

## **Accountability Codes**

Accountability codes provide users with the correct role to tag students who should not test or who were tested but should not appear in reporting. Accountability codes are commonly referred to as Void codes or Not Tested Codes in Maryland. Accountability codes should be applied to a student's test if it will not be sent to scoring. A user can also pull data in Session Explorer on which students have had accountability codes applied.

The following codes will not allow a new session (will not allow students to retest):

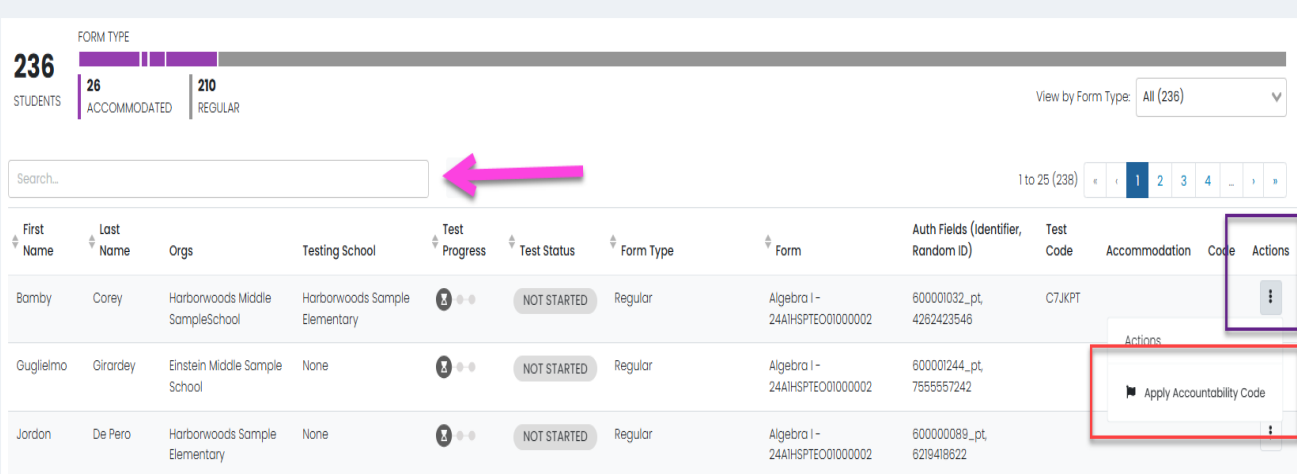
- EL First Year in U.S. (02)
- Incomplete Assessment (06)
- Off Grade (06)
- Fire Alarm (07)
- Disturbance (08)
- Absent (11)
- Home Hospital or Incarcerated (14)
- Other (20)

The following codes allow a new session (allow students to retest). Once these are applied, they cannot be removed by any role:

- Medical Emergency (01)
- Incorrect Accommodation/Accessibility Feature Applied (03)
- Cheating/Using Unauthorized Electronic Device (04)
- Test Security (05)
- Transferred or Withdrew (12)
- Suspended or Expelled (13)
- Refused to Participate (15)
- Changed to Certificate Bound (17)

