MANAGING REASONS FOR NON-PARTICIPATION/DISCREPANCY RESOLUTION OFFICE HOURS

Assessment Section
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- Please mute on entry
- Enter any questions in the Chat
- There will be a chance for anyone who would like to voice their questions at the end of the presentation
- This Office Hour will be recorded

TIDE User Guide (pg 98-103)

Bitly: https://bit.ly/AfterTesting

DATA MANAGEMENT

- There are circumstances in which a student did not participate in an expected test (e.g., student or parent refusal, test invalidated, ELL first year in the US) or participated in a test but in a non-standard way (e.g., student inadvertently takes an incorrect test).
- In such instances, you need to assign a special code to the student's test so that TIDE can accurately explain the reason for non-participation.
- Only one reason for non-participation can be selected for each test for which a student is eligible.
- **All students in the school needs to be accounted for.**

SPECIAL CODES

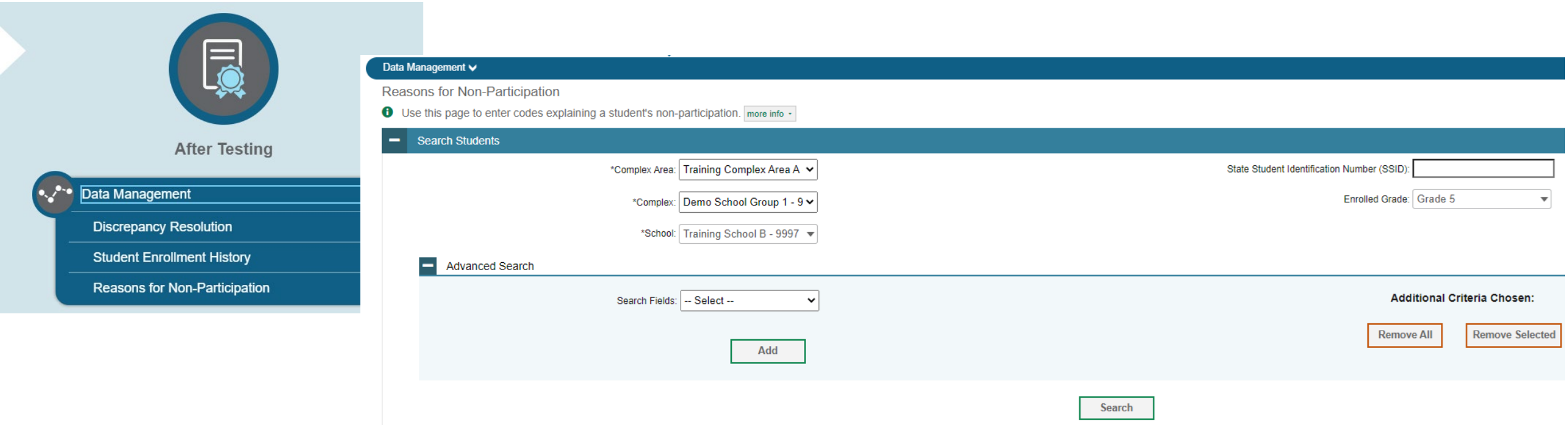
Special Code	Description
Not Applicable	Student took the test under standard testing conditions.
Absent	Student was not present during any part of the test administration period and was not able to make up the test.
First Year ELL Student (ELA Tests Only)	Student is a first year ELL student and is not required to take the ELA assessment.
Incomplete Administration	Student not able to complete the test due to an incomplete administration.
In-State Residential Program	Student participated in an in-state residential program during the entire testing window and was not able to take the test.
Medical Emergency	Student was unable to test during the testing window due to an unanticipated medical circumstance.
Meets 4140 Requirements	Parent submitted Form 4140: Exceptions to Compulsory School Attendance to withdraw his/her child from the Hawaii public school and public charter school system.

SPECIAL CODES (CONT.)

Special Code	Description
Out-of-State Residential Program	Student participated in an out-of-state residential program during the entire testing window and was not able to take the test.
Refusal – Parent (COVID-related)	A parent or legal guardian has requested that the student not take the test due to concerns related to COVID.
Refusal – Parent (Other)	A parent or legal guardian has requested that the student not take the test and the request is not due to concerns related to COVID.
Refusal - Student	Student chose to give up during testing or refused to start the test.
Test Invalidated	Student's test was invalidated due to a Testing Incident.
Truant	Student was truant throughout the entire testing window.
Wrong Test Administered	The wrong test was administered to the student.
Other	This category should be used only in rare cases that do not fall under the stated categories above.

