Student Registration/ Personal Needs Profile Field Definitions

Version 1.0

Spring 2019 Administration

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

Document Revisions

Revision Date	Version	Description
1/15/2018	1.0	Initial Version

<div style="border: 1px solid black; padding: 10px;">

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.***

</div>

Copyright 2018, Pearson

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[next] (PA[next]). 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 PA[next], step-by-step instructions for importing the file into PA[next], 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 content area-specific information for particular fields and CoAlt 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 PA[next]; districts will have January 7-25, 2019 to update student tests, mode of testing, and special forms and materials (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 PA[next].	☐
2	Verify that all required fields are populated. Required field rows are highlighted in green.	☐
3	All expected values match the values found in this document. Bolded text in the **Expected Values** column must be entered exactly as it appears.	☐
4	Do not delete the header row.	☐
5	Import the file as a Comma Delimited File (.csv file extension) or Fixed File (.txt file extension).	☐

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

Math	ELA and/or CSLA
CBT and/or PBT	
Science	Social Studies
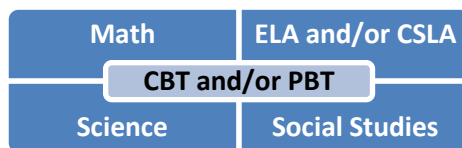
Important

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., a 5th grade student taking ELA, math, and science), **each test assignment must appear as a separate record on the SR/PNP Import File**. For example, a 5th grade student taking Grade 5 ELA, Grade 5 Math, and Grade 5 Science, has three records on the CMAS SR/PNP Import File (one for each test assignment) used in the *CMAS Spring 2019* administration in PA[next].

Separate SR/PNP Import Files are required for separate administrations in PA[next]. For example, an SR/PNP Import File with CMAS test codes is used in the *CMAS Spring 2019* administration; another SR/PNP Import File with CoAlt test codes is used in the *CoAlt Science and Social Studies Spring 2019* administration. While many data fields across administrations contain the same information, some fields are admin-specific or have different expected values.

Note: **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's Form Group Type must be manually switched to Oral Script through the Edit Sessions screen in PA[next].**

Helpful Hints:

- Online Test Sessions: Users decide whether test sessions are auto-created and tests are assigned to those sessions 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.
    - When checked, test sessions are not auto-created and tests are not assigned to them.
    - When left unchecked *and* the **Session Name** field is populated, test sessions are automatically created and students are added to them.
  - 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 can be manually created and student tests manually added to them through the PA[next] user interface.
  - Once students are added to sessions, updating the **Session Name** field and re-importing the SR/PNP does **not** move students to new sessions or update the current session name. There are two options to move students to different test sessions:
    - Users can manually move students to different session through the user interface.
    - Users can remove students from the current test sessions and then import a SR/PNP with updated Session Name field values.
  - The 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 need to be manually added to prepared or started sessions.
- 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 PA[next]. Records with errors will need to be corrected and re-imported into PA[next]. 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, PA[next] 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 PA^next, demographic fields are used to identify unique students. When data is updated in PA^next, 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 2018-19 administration as many students already exist within PA^next 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: • State Student Identifier • Local Student Identifier • Last or Surname • First Name • Sex • Birthdate	No. The Pearson ID is generated by PA^next 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 PA^next.
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: • Local Student Identifier • Last or Surname • First Name • Sex • Birthdate	No. The State Student Identifier cannot be updated by importing a Student Registration File. However, It can be updated through the PA^next 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: • Last or Surname • First Name • Sex • Birthdate	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: • Local Student Identifier • First Name • Sex • Birthdate	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		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. (Note, only the first 8 characters are used to match on the First Name Field)	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: • Local Student Identifier • Last or Surname • Sex • Birthdate	The full legal first name given to a person at birth, baptism, or through legal change.
Sex		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	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: • Local Student Identifier • Last or Surname • First Name • Birthdate	The concept describing the biological traits that distinguish the males and females of a species.
Birthdate		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	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: • Local Student Identifier • Last or Surname • First Name • Sex	The year, month and day on which a person was born.