# Applying an Accountability Code

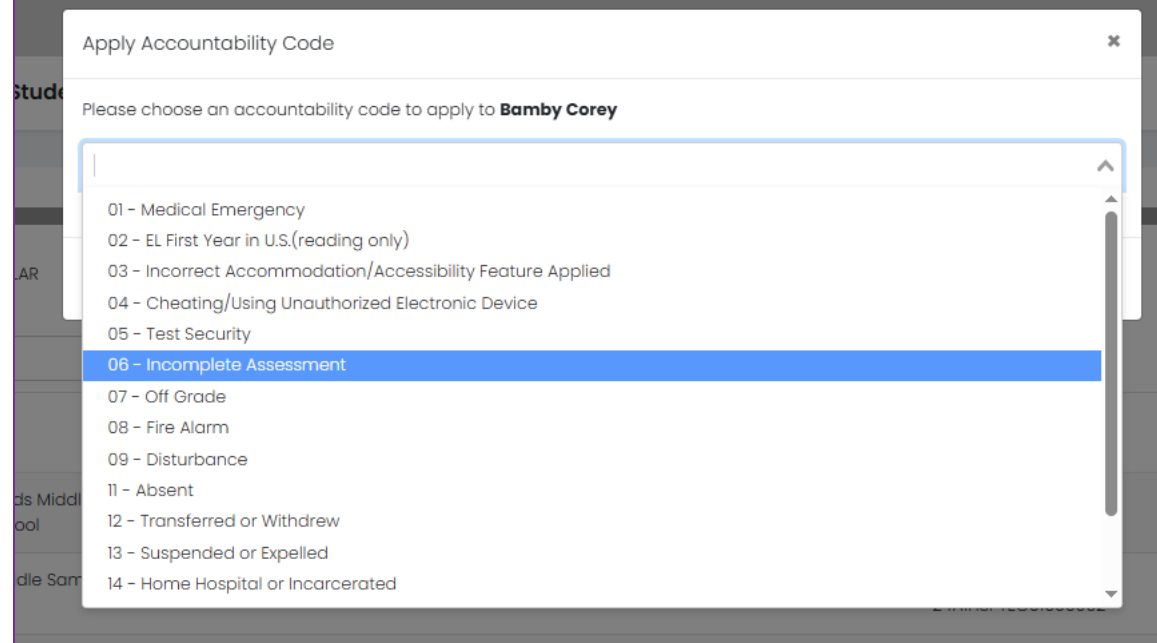
Once an Accountability Code has been applied it cannot be removed. If the test has been voided and a new test assigned this cannot be reversed.

Steps	Screen Shot																																																
<p><b>Accountability codes can be applied from the Admin Card one student at a time.</b></p> <ul style="list-style-type: none"><li>• Go to Test Management &gt; Administrations</li><li>• Find the appropriate Admin Card</li><li>• Student kabob &gt; View</li><li>• Locate the student &gt; Actions &gt; Apply Accountability Code</li></ul> <p>Void Codes will create a new session. The student will appear in the “Unassigned” bucket and will need to be placed into a proctor group or be provided with the test code of the proctor group they will be testing in.</p> <p>Not Tested Codes can be changed to a Void Code to allow for a retest.</p>	 <p>The screenshot shows a web interface for test management. At the top, there's a header with 'FORM TYPE' and a progress bar. Below that, a summary shows '236' total students, with '26' in the 'ACCOMMODATED' category and '210' in the 'REGULAR' category. A search bar is present with a pink arrow pointing to it. Below the search bar is a table with columns: First Name, Last Name, Orgs, Testing School, Test Progress, Test Status, Form Type, Form, Auth Fields (Identifier, Random ID), Test Code, Accommodation Code, and Actions. Three rows of student data are visible. The 'Actions' column for the first row is highlighted with a red box, showing a dropdown menu with the option 'Apply Accountability Code'.</p> <table border="1"><thead><tr><th>First Name</th><th>Last Name</th><th>Orgs</th><th>Testing School</th><th>Test Progress</th><th>Test Status</th><th>Form Type</th><th>Form</th><th>Auth Fields (Identifier, Random ID)</th><th>Test Code</th><th>Accommodation Code</th><th>Actions</th></tr></thead><tbody><tr><td>Bamby</td><td>Corey</td><td>Harborwoods Middle SampleSchool</td><td>Harborwoods Sample Elementary</td><td>🔍</td><td>NOT STARTED</td><td>Regular</td><td>Algebra I - 24AIHSPTEO01000002</td><td>600001032_pt, 4262423546</td><td>C7JKPT</td><td></td><td>⋮ Apply Accountability Code</td></tr><tr><td>Guglielmo</td><td>Girardey</td><td>Einstein Middle Sample School</td><td>None</td><td>🔍</td><td>NOT STARTED</td><td>Regular</td><td>Algebra I - 24AIHSPTEO01000002</td><td>600001244_pt, 7555557242</td><td></td><td></td><td>⋮</td></tr><tr><td>Jordan</td><td>De Pero</td><td>Harborwoods Sample Elementary</td><td>None</td><td>🔍</td><td>NOT STARTED</td><td>Regular</td><td>Algebra I - 24AIHSPTEO01000002</td><td>600000089_pt, 6219418622</td><td></td><td></td><td>⋮</td></tr></tbody></table>	First Name	Last Name	Orgs	Testing School	Test Progress	Test Status	Form Type	Form	Auth Fields (Identifier, Random ID)	Test Code	Accommodation Code	Actions	Bamby	Corey	Harborwoods Middle SampleSchool	Harborwoods Sample Elementary	🔍	NOT STARTED	Regular	Algebra I - 24AIHSPTEO01000002	600001032_pt, 4262423546	C7JKPT		⋮ Apply Accountability Code	Guglielmo	Girardey	Einstein Middle Sample School	None	🔍	NOT STARTED	Regular	Algebra I - 24AIHSPTEO01000002	600001244_pt, 7555557242			⋮	Jordan	De Pero	Harborwoods Sample Elementary	None	🔍	NOT STARTED	Regular	Algebra I - 24AIHSPTEO01000002	600000089_pt, 6219418622			⋮
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- Select the correct code from the pop-up menu
- Click Apply

