

## 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.

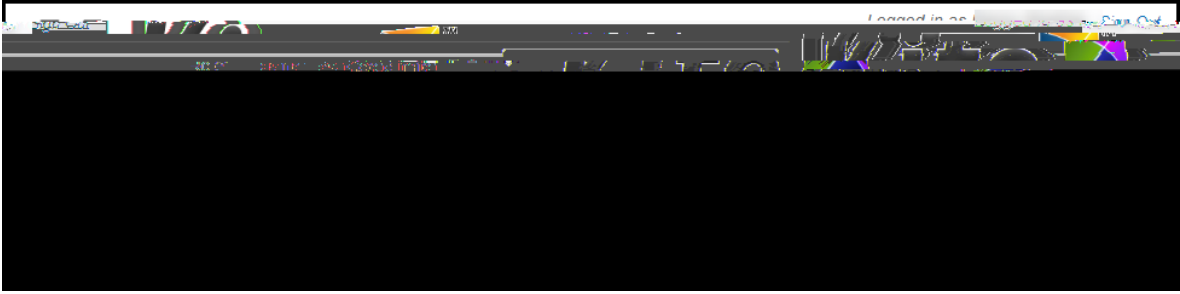
- Special circumstance codes are specific to the spring assessment window only.
- A special circumstance code need only be added to one test session in each applicable subject, even if more test sessions were administered in the subject.

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

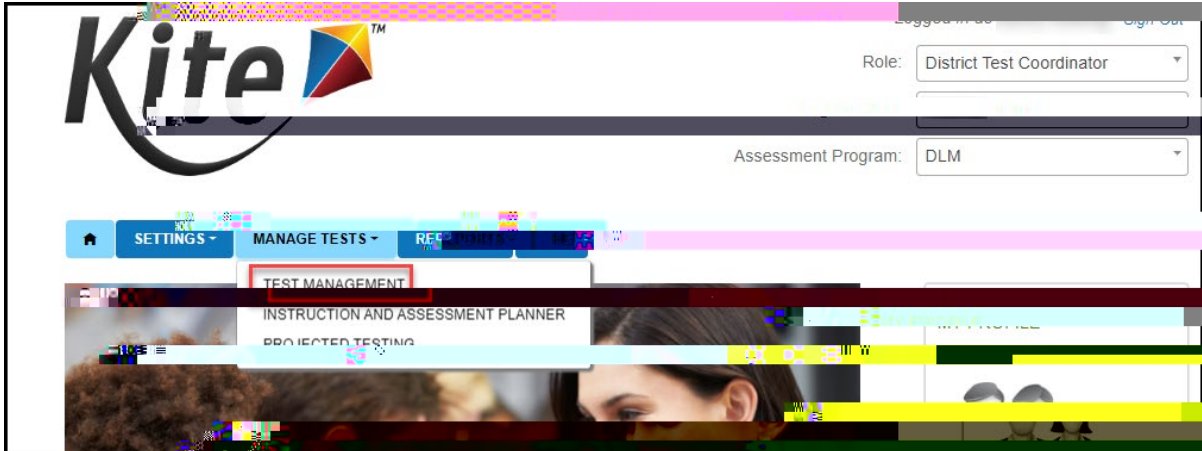
| NYSAA Not-Tested Category *                 | NYSAA Not-Tested Description *   | DLM Special Circumstance Code in Kite: Educator Portal |
|---|--|--|
| Absent                                      | The student was in attendance for fewer than 30 school days as a NYSAA-eligible student between March 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   | cossess  |



1. Select **Manage Tests**.

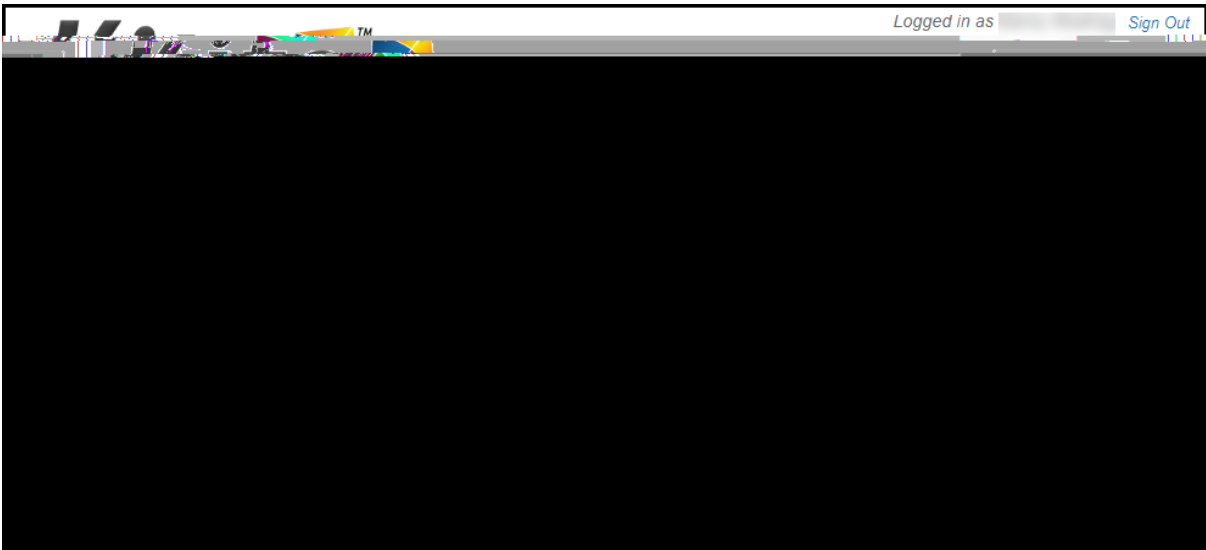


2. Select **Test Management**.



Select the following options in these fields:

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



3. Select **Search**.

