

# Student Registration/ Personal Needs Profile Field Definitions



**Version 1.0**

**Spring 2018 Administration**

- **CMAS Mathematics and English Language Arts (including CSLA)**
- **CMAS Science and Social Studies**



# Document Revisions

Revision Date	Version	Description
9/1/17	1.0	Initial Version

If assistance is needed, call 1-888-687-4759 or visit <https://co.pearsonaccessnext.com/>, sign in to your account, and select **Contact COLORADO Support**.

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The purpose of this document is to provide the information needed to populate values in the Student Registration/Personal Needs Profile (SR/PNP) data file and instructions for importing the file into PearsonAccess<sup>next</sup>. The first section of this document has a checklist of tasks that need to be completed before importing the file, Matching Criteria used to match SR/PNP records to student records currently in PearsonAccess<sup>next</sup>, step-by-step instructions for importing the file into PearsonAccess<sup>next</sup>, and Helpful Hints. The second section of this document contains a table with the list of fields that are present in the data file. This table also indicates if the field is required, field length requirements, field definitions, notes/validations, and expected values or criteria for entering valid values. It also contains CMAS Math and ELA specific information for particular fields and CMAS Science and Social Studies specific information. The Personal Needs Profile (PNP) section is used to gather information regarding a student’s testing condition, materials, or accessibility features and accommodations that may be needed to take the math, ELA, science, and social studies assessments.

### State Policy for Importing the Student Registration/Personal Needs Profile

State will upload students into PearsonAccess<sup>next</sup>; districts will have from 1/8/2018-1/26/2018 to update student tests, mode of testing, and paper-based accommodated forms (e.g., large print, braille, oral scripts).

Checklist Prior to File Import		
1	Verify student demographic fields used for matching criteria are the same between what is populated in the SR/PNP data file and what is populated currently in PearsonAccess <sup>next</sup> .	<input type="checkbox"/>
2	Verify that all required fields are populated. Required field rows are highlighted in green.	<input type="checkbox"/>
3	All expected values match the values found in this document. Bolded text in the <b>Expected Values</b> column must be entered exactly as it appears.	<input type="checkbox"/>
4	Do not delete the header row.	<input type="checkbox"/>
5	Import the file as a Comma Delimited File (.csv file extension) or Fixed File (.txt file extension).	<input type="checkbox"/>

The following icons appear in the PNP section of this document. These icons indicate which testing conditions, materials, or accessibility features and accommodations are available/compatible with computer-based tests (CBT), paper-based tests (PBT), math, ELA, science, or social studies.

Mathematics and ELA	Science and Social Studies



## Important

Read the file layout Field Definitions and Notes carefully to prevent records from encountering cross validation errors.

If a student has more than one test assignment (e.g., Grade 8 ELA and Algebra I), **each test assignment needs to appear as a separate record on the SR/PNP Import File**. For example, if a student is taking Grade 8 ELA and Algebra I, this student will have two records on the SR/PNP Import File (one for each test assignment) used in the CMAS Math and ELA Spring 2018 administration in PearsonAccess<sup>next</sup>.

Separate SR/PNP Import Files are required for separate administrations in PearsonAccess<sup>next</sup>. For example, an SR/PNP Import File with math and ELA test codes will be used in the CMAS Math and ELA Spring 2018 administration; another SR/PNP Import File with science and social studies test codes will be used in the CMAS Science and Social Studies Spring 2018 administration. While many data fields across administrations contain the same information for a particular student, some fields are specific to an administration or have different expected values.

**New for 2017-18:** A new option allows users to decide whether test sessions are auto-created and tests assigned to them or not during the SR/PNP import process. The **Don't auto-create Test Sessions for online testing** option appears on the Import/Export Task screen option and when checked, test sessions will not be auto-created and tests will not be assigned to them. Online test sessions will automatically be created and students added to them if the **Session Name** field is populated and **Don't auto-create Test Sessions for online testing** option on the import task screen is unchecked. If the **Session Name** field is left blank, online test sessions can be auto-created at a later time by importing an updated SR/PNP or sessions will need to be manually created and student tests manually added to them in PearsonAccess<sup>next</sup>. There are two options to move students to different test sessions: 1. Users can manually move students to different session through the user interface, or 2. Users can remove students from the current test sessions and then import a SR/PNP with updated Session Name field values. If students are currently assigned to a test session, then updating the **Session Name** field and re-importing the SR/PNP will **not** move students to new sessions or update the current session name. A SR/PNP can be used to add students to existing sessions that are in a **not prepared** and **not started** status, but cannot be used to add students to prepared or started sessions. Students will need to be manually added to prepared or started sessions.

- **Students taking computer-based tests who require a signed presentation or auditory presentation in a language other than English or Spanish must be placed in specific oral script test sessions.** To do this, change the Session Name field to a different value to automatically place students requiring a computer-based test with oral script in a separate session. **Once created, the session will need the Form Group Type to be manually switched to Oral Script under the Edit Sessions screen in PearsonAccess<sup>next</sup>.**

### Helpful Hints:

- If using Microsoft Excel and a .csv file, it is recommended that the source file is saved as an Excel spreadsheet to keep formatting. Prior to each import attempt, save the data file as an Excel spreadsheet. Then save again as a .csv file. If an error is encountered, make the updates in the source Excel spreadsheet and save, and then save again as a .csv file. Repeat as necessary.
- A file may contain records with or without errors. The records without errors will be imported into PearsonAccess<sup>next</sup>. Records with errors will need to be corrected and re-imported into PearsonAccess<sup>next</sup>. If errors are discovered, the initial import file may be reused by leaving the records without errors in the file, and correcting only the records with errors. When re-importing this file, PearsonAccess<sup>next</sup> will treat the records without errors as updates, even if no values changed. This will not cause any issues.



## Student Matching Rules

When student data is imported into PearsonAccess<sup>next</sup>, demographic fields are used to identify unique students. When data is updated in PearsonAccess<sup>next</sup>, matching rules are applied to these fields to identify if records currently exist within the system. This information is important for importing SR/PNP files for the 2017-18 administration as many students already exist within PearsonAccess<sup>next</sup> from previous administrations. The table below provides information on the fields used for matching and if they can be updated through the SR/PNP Import.

Core Demographic Fields	Match Hierarchy Level	How Matching Works	Can this field be updated via Student Registration File Import?	Definitions and Notes
Pearson ID	1	Record will match if Pearson ID and at least two of the following Core Demographic Fields Match: <ul style="list-style-type: none"> <li>• State Student Identifier</li> <li>• Local Student Identifier</li> <li>• Last or Surname</li> <li>• First Name</li> <li>• Sex</li> <li>• Birthdate</li> </ul>	No. The Pearson ID is generated by PearsonAccess <sup>next</sup> and cannot be modified by end users.	Unique Pearson ID that will move intra state if a student moves district to district or school to school. Assigned within PearsonAccess <sup>next</sup> .
State Student Identifier	2	If Pearson ID is blank; Record will match if State Student Identifier and at least two of the following Core Demographic Fields Match: <ul style="list-style-type: none"> <li>• Local Student Identifier</li> <li>• Last or Surname</li> <li>• First Name</li> <li>• Sex</li> <li>• Birthdate</li> </ul>	No. The State Student Identifier cannot be updated by importing a Student Registration File. However, It can be updated through the PearsonAccess <sup>next</sup> user interface.	A unique number or alphanumeric code assigned to a student by a state or any other entity.
Local Student Identifier		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.  *Note this is not a required field	Yes. The Local Student Identifier value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: <ul style="list-style-type: none"> <li>• Last or Surname</li> <li>• First Name</li> <li>• Sex</li> <li>• Birthdate</li> </ul>	A unique number or alphanumeric code assigned to a student by a school system or any other entity.
Last or Surname		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.  (Note, only the first 10 characters are used to match on the Last or Surname Field)	Yes. The Last or Surname value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: <ul style="list-style-type: none"> <li>• Local Student Identifier</li> <li>• First Name</li> <li>• Sex</li> <li>• Birthdate</li> </ul>	The full legal last name borne in common by members of a family.