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Not Tested Codes can be changed to a Void Code to allow for a retest.



A user can pull data in Session Explorer on students who have accountability codes applied.

- Operations > Session Explorer
- Select Test Program

The screenshot displays the 'Session Explorer' interface. On the left is a navigation sidebar with the following categories and items:

- Home
- Test Management
  - Administrations
  - Training Administrations
- Rostering
  - Orgs
  - Classes
  - Users
- Reporting
  - Progress
  - Activity
  - Report Assets
  - Performance
- Operations** (highlighted with a red box)
  - Session Explorer** (highlighted with a red box)
- Orders
  - Manage Orders
  - Shipment Tracking
  - Reports

The main content area is titled 'Session Explorer' and contains several search and filter sections:

- Clear Search** (link)
- Student Search** (dropdown menu)
- Student Name or ID (input field)
- Session Search** (dropdown menu)
- Session ID (input field)
- Test Information** (section header)
- Test Program** (dropdown menu) - highlighted with a green box
  - MCAP High School Practice Tests (selected item, with an 'x' to remove it)
- Test Name (dropdown menu)
- Filter by Test... (dropdown menu)
- Test Code** (dropdown menu)
- Type to search... (input field)
- Remote Session** (dropdown menu)
- Report Filters** (section header)
- Organization** (dropdown menu)
- Filter by Organization... (dropdown menu)
- Test Status** (dropdown menu)
- Filter by Session status... (dropdown menu)
- Accommodations** (dropdown menu)
- Search (button)

- Accountability Codes (select the specific code or select each code to add)
- Search

The list of students with accountability codes can be viewed or exported.

Session Explorer Home > Session Explorer Export History

Report Filters

Organization

Test Status

Accommodations

Accountability Codes

Results 1 to 3 (3) 1

<input type="checkbox"/>	Student ID	Student Name	Test Name	Test Progress	Test Status	Orgs	Reporting Orgs	Testing School	Accommodation	Accountability Codes	Actions
<input type="checkbox"/>	600001254_pt	Winfield Briggdale	Algebra I - Practice Test		NOT STARTED	Einstein Middle Sample School	Einstein Middle Sample School		1	01	
<input type="checkbox"/>	thebat@bcps.k12.md.us	Bruce Wayne	Algebra II - Practice Test		NOT STARTED	Harborwoods Sample High	Harborwoods Sample High		3	01	
<input type="checkbox"/>	600001952_pt	Earvin Oakden	Geometry - Practice Test		IN PROGRESS	Harborwoods Sample High	Harborwoods Sample High	Harborwoods Sample Elementary		03	