Importing a SR/PNP Data File

1. Log into PearsonAccess^next.

2. Select the **admin** from the **admin dropdown** menu at the top of the screen (**CMAS Spring 2019** or **CoAlt Science and Social Studies Spring 2019**).
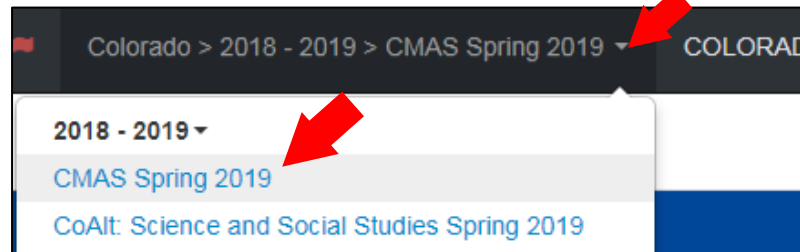
3. In the **SETUP** section, click on the **Select an action** dropdown menu, and then select **Import/Export Data**.
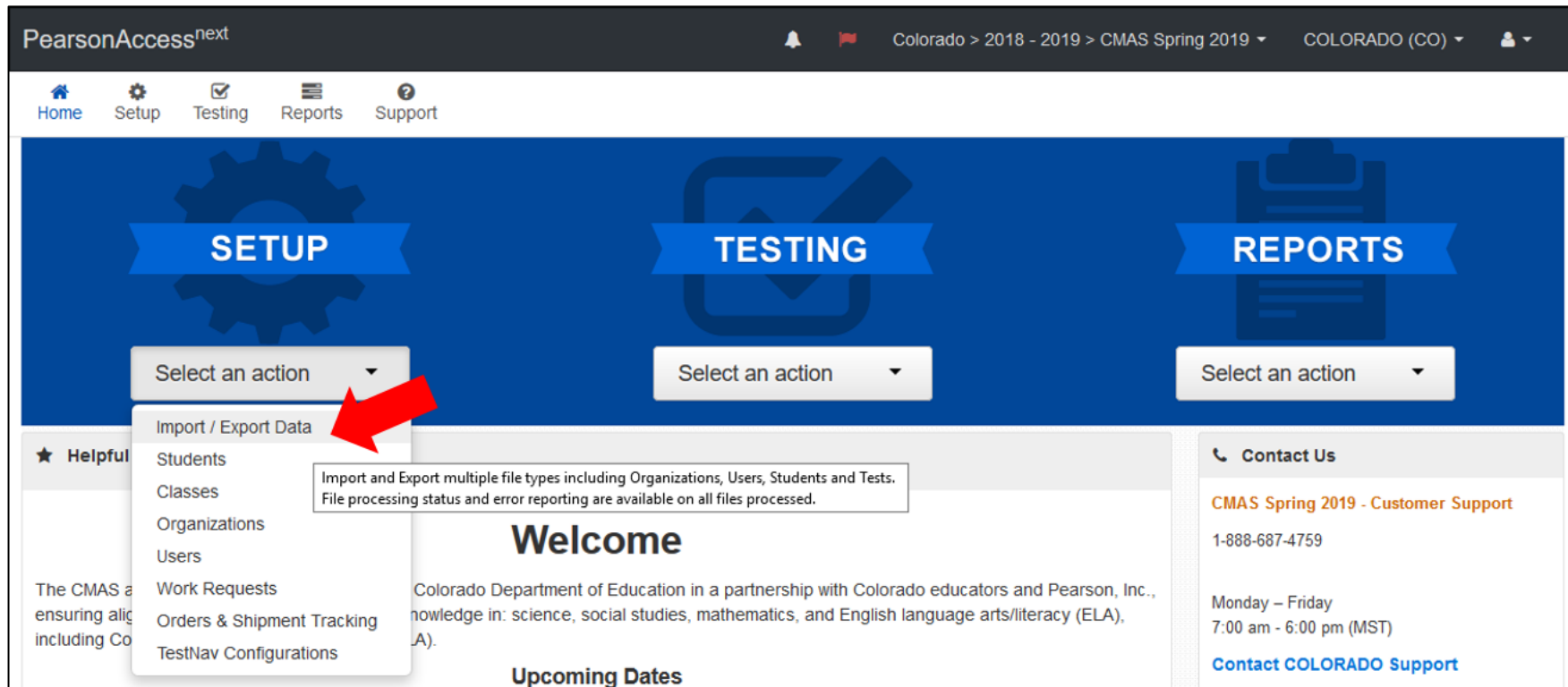
4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.