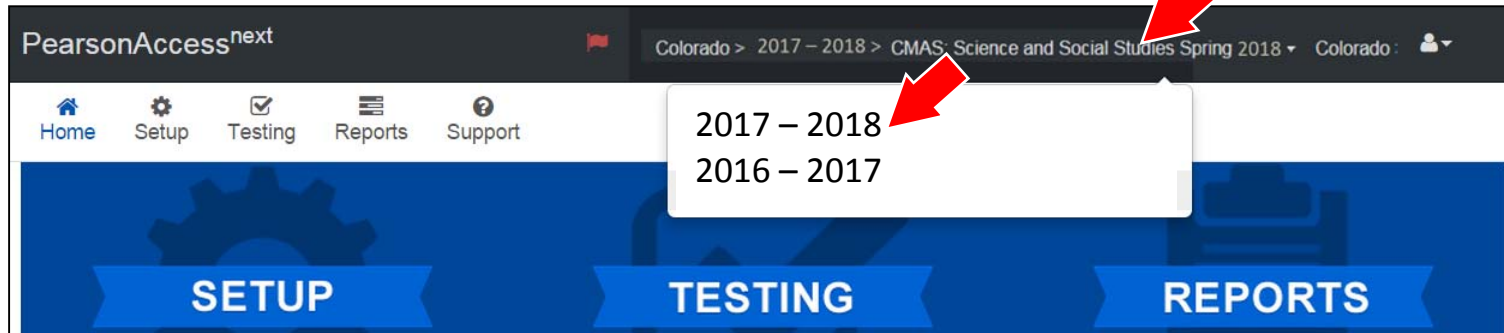


Core Demographic Fields	Match Hierarchy Level	How Matching Works	Can this field be updated via Student Registration File Import?	Definitions and Notes
First Name		<p>This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.</p> <p>(Note, only the first 8 characters are used to match on the First Name Field)</p>	<p>Yes. The First Name value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>• Local Student Identifier</li> <li>• Last or Surname</li> <li>• Sex</li> <li>• Birthdate</li> </ul>	<p>The full legal first name given to a person at birth, baptism, or through legal change.</p>
Sex		<p>This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.</p>	<p>Yes. The Sex value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>• Local Student Identifier</li> <li>• Last or Surname</li> <li>• First Name</li> <li>• Birthdate</li> </ul>	<p>The concept describing the biological traits that distinguish the males and females of a species.</p>
Birthdate		<p>This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.</p>	<p>Yes. The Birthdate value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match:</p> <ul style="list-style-type: none"> <li>• Local Student Identifier</li> <li>• Last or Surname</li> <li>• First Name</li> <li>• Sex</li> </ul>	<p>The year, month and day on which a person was born.</p>

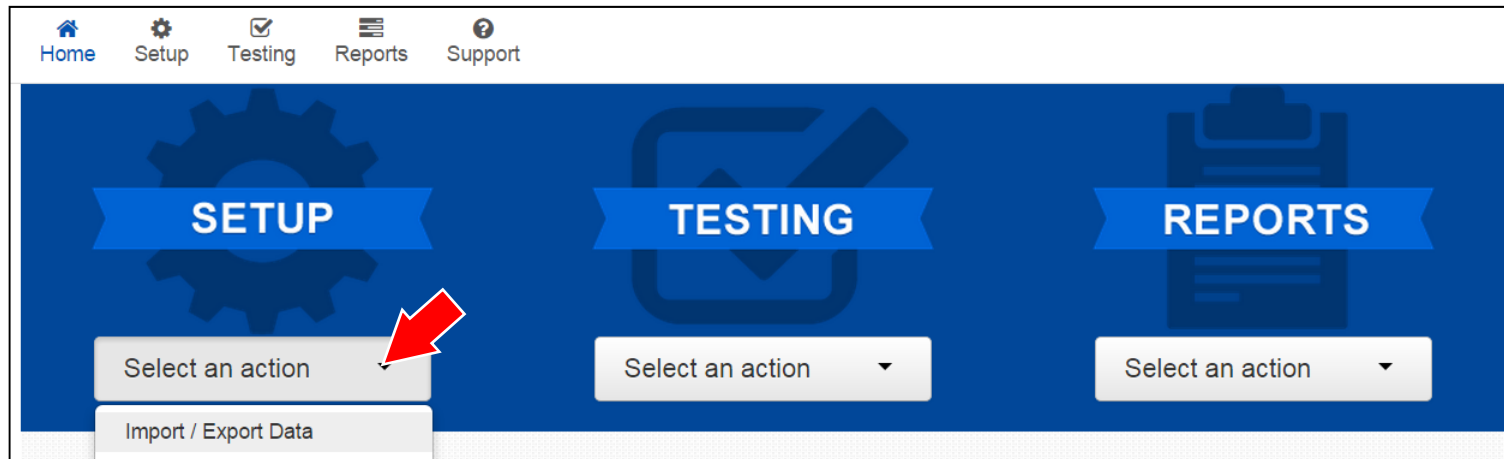


## Importing a SR/PNP Data File

1. Log into PearsonAccess<sup>next</sup>.
2. Select the **admin** from the **admin dropdown** menu at the top of the screen (**CMAS Math and ELA Spring 2018** or **CMAS Science and Social Studies Spring 2018**).