VIEWING AND EDITING A STUDENT'S REASON

- From the **Data Management** task menu on the TIDE dashboard, select **Reasons for Non-Participation**. The Reasons for Non-Participation page appears

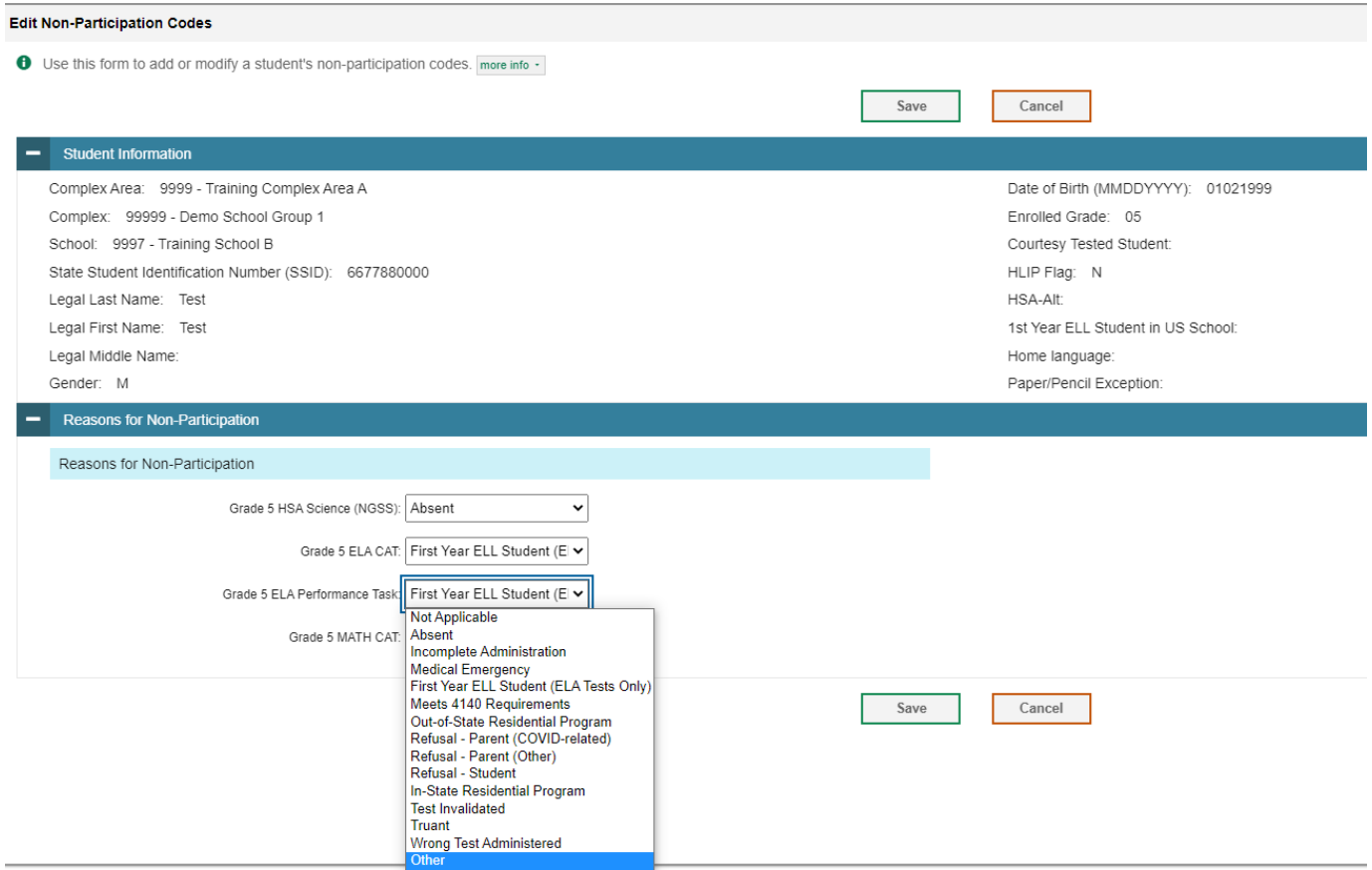


- Retrieve the record for the student whose non-participation codes you want to view or edit by following the procedure in the section

- In the list of retrieved students, click for the student whose non-participation codes you want to edit. The Edit Non-Participation form appears, listing the student's demographic information in the Student Information panel, and the student's available tests and reasons for non-participation in the Reasons for Non-Participation panel

- From the drop-down lists in the Reasons for Non-Participation panel, select the reason for non-participation for each available test, as required. For a listing of reasons for nonparticipation.

- Click SAVE.

