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

The following steps outline the process for requesting testing exceptions based on significant medical emergencies and/or conditions for the 2024–25 school year. Failure to adhere to this process or include all requested information may result in the need to resubmit the request or cause a delay in response.

1. Public school unit (PSU) superintendents or directors must support the appeal.
2. The parent or legal guardian must give the PSU consent for submission of the request.
3. The PSU test coordinator will submit an online request to the North Carolina Department of Public Instruction (NCDPI) through the *Online Medical Exception Request System* in NC Education's NCTest Admin.
4. The online request must include the following information:
   - **Semester**
   - **School Name**
   - **Student Name**
   - **Administration Type** (e.g., Standard or NCEXTEND1)
   - **Test(s) Requested** (multiple tests may be requested)
   - **Student Type** (indicate if the student has a current Individualized Education Program (IEP), current Section 504 Plan, transitory impairment documentation, and/or Behavioral Intervention Plan (BIP).
   - **Test Window** (school test window)
   - **Date of Onset of the emergency and/or condition**
   - **Expected Duration/Recovery Period**
   - **Days of Instruction Missed** (include the student's current attendance record)
   - **Homebound** (indicate if the student is homebound and include the student's homebound documentation)
     Students receiving homebound services are expected to take all state mandated tests. Homebound testing processes and procedures can be found in the *North Carolina Test Coordinator's Policies and Procedures Handbook*.
   - **Medical Issue**
     Briefly describe the student's current medical condition(s).
   - **Description of how the medical issue/condition prevents participation in the respective test(s)**
     Briefly describe how the medical issue/condition impacts daily instruction/classroom participation and prevents participation in the respective test administration(s). This explanation should include sufficient details and documented data (scanned attachments) that provides the review committee a thorough understanding of the implications of the emergency and/or condition on the student's ability to test.
   - **Parent Notification** (indicate yes or no if parent has been notified)
   - **Affirmation** (approval by the PSU superintendent or director to submit the request)

- **Supporting Documents**
  All requests must be accompanied by supporting documentation dated within the current school year. Supporting documentation is necessary in the event the Annual Testing Program is audited. If information is expired or missing from the request, a resubmission may be required. Only the following types of documentation are accepted.
  o **Attendance Record**: Upload a detailed attendance record for each student.
  o **IEP, BIP, Section 504 Plan, Homebound Documentation**: If a student has a current IEP, Section 504 Plan, transitory impairment documentation, and/or BIP, the most recent version of the full documentation must be scanned and accompany the request.
    - **IEP**: Upload a complete copy of the current IEP (including present levels of performance, IEP goals, special education services, etc.) to this request.
    - **BIP**: Upload a complete copy of the current BIP as well as the Functional Behavioral Assessment.
    - **Section 504 Plan**: Upload a copy of the current Section 504 documentation.
    - **Homebound Documentation**: Upload the student's homebound documentation including the dates of homebound services, the provider's signature and PSU leadership signature(s). Medical exception requests for students in a homebound setting require justification and supporting documentation that clearly details the reason(s) the student is unable to access or participate in testing in the homebound setting.
  o **Medical Documentation**: Significant medical emergencies and/or conditions should be supported by uploading current school year medical documentation that may include, but is not limited to:
    - a referral for medical treatment or statement of hospital confinement,
    - concussion form,
    - statements of treatment from medical providers/facilities,
    - seizure logs, or
    - doctor's notes with a provider's signature.

    These documents must be legible, include the current school year date, and clearly address the student's medical condition and limitations that prevent the student from testing. These documents should not violate the Family Educational Rights and Privacy Act (FERPA). Notes from doctors and medical professionals must include a signature and must address and/or explain the impact of the condition on the student but should not provide a testing recommendation.

If information is missing in the request, a resubmission may be required.

The Office of Accountability and Testing and the Annual Testing Program do not process the following medical exception submissions:

- Requests for field test administrations. It is a local decision as to how requests for medical exceptions are to be processed for field tests.
- Requests for Career and Technical Education (CTE) Proofs of Learning (POL).
  These include: CTE state assessments, third party assessments, local assessments, CTE indicator POL assessments, credentials, and performance- based measures. The CTE Office, Reporting and Assessment section determines special exceptions for these courses. Contact

Misty Wolfe, misty.wolfe@dpi.nc.gov for questions or concerns about CTE POL medical exceptions.

Medical Exceptions Submission Timeline for 2024–25

Testing Window	Deadline for Submission
Fall testing window	February 28, 2025
Spring testing window	June 27, 2025

5. Submit requests for consideration through the *Online Medical Exception Request System* in NC Education's NCTest Admin. Do not email, mail, or fax requests.
6. The NCDPI will provide an email response with a statement of the decision to the PSU test coordinator. This email will only identify the student by the assigned "Request ID #" in the *Online Medical Exception Request System*.
7. Students who are approved for a testing exception are coded for data analysis purposes by the NCDPI.
8. 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.

PSUs are encouraged to submit requests as early in the school year as possible. Due to the increase of requests submitted during end-of-year testing, processing will occur as soon as possible, but PSUs should expect a delay in response. With that in mind, it is important for PSUs to make decisions about testing students based on what is appropriate for the student during the testing window, not on approval or denial of a medical exception request.

It is the expectation of the NCDPI that only those students who the PSU believes are unable to participate in a state assessment due to a medical emergency or condition are submitted for consideration. 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 personally 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 NCDPI, 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.

Contact your regional accountability office with questions regarding requests for testing exceptions based on significant medical emergencies and/or conditions.