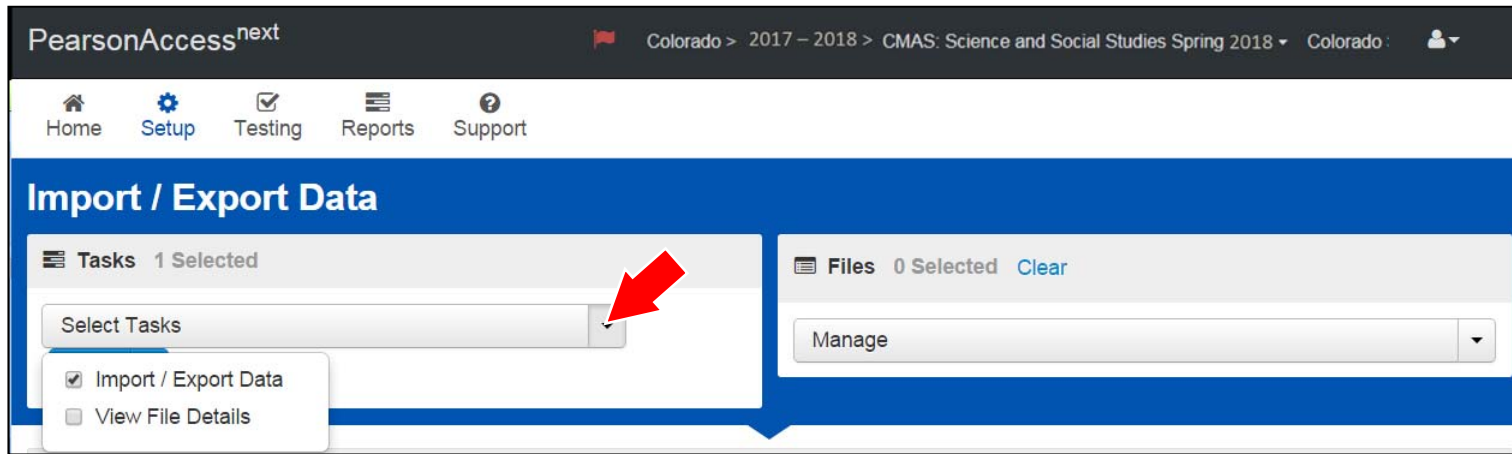


3. In the **SETUP** section, click on the **Select an action** dropdown menu, and then select **Import/Export Data**.

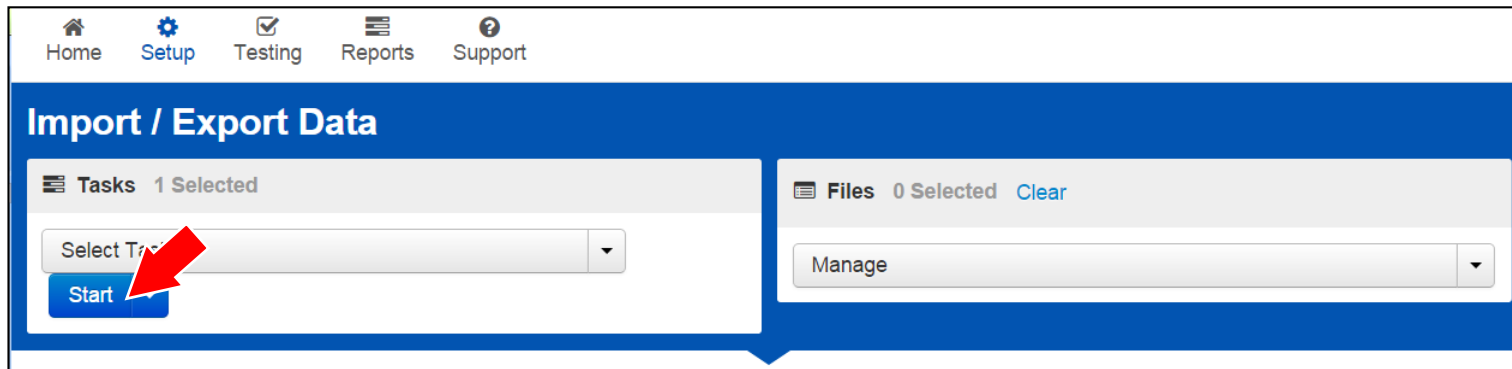




4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.



5. Select **Start**.







6. In the **Type** dropdown menu, select **Student Registration Import**.

PearsonAccess Next  
Colorado > 2017 – 2018 > CMAS: Science and Social Studies Spring 2018 > Colorado: [User Icon]

### Import / Export Data

<Previous Task   Next Task>   Exit Tasks✕

1 Import / Export Data [Add]

Type\*

- Student Registration Import
- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- Student Registration Export
- Student Registration Import**
- User Export
- User Import

Process   Reset

7. In the **File Layout Type** dropdown menu, select the type of file to import (.csv or Fixed).

Import / Export Data

<Previous Task   Next Task>   Exit Tasks✕

1 Import / Export Data [Add]

Type\*  
Student Registration Import

File Layout Type

- CSV
- Fixed

Source File  
Choose File   No file chosen

When you import the same students, student registrations and student tests. If you don't want student tests modified, check the box above.



8. Review options for File Import.

- a. **New for 2017-18:** This option allows users to decide if they would like to auto-create and assign tests to test sessions.
  - i. If sessions should not be auto-created upon import and **Session Name** field is populated, select the **Don't auto-create Test Sessions** for online testing option on the PAnext Import/Export Data screen when SR/PNP file is imported.
- b. **DO NOT** select the **Don't modify student tests**. Only select this option when updating existing student demographic data without updating test registration data.

Tasks for Importing and Exporting

Import / Export Data

Type\*  
Student Registration Import

File Layout Type  
CSV

Don't auto-create Test Sessions for online testing  
Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

Don't modify student tests  
Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File: Choose File No file chosen  
Additional e-mails: Enter a valid e-mail address

Ignore Error Threshold

Process Reset



9. **Choose File** to select the file to import.

Tasks for Importing and Exporting Add Task < Previous Task Next Task > Exit Tasks ✕

Import / Export Data

Type\*  
Student Registration Import ▼

File Layout Type  
CSV ▼

Don't auto-create Test Sessions for online testing  
Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

Don't modify student tests  
Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File Additional e-mails

No file chosen

Ignore Error Threshold

10. Once the correct .csv file is selected, click **Process** to submit the selected file.

Type\*  
Student Registration Import ▼

File Layout Type  
CSV ▼

Don't auto-create Test Sessions for online testing  
Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above.

Don't modify student tests  
Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.


Source File Additional e-mails

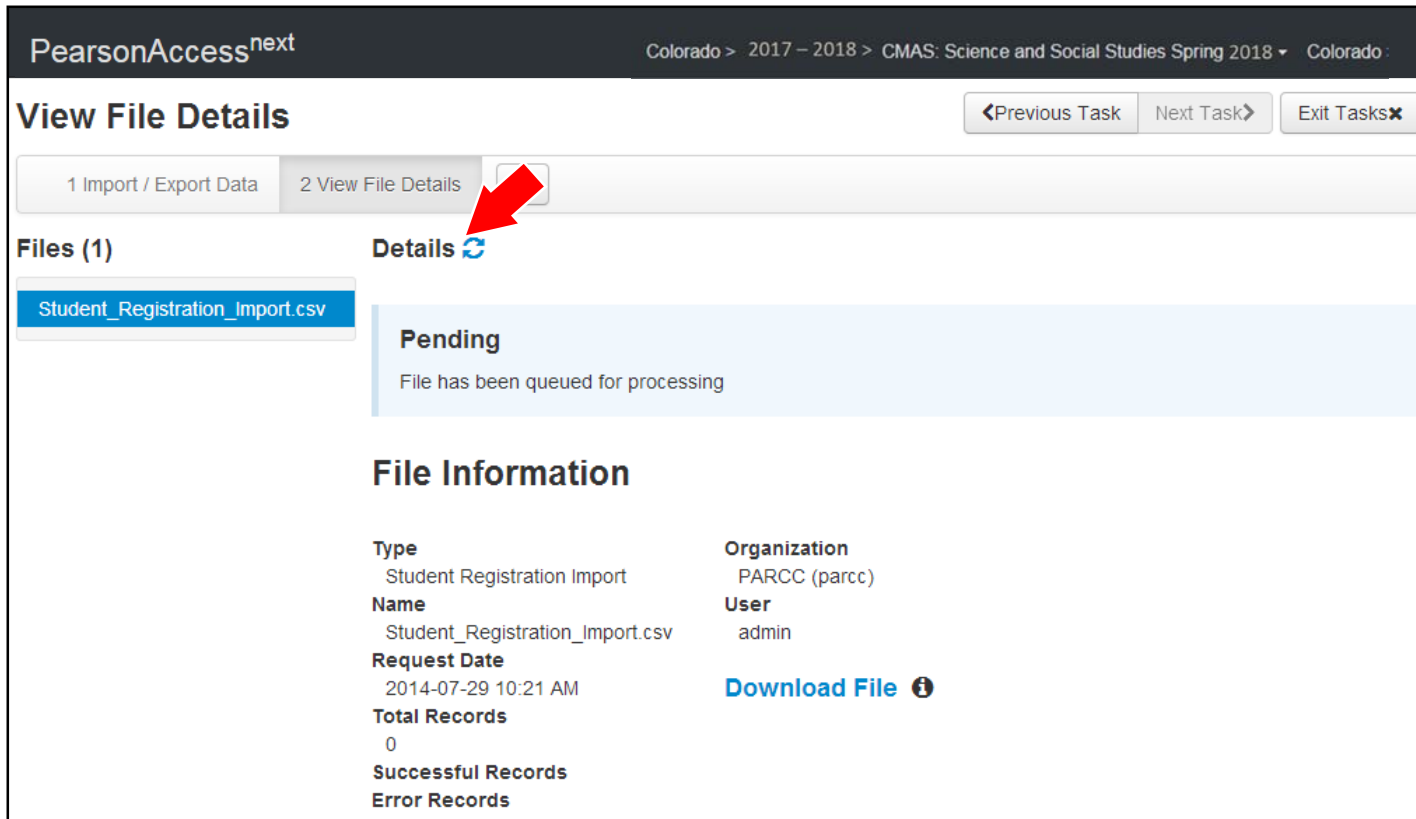
No file chosen

Ignore Error Threshold



## Checking the status of an imported file

The **View File Details** screen appears after selecting **Process**. This screen shows the processing status. Select the  icon to refresh the screen.




