

Guidelines for Non-Participation or Alternate Assessment Special Codes in TIDE

Note: The special codes in TIDE also pertain to students taking the DLM Alternate Assessment and students in schools that are administering the paper and pencil state assessment.

Special codes in TIDE refer to every test subject module. The four test modules that require Special Codes are:

1. ELA Summative
2. Math Summative
3. ELA Summative – Performance Task
4. Math Summative – Performance Task

The special code defaults to “None” for all four of the test subject modules for all students. For students who complete a test subject module, the special code default should remain unchanged.

If a student did not participate in a subject module, then select one of the following special codes for the subject module from the drop-down menu.

Absent: Due to Transfer

This special code is for students who transferred out of the district prior to test administration.

Absent: Due to Medical Condition or Emergency

This special code is for students who are unable to participate in the assessment due to an excusable circumstance, such as a medical emergency. This code should only be used if the reason does not fit into another special code.

New Non-English Proficient

This special code pertains only to the ELA assessment modules and is for first-year EL students who are unable to comprehend the English language adequately.

Alternate Assessment

The student completed the Alternate Assessment (Dynamic Learning Maps) in lieu of the standard assessment for the subject module. This special code is for students with IEPs that designate the administration of the DLM alternate assessment.

Refusal – Parent

A parent or legal guardian requested the student not take the test.

Refusal – Student

The student chose to refuse to start the test, or gave up during the test.

Non-Participant: Other

This special code is for students who did not participate in the assessment for any excusable reason or for a reason that does not fit any of the other special codes.

Note - the use of special codes must be consistent with a student's status in STARS enrollment records at the time of testing. Specifically, the special codes for "New Non-English Proficient," "Alternate Assessment," and "Absent: Transferred out of district before test administration" must be verifiable in STARS enrollment records. If a student's status for any of these three special codes is not consistent with the information in their STARS enrollment record, then the STARS enrollment record will prevail and the student's non-participation code will be re-coded as a non-excusable, non-participant.

The following pages provide screen shots of the procedure to select and change Special Codes in TIDE.



After Testing



Data Cleanup



Non-Participation Codes

From the Home screen, select ***Non-Participation Codes*** from the **Data Cleanup** section of the **After Testing** Module.

Home Preparing for Testing Administering Tests After Testing Find Student by ID

Data Cleanup

Non-Participation Codes

Use this page to enter codes explaining a student's non-participation. [more info](#)

Search Students


*District: Demo district 9998 - 9998 Student's Last Name:

*School: Demo Institution 99989998 Student's First Name:

SSID: Grade: - Select -

Advanced Search

Search Fields: -- Select -- Additional Criteria Chosen:



Select the District and School and click on **Search** for a list of all students in the school, or enter a student's SSID or last and first name to identify a specific student and then click on **Search**.

Non-Participation Codes




i Use this page to enter codes explaining a student's non-participation. [more info](#) ▾

+ Search Students



Number of Students found: 22

Enter search terms to filter search result 🔍

<input type="checkbox"/>	Edit	District	School IRN	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	Zoom	Color Contrast	Presentation	Text To Speech
<input type="checkbox"/>		9998	9998_9998	34823482378				Male		08	MA:TDS_PS_L0 ELPT:TDS_PS_L0 EL:TDS_PS_L0	MA:TDS_CC0 ELPT:TDS_CC0 EL:TDS_CC0	MA:ENU ELPT:ENU EL:ENU	MA:TDS_TTS0 ELPT:TDS_TTS0 EL:TDS_TTS0
<input type="checkbox"/>		9998	9998_9998	234562356				Male		02	MA:TDS_PS_L2 ELPT:TDS_PS_L1 EL:TDS_PS_L1	MA:TDS_CCYellowB ELPT:TDS_CCMedGrayLtGray EL:TDS_CCMedGrayLtGray	MA:ENU-Braille ELPT:ENU-Braille EL:ENU-Braille	MA:TDS_TTS_Item ELPT:TDS_TTS_Item EL:TDS_TTS_Item
<input type="checkbox"/>		9998	9998_9998	123456				Female		03	MA:TDS_PS_L0 ELPT:TDS_PS_L0 FI:TDS_PS_L0	MA:TDS_CC0 ELPT:TDS_CC0 FI:TDS_CC0	MA:ENU ELPT:ENU FI:FNU	MA:TDS_TTS0 ELPT:TDS_TTS0 FI:TDS_TTS0

Select the student and click on the pencil icon.

Edit Non-Participation Codes

Use this form to add or modify a student's non-participation codes. [more info](#)

Save Cancel

Student Information

District: 9998 - Demo district 9998 Student's Middle Name:
 School: 9998_9998 - Demo Institution 99989998 Gender: M
 SSID: 34823482378 Birth Date (MMDDYYYY):
 Student's Last Name: Grade: 08
 Student's First Name:

Special Codes

Special Codes

Grade 8 ELA Summative: None

Grade 8 Math Summative: Absent: Transferred out of district before testing
 Absent: Significant medical condition or emergency
 Grade 8 ELA Summative Performance Task: New Non-English Proficient
 Refusal - Student
 Refusal - Parent
 Grade 8 Math Summative Performance Task: Alternate Assessment
 Non-Participant: Other

Save Cancel

Select the special code on the drop-down list for each subject. If the student did participate in the subject test, then keep the Special Code set to **None** for that subject. Click on **Save Changes** to complete the special code updates.



Edit Non-Participation Codes

edits saved

Continue

Male

02

ELPT:TDS_PS_L1

EL:TDS_PS_L1

olor Cont

A:TDS_C

LPT:TDS

L:TDS_C

A:TDS_C

ELPT:TDS

EL:TDS_C

A dialogue box indicating **edits saved** will appear when the Special Code changes are completed.