



Spring 2025 SAT/PSAT

District Activity:
Assigning Special Use Only/Reason
Not Tested Codes in State Data
Management System (SDMS)

Spring 2026

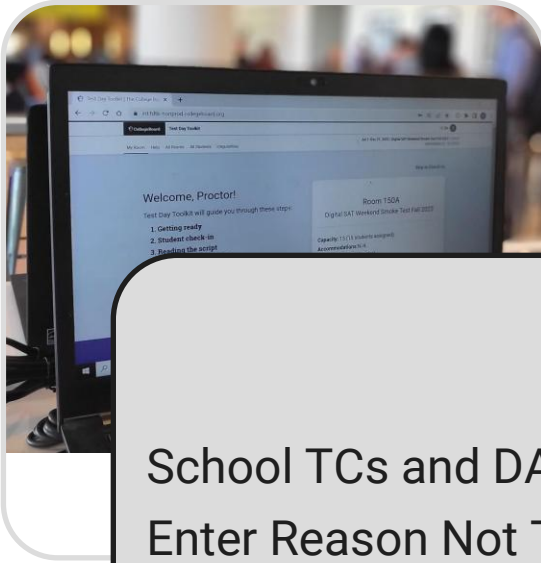


Overview of Assigning Reason Not Tested Codes in SDMS

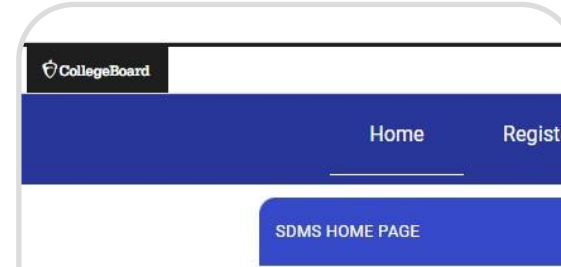
Assigning Special Use Only/Reason Not Tested Codes in SDMS

- DACS and/or Test Coordinators should have already assigned Special Use Only/Reason Not Tested Codes in **Test Day Toolkit** for any students that require them.
 - Visit the deck “Reasons Not Tested Codes in Test Day Toolkit” in the Test Day Toolkit Resources section of the Colorado Resource Repository for information on that task.
- This functionality is available to DACs and Test Coordinators in Test Day Toolkit through **9:59PM on April 30, 2026**.
- **Beginning May 1 - 8**, DACs will have the ability to review, modify, or add Special Use Only/Reason Not Tested Codes in **SDMS**.
- All Special Use Only/Reason Not Tested Codes that are recorded in SDMS as of **9:59PM on May 8** will be provided to Colorado Department of Education as part of their data review after May 8.
- Special Use Only/Reason Not Tested codes are assigned at the **individual student level**.
 - Note: Bulk upload functionality is not currently available but is on the SDMS development roadmap for future administration years.

Timeline of Reason Not Tested Codes



School TCs and DACs
Enter Reason Not Test
Codes in Test Day Toolkit
Deadline: March 2 - April
30, 2026, at 9:59PM



DACs
Review, modify, or add
Reason Not Test Codes
in SDMS.
Window: May 1-8, 2026,
at 9:59PM

Reasons Not Test Codes / Special Reporting Use Only

Code #	Not Tested Reason	Condition
Code 1	Took Other Assessment	Alternate Assessment (CoAlt; DLM ELA/Math)
Code 2	Newcomer to the U.S.	If the student was enrolled for the first time on or after April 15, 2024, and is Non-English Proficient (NEP) or Limited-English Proficient (LEP), based on WIDA Screener and local body of evidence, and tested with EL Math Only.
Code 3	Withdrew Before Completion	Student withdrew before the start of the testing window. This code should not be applied until the end of the testing window (4/24/26). **This code can apply to the following situations (though not exclusively): • A student who left the school/district for another Colorado school/district • A student who moved out of state • A student who left the school to become a full-time homeschool student • A student who experienced a grade level change outside the designated testing grade levels (e.g., a student's official school enrollment was transitioned from 11th grade to 12th grade mid-year).