5. Select **Start.**

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

7. Select "CSV" as the **File Type**, review options for File Import, then click **Choose File** to select the file to import.

    a. This option allows users to decide whether the system should 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 PA^next Import/Export Data screen when SR/PNP file is imported.

    b. <u>DO NOT</u> select the **Don't modify student tests**. Only select this option when updating existing student demographic data without updating test registration data.

8. Once the correct .csv file is selected, click **Process** to submit the selected file.
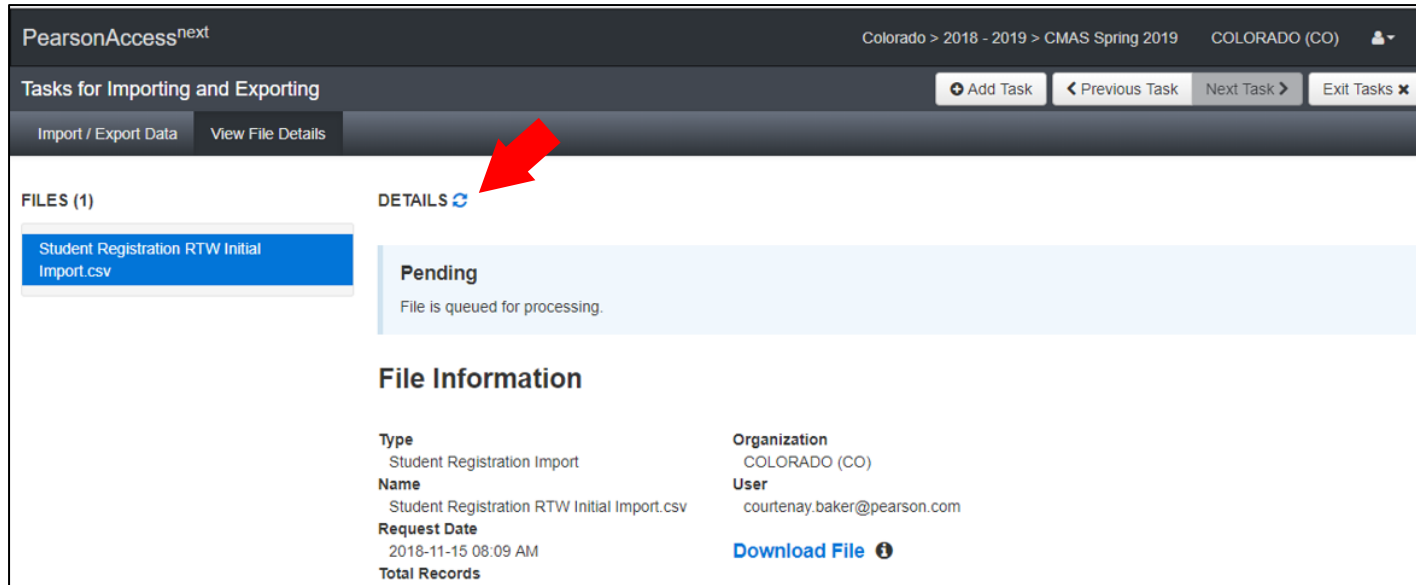
Checking the status of an imported file

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

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.