**PearsonAccess<sup>next</sup>** Colorado > 2017 – 2018 > CMAS: Science and Social Studies Spring 2018 > Colorado

### View File Details

< Previous Task   Next Task >   Exit Tasks ✕


1 Import / Export Data   2 View File Details

**Files (1)**   **Details** 

**Student\_Registration\_Import.csv**

**Pending**  
File has been queued for processing

#### File Information

<b>Type</b>	Student Registration Import	<b>Organization</b>	PARCC (parcc)
<b>Name</b>	Student_Registration_Import.csv	<b>User</b>	admin
<b>Request Date</b>	2014-07-29 10:21 AM	<b>Download File</b> 	
<b>Total Records</b>	0		
<b>Successful Records</b>			
<b>Error Records</b>			



After the file processes, the **View File Details** screen shows a **Complete** message, and the number of **Successful Records** processed is indicated. The number of **Error Records** is also indicated.

PearsonAccess Next Colorado > 2017 - 2018 > CMAS: Science and Social Studies Spring 2018 > Colorado:

## View File Details

[<Previous Task](#) [Next Task>](#) [Exit Tasksx](#)

1 Import / Export Data 2 View File Details

### Files (1)

- Student\_Registration\_Import.csv

### Details

**Complete**

Saved information for all records in the file

### File Information

<b>Type</b> Student Registration Import	<b>Organization</b> PARCC (parcc)
<b>Name</b> Student_Registration_Import.csv	<b>User</b> Biederman
<b>Request Date</b> 2014-08-07 06:18 PM	<a href="#">Download File</a>
<b>Total Records</b> 5	<a href="#">Download Students Created</a>
<b>Successful Records</b> 5	
<b>Error Records</b> 0	

### Steps

Step	Message
Format Verification	Complete
Import	Complete



If there are errors, they are displayed at the bottom of the screen. There is an option to download a file with just the records that contained an error in order to resolve these records and import them. There is also an option to view a list of error messages (without the records).

**Errors**

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

Record Number	Message
2	No matching organization could be found with code: IA-IA987654-1
3	No matching organization could be found with code: IA-IA987654-1

**Helpful Hint:**

A file may contain records with or without errors. The records without errors are imported into PearsonAccess<sup>next</sup>. Records with errors need to be corrected and re-imported into PearsonAccess<sup>next</sup>. The initial import file may be reused by leaving the records without errors in the file, and correcting only the records with errors. When re-importing this file, PearsonAccess<sup>next</sup> treats the records without errors as updates, even if no values changed. This does not cause any issues.



**Student Data** (Fields A – AV are consistent across all CMAS content areas. Starting with Column AW, some Field Notes, Validations, and Expected Values are broken out to identify appropriate information for each content area.)

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
<b>Core Student Data</b>						
A	State Abbreviation	Y	2	State's 2 character abbreviation		CO = Colorado
B	Testing District Code	Y	15	The Testing District responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .	A-Z 0-9  Identifier Length: Colorado = 4
C	Testing School Code	Y	15	The Testing School responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .	A-Z 0-9  Identifier Length: Colorado = 4
D	Responsible District Code	N*  *See Field Notes and Validations	15	The district responsible for specific educational services and/or instruction of the student.	*Only populate this field if the Responsible District is different than Testing District. If this field is left blank, it is assumed the Testing District is also the Responsible District.  District or a Non-School/Private/Charter reporting directly to the State  Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .	A-Z 0-9 Blank  Identifier Length: Colorado = 4
E	Responsible School Code	N*  *See Field Notes and Validations	15	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.	*Only populate this field if the Responsible School is different than Testing School. If this field is left blank, it is assumed the Testing School is also the Responsible School.  School/Institution reporting to a District  Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .	A-Z 0-9 Blank  Identifier Length: Colorado = 4
F	State Student Identifier (SASID)	Y	10	A unique number or alphanumeric code assigned to a student by CDE. (SASID)	Error and reject record if blank.  Error and reject record if SASID does not meet the 10 digit character length.	A-Z 0-9 No embedded spaces
G	Local Student Identifier	N	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity.		A-Z 0-9 No embedded spaces Blank
H	Pearson ID	N	36	Unique student code assigned by the system.	Assigned within PearsonAccess <sup>next</sup> .	



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values														
I	Last or Surname	Y	35	The full legal last name borne in common by members of a family.	Error and reject record if blank.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces														
J	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.	Error and reject record if blank.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces														
K	Middle Name	N	35	A full legal middle name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank														
L	Birthdate	Y	10	The year, month and day on which a person was born.	Error and reject record if blank.  Will accept MM/DD/YYYY.	YYYY-MM-DD														
M	Sex	Y	1	The concept describing the biological traits that distinguish the males and females of a species.	Error and reject record if blank.	F = Female M = Male														
N	Date First Enrolled in US School	N	20	The first date on which the student enrolled in a US public school.	Will accept MM/DD/YYYY.	YYYY-MM-DD Blank														
<b>Student Registration</b>																				
O	Grade Level When Assessed	Y	2	The grade of a student when assessed.	Error and reject record if blank.  The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	<table border="1"> <thead> <tr> <th>Math/ELA</th> <th>S/SS</th> </tr> </thead> <tbody> <tr> <td>03 = Third grade</td> <td>04 = Fourth grade</td> </tr> <tr> <td>04 = Fourth grade</td> <td>05 = Fifth grade</td> </tr> <tr> <td>05 = Fifth grade</td> <td>07 = Seventh grade</td> </tr> <tr> <td>06 = Sixth grade</td> <td>08 = Eighth grade</td> </tr> <tr> <td>07 = Seventh grade</td> <td>11 = Eleventh grade</td> </tr> <tr> <td>08 = Eighth grade</td> <td>grade</td> </tr> </tbody> </table>	Math/ELA	S/SS	03 = Third grade	04 = Fourth grade	04 = Fourth grade	05 = Fifth grade	05 = Fifth grade	07 = Seventh grade	06 = Sixth grade	08 = Eighth grade	07 = Seventh grade	11 = Eleventh grade	08 = Eighth grade	grade
Math/ELA	S/SS																			
03 = Third grade	04 = Fourth grade																			
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05 = Fifth grade	07 = Seventh grade																			
06 = Sixth grade	08 = Eighth grade																			
07 = Seventh grade	11 = Eleventh grade																			
08 = Eighth grade	grade																			
P	Hispanic or Latino Ethnicity	N	1	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess <sup>next</sup> .  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank														





Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
Q	American Indian or Alaska Native	N	1	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess <sup>next</sup> if no race fields (Columns Q-U) have an expected value entered.  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank
R	Asian	N	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess <sup>next</sup> if no race fields (Columns Q-U) have an expected value entered.  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank
S	Black or African American	N	1	A person having origins in any of the black racial groups of Africa.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess <sup>next</sup> if no race fields (Columns Q-U) have an expected value entered.  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank
T	Native Hawaiian or Other Pacific Islander	N	1	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess <sup>next</sup> if no race fields (Columns Q-U) have an expected value entered.  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank
U	White	N	1	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess <sup>next</sup> if no race fields (Columns Q-U) have an expected value entered.  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank
V	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data.	N/A
W	Gifted and Talented	N	1	An indication that the student is participating in and served by a Gifted/Talented program.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess <sup>next</sup> .  Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
X	Migrant Status	N	1	Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.	<p>This field is not required during import of student data.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>Y = Yes</p> <p>N = No</p> <p>Blank</p>
Y	Economic Disadvantage Status	N	1	An indication that the student met the State criteria for classification as having an economic disadvantage.	<p>This field is not required during import of student data.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>Y = Yes</p> <p>N = No</p> <p>Blank</p>
Z	Student With Disabilities	N	3	A student with disability may only receive allowable accommodations if the student has an IEP or 504 plan.	<p>This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess<sup>next</sup></p> <p>Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>IEP = Student has IEP</p> <p>504 = Student has 504 Plan</p> <p>N = No, student does not have IEP or 504 plan</p> <p>Blank</p>
AA	Primary Disability Type	N*	3	The major or overriding disability condition that best describes a person's impairment.	<p>*This field is ONLY required if Student With Disabilities field equals "IEP".</p> <p>If Student With Disabilities is not blank then this field will create a Critical Warning in PearsonAccess<sup>next</sup> if blank.</p> <p>Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess<sup>next</sup>.</p>	<p>AUT = Autism</p> <p>DB = Deaf-blindness</p> <p>DD = Developmental delay</p> <p>EMN = Emotional disturbance</p> <p>HI = Hearing impairment</p> <p>ID = Intellectual disability</p> <p>MD = Multiple disabilities</p> <p>OI = Orthopedic impairment</p> <p>OHI = Other health impairment</p> <p>SLD = Specific learning disability</p> <p>SLI = Speech or language impairment</p> <p>TBI = Traumatic brain injury</p> <p>VI = Visual impairment</p> <p>Blank</p>



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AB	Homeless	N	20	Student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act.	Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess <sup>next</sup> .	0 = No 3 = Yes and is in the physical custody of a parent or guardian 4 = Yes and is not in the physical custody of a parent or guardian (unaccompanied youth) Blank
AC	Language Background	N	20	Visit the following CDE link for a complete list of language background codes:  <a href="http://www.cde.state.co.us/DataPipeline/org_language_codes.asp">http://www.cde.state.co.us/DataPipeline/org_language_codes.asp</a>	Three digit language Code 000 = N/A  For a student using the Spanish Transadaptation of the Assessment accommodation (including CSLA), this field must equal SPA.  Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	A-Z 000 = N/A Blank
AD	Language Proficiency	N	20	A student's English language proficiency is described by his or her ability to speak, listen, read, and write in English.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess <sup>next</sup> .  This field is used to validate assignments of English learner accommodations (must be 1 = NEP OR 2 = LEP).  If Language Proficiency is not blank, then Language Instruction Program field cannot be blank.  Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	0 = Not Applicable 1 = NEP - Non English Proficient 2 = LEP - Limited English Proficient 4 = PHLOTE - English Proficient 5 = FELL - Former ELL 6 = FEP - Monitor Year 1 7 = FEP - Monitor Year 2 8 = FEP - Exited Year 1 9 = FEP - Exited Year 2 Blank
AE	Language Instruction Program	N* <small>*See Field Notes and Validations</small>	20	Student is currently enrolled in language instruction program. Indicates the type of English language instructional program used to educate a student who is an English learner.	*This field is ONLY required if Language Proficiency field is not blank. If Language Proficiency is not blank then this field will create a Critical Warning in PearsonAccess <sup>next</sup> if blank. <ul style="list-style-type: none"><li>Students with a language background of English should be coded as 00 (No or Not Applicable).</li><li>Students with a language background that is not English and have a Language Proficiency code of NEP (1), LEP (2), FEP (6-9) should have a valid non-zero (00) code for this field.</li><li>Students who have a Language Proficiency code of FELL (5) should be coded as 00 (No or Not Applicable).</li><li>Students may not be coded in more than one Language Instruction Program. If multiple programs are used to educate a student please use the one that is predominately used to educate the student.</li></ul> Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	00 = No or Not Applicable 01 = English as a Second Language (ESL) or English Language Development (ELD) 02 = Dual Language or Two-way Immersion 03 = Transitional Bilingual Education or Early-Exit Bilingual Education 04 = Content Classes with integrated ESL Support 05 = Newcomer programs 97 = Other 98 = Not in a Language Instruction Program, Parent Choice Blank
AF	Title 1	N	20	Student receives Title 1 funding.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	0 = No 1 = Yes Blank



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AG	Continuous in District	N	20	Student has been enrolled in the district continuously since October 1, 2017.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	0 = No 1 = Yes Blank
AH	Continuous in School	N	20	Student has been enrolled in the school continuously since October 1, 2017.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	0 = No 1 = Yes Blank
AI	Expelled	N	20	Student is expelled from school or district.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess <sup>next</sup> .	0 = No 1 = Yes (Expelled) Blank
AJ	Filler Field	N	20	N/A	Note this field is being used as a placeholder for possible future data.	N/A



# Test Data

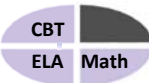
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AK	Session Name	N	50	The description of the place where an assessment is administered.	<p><b>For computer-based testing:</b> If this field is populated on an import, the session will be auto-created and the student's test will be placed into an online session with the same name. If students are already in test sessions, in order for this field to work, students must be removed from current test sessions prior to importing an updated SR/PNP.</p> <p>If sessions should not be auto-created upon import and this field is populated, select the <b>Don't auto-create Test Sessions for online testing</b> option on the PAnext Import/Export Data screen when SR/PNP file is imported.</p> <p><b>Students requiring an oral script for computer-based test must be placed in specific oral script test sessions.</b></p> <p><b>For paper-based testing:</b> If this field is populated on an import prior to the enrollment window closing (Jan. 26) and the test format is paper, then this will be used for sorting and rostering of students and the Student ID labels.</p>	A-Z a-z 0-9 - ' (Standard Apostrophe) . ) ( & / + embedded spaces Blank
AL	Class Name	N	45	The name of a group of students.	This field can be used to add students to test sessions by groups (i.e. Class Name) through the user interface.	A-Z a-z 0-9 - ' (Standard Apostrophe) . ) ( & / + embedded spaces Blank



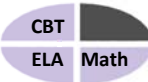
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AM	Test Code	Y	5	Identifier assigned to the test name.	The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	<b>Mathematics and ELA</b> <b>MAT03</b> = Grade 3 Math <b>MAT04</b> = Grade 4 Math <b>MAT05</b> = Grade 5 Math <b>MAT06</b> = Grade 6 Math <b>MAT07</b> = Grade 7 Math <b>MAT08</b> = Grade 8 Math <b>ALG01</b> = Algebra I <b>GEO01</b> = Geometry <b>MAT11</b> = Integrated Math I <b>MAT21</b> = Integrated Math II <b>ELA03</b> = Grade 3 ELA <b>ELA04</b> = Grade 4 ELA <b>ELA05</b> = Grade 5 ELA <b>ELA06</b> = Grade 6 ELA <b>ELA07</b> = Grade 7 ELA <b>ELA08</b> = Grade 8 ELA <b>SLA03</b> = Grade 3 CSLA <b>SLA04</b> = Grade 4 CSLA <b>Science and Social Studies</b> <b>SS04S</b> = Grade 4 Social Studies <b>SC05S</b> = Grade 5 Science <b>SS07S</b> = Grade 7 Social Studies <b>SC08S</b> = Grade 8 Science <b>SCHSS</b> = High School Science
AN	Test Format	Y	1	Format of the Test	Paper = Paper-based Testing (PBT) Online = Computer-based Testing (CBT)	P = Paper O = Online
AO	Frequent Breaks	N	1	Student is allowed to take breaks, at their request, during the testing session. Does not stop test time.  Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	<b>Procedures Manual Reference:</b> 6.1.1 Frequent Breaks	Y = Yes Blank
AP	Separate/Alternate Location	N	1	Student tested in specially-assigned location.  Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	<b>Procedures Manual Reference:</b> 6.1.1 Separate or Alternate Location	Y = Yes Blank