Reasons Not Test Codes / Special Reporting Use Only

Code #	Not Tested Reason	Condition
Code 4	Student Test Refusal	Student refused to begin testing.
Code 7	Medical Exemption	Student unable to participate in testing due to a documented, significant, and fully incapacitating medical condition or emergency. The incident or condition must be so severe that the student is prevented from participating in instruction offered either at school or at a state or district-run facility.
Code 8	Part-Time Public/Part-Time Homeschooled Student	Student is identified as part-time district and part-time homeschooled status, regardless of participation. **The student must be taking 1+ courses at the school to be given this code. **The student is not required to test but should be offered the opportunity. Lack of participation will not count against school/district accountability.

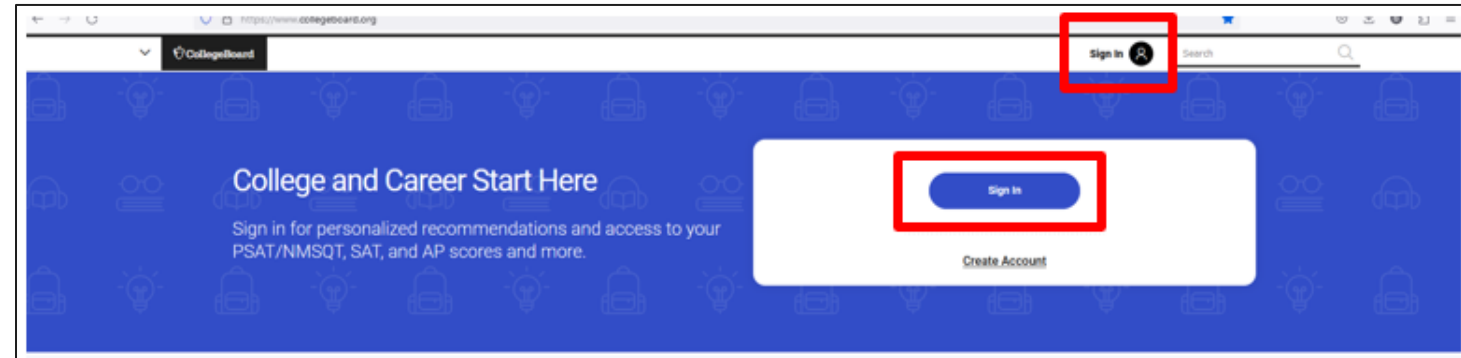
Reasons Not Tested Codes, ctd.

Code #	Not Tested Reason	Condition
Code 9	Parental Excuse	A parental excusal letter that is consistent with state law and district policy is received prior to the student testing. Please note: A score is produced for all students who meet the test attemptedness criterion unless a misadministration is indicated. Parent excusal coding is not considered valid for student who tested and met attemptedness.
Code 10	Absent	Student was absent for the entire test window and the other Not Test Reasons do not apply. This code should not be entered until the end of the testing window (4/24/2026).