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).

Helpful Hint:
A file may contain records with or without errors. The records without errors are imported into PA^{next}. Records with errors need to be corrected and re-imported into PA^{next}. 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, PA^{next} treats the records without errors as updates, even if no values changed. This does not cause any issues.

Student Data

Note: Fields A – AJ are consistent across CMAS and CoAlt. Starting with Field AK, fields with a "CMAS Only" note are "filler" for CoAlt, and some CMAS 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
Core Student Data						
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 PA^{next}.	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 PA^{next}.	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 PA^{next}.	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 PA^{next}.	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 PA^{next}.	

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.	YYYY-MM-DD MM/DD/YYYY	
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	
Student Registration							
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.	**CMAS** **03** = Third grade **04** = Fourth grade **05** = Fifth grade **06** = Sixth grade **07** = Seventh grade **08** = Eighth grade **11** = Eleventh grade	**CoAlt** **04** = Fourth grade **05** = Fifth grade **07** = Seventh grade **08** = Eighth grade **11** = Eleventh 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.	While not required during import of student data, this field will create a Critical Warning in PA^next if left blank. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^next.	**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.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**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.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**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.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**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.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**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.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**Y** = Yes **N** = No Blank
V	Filler Field	N	1	N/A	This field is 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.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if left blank. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**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.	This field is not required during import of student data. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**Y** = Yes **N** = No Blank
Y	**Economic Disadvantage Status**	N	1	An indication that the student met the State criteria for classification as having an economic disadvantage.	This field is not required during import of student data. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**Y** = Yes **N** = No Blank
Z	**Student With Disabilities**	N	3	A student with disability may only receive allowable accommodations if the student has an IEP or 504 plan.	While not required during import of student data, this field will create a Critical Warning in PA^{next} if left blank. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**IEP** = Student has IEP **504** = Student has 504 Plan **N** = No, student does not have IEP or 504 plan Blank
AA	**Primary Disability Type**	N* *See Field Notes and Validations	3	The major or overriding disability condition that best describes a person's impairment.	*This field is ONLY required if Student With Disabilities field equals "IEP". If Student With Disabilities is IEP then this field will create a Critical Warning in PA^{next} if blank. Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**AUT** = Autism **DB** = Deaf-blindness **DD** = Developmental delay **EMN** = Emotional disturbance **HI** = Hearing impairment **ID** = Intellectual disability **MD** = Multiple disabilities **OI** = Orthopedic impairment **OHI** = Other health impairment **SLD** = Specific learning disability **SLI** = Speech or language impairment **TBI** = Traumatic brain injury **VI** = Visual impairment Blank
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 Role can view/update this field after students are imported into PA^{next}.	**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

