstance.



Hint: You may need to scroll to the right in the list to locate the column.

10. Click the icon in the Save column.

