



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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**TO** LEA Superintendents  
Charter School Directors

**FROM** Rebecca B. Garland, Chief Academic Officer  
Angela H. Quick, Deputy Chief Academic Officer  
Academic Services and Instructional Support

**DATE** August 1, 2011

## REQUEST FOR TESTING EXCEPTIONS BASED ON SIGNIFICANT MEDICAL EMERGENCIES AND/OR CONDITIONS

There may be some rare circumstance in which a student cannot take a state assessment during the entire testing window, including makeup dates, due to a significant medical emergency and/or condition. Examples include, but are not limited to, circumstances involving students who are (1) in the final stages of terminal or degenerative illnesses, (2) comatose, or (3) receiving extensive short-term medical treatment due to a medical emergency. Under these circumstances, a school may request from the Division of Accountability Services/North Carolina Testing Program a testing exception for the student. If a medical exception is granted, the student remains enrolled in the school during this period; however, the student does not take the assessment(s), and the school does not include the student when calculating participation rates.

The process (see attachment) for requesting testing exceptions based on significant medical emergencies and/or conditions has been updated for the 2011–12 school year. Failure to adhere to this process or include all requested information may result in the need to resubmit the request or may cause a delay in the response. Requests for consideration are to be submitted (receipted mail method) by the LEA superintendent or charter school director to Tammy Howard, Director of Accountability Operations, 6314 Mail Service Center, Raleigh, North Carolina 27699-6314.

Thank you for your continued cooperation in adhering to these policies and procedures concerning requests for testing exceptions based on significant medical emergencies and/or conditions. We appreciate your services and contributions to the education of children in North Carolina.

RBG:AHQ:njc

c: LEA Testing Directors/Coordinators  
LEA Exceptional Children Program Directors  
Regional Accountability Coordinators  
Exceptional Children Regional Consultants  
June St. Clair Atkinson

Tammy Howard  
Mary Watson  
Nancy Carolan  
Audrey Martin-McCoy

Attachment

### DIVISION OF ACCOUNTABILITY SERVICES

6314 Mail Service Center, Raleigh, North Carolina 27699-6314 | (919) 807-3769 | Fax (919) 807-3772

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## Process for Requesting Testing Exceptions Based on Significant Medical Emergencies and/or Conditions

The process for requesting testing exceptions based on significant medical emergencies and/or conditions has been updated for the 2011–12 school year. Failure to adhere to this process or include all requested information may result in the need to resubmit the request or may cause a delay in the response. The process for the 2011–12 school year is as follows:

1. The LEA superintendent or charter school director must support the appeal and submit a written request to the NCDPI. The request must include the original signature of the superintendent or charter school director. The parent should be notified that such a request is being submitted and must give consent.
2. The request must include detailed justification explaining why the student's medical emergency and/or condition prevent participation in the respective test administration during the testing window and the subsequent makeup period. The justification must contain the following information:
  - Student's first and last name
  - Student's NC WISE pupil ID number
  - Student's assigned grade
  - School name
  - LEA code
  - School code
  - Name of the test(s) for which the exception is being requested
  - Dates of the scheduled test administration(s) and testing window, including make-up period, for which the exception is being requested
  - Indicate if the student has an Individualized Education Program (IEP)
  - If the student has an Individualized Education Program (IEP), **attach a complete copy of the current DEC 4 IEP form (including present levels of performance, IEP goals, special education services, etc.) to this request.**
  - The date of the onset of the emergency and/or condition
  - The expected duration/recovery period of the emergency and/or condition
  - Days of instruction the student has missed due to the medical emergency and/or condition
  - **Explanation of how the significant medical emergency and/or condition affects the student on a daily basis, including time spent on instruction, the type of instruction taking place, and how the student's condition impacts it.** This explanation should provide sufficient detail and documented data so the review committee can thoroughly understand the implications of the emergency and/or condition on the student's learning. Supporting information and/or letters may be included but are not required.
  - **Explanation of why the student's medical emergency and/or condition prevent participation in the respective test administration during the testing window and the subsequent makeup period.**

Note: If information is missing in the application, it may be returned for completion.

3. **Requests for exceptions may be made at any point in the school year *prior to the following deadlines:***

**Tests Occurring in Fall Semester 2011**

Situation	Deadline for Submission
Existing conditions or medical situations known by November 18	November 25
Medical emergency occurring after November 18 but within the fall testing window	End of fall testing window

**Tests Occurring in Spring Semester 2012**

Situation	Deadline for Submission
Ongoing conditions—evidence present early in the school year that student will be unable to test during testing window	February 3
Existing conditions or medical situations identified by April 30	May 7
Medical emergency occurring after April 30 but within testing window	End of spring window but <b><i>no later</i></b> than June 11

***Please note:*** Due to time constraints, only those requests received by the NCDPI by May 7, 2012, will be given an opportunity to appeal a decision. All information regarding appeals must be submitted no later than June 11, 2012.

4. Requests for consideration are to be submitted (receipted mail method) by the LEA superintendent or charter school director to Tammy Howard, Director of Accountability Operations, 6314 Mail Service Center, Raleigh, North Carolina 27699-6314.
5. The Director of Accountability Operations at the NCDPI will provide a written statement of the decision to the LEA superintendent or charter school director.
6. Students who are approved for a testing exception will be coded for data analysis purposes by the NCDPI. LEA test coordinators should ensure that the reason code "G" is manually entered into NC WISE for approved testing exceptions.
7. Any exception granted by the NCDPI is limited to the testing period for the specific test(s) for which it was requested and does not carry forward to future test administrations, unless noted in the NCDPI decision.

It is the expectation of the NCDPI that only those students the LEA believes are unable to participate in a state assessment will be submitted for a medical exception request. Students who are granted a medical exception shall not be reported or counted in the school, district, or state test scores and will not be included in the calculation of the 95 percent tested rule. In addition, students who are granted an exception are required to meet all state and local graduation requirements before receiving a high school diploma.

Please be reminded that any written material containing identifiable student information shall not be disseminated or otherwise made available to the public by any member of the State Board of Education, any employee of the State Board of Education, the State Superintendent of Public Instruction, any employee of the North Carolina Department of Public Instruction, any member of a local board of education, any employee of a local board of education, or any other person, except as permitted under the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g.

If you have questions regarding requests for testing exceptions based on significant medical emergencies and/or conditions, please contact Nancy Carolan at (919) 807-3801 or [nancy.carolan@dpi.nc.gov](mailto:nancy.carolan@dpi.nc.gov).