

Quick Guide to Non-Participation Codes

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. A “Special Code” is a code found on the Test Status Code Report in TIDE that indicates why a student did not start or complete the test.

Special Code	Code Type	Description
No Special Code	Participation	Student took the test under standard testing conditions.
SE	Non-participation	Suspended/Expelled
ABS	Non-participation	Absent
OS	Non-participation	Out of State Institution
EL-A	Non-participation	New EL- ACCESS Participation
EL-NA	Non-participation	New EL – No ACCESS Participation
REF	Non-participation	Refusal
REF – VE	Non-participation	Refusal – Virtual Education Student
REF – MF	Non-participation	Refusal – Medically Fragile

The Test Status Code Report displays all non-participation codes for a test administration. To run a Test Status Code Report, complete the following steps:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The **Test Status Code Report** page appears.
2. In the *Report Criteria* panel (see [Figure 1](#)), select search criteria for the test and administration.

Figure 1. Test Status Code Report Search Results

— Report Criteria

Test Instrument: Interim WY-TOPP ▼

Administration: Fall 2018 ▼

Generate Report
Export Report

1. Do one of the following:

- To view the report on the page, select **Generate Report**.
- To open the report in Microsoft Excel, select **Export Report**.

TIDE displays the tests and associated statuses and special codes (see [Figure 2](#))

Figure 2. Test Status Code Report

Number of records found: 2							
Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

Note: Please refer to pages 46-48 of the Wyoming TIDE User Guide for more details and information regarding the WY Special Codes and the Test Status Code Report discussed in this document.