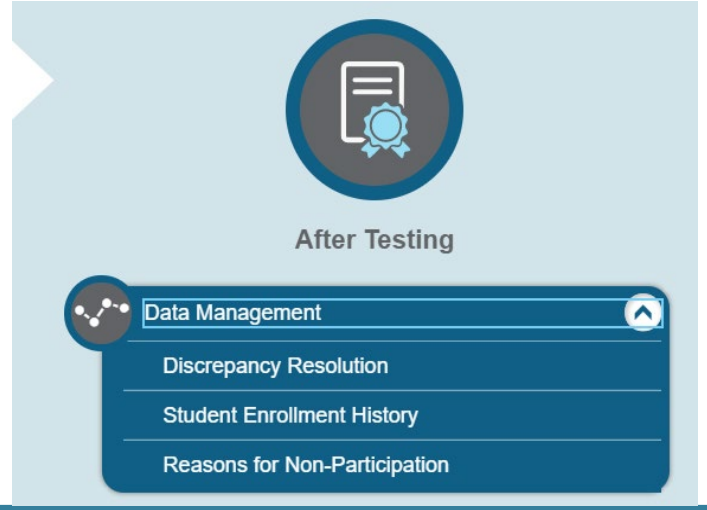


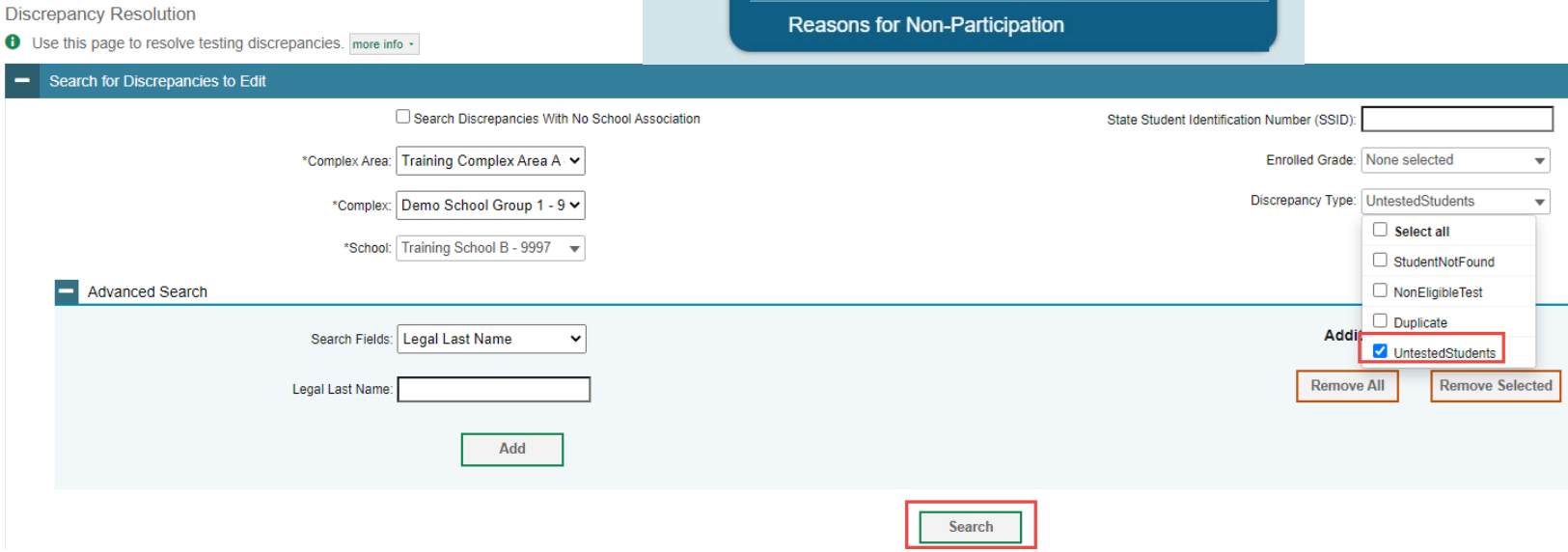
RESOLVING DISCREPANCIES

The **Discrepancy Resolution System (DRS)** only reports tests for which non-participation codes have not yet been established. For example, if a teacher finds out that a student will not take a test because of a medical reason and a non-participation code is set up for the student's test through TIDE's Non-Participation Code page before the DRS opens, then that test will not be displayed as a discrepancy in the DRS.

DISCREPANCY RESOLUTION

- From the Data Management task menu on the TIDE dashboard, select Discrepancy Resolution.
- Schools should select "Untested Student" from the "Discrepancy Type" menu when searching for discrepancies.
- Select for the non-participated student discrepancy you want to resolve.
- The Resolve Discrepancy: Non-participated Students window appears for the test that was not started





- To assign a non-participation code to the discrepant test, click in the Assign Code column.