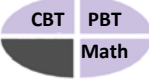
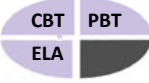


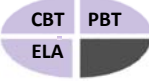


Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AQ	Small Group Testing	N	1	<p>Student is tested in a separate location with a small group of students with matching accessibility features or accommodations/testing needs as appropriate. Check individual state policies on the maximum number of students that are allowed in a small testing group.</p> <p>Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)</p>	<p><b>Procedures Manual Reference:</b> 6.1.1 Small Group Testing</p>	<p>Y = Yes Blank</p>
AR	Specialized Equipment or Furniture	N	1	<p>Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat; etc.).</p> <p>Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)</p>	<p><b>Procedures Manual Reference:</b> 6.1.1 Adaptive and Specialized Equipment or Furniture</p>	<p>Y = Yes Blank</p>
AS	Specified Area or Setting	N	1	<p>Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door; library observation room; etc.).</p> <p>Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)</p>	<p><b>Procedures Manual Reference:</b> 6.1.1 Specified Seating</p>	<p>Y = Yes Blank</p>
AT	Time of Day	N	1	<p>Student is tested during a specific time of day based on their individual needs (e.g., ELA in the morning; no testing after lunch; etc.).</p> <p>Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)</p>	<p><b>Procedures Manual Reference:</b> 6.1.1 Time of Day</p>	<p>Y = Yes Blank</p>


Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values	
AU	Color Contrast	N	2	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors.	<p><b>For Computer-based Testing:</b> The interface launches a pre-selected alternate color combination for the text (foreground) and background colors.</p> <p>This is available to <b>ALL</b> students testing and is available on all test forms.</p> <p>If expected value = "01" - "06"; then Test Format must = "O" or record will error.</p> <p><b>For Paper-based Testing:</b> Color overlays for background color. Font color cannot be changed.</p> <p>Proctor/School-provided</p> <p><b>Procedures Manual Reference:</b> 6.1.2 Color Contrast</p>	<p>01 = black font on cream background</p> <p>02 = black font on light blue background</p> <p>03 = black font on light magenta background</p> <p>04 = white font on black background</p> <p>05 = yellow font on blue background</p> <p>06 = low contrast color, dark gray font on pale green background</p> <p>07 = locally provided color overlay</p> <p>Blank</p>	
AV	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data.	N/A	
AW	Assistive Technology with Braille	N	1	<p>Used to assign the form administered for computer-based testing when an assistive technology application is needed <b>for students with visual impairments.</b></p> <p><b>Note:</b> Only for use by students with visual impairment including blindness.</p> <p>This form allows Screen Reader Assistive Technology Applications (3rd party external support, such as Jaws and NVDA, intended for students who are blind) to be used for CBT math and ELA. The Screen Reader is used for browser navigation and access to content.</p> <p>If Assistive Technology with Braille is populated, an accommodation reminder will be displayed in PAnext stating: "This Accommodation is for students using a screen reader program. It does not read the text on the screen for students." Reminders cannot be cleared.</p>	<p><b>Mathematics and ELA Only</b></p> <p>If expected value = "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Format = "O",</li> <li>• Student with Disabilities = "504" OR "IEP",</li> <li>• Assistive Technology must be left blank,</li> <li>• Spanish Transadaptation of the Assessment must be left blank,</li> <li>• Text-to-Speech must be left blank,</li> <li>• AND Auditory Presentation: Oral Script must be left blank.</li> </ul> <p><b>Note:</b> If Assistive Technology for Braille = "Y" is identified by Jan. 26 then a braille kit containing tactile graphics will be shipped automatically <b>if</b> the specific grade level and content area CBT assessment contains images or graphics that must be represented by tactile graphics. If a student is registered for Assistive Technology with Braille <b>after</b> the initial registration window closes then an additional order will need to be submitted to receive the corresponding braille kit.</p>  <p><b>Procedures Manual Reference:</b> 6.1.3 Braille 6.1.3 Assistive Technology</p>	<p><b>Mathematics and ELA</b></p> <p>Y = Yes Blank</p>	<p><b>Science and Social Studies</b></p> <p>Filler Field</p>

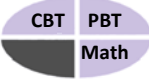
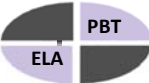
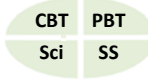


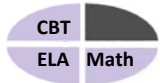
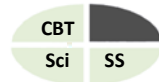
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AX	Assistive Technology	N	1	<p>Used to assign the form administered for computer-based testing when an assistive technology application is needed for <b>students without visual impairments</b>.</p> <p>This form allows Assistive Technology Applications to be used for CBT math and ELA assessments.</p>	<p><b>Mathematics and ELA Only</b></p> <p>If expected value = "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Format = "O",</li> <li>• Student with Disabilities = "504" OR "IEP",</li> <li>• Assistive Technology with Braille must be left blank,</li> <li>• Spanish Transadaptation of the Assessment must be left blank,</li> <li>• Text-to-Speech must be left blank,</li> <li>• AND Auditory Presentation: Oral Script must be left blank.</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Assistive Technology</p>	<p><b>Mathematics and ELA</b></p> <p>Y = Yes Blank</p> <p><b>Science and Social Studies</b></p> <p>Filler Field</p>
AY	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data.	N/A
AZ	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data.	N/A
BA	Large Print	N	1	<p>A Large Print test booklet is provided with text increased 150% to an 18 point font.</p> <p>The student responds and responses must be transcribed into the answer document provided with the large print kit.</p> <p><b>Note for Mathematics and CSLA Only:</b> Spanish Transadaptation of the Assessment is available in large print. To receive this accommodation, populate Spanish Transadaptation of the Assessment field with "SPA" and Large Print field with "Y". Validation rules still apply.</p>	<p>Pearson to provide Large Print booklet for student to read. Standard edition test booklet or answer document included in large print kit so the student's responses can be transcribed and submitted for scoring.</p> <p>If expected value = "Y"; then the following criteria must be met or the record will error:</p> <ul style="list-style-type: none"> <li>• Test Format = "P"</li> <li>• AND Student with Disabilities = "504" or "IEP".</li> </ul> <p><b>Procedures Manual Reference:</b> 6.1.3 Large Print</p>	Y = Yes Blank
BB	Braille	N	2	<p>A hard copy Braille test booklet is provided with embedded tactile graphics.</p> <p>The student responds and responses must be transcribed into the answer document provided in the braille kit.</p>	<p>If expected value = "01" then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Format = "P",</li> <li>• Student with Disabilities = "504" OR "IEP",</li> <li>• AND Large Print = blank.</li> </ul> <p><b>Procedures Manual Reference:</b> 6.1.3 Braille</p>	01 = UEB/Unified English Braille Blank

