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**TO:** North Dakota Superintendents and District Coordinators

**FROM:** Megan Self, NDSA Program Manager  
Measured Progress

**DATE:** February 24, 2017

**SUBJECT:** Special Codes

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TIDE users do not have the ability to delete students from the system for the 2016-2017 NDSA Smarter Balanced Assessment. Non-participation special codes are mandatory for students who don't participate in the assessment and will need to be provided for any student who would've otherwise been deleted. These special codes will need to be set for each portion of the test missed by the student (ELA, ELA PT, Math, and Math PT).

Special codes can be accessed in the third module of TIDE, the After Testing module. They can be set starting the first day of the testing window through the end. If a student moves into your school from another North Dakota district, verify and remove any special code that has been set on the student's record by the sending school. Some of these special codes will bar a student from being able to test.

The special codes available for assignment are as follows:

- The **New Non-English Proficient** special code is for the ELA assessment only and exempts first year EL students who have attended schools in the U.S. for less than twelve months.
- The **Parent Refusal** code is for when a parent or legal guardian requests that the student not take the assessment.
- The **Student Refusal** code is for when a student chooses to give up during testing or refused to start the assessment.
- The **Alternate Assessment** code is for students who completed the Dynamic Learning Maps assessment instead of the Smarter Balanced assessment. This special code may only be used for students with IEPs that designate the administration of the DLM alternate assessment.
- The **Absent Due to Transfer** special code is for students who transferred out of the district prior to the test administration.
- The **Absent Due to Medical Condition** or emergency special code should be used 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.
- The final special code is **Non-Participant: Other**. This 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.

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.

If you have any questions about using special codes, please contact the NDSA Service Center at **1-800-929-3757**.