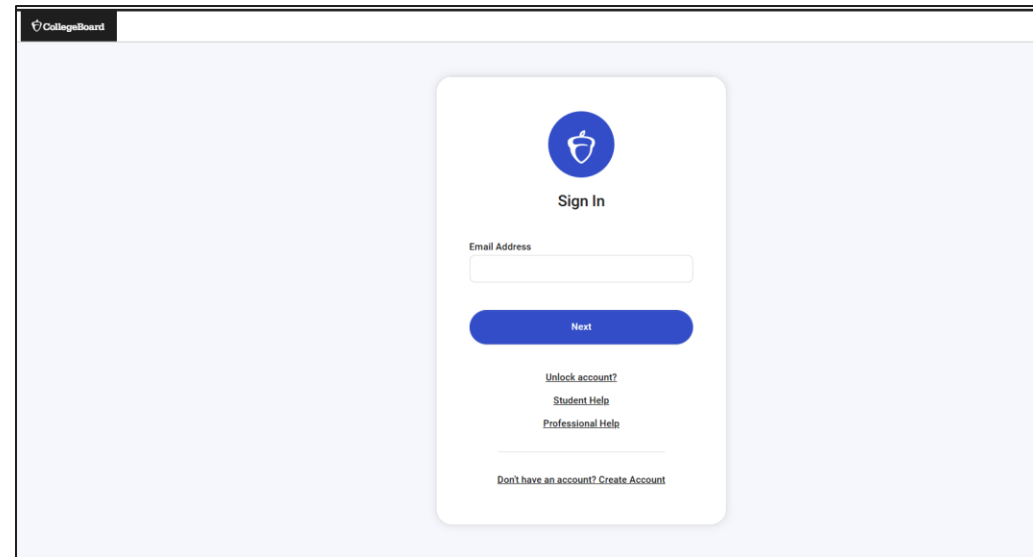
Logging into State Data Management System (SDMS)

Sign In to Your College Board Educator Account

Navigate to www.collegeboard.org and click the blue Sign In button to access your College Board Educator Account.

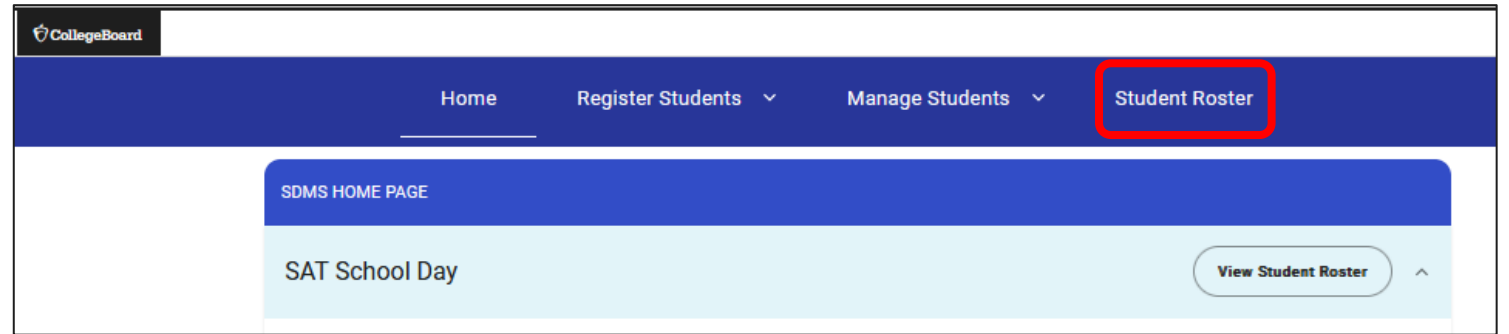


Alternatively, you may also navigate directly to <https://sdms.collegeboard.org> to sign in.



SDMS Home Screen

- All Special Use/Reason Not Tested Codes are entered via each student's profile.
- Currently, there is not a way to bulk edit/add/delete codes.
- Student Profiles are accessed via the Student Roster in the navigation menu.



Assigning Special Use Only/Reason Not Tested Codes

Assigning Special Use Only/Reason Not Tested Codes in SDMS

- In Student Roster, use the filters on the left to search for the record for the student for whom you would like to assign Reason Not Tested Codes.
- Click the + symbol next to the student's name to open their record.

