

Directions: Students must first be added to Educator Portal, then rostered to a teacher and the first contact survey completed. This results in a testlet being generated. Once the testlet is generated, do **NOT** open it, rather the teacher would notify the District that a special circumstance code needs to be applied. The DTC would enter the special circumstance code one time **per** content area **before** the test window closes. Special Circumstance Codes can then be entered by the DTC under the Test Management Tab on the table where the TIP is retrieved. Documentation of the special circumstance must be kept on file by the LEA as per their