

2023-2024 NSCAS Not Tested Codes (NTC)

* If you transfer a student in the testing systems - do not add a Not Tested Code								
GRW/ALT/ACT CODE	ELPA 21 CODE	Code Name	Descriptor	Tests	Reporting	District use	NDE use	Additional Information for Districts
ALT		Alternate Assessment	Student took the NSCAS Alternate assessment and is not included in results from this testing vendor. <i>ADVISER SPED data must support coding.</i>	Growth; ACT	Not included in General or ACT testing ALT overrides a partial score or NEI in NSCAS Growth	Y	Y	Best practice is to avoid rostering your NSCAS Alternate students into CAP (MAP Growth platform) or PA Next (ACT). ADVISER Validation SPED data must support coding.I4:I17
EMW	(02)	Emergency Medical Waiver	Student was not tested because of a medical emergency. <i>NDE approved waiver required.</i>	Growth; Alternate; ACT; ELPA21	Not included in reporting EMW overrides a partial score or NEI	Y	Y	The district's formal request goes through an NDE review panel (4-6 person panel) for approval/denial. Districts should provide as much detail as possible (keeping FERPA and HIPAA in mind) about the student's circumstance, including diagnosis and specific dates. Emergency constitutes recent events. If the student has been under the circumstance since the beginning of the year, the district should have an educational plan in place that includes assessment testing (including homebound students).
EXP		Exempt	Student exempt from testing due to certain circumstances, such as a student requiring an unprovided accommodation, student attending an out-of-state facility; or an error in the student's high school cohort. <i>NDE approval required.</i>	Growth; Alternate; ACT	Not included in reporting EXP overrides a partial score or NEI	Y	Y	Foreign Exchange Students in the testing high school cohort are expected to participate in the ACT and are NOT exempt from testing. NSCAS Alternate students that require Braille are exempt, DRC does not provide this accommodation. <b>NEW!</b> Use this code for high school cohort errors, if the cohort has been changed to anything other than 2025. <i>NDE approval to use this code is required.</i>
FTE		Full-Time Equivalency	Full-Time Equivalency is less than 51% so the student is excluded from testing. <i>ADVISER FTE data must support coding.</i>	Growth; Alternate; ACT	Not included in reporting FTE overrides a partial score or NEI	Y	Y	Full-Time Equivlency (FTE) is based on the percentage of educational services the student is receiving from the district, not the number of hours a student attends. If a student is recieveing educational services from another source, such as exempt-school or a private school, than the district will need to adjust the FTE accordingly in ADVSIER Validation.
INV		Invalid	Student's assessment was invalidated, such as testing irregularity or security breach. <i>NDE approval required.</i>	Growth; Alternate; ACT	Counted as a Participant Scale Score = lowest score INV overrides a partial score or NEI	Y N for ACT	Y	Please reach out to Dr. Trudy Clark or Maggie Sis before adding this code in the test system. Provide the student's circumstance as to why the district believes INVALID is the appropriate code. <i>NDE approval to use this code is required.</i>
LBW	(09)	Left Before Window	Student withdrew from district/school <b>BEFORE</b> the test window(s) began. <i>ADVISER enrollment data must support coding.</i>	Growth; Alternate; ACT ELPA21	Not included in reporting If LBW is used there would not be a partial score or NEI	Y	Y	<b>WHEN TO USE</b> ( <i>ADVISER Validation enrollment data must support coding.</i> ) <b>NSCAS Growth &amp; Alternate:</b> Student's withdraw date is prior to 4/1/24 <b>ACT:</b> Student's withdraw date is prior to prior to 3/26/24 <b>ELPA21 and Alt ELPA:</b> Student's withdraw date is prior to 2/5/24
NCE	(01)	Not Currently Enrolled	Student started/withdrew enrollment in the district/school during the testing window(s). <i>ADVISER enrollment data must support coding.</i>	Growth; Alternate; ACT; ELPA21 (NLE)	Not included in reporting NCE overrides a partial score or NEI	Y	Y	<b>WHEN TO USE</b> ( <i>ADVISER Validation enrollment data must support coding.</i> ) <b>NSCAS Growth &amp; Alternate:</b> Student's withdraw date is 4/1/24 or later Students entry/start date is 4/26/24 or later <b>ACT:</b> Student's withdraw date is 3/26/24 or later Student's entry/start date is 4/13/24 or later <b>ELPA21 and Alt ELPA:</b> Handled case by case, reach out to the Title III/EL Office for determination.
	(06)	Non-Public Student	Student who is enrolled in a non-public school & receiving less than 51% of their instruction provided by the LEA.	ELPA21	Not included in reporting	Y	Y	
OTH		Other	Student was not tested for reasons not covered by other descriptions. For example, occurrence of a natural disaster. <i>NDE approval required.</i>	Growth; Alternate; ACT	Not included in reporting OTH overrides a partial score or NEI	Y	Y	Please reach out to Dr. Trudy Clark or Maggie Sis before adding this code in the test system. Provide the student's circumstance as to why the district believes OTHER is the appropriate code. <i>NDE approval to use this code is required.</i>
PAR	(04)	Parent Refusal	Student was not tested because of a formal request from the parent/guardian. District should have written documentation on file from the parent at the district.	Growth; Alternate; ACT; ELPA21	Counted as a Non-participant Scale Score = lowest score PAR overrides a partial score or NEI	Y	Y	Written documentation should include student's name and specific administration (example Spring 2024 NSCAS Growth ELA, Math and Science). NDE does not have a sample letter/form. It is at the discretion of the district how to collect these written opt-out letters/forms.
RMV		Remove	Used by NDE and vendors only.	Growth; Alternate; ACT	Not included in reporting	N	Y	Not available for district use.
	(03)	Student Misclassified/No Longer EL	Student Misclassified/No Longer EL (MIS) is used for any student who was misclassified as EL or is no longer an EL student.	ELPA21	Not included in reporting	Y	Y	
	(07)	Summative test taken in another ELPA21 state during this year	Student identified as EL and took summative in another ELPA21 district this testing window.	ELPA21	Not included in reporting	Y	Y	
STR		Student Refusal	Student was not tested due to student refusal to start or participate in testing.	Growth; Alternate; ACT	Counted as a Non-participant Scale Score = lowest score STR overrides a partial score or NEI	Y	Y	
SSO		State Score Only	ACT deemed as invalid or misadministered; but NDE is including scores for state reporting	ACT	Included in state reports as a Participant, accept scores	N	Y	The districts should provide as much information as possible regarding student's circumstance as to why the test was deemed invalid/misadministered by ACT. This information can be provided to the Statewide Assessment Office through the ACT Misadministered Test Log at the end of the ACT test windows. The additional information will help the Statewide Assessment team deem the appropriate coding for the test: INV, STR, or SSO.
UTT	(05) or (08)	Unable to Test	District was unable to test the student during the testing windows due to excessive absences or suspension/expulsion.	Growth; Alternate; ACT; ELPA21	Counted as a Non-participant Scale Score = lowest score Partial score or NEI overrides a UTT	Y	Y	Districts are still responsible to arrange testing of suspended or expelled students. Districts can provide the testing in an alternate location, for example a public library, or bring the student onto campus after hours when the general student population is not in session.
WSR		Waived Score Replacement	Previous ACT scores that met qualifications and were <i>approved by NDE</i> .	ACT	Counted as a Participant Scale Score = approved scores	Y	Y	Districts may submit a formal written request prior to the first spring ACT test date. Deadline is March 26, 2024.
CONDITIONAL CODES - Alternate Assessment								
GEN		General Assessment	Student was originally coded ALT, but district administered the General Assessment or the ACT.	Alternate	Not included in Alternate or ACT testing	Y	Y	This would occur when an IEP review takes place after the initial roster is pulled in January, and the review determines the student is NOT an Alternate Assessment student and will participate in the NSCAS Growth or ACT.
NOR		NonResponsive	Student is unable to interact and respond to any item on the test	Alternate	Counted as a Participant Scale Score = lowest score NonResponsive overrides a partial score.	Y	Y	Best practice is to administer 3-5 questions <i>of each content area</i> , before determining the student is nonresponsive <i>every year</i> . There is additional guidance on this coding available on the NDE Statewide Assessment website.
CONDITIONAL CODES - Growth Assessment								
NEI		Not Enough Information	Student did not complete enough operational items on the test to calculate a score.	Growth	Counted as a Participant Scale Score = lowest score	N	Y	