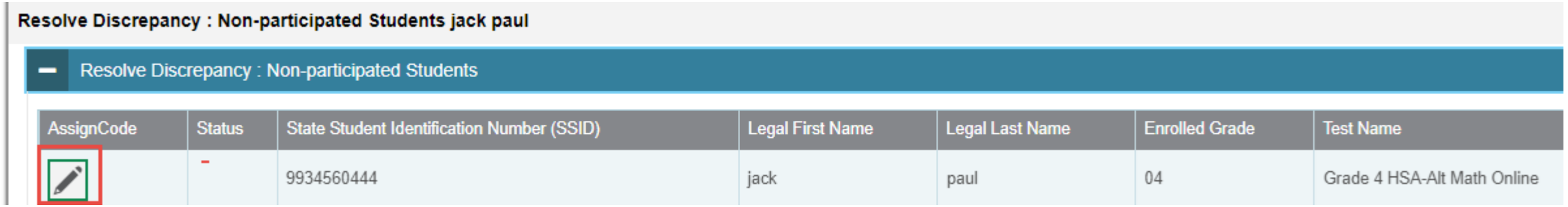
Number of discrepancies found: 2025

Enter search terms to filter search resul

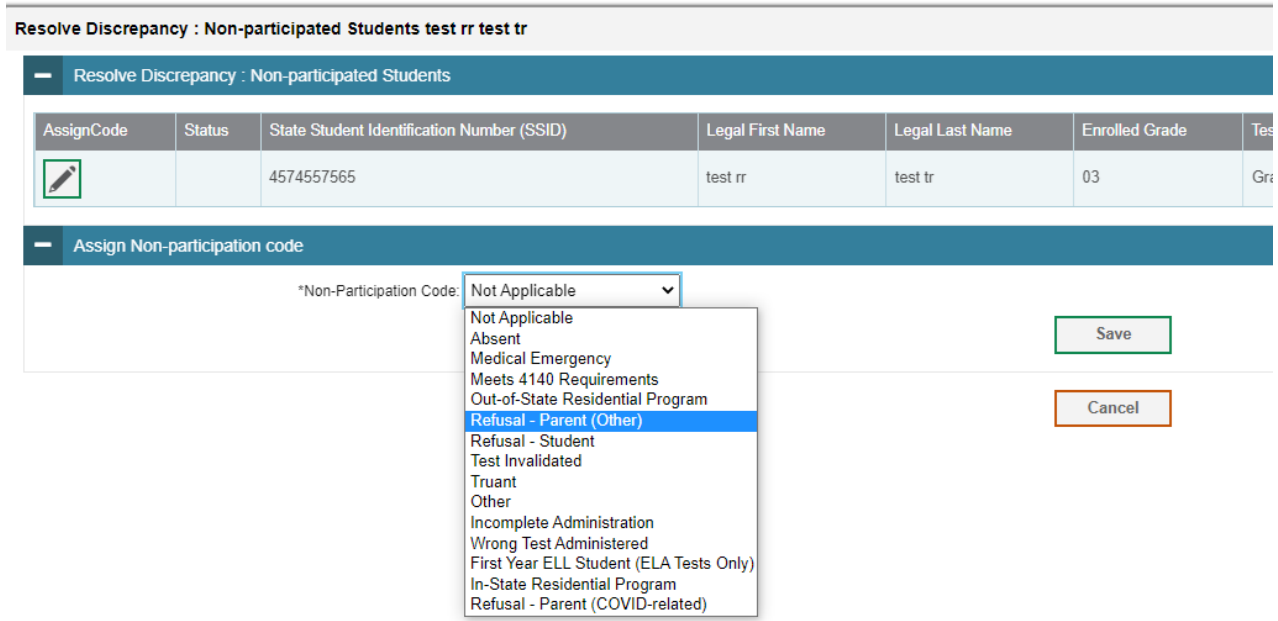
1-50 of 2025 records | Page: 1

Resolve	Status	Type	State Student Identification Number (SSID)	Legal First Name	Legal Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
		Non-participated Students	4574557565	test rr	test tr	03	Grade 3 HSA-Alt Math Online		9997	9999	HI-ALT-SUM-UD-MA-3
		Non-participated Students	9934560444	jack	paul	04	Grade 4 HSA-Alt Math Online		9997	9999	HI-ALT-SUM-UD-MA-4
		Non-participated Students	4574557565	test rr	test tr	03	Grade 6 HSA-Alt Math Online		9997	9999	HI-ALT-SUM-UD-MA-6

- From the Non-Participation Code drop-down list, select the appropriate non-participation code. Click Save. A confirmation message appears to notify you that the discrepancy has been successfully resolved. Click Continue to close the confirmation message and return to the discrepancy listing.



- Once each student discrepancy has been saved and successfully resolved (some students may have more than one test that will need to be resolved), the student's name is removed from the list in the DRS. Therefore, when all students' non-participation status has been resolved, there should be no students listed so you will know all discrepancies have been resolved.



ANY QUESTIONS?
NO HARD QUESTIONS PLEASE!
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