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AC	**Language Background**	N	20	Visit the following CDE link for a complete list of language background codes: http://www.cde.state.co.us/DataPipeline/org_language_codes.asp	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 Role can view/update this field after students are imported into PAnext.	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.	While not required during import of student data, this field will create a Critical Warning in PAnext if left blank. 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 and Language Background field cannot be blank. Only users with the Sensitive Data Role can view/update this field after students are imported into PAnext.	**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* *See Field Notes and Validations	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 PAnext if blank. • Students with a language background of English should be coded as 00 (No or Not Applicable). • 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. • Students who have a Language Proficiency code of FELL (5) should be coded as 00 (No or Not Applicable). • Field cannot be blank for students who have a Language Proficiency code of FEP (8-9). • 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. Only users with the Sensitive Data Role can view/update this field after students are imported into PAnext.	**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 Role can view/update this field after students are imported into PAnext.	**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 the October Count date for 2018-19 school year.	Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**0** = No **1** = Yes Blank
AH	**Continuous in School**	N	20	Student has been enrolled in the school continuously since the October Count date for 2018-19 school year.	Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**0** = No **1** = Yes Blank
AI	**Expelled**	N	20	Student is expelled from school or district.	Only users with the Sensitive Data Role can view/update this field after students are imported into PA^{next}.	**0** = No **1** = Yes (Expelled) Blank
AJ	**Filler Field**	N	20	N/A	This field is a placeholder for possible future data.	**N/A**
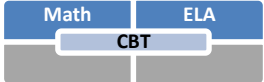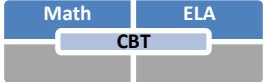
Test Data
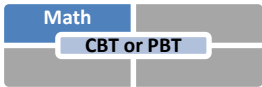
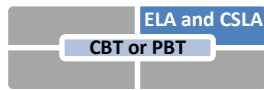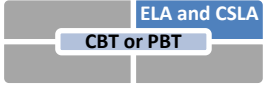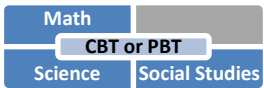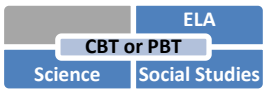| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AK	Session Name	N	50	**CMAS Only** The description of the place where an assessment is administered.	**Computer-based Testing** If this field is populated on an import, the online session will be auto-created and the student's test will be placed into that session. 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. If sessions should not be auto-created and this field is populated, select **Don't auto-create Test Sessions for online testing** on the PAnext Import/Export Data screen. **Paper-based Testing** If this field is populated on an import prior to the enrollment window closing (Jan. 25) and the test format is paper, this field will be used for sorting and rostering of students and Student ID labels.	A-Z 0-9 - ' (Standard Apostrophe) .) (& / + embedded spaces Blank **Do not use commas in Session Names**
AL	Class Name	N	45	**CMAS Only** 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 PA^{next} user interface.	A-Z 0-9 - ' (Standard Apostrophe) .) (& / + embedded spaces Blank **Do not use commas in Class Names**
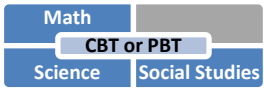
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values		
AM	Test Code	Y	5	Identifier assigned to the test name.	The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	**CMAS**		**CoAlt**
						MAT03 = Grade 3 Math **MAT04** = Grade 4 Math **MAT05** = Grade 5 Math **MAT06** = Grade 6 Math **MAT07** = Grade 7 Math **MAT08** = Grade 8 Math **ELA03** = Grade 3 ELA **ELA04** = Grade 4 ELA **ELA05** = Grade 5 ELA **ELA06** = Grade 6 ELA **ELA07** = Grade 7 ELA **ELA08** = Grade 8 ELA **SLA03** = Grade 3 CSLA **SLA04** = Grade 4 CSLA **SS04S** = Grade 4 Social Studies **SC05S** = Grade 5 Science **SS07S** = Grade 7 Social Studies **SC08S** = Grade 8 Science **SCHSS** = High School Science		**SS04A** = Grade 4 Social Studies **SC05A** = Grade 5 Science **SS07A** = Grade 7 Social Studies **SC08A** = Grade 8 Science **SCHSA** = High School Science
AN	Test Format	Y	1	Format of the Test	Paper = Paper-based Testing (PBT) Online = Computer-based Testing (CBT)	**CMAS**		**CoAlt**
						P = Paper **O** = Online		**P** = Paper
AO	Filler Field	N	1	N/A	This field is a placeholder for possible future data.	**N/A**		
AP	Separate/Alternate Location	N	1	**CMAS Only** Student tested in specially-assigned location. Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	Procedures Manual Reference: 6.1.1 Separate or Alternate Location Math / ELA or CSLA CBT or PBT Science / Social Studies	**Y** = Yes Blank		
AQ	Small Group Testing	N	1	**CMAS Only** 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. Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	Procedures Manual Reference: 6.1.1 Small Group Testing Math / ELA or CSLA CBT or PBT Science / Social Studies	**Y** = Yes Blank		