# Process to add NTC to Individual Student Record

## NSCAS Growth and General Science

Short How-to Video:  [How to Assign NTC's](#)

### ACT

1. Log into the [PA Next](#) system
2. Choose the High School account in the top right hand corner
3. Click on Students in the SETUP dropdown
4. A list of your students should come up, click on the small box to the left of the student name that you are editing
5. Click on the Task dropdown (top of page in blue) and select Create/Edit Students and then click on the Start button just to the right
6. On the student's detail page, scroll down past the demographics to the **State Use Questions** (towards the bottom of the page)
7. On the **2<sup>nd</sup> question** "If this student did not test, select the reason from these options" click on the appropriate Not Tested Code from the dropdown
8. Click the SAVE button at the bottom of the page; a green bar across the top of the page that says "Success!" should appear

### NSCAS Alternate

Log into [INSIGHT](#) system, and follow these steps:

1. Hit Student Management in the MY APPLICATIONS dropdown Menu on the left corner
2. Hit Manage Students on top left corner (in gray font, just below the navy tool bar)
3. Enter the appropriate fields and hit Find Students
4. Hit the Action icon on the right side of the student's name on the list
5. Hit the Testing Codes tab within the student's record
6. Add the appropriate NTC code for each appropriate test subject and hit SAVE
  - a. Or check Yes if the student participated in the NSCAS Growth or ACT

### ELPA21 and Alt ELPA

Log into [NE Portal](#) and follow these steps:

1. In the **After Testing** section, locate the **Data Cleanup** task menu.
2. If your user role permits, you can edit a student's Reason Not Tested Code by clicking the green pencil next to the student's name in the search results page.
3. The student's available tests and special codes are listed in the **Special Codes** panel.
4. To enter Reason Not Test Code, select the special code from the drop-down lists and click save.
5. To enter for multiple students, select **Upload Reason Not Tested** from **Data Cleanup** task menu and download the provided template. Choose from the test dropdown and Code dropdown selectors and upload the completed form.

\*More information can be found here: [NE Portal - #8 of the TIDE Training Modules](#)