

## 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 2023–24 school year. Failure to adhere to this process or include all requested information may result in the need to resubmit the request and may cause a delay in response.

1. Public school unit superintendents or directors must support the appeal and 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. The parent must be notified that such a request is being submitted and must give consent.
2. The online request must include the following information:
  - **Semester**
  - **School Name**
  - **Student Name**
  - **Administration Type** (e.g., Regular 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, 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** (all requests must include an attendance record)
  - **Homebound** (indicate if the student is homebound)

Students receiving homebound services are expected to test. If a student is homebound and unable to test because of a significant medical emergency and/or condition, the medical exception justification and supporting documents must clearly detail why the student is unable to be tested in a homebound setting (include medical documentation that addresses what prevents the student’s access or participation in the homebound test setting). Assessments can be administered to students in a homebound setting, provided that test administrators and proctors are appropriately trained.
  - **Medical Issue**

Briefly describe the student’s current medical condition(s).
  - **Description of how the medical issue/condition prevents participation in the respective assessment(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 learning.
  - **Parent Notification** (indicate yes or no if parent has been notified)
  - **Affirmation** (approval by the public school unit superintendent or director to submit the request)

- **Supporting Documents**

All requests must be accompanied by supporting documentation. If a student has an IEP, current Section 504 Plan, transitory impairment documentation, and/or BIP, the most recent version of the full documentation must be scanned and accompany the request. Supporting documentation is required in the event the NC Testing Program is audited.

- **IEP:** scan and 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.
- **BIP:** scan and attach a complete copy of the current BIP as well as the Functional Behavioral Assessment.
- **Section 504:** scan and attach a copy of the current Section 504 documentation.

Additionally, current school year substantiating documentation to support a request for medical treatment or hospital confinement, etc. such as medical documentation, concussion form, statements of treatment or release from medical facilities, seizure logs, and/or doctor's notes must be scanned and accompany the request. These documents must be legible, include the current school year date, and clearly address the student's condition and limitations as they relate to the testing window. These documents need not violate the Family Educational Rights and Privacy Act (FERPA). Notes from doctors and medical professionals should 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.

Accountability Services and the North Carolina Testing Program do not process 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 Division, Reporting and Assessment section determines special exceptions for these courses. Contact Misty Wolfe, [misty.wolfe@dpi.nc.gov](mailto:misty.wolfe@dpi.nc.gov) for questions or concerns about CTE POL medical exceptions

**Medical Exceptions Submission Timeline for 2023–24**

<b>Medical Emergency/Situation</b>	<b>Deadline for Submission</b>
Fall testing window	March 1, 2024
Spring testing window	June 26, 2024

3. Submit requests for consideration through the Online Medical Exception Request System in NC Education's NCTest Admin. Do not email, mail, or fax requests.
4. The NCDPI will provide an email response with a statement of the decision to the public school unit test coordinator. This email will only identify the student by the assigned "Request ID #" in the Online Medical Exception Request System.

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5. Students who are approved for a testing exception are coded for data analysis purposes by the NCDPI.
6. 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 who the public school unit 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 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.

If you have questions regarding requests for testing exceptions based on significant medical emergencies and/or conditions, please contact Wendy Wooten at [wendy.wooten@dpi.nc.gov](mailto:wendy.wooten@dpi.nc.gov).