

Parent Excuse from State Assessment Participation

Spring 2024 Coding Guidance



Coding for Parent Excuse from Participating in State Testing

Parent excuse coding was created to indicate which missing assessment scores resulted from non-participation in a state content area assessment because a parent excused their child from testing. This coding complements state statute which requires local education providers to establish a process that allows parents to excuse their child from state content assessment participation.

Since the parent excuse code became available and as recently as last summer, districts have discovered and reported instances of local inadvertent parent excuse miscoding for students who completed testing. In these cases, students, parents, and educators expected to receive results; however, the parent excuse coding processed and prevented the production of scores.

This year's process will include automated checks to ensure that students who participate fully in state content assessments receive a score. These checks will prevent incompatible coding (i.e., parent excuse) for students who had the opportunity to respond in all CMAS units of testing or who engaged with PSAT/SAT testing.

In the rare case that a parent excusal from participation in the state assessment is received while a student is actively testing in the last unit of a CMAS assessment or while a student is actively participating in a PSAT/SAT testing room, the following guidance includes the steps that will allow the processing of a parent excuse code. The number of records impacted by this update should be extremely limited.

CMAS (all content areas)

If a parent excuses their student from participating in a CMAS assessment, a parent excuse code applied to a student record in PearsonAccess^{next} or during Student Biographical Data review (SBD) **will be processed** and will appear in the final data under the following conditions:

For grades 3-8:

- The student did not start testing (Not Tested Code/Reason 09).
- The student tested in Unit 1 but did not start testing in Units 2 or 3 (Void Test Score Code/Reason 09).
- The student tested in Units 1 and 2 but did not start testing in Unit 3 (Void Test Score Code/Reason 09).

For grade 11 science:

- The student did not start testing (Not Tested Code/Reason 09).
- The student tested in Unit 1 but did not start testing in Unit 2 (Void Test Score Code/Reason 09).

A parent excuse code **will not be processed** and will not appear in the final data under the following condition:

- The student responded in all 3 units (2 units for grade 11 science).

Parent excuse coding is not valid if a student completed testing by participating in each of the 3 units (2 units for grade 11 science) with the exception below.

Colorado Revised Statute §22-7-1013(8)(a)

Each local education provider shall adopt and implement a written policy and procedure by which a student's parent may excuse the student from participating in one or more of the state assessments administered pursuant to section 22-7-1006.3.

Parent Excusal Reminder

Parent excusals should not be solicited, including after absences for non-related issues. If the student is absent for the entire testing window, absent should be coded.



Student Removed from Testing Room during Last Unit Due to Parent Excuse: In the rare case that a parent excusal is received while a student is participating in Unit 3 (Unit 2 for grade 11 science) and the student is pulled out of the session during testing, districts can follow the process below to ensure a parent excuse code is included with the student record in the final data:

1. On the day the student is removed from the test session, the School Assessment Coordinator
 - a. notifies the District Assessment Coordinator of the testing irregularity.
 - b. applies a misadministration code to the student record in **PearsonAccess^{next}** (Void Test Score Code/Reason 06).
2. The District Assessment Coordinator completes a *Testing Irregularity or Security Breach Form* (located in Appendix D of the [CMAS/CoAlt Procedures Manual](#)) with the applicable information, notifies Sara Loerzel in CDE's Assessment Division, and submits the completed form through **CDE Assessment Syncplicity** in the **Assessment Forms** folder by **May 3, 2024**. CDE will change the misadministration coding to parent excuse coding after the PearsonAccess^{next} clean-up window ending May 8, 2024. The code change can be verified by the district during the CMAS SBD process.

More information on providing Not Tested and Void Test Score Codes/Reasons, including parent excusals, is available in the [CMAS/CoAlt Procedures Manual](#), which has been updated to focus on units, eliminating the references to attemptedness on pages 67 and 197. Guidance on how to verify and update these codes during SBD will be provided during SBD training.

PSAT/SAT

College Board will process and report scores for all students who answer any test items, unless they are invalidated by College Board due to a testing irregularity. College Board does not use CDE Special Reporting Use/Reason Not Tested codes when processing scores.

If a parent excuses their student from participating in the PSAT or SAT prior to the start of testing, the student should not enter a testing room and the student's record should be coded with **9** for parental excuse in the *Special Use Only* field within the student's profile in Test Day Toolkit. A parent excuse code applied to a student record for these students who did not enter College Board's Bluebook student testing app **will be processed** and will appear in CDE's final data.

A parent excuse code **will not be processed** and will not appear in CDE's final data if the student started testing and submitted responses in any test module with the exception below.

Student Removed from Testing Room Due to Parent Excuse: In the rare instance that a student needs to be removed during an active testing session in response to a parent excusal:

1. Immediately after the test session is completed, the student must be reported to College Board in Test Day Toolkit through the Irregularities page. To prevent any risk of creating a wider scale irregularity issue that could impact other students, in this situation it would be best to wait for the scheduled section break (between reading/writing and math) to remove the student.
2. The student's record should be coded with **9** for parental excuse in the *Special Reporting Use/Reason Not Tested Code* field, either within Test Day Toolkit or during SBD. **If a testing irregularity is not submitted and there is a score in the final file, the Parental Excuse will not be processed.**

More information on providing special reporting use/reason not tested codes including parent excusals is available on page 29 of the [Spring 2024 Colorado SAT Suite of Assessments Test Coordinator Manual](#). Specific guidance for school and district assessment coordinators on how to enter these codes into Test Day Toolkit will be provided in April prior to the start of testing. Guidance on how to verify and update these codes during SBD will be provided during SBD training.