The screenshot displays the CollegeBoard SDMS interface. At the top, a navigation bar includes links for Home, Register Students, Manage Students, and Student Roster (highlighted with a red box). Below the navigation bar, the main content area is divided into two sections. On the left, a 'Filters' sidebar (outlined in red) contains input fields for First Name, Last Name, State Student ID, and Registration Number. On the right, the 'Student Roster' table shows a list of students. The first student, 'Hannah', is highlighted, and a red box with a '+' symbol and a red arrow points to it. Below the roster, the 'Student Details' form is visible, containing fields for First Name, Middle Initial, Last Name, Date of Birth, Gender, Grade, State Student ID, District Student ID, School Student ID, AI Code, Testing AI Code, Home Schooled, and Remove Student Record. The 'Additional' section includes checkboxes for Assessment (PSAT 8/9, PSAT 10, SAT), Ethnicity (Non Hispanic, Latino, Cuban, Mexican, Puerto Rican), and Race (White, Black, African America, Asian, American Indian or Alaskan Native).

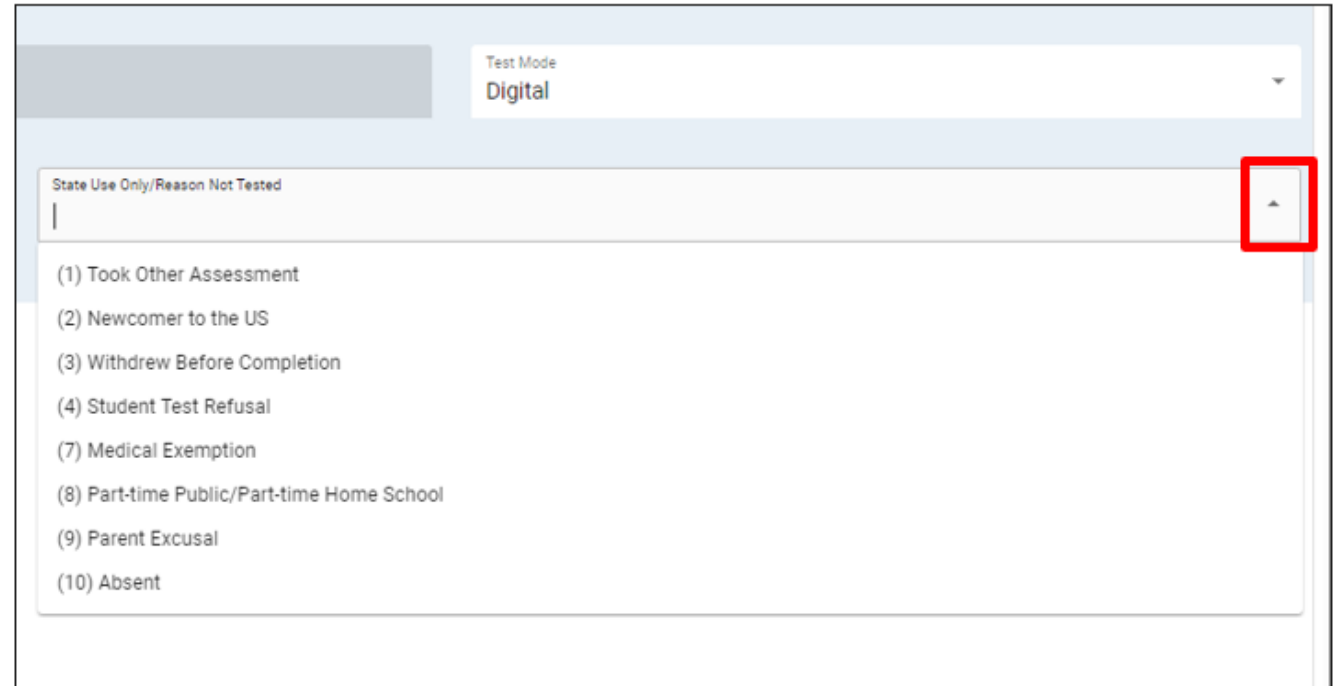
Assigning Special Use Only/Reason Not Tested Codes in SDMS

- Scroll to the middle of the student record, below the list of available assessments. You will see a field titled Special Use Only/Reason Not Tested.