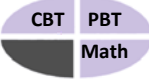
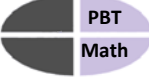
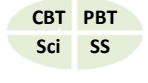
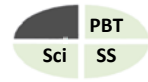
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BC	Calculation Device and/or Math Charts and/or Counters  Math: Approved UAR required	N	1	<p>The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections. In addition, an arithmetic table (including addition/subtraction and/or multiplication/division charts), and/or manipulatives may be used.</p> <p>If Calculation Device and/or Math Charts and/or Counters are populated, an Accommodation Reminder will be displayed stating: "Adding Calculation Device and/or Math Charts and/or Counters without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.</p> <p>Proctor/School Provided Accommodation</p>	<p><b>Mathematics Only</b></p> <p>If expected value = "C", "T", OR "B"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Code = Mathematics Subject</li> <li>• AND Student with Disabilities = "504" OR "IEP".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.4 Calculator on Non-calculator Section/Unit for Math</p>	<p><b>Mathematics and ELA</b></p> <p>C = Uses calculator on non-calculator section            T = Uses math charts and/or counters on non-calculator section            B = Uses both calculator and math charts and/or counters on non-calculator section            Blank</p> <p><b>Science and Social Studies</b></p> <p>Filler Field</p>
BD	Scribe for ELA Constructed Response  ELA Scribe: Approved UAR required	N	2	<p>The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer for Constructed Response item types.</p> <p>If Scribe for ELA Constructed Response is populated, an Accommodation Reminder will be displayed stating: "Adding Scribe without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.</p> <p>Proctor/School Provided Accommodation</p>	<p><b>ELA Only</b></p> <p>If expected value = "01" OR "04"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Student with Disabilities = "504" OR "IEP"</li> <li>• AND Test Code = ELA Subject.</li> </ul> <p>If expected value = "02" OR "03"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Student with Disabilities = "504" OR "IEP",</li> <li>• Unique Accommodation = "Y",</li> <li>• AND Test Code = ELA Subject.</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Assistive Technology 6.1.3 Speech-to-Text 6.1.4 Constructed Response Scribe for ELA and CSLA</p>	<p><b>Mathematics and ELA</b></p> <p>01 = Speech-to-Text            02 = Scribe            03 = Signer            04 = External AT Device            Blank</p> <p><b>Science and Social Studies</b></p> <p>Filler Field</p>

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values				
BE	Scribe for ELA Selected Response	N	2	<p>The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer for Selected Response or Technology Enhanced items types.</p> <p>Proctor/School Provided Accommodation</p>	<p><b>ELA Only</b></p> <p>If expected value = "01" - "04"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Code = ELA Subject</li> <li>• AND Student with Disabilities = "504" OR "IEP".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Assistive Technology 6.1.3 Scribe – English 6.1.3 Speech-to-Text</p>	<table border="1"> <tr> <td><b>Mathematics and ELA</b></td> <td><b>Science and Social Studies</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>01 = Speech-to-Text</li> <li>02 = Scribe</li> <li>03 = Signer</li> <li>04 = External AT Device</li> </ul>           Blank         </td> <td> <b>Filler Field</b> </td> </tr> </table>	<b>Mathematics and ELA</b>	<b>Science and Social Studies</b>	<ul style="list-style-type: none"> <li>01 = Speech-to-Text</li> <li>02 = Scribe</li> <li>03 = Signer</li> <li>04 = External AT Device</li> </ul> Blank	<b>Filler Field</b>
<b>Mathematics and ELA</b>	<b>Science and Social Studies</b>									
<ul style="list-style-type: none"> <li>01 = Speech-to-Text</li> <li>02 = Scribe</li> <li>03 = Signer</li> <li>04 = External AT Device</li> </ul> Blank	<b>Filler Field</b>									
BF	Scribe for Math, Sc, SS	N	2	<p>The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer.</p> <p>Proctor/School Provided Accommodation</p>	<p><b>Mathematics, Science and Social Studies Only</b></p> <p>If expected value = "01" - "04"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Code = Math, Sci, or SS Subject</li> <li>• AND Language Proficiency = "1" OR "2"</li> <li>• OR Student with Disabilities field = "504" OR "IEP".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Assistive Technology 6.1.3 Scribe – English 6.1.3 Speech-to-Text</p>	<ul style="list-style-type: none"> <li>01 = Speech-to-Text</li> <li>02 = Scribe</li> <li>03 = Signer</li> <li>04 = External AT Device</li> </ul> Blank				
BG	Word Prediction	N	1	<p>The student uses a word prediction external device that provides a bank of frequently- or recently-used words as a result of the student entering the first few letters of a word.</p> <p>Proctor/School Provided Accommodation</p>	<p><b>ELA, Science and Social Studies Only</b></p> <p>If expected value = "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>• Test Code = ELA, Sci, or SS Subject</li> <li>• AND Student with Disabilities = "504" or "IEP".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Word Prediction</p>	Y = Yes Blank				

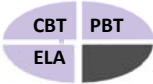
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BH	Administration Directions Read Aloud/Clarified in Student's Native Language	N	3	<p>The test administrator reads aloud, and repeats as needed, test directions in the student's native language.</p> <p>Proctor/School Provided Accommodation</p>	<p>Spanish directions available on Avocet. Other native language directions must be translated locally.</p> <p>If expected value = "SPA" OR "HT", then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Language Proficiency = "1" OR "2".</li> </ul> <p><b>Procedures Manual Reference:</b> 6.1.3 Translated General Administration (SAY) Directions</p>	<p>SPA = Spanish HT = Translator Blank</p>
BI	Non-English Response (Math, Sc, SS)	N	2	<p>The student responds in their native language.</p> <ul style="list-style-type: none"> <li>Spanish written responses do not require transcription</li> </ul> <p>Proctor/School Provided Accommodation:</p> <ul style="list-style-type: none"> <li>Spanish oral responses require a scribe</li> <li>Written responses in languages other than English or Spanish require transcription</li> <li>Oral responses in languages other than English or Spanish require a scribe and transcription</li> </ul>	<p><b>Mathematics, Science and Social Studies Only</b></p> <p>If expected value = "01"- "04"; then Language Proficiency must = "1" OR "2" or record will error.</p>  <p><b>Procedures Manual Reference:</b> 6.1.3 Spanish Written Response 6.1.3 Scribe – Spanish Oral Response 6.1.3 Transcription – Language other than Eng/Spa – Written Response 6.1.3 Scribe with Transcription – Language other than Eng/Spa – Oral Response</p>	<p>01 = Spanish – Written 02 = Spanish – Oral (Scribe Only) 03 = Lang other than Eng/Spa – Written (Transcription) 04 = Lang other than Eng/Spa – Oral (Scribe and Transcription) Blank</p>

