TIDE

Reason Not Assessed Codes

Customer Quick Reference Guide

ACCESS
LAC & STC ROLE ONLY

Purpose

Use this guide to locate Reason Not Assessed in TIDE, find the appropriate student record, and add or update a code for an available test. The selected code helps the Centralized Reporting System (CRS) accurately explain non-participation or non-standard participation.

1 LOCATE	2 SEARCH	3 APPLY
After Testing > Data Cleanup > Reason Not Assessed	Select the organization and enter student criteria	Choose the code for each applicable test and save

WHEN A CODE MAY BE NEEDED

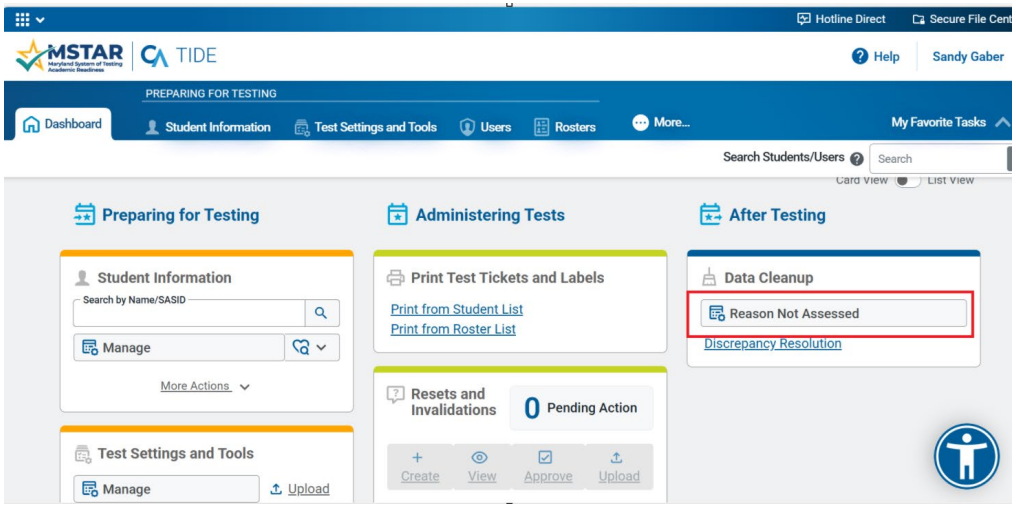
- The student did not participate in an expected test.
- The student participated in a non-standard way, such as taking an incorrect test.
- The test record requires an explanation in CRS.

IMPORTANT TO KNOW

- Codes include non-participation and participation reasons.
- Participation begins after six answered questions or text entered for both writing prompts.
- A selected code remains until it is changed. Verify the code for each administration.

Locate Reason Not Assessed

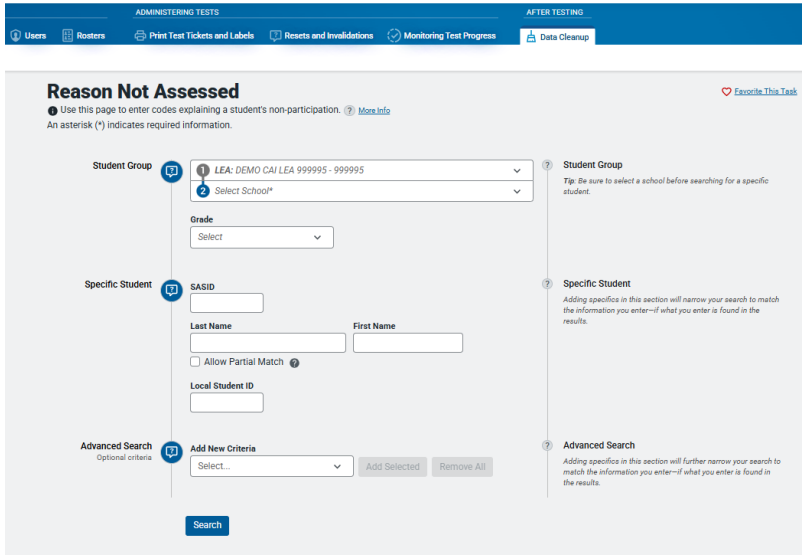
From the TIDE dashboard, go to the After Testing area. In the Data Cleanup task group, select Reason Not Assessed.

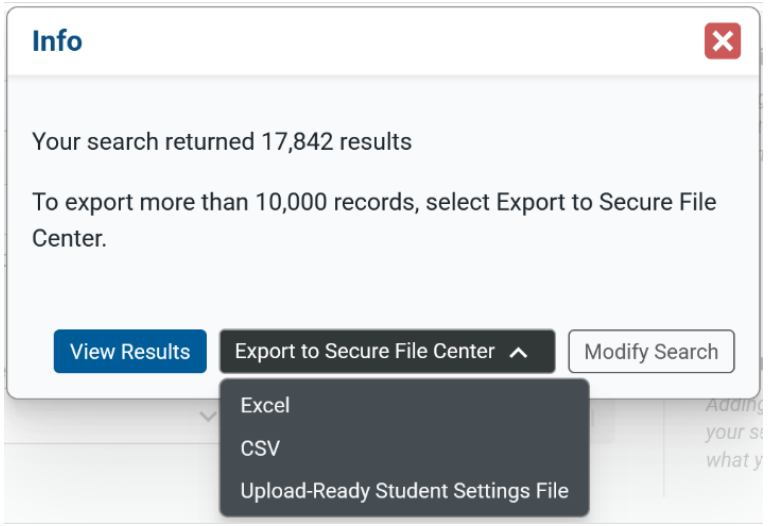
STEPS	SCREENSHOT
• Sign in to TIDE with the Local Accountability Coordinator (LAC) or School Test Coordinator (STC) role. • On the dashboard, locate After Testing. • Under Data Cleanup, select Reason Not Assessed.	

Search for Student Records

Use the Reason Not Assessed search page to select the organization and enter only the criteria needed to identify the student or student group.

SEARCH OPTIONS	SEARCH RESULTS
• LEA-level users must select a school before searching for a specific student. Depending on the search, Select All Schools may be available. • Choose a Grade, or search for a specific student by SASID, name, or Local Student ID. • Use Advanced Search only when additional criteria are needed. • Select Search.	• If matching records display on the page, select the student's name. • If an Info window appears, review the number of matching records and choose View Results, an export option, or Modify Search.





Add or Edit a Reason Not Assessed Code

After retrieving the student record, complete the following steps.

#	ACTION	DETAILS
1	**Select the student**	In the list of retrieved students, select the student name. The Edit Reason Not Assessed window opens.
2	**Review student and test information**	Confirm the demographic information and review the available tests shown in the Special Codes panel.
3	**Select the code**	For each available test that requires a code, choose the appropriate Reason Not Assessed code from the dropdown list.
4	**Save**	Select Save to apply the changes.

Before selecting Save: Verify the student, test, and code selection. A Reason Not Assessed code persists until it is changed and may carry forward unless explicitly updated.