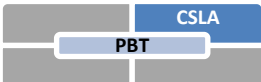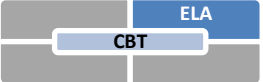| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AR	Specialized Equipment or Furniture	N	1	**CMAS Only** Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat; etc.). Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	**Procedures Manual Reference:** 6.1.1 Adaptive and Specialized Equipment or Furniture Math ELA or CSLA CBT or PBT Science Social Studies	**Y =** Yes Blank
AS	Specified Area or Setting	N	1	**CMAS Only** Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door; library observation room; etc.). Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	**Procedures Manual Reference:** 6.1.1 Specified Seating Math ELA or CSLA CBT or PBT Science Social Studies	**Y =** Yes Blank
AT	Time of Day	N	1	**CMAS Only** 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.). Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	**Procedures Manual Reference:** 6.1.1 Time of Day Math ELA or CSLA CBT or PBT Science Social Studies	**Y =** Yes Blank
AU	Color Contrast	N	2	**CMAS Only** Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors.	**Computer-based Testing** The interface launches a pre-selected alternate color combination for the text (foreground) and background colors. This is available to **ALL** students testing and is available on all test forms. If expected value = "01"- "06"; then Test Format must = "O" or record will error. **Paper-based Testing** Color overlays for background color. Font color cannot be changed. Proctor/School-provided Math ELA or CSLA CBT or PBT Science Social Studies **Procedures Manual Reference:** 6.1.2 Color Contrast	**01** = black font on cream background **02** = black font on light blue background **03** = black font on light magenta background **04** = white font on black background **05** = yellow font on blue background **06** = low contrast color, dark gray font on pale green background **07** = locally provided color overlay Blank
AV	Filler Field	N	1	N/A	This field is a placeholder for possible future data.	**N/A**

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AW	Assistive Technology with Braille	N	1	**CMAS Only** Used to assign the form administered for computer-based testing when an assistive technology application is needed **for students <u>with</u> visual impairments**. **Note**: Only for use by students with visual impairment including blindness. 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. 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.	**Mathematics and ELA Only** If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Student with Disabilities = "504" OR "IEP", • Assistive Technology must be blank, • Spanish Transadaptation of the Assessment must be blank, • Text-to-Speech must be blank, • AND Auditory Presentation: Oral Script must be blank. **Note**: If Assistive Technology for Braille = "Y" is identified by Jan. 25 then a braille kit containing tactile graphics will be shipped automatically **if** 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 **after** the initial registration window closes then an additional order will need to be submitted to receive the corresponding braille kit. Math / ELA / CBT **Procedures Manual Reference:** 6.1.3 Braille/Assistive Technology with Braille	**Y =** Yes Blank
AX	**Assistive Technology**	N	1	**CMAS Only** Used to assign the form administered for computer-based testing when an assistive technology application is needed **for students <u>without</u> visual impairments**. This form allows Assistive Technology Applications to be used for CBT math and ELA assessments.	**Mathematics and ELA Only** If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Student with Disabilities = "504" OR "IEP", • Assistive Technology with Braille must be blank, • Spanish Transadaptation of the Assessment must be blank, • Text-to-Speech must be blank, • AND Auditory Presentation: Oral Script must be blank. Math / ELA / CBT **Procedures Manual Reference:** 6.1.3 Assistive Technology	**Y =** Yes Blank
AY	**Filler Field**	N	1	N/A	This field is a placeholder for possible future data.	**N/A**
AZ	**Filler Field**	N	1	N/A	This field is a placeholder for possible future data.	**N/A**