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values	
BJ	Spanish Transadaptation of the Assessment	N	3	<p>Used to assign/order a Spanish form of the assessment.</p> <p>Math, Science, and Social Studies Spanish accommodated forms:</p> <ul style="list-style-type: none"> <li>If Spanish Transadaptation = "SPA" and Test Format = "P" is indicated by Jan. 26 then the Spanish Paper form will be ordered.</li> <li>If Spanish Transadaptation = "SPA" and Test Format = "O" then the Spanish online form will be assigned.</li> </ul> <p>ELA Spanish accommodated form (CSLA):</p> <ul style="list-style-type: none"> <li>If Spanish Transadaptation = "SPA", Test Code = "ELA03" OR "ELA04", and Test Format = "P" is indicated by Jan. 26 then the CSLA accommodated paper form will be ordered.</li> </ul> <p>Math, Science, and Social Studies Auditory Presentation Accommodation only:</p> <ul style="list-style-type: none"> <li><b>For computer-based testing:</b> If Spanish Transadaptation = "SPA" and Text-to-Speech = "02" then the Spanish Text-to-Speech form will be assigned to the student.</li> <li><b>For paper-based testing:</b> If Spanish Transadaptation = "SPA", Test Format = "P", and Auditory Presentation: Oral Script = "02" is indicated by Jan. 26 then the Spanish Oral Script will be ordered.</li> </ul>	<p><b>Mathematics and ELA</b></p> <p><b>Mathematics Tests</b> If expected value = "SPA"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Test Code = Math Subject,</li> <li>Language Background = "SPA" OR blank,</li> <li>Language Proficiency field must = "1" OR "2",</li> <li>Assistive Technology must be left blank,</li> <li>AND Assistive Technology with Braille must be left blank</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Spanish Form</p> <p><b>ELA Tests</b> If expected value = "SPA"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Language Background = "SPA" OR Blank,</li> <li>Language Proficiency = "1" OR "2",</li> <li>Test Format = "P",</li> <li>Test Code = "ELA03" OR "ELA04",</li> <li>AND Braille must be left blank.</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 CSLA in Place of ELA</p>	<p><b>Science and Social Studies</b></p> <p>If expected value = "SPA"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Language Background = "SPA" OR blank</li> <li>AND Language Proficiency = "1" OR "2"</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Spanish Form</p>	SPA = Spanish Blank
BK	Word-to-Word Dictionary (English/Native Language)	N	1	<p>The student uses a published word-to-word hand-held dictionary.</p> <p>Proctor/School Provided Accommodation</p>	<p>If expected value = "Y"; then Language Proficiency must = "1" OR "2" or record will error.</p> <p><b>Procedures Manual Reference:</b> 6.1.3 Word-to-Word Dictionary</p>	Y = Yes Blank	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations		Expected Values	
BL	Text-to-Speech  ELA Text-to-Speech: Approved UAR required	N	2	<p>Used to assign the online form of the assessment with embedded auditory presentation. Through text-to-speech (TTS), on-screen text is read aloud to the student by means of embedded audio software.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>This form is only to be used by students who receive auditory presentation of text during instruction and classroom-based assessment.</li> <li>TTS is not intended to support students who are blind.</li> <li><b>ELA only:</b> If TTS is populated for an ELA test, an accommodation reminder will be displayed stating: "Adding Text-To-Speech to an ELA test without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.</li> <li><b>Math, Science and Social Studies only:</b> If Spanish Transadaptation = "SPA" and Text-to-Speech = "02" then the Spanish Text-to-Speech form will be assigned to the student.</li> </ul>	<p style="text-align: center;"><b>Mathematics and ELA</b></p> <p><b>Mathematics Tests</b> If expected value = "02"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Test Format = "O",</li> <li>Test Code = a Math Subject,</li> <li>Assistive Technology must be blank,</li> <li>Assistive Technology with Braille must be blank,</li> <li>AND Auditory Presentation: Oral Script must be left blank.</li> </ul> <p><b>Procedures Manual Reference:</b> 6.1.2 Text-to-Speech 6.1.3 Spanish Form</p> <p><b>ELA Tests</b> If expected value = "01"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Test Format = "O",</li> <li>Test Code = ELA Subject,</li> <li>Student with Disabilities = either "504" OR "IEP",</li> <li>Assistive Technology must be blank,</li> <li>Assistive Technology with Braille must be blank,</li> <li>Auditory Presentation: Oral Script must be blank,</li> <li>AND Unique Accommodation = "Y".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.4 Auditory Presentation for ELA and CSLA</p>	<p style="text-align: center;"><b>Science and Social Studies</b></p> <p>If expected value = "02"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Test Format = "O"</li> <li>AND Auditory Presentation: Oral Script must be blank.</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.2 Text-to-Speech 6.1.3 Spanish Form</p>	<p style="text-align: center;"><b>Mathematics and ELA</b></p> <p><b>01</b> – Text-to-Speech for ELA <b>02</b> – Text-to-Speech for non-ELA subjects Blank</p>	<p style="text-align: center;"><b>Science and Social Studies</b></p> <p><b>02</b> – Text-to-Speech for non-ELA subjects Blank</p>

BM	Auditory Presentation: Oral Script (Reader/Signer)	N	2	<p>The test is read aloud or signed to the student by the test administrator for paper-based testing. This field is used to order the appropriate oral script for paper-based testing*.</p> <p><b>Important Notes:</b></p> <p><b>*CBT all subjects</b> - Under certain circumstances oral scripts are available for computer-based testing. Students requiring a signed presentation or an auditory presentation (AP) in a language other than English or Spanish (math, science, and social studies only) must be placed in a specific oral script test session. To do this, change the Session Name field to a different value to automatically place students requiring a computer-based test with oral script in a separate session. Once created, the session will need the <b>Form Group Type</b> to be manually switched to "Oral Script" under <b>Edit Sessions</b> screen in PearsonAccess<sup>next</sup>.</p> <p><b>ELA only</b> - If Auditory Presentation: Oral Script is populated for an ELA test, an accommodation reminder will be displayed stating: "Adding Auditory Presentation: Oral Script to an ELA test without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.</p> <p>An oral script is not received for ELA assessments. Audio Guidelines must be followed to provide this unique accommodation to students with CDE-approved UARs.</p>	<p><b>Mathematics and ELA</b></p> <p>If expected value = "01" OR "02"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Assistive Technology with Braille must be blank,</li> <li>Assistive Technology must be blank,</li> <li>Text-to-Speech must be blank,</li> <li>AND additional criteria must be met as follows:</li> </ul> <p>For <b>Mathematics Tests</b>:</p> <p>If expected value = "01", then the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Test Code = Math Subject,</li> <li>Student with Disabilities = "504" OR "IEP",</li> <li>AND Language Proficiency must be blank.</li> </ul> <p>OR</p> <p>If expected value = "01", then the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Test Code = Math Subject,</li> <li>Language Proficiency = "1" OR "2",</li> <li>AND Student with Disabilities must be blank.</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Signer/Oral Script for Translation 6.1.3 AP – Spanish 6.1.3 AP – Translated</p> <p>If expected value = "02", then the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Test Code = Math Subject</li> <li>AND Test Format = "P".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.2 AP – English (PBT only)</p>	<p><b>Science and Social Studies</b></p> <p>If expected value = "01" OR "02"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> <li>Text-to-Speech must be blank, AND additional criteria must be met as follows:</li> </ul> <p>If expected value = "01"; then the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Student with Disabilities = "504" OR "IEP"</li> <li>AND Language Proficiency must be blank.</li> </ul> <p>OR</p> <p>If expected value = "01"; then the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Language Proficiency = "1" OR "2"</li> <li>AND Student with Disabilities must be blank.</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.3 Signer/Oral Script for Translation 6.1.3 AP – Spanish 6.1.3 AP – Translated</p> <p>If expected value = "02", then the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Test Format = "P"</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.2 AP – English (PBT only)</p>	<p>01 = Signer/Lang Other than Eng/Spa 02 = Oral Script Blank</p>
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Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
					<p>For ELA Tests:</p> <ul style="list-style-type: none"> <li>• Test Code = ELA Subject,</li> <li>• Student with Disabilities = either "504" OR "IEP",</li> <li>• AND Unique Accommodation = "Y".</li> </ul>  <p><b>Procedures Manual Reference:</b> 6.1.4 AP for ELA and CSLA</p>	
BN	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data.	N/A
BO	Emergency Accommodation	N	2	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	<b>Procedures Manual Reference:</b> 2.5 Unforeseeable Circumstances Appendix G	01 = Scribe 99 = Other Blank
BP	Extended Time	N	6	Extended Time is provided to the student.  Proctor/School Provided Accommodation	<ul style="list-style-type: none"> <li>• If expected value equals "EL"; then Language Proficiency field must = "1" OR "2" or record will error.</li> <li>• If expected value equals "IEP504"; then the Student with Disabilities field must = "504" OR "IEP" or record will error.</li> <li>• If expected value equals "Both"; then the Student with Disabilities field must = "504" OR "IEP" AND Language Proficiency field must = "1" OR "2" or record will error.</li> </ul> <p><b>Procedures Manual Reference:</b> 6.1.3 Time-and-a-Half for Math/ELA 6.1.3 Double Time</p>	EL IEP504 Both Blank
BQ	End-of-Record	Y	1		Error and reject record if blank.	Y