



Quick Guide to TIDE: Non-Participation Codes

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Introduction to This User Guide

District-level users and school coordinators use TIDE to manage special codes assignment for students who will be labeled non-participants during on the online South Dakota's Smarter Balanced Assessments. This Quick Guide provides a brief overview for managing the non-participation codes in TIDE.

More information about TIDE is available in the TIDE User Guide located at <http://sd.portal.airast.org/>.

Managing Non-Participation Codes

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include the student inadvertently taking an incorrect test, the student takes an alternate test, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student’s test so that the Online Reporting System (ORS) can accurately explain the non-participation.

A student is considered to have participated in a test after answering six questions or after responding with any text to both writing prompts. [Table 1](#) lists the special codes and their descriptions.

Table 1. Special Codes and Their Descriptions

Special Code	Description
[Blank]	Student took the test under standard testing conditions.
New Non-English Proficient	Student is an English language learner (ELL) student and was first enrolled in the United States after May 2 of the current school year. The Non-Participation code should only be applied to the ELA (CAT, and Performance Task or Paper Form).
Refusal – Student	Student chose to give up during testing or refused to start the test. The Non-Participation code should be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form).
Refusal – Parent	A parent or legal guardian has requested that the student not take the test. The Non-Participation code should be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form).
Student Not Eligible – F1 Visa	The student is classified as an international student and is not eligible to take the Smarter Balanced Math or ELA test. The Non-Participation code should be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form).
Student Not Eligible – Alternate Assessments	The student is not eligible to take the Smarter Math or ELA test if the student is taking MSAA. Use of this code must be approved by the district SDDOE Assessment Contact. Use of this code must be reviewed and approved by your district SDDOE Assessment Contact. The Non-Participation code should only be applied to all subjects and for all tests (CAT, Performance Task, or Paper Form) for which was approved for use by the SDDOE.

Once you apply a special code, that special code persists until it is changed. For example, if you apply a special code for “Student Not Eligible – F1 Visa” or “Student Not Eligible – Alternate Assessment” to a summative ELA CAT assessment, that special code will remove a student’s eligibility to take that online test unless you explicitly change it. All other codes, if applied, do not affect the student’s eligibility to test online. Viewing and Editing a Student’s Special Codes.

This section explains how to view or edit a student's special codes.

To view or edit a student's special codes:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The **Non-Participation Codes** page appears (see [Figure 1](#)).

Figure 1. Fields in the Non-Participation Codes Page

The screenshot shows the 'Non-Participation Codes' page. At the top, there is a header 'Non-Participation Codes' and a sub-header 'Use this page to enter codes explaining a student's non-participation. [more info](#)'. Below this is a 'Search Students' section with fields for '*District:' (TestDISTRICT9 - 09995), '*School:' (TestSCHOOL10 - 09995_), 'Student's First Name:', 'SSID:', 'Student's Last Name:', and 'Grade:'. Below the search fields is an 'Advanced Search' section with a 'Search Fields:' dropdown set to 'Gender', radio buttons for 'Gender:' (Male, Female), and an 'Additional Criteria' section with a 'Chosen:' checkbox for 'Gender: Female'. At the bottom of the advanced search section are buttons for 'Add', 'Remove All', and 'Remove Selected'.

2. Retrieve the student whose non-participation codes you want to view or edit by following the procedure in the section Searching for Records found in the TIDE User Guide.
3. In the list of retrieved students, click  for the student whose non-participation codes you want to edit. The **Edit Non-Participation Codes** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see [Figure 2](#)).

Figure 2. Edit Non-Participation Codes

The screenshot shows the 'Edit Non-Participation Codes' form. At the top, there is a header 'Non-Participation Codes'. Below this is a 'Student Information' panel with fields for 'District: 09998 - TestDISTRICT12', 'School: 09998_09000 - TestSCHOOL9', 'Student's Last Name: Smith', 'Student's First Name: John', 'Student's Middle Name: A', 'Gender: M', 'SSID: 99991001', 'Grade: 04', and 'BirthDate (MMDDYYYY): 01011999'. Below the student information panel is a 'Special Codes' panel with four dropdown menus: 'G4E-Summative' (None), 'G4M-Summative' (None), 'G4E-Summative Perf' (None), and 'G4M-Summative Perf' (Refusal - Parent). At the bottom of the special codes panel are buttons for 'Save' and 'Cancel'.

4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see [Table 1](#).
5. Click **Save**.

User Support

For additional information and assistance contact the South Dakota Smarter Balanced Assessment Help Desk. The Help Desk is open Monday–Friday from 6:00 a.m. to 6:00 p.m. Central Time (except holidays or as otherwise indicated on the South Dakota portal).

**South Dakota Smarter Balanced Assessment Help
Desk**

Toll-Free Phone Support: 1-855-838-8378

Email Support: SDHelpDesk@air.org

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).