

SECTION 2: TEST COORDINATORS

1. Log in to Educator Portal.
2. Click MANAGE TESTS.
3. Select the Test Coordination tab.
4. Select the appropriate choices from the drop-down menus.
5. Click Search.
6. Locate the session that needs to be updated.
7. In the Test Session Name column, select the name of the test.
8. Select the appropriate student.
9. In the Special Circumstance column, select the applicable circumstance.
10. Click Save.

Codes

Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
Suspension	Long-term suspension	<p>Grades 3–8: Student is suspended more than 4 weeks, overlapping testing window.</p> <p>Grades 10–11: Student is suspended for greater than 4 weeks during the second semester.</p>	Student need not be tested and does not count against building for participation.	SC-01
Truancy	Papers have been filed for Child in Need of Care.	Student is truant at beginning of local testing window and has unexcused absences for greater than 2 consecutive weeks at the time of testing	Student need not be tested and does not count against building for participation.	SC-04

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Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
Truancy	No truancy paperwork filed with county attorney	Student is truant at beginning of local testing window but no paperwork has been filed.	Student is required to be tested. If the student is not assessed, the student will be counted as not tested and will count against the school for participation.	SC-05
Absences	Chronic absences	Excessive and intermittent absences throughout the state testing window	Student is required to be tested. If the student is not assessed, the student will be counted as not tested and will count against the school for participation.	SC-07
Absences	Catastrophic illness or accident	Student has been seriously disabled by accident or illness.	Student need not be tested and does not count against school for participation. Must be approved by KSDE.	SC-08
KELPA	Student is unable to complete one domain in KELPA due to a disability	Student has a documented disability that prevents completing one domain in KELPA.	Student need not test in specific domain. Counted in participation. Approval from KSDE required.	SC-11

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Private, non-accredited, or home school	Homeschooled for Assessed Subjects	Student is enrolled in a private, non-accredited school or is home schooled AND attends a public school.	Student MUST be tested in any assessed content area in which they are attending. Refer to KIDS documentation for appropriate enrollment and TEST codes.	SC-16
COVID-19	Student is unable to test due to COVID-19.	Student is unable to attend brick and mortar school to test due to COVID-19.	Student is required to be tested. If the student is not assessed, the student will be counted as not tested and will count against the school for participation rate.	SC-19
Previously tested at this grade level	Student took this grade level assessment last year.	A retained student took the same grade-level assessment last year.	Student is required to be tested. Test counts for participation. Score will not be included in accountability calculations.	SC-20
In jail or special center	Incarceration in an adult facility	If student is incarcerated in an adult facility, USDOE says the student need not be tested.	Student need not be tested. This does not count against school for participation.	SC-24

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In jail or special center	Student is in a special treatment center or residential care center (long-term placement).	Student is in a substance abuse, mental, or behavioral treatment center.	Student must be tested. If the student is not assessed, the student will be counted as not tested and will count against the school for participation.	SC-25
In jail or special center	Student is in a special detention center (short-term placement facility).	Student is in a juvenile detention center.	Student need not be tested . This does not count against school for participation.	SC-26
Parent refusal	Parent refusal	Parent refuses to allow student to be assessed.	Student must be tested. If the student is not assessed, the student will be counted as not tested and will count against the school for participation.	SC-27
Cheating	Student is cheating.	Student is observed to be engaged in some inappropriate testing practice.	Notify your district test coordinator, who will call KSDE about possibly giving another form of the test. Test is invalid and the student is counted as not tested . Student counts against the school for participation .	SC-28

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Category	Situation	Description	Testing Requirements, ESSA Implications, Notes	SC Code
Homebound	Student is receiving homebound instruction.	General education or IEP student is receiving homebound services.	Student must be tested. If the student is not assessed, the student will be <i>counted as not tested</i> and will count against the school for participation.	SC-31
Foreign exchange student	Foreign exchange student	Student is required to be tested.	Student must be tested. If the student is not assessed, the student will be <i>counted as not tested</i> and will count against the school for participation.	SC-32
Prohibited practices	English language arts	English language arts assessment PASSAGE was read to student.	Student counts as <i>not tested</i> . If this is discovered before the test window closes, notify your district test coordinator, who will notify KSDE.	SC-34
Prohibited practices	English language arts	The student was <i>not approved</i> for text-to-speech but used it for the English language arts assessment PASSAGE.	Student counts as <i>not tested and</i> will count against participation for the school.	SC-35
Prohibited practices	Math	Student used a calculator on the non-calculator portions of the assessment.	Student counts as <i>not tested</i> . If discovered before the test window closes, notify your district test coordinator, who will notify KSDE.	SC-36

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Prohibited practices	Math	Student used either a teacher-generated or a student-generated math journal.	Student counts as <i>not tested</i> . If this is discovered before the test window closes, notify your district test coordinator, who will notify KSDE.	SC-37
Other	Other reason for ineligibility	Contact your district test coordinator, who will notify KSDE.	Student need not be tested and does not count against the school for participation. Must be approved by KSDE.	SC-39
Moved during testing	Student moved during testing window.	The student took one assessment at school and then moved before taking all of the required assessments.	Student is not tested this year on this assessment at this school. This does not count against this school for participation. Should be used if this is not the student's accountability school for this assessment.	SC-41
Mis-administration of assessment	Teacher incorrectly or unethically administered assessment.		Students count as not tested .	SC-98