The screenshot displays a student record form in the SDMS system. At the top, there are action buttons: 'Delete', 'Transfer', 'Reset', and 'Save'. Below these, a list of assessment options is shown with radio buttons: 'PSAT 8/9', 'PSAT 10' (which is selected), 'SAT School Day no essay', 'SAT School Day with essay', and 'SAT Weekend'. Further down, there are three input fields: 'Registration Status' with the value 'Registered', 'Registration Number' with the value 'P005448711', and 'Test Mode' with a dropdown menu showing 'Digital'. At the bottom, there is a 'Test(s)' field and a 'State Use Only/Reason Not Tested' dropdown menu, which is highlighted with a red rectangular box.

Assigning Special Use Only/Reason Not Tested Codes in SDMS

- Click into the Special Use Only/Reason Not Tested field to open the dropdown menu.
- Select the appropriate code(s) for that student.



The screenshot shows a web interface for SDMS. At the top right, there is a 'Test Mode' dropdown menu set to 'Digital'. Below this, there is a field labeled 'State Use Only/Reason Not Tested' which is currently empty. A red rectangle highlights the dropdown arrow on the right side of this field. The dropdown menu is open, displaying a list of codes:

- (1) Took Other Assessment
- (2) Newcomer to the US
- (3) Withdrew Before Completion
- (4) Student Test Refusal
- (7) Medical Exemption
- (8) Part-time Public/Part-time Home School
- (9) Parent Excusal
- (10) Absent

Assigning Special Use Only/Reason Not Tested Codes in SDMS

- The selected codes will appear in the State Use Only/Reason Not Tested field. When the correct codes display, click on the blue Save button to assign these codes to the student's record.

The screenshot displays the SDMS (Student Data Management System) interface. At the top, there are buttons for 'Delete', 'Transfer', 'Reset', and a blue 'Save' button, which is highlighted with a red rectangle. Below these buttons, there are radio button options for 'PSAT 8/9', 'PSAT 10' (selected), 'SAT School Day no essay', 'SAT School Day with essay', and 'SAT Weekend'. Further down, there are fields for 'Registration Status' (Registered), 'Registration Number' (P005448711), and 'Test Mode' (Digital). At the bottom, there is a 'Test(s)' field and a 'State Use Only/Reason Not Tested' field, which is highlighted with a red rectangle. This field contains two codes: '(1) Took Other Assessment' and '(2) Newcomer to the US'.

To Edit/Delete a State Use Only/Reason Not Tested Code

- Follow the steps in the prior slides to access the student record in the Student Roster.
- Expand the student record using the +, then scroll to the Special Use/Reason Not Tested Code field.
- To delete a code: Click into the box and highlight the code to delete. Press Delete or Backspace on your keyboard to remove the code. Click the blue Save button when finished with edits.

The screenshot displays the 'Student Roster' interface. At the top, there is a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below this, a table lists student records with columns for 'Last Name', 'First Name', 'MI', 'Birthdate', 'State Student ID', 'Grade', 'Gender', 'SSD ID', 'Accommodations', 'Attending I...', and 'School Name'. A red box highlights the 'Save' button in the top right corner of the student record form. Another red box highlights the 'State Use Only/Reason Not Tested' dropdown menu in the 'Additional Information' section. The form also includes fields for 'Registration Status' (Registered), 'Registration Number' (P864235790), and 'Test Mode' (Digital).

Getting Help

College Board's Colorado Customer Service

866-917-9030

ColoradoSchoolDaySupport@collegeboard.org

Visit the [Colorado Resource Repository](#)

Visit the **Colorado Website**

www.collegeboard.org/colorado

Contact CDE

Melissa Carpenter

Carpenter_M@cde.state.co.gov

Contact College Board's Colorado Field Team

Emily Pancochar

720-443-1213

epancochar@collegeboard.org

Noah Hurianek

720-582-6735

nhurianek@collegeboard.org

Lindsay Scurto

720-315-8233

lscurto@collegeboard.org

Sarah Orlowski

720-470-2343

sorlowski@collegeboard.org