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BA	**Large Print**	N	1	**CMAS Only** A Large Print test booklet is provided with text increased 150% to an 18 point font. The student responds and responses must be transcribed into the answer document provided with the large print kit. **Note for Mathematics and CSLA Only:** 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".	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. If expected value = "Y"; then the following criteria must be met or the record will error: • Test Format = "P" • AND Student with Disabilities = "504" or "IEP". **Procedures Manual Reference:** 6.1.3 Large Print	**Y** = Yes Blank
BB	**Braille**	N	2	**CMAS Only** A hard copy Braille test booklet is provided with embedded tactile graphics. The student responds and responses must be transcribed into the answer document provided in the braille kit.	If expected value = "01" then the following criteria must be met or record will error: • Test Format = "P", • Student with Disabilities = "504" OR "IEP", • AND Large Print = blank. **Procedures Manual Reference:** 6.1.3 Braille	**01** = UEB/Unified English Braille Blank
BC	**Calculation Device and/or Math Charts and/or Counters** Math: Approved UAR required	N	1	**CMAS Only** 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. 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. Proctor/School Provided Accommodation	**Mathematics Only** If expected value = "C", "T", OR "B"; then the following criteria must be met or record will error: • Test Code = Mathematics Subject • AND Student with Disabilities = "504" OR "IEP". Math CBT or PBT **Procedures Manual Reference:** 6.1.4 Calculator on Non-calculator Sections for Math	**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

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BD	**Scribe for ELA Constructed Response** ELA and CSLA Scribe: Approved UAR required	N	2	**CMAS Only** The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer for Constructed Response item types. 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. Proctor/School Provided Accommodation	**ELA and CSLA Only** If expected value = "01" OR "04"; then the following criteria must be met or record will error: • Student with Disabilities = "504" OR "IEP" • AND Test Code = ELA or SLA Subject. If expected value = "02" OR '03"; then the following criteria must be met or record will error: • Student with Disabilities = "504" OR "IEP", • Unique Accommodation = "Y", • AND Test Code = ELA or SLA Subject. **ELA and CSLA** **CBT or PBT** **Procedures Manual Reference:** 6.1.3 Assistive Technology 6.1.3 Speech-to-Text 6.1.4 Constructed Response Scribe for ELA and CSLA	**01** = Speech-to-Text **02** = Scribe **03** = Signer **04** = External AT Device Blank
BE	**Scribe for ELA Selected Response**	N	2	**CMAS Only** 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. Proctor/School Provided Accommodation	**ELA and CSLA Only** If expected value = "01"- "04"; then the following criteria must be met or record will error: • Test Code = ELA or SLA Subject • AND Student with Disabilities = "504" OR "IEP". **ELA and CSLA** **CBT or PBT** **Procedures Manual Reference:** 6.1.3 Assistive Technology 6.1.3 Speech-to-Text	**01** = Speech-to-Text **02** = Scribe **03** = Signer **04** = External AT Device Blank
BF	**Scribe for Math, Science and Social Studies**	N	2	**CMAS Only** The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer. Proctor/School Provided Accommodation	**Mathematics, Science and Social Studies Only** If expected value = "01"-"04"; then the following criteria must be met or record will error: • Test Code = Math, Science or Social Studies Subject • OR Student with Disabilities field = "504" OR "IEP". **Math** **CBT or PBT** **Science** **Social Studies** **Procedures Manual Reference:** 6.1.3 Assistive Technology 6.1.3 Scribe for Math, Science and Social Studies 6.1.3 Speech-to-Text	**01** = Speech-to-Text **02** = Scribe **03** = Signer **04** = External AT Device Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BG	**Word Prediction**	N	1	**CMAS Only** 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. Proctor/School Provided Accommodation	**ELA, Science and Social Studies Only** If expected value = "Y"; then the following criteria must be met or record will error: • Test Code = ELA, Science or Social Studies Subject • AND Student with Disabilities = "504" or "IEP". ELA / CBT or PBT / Science / Social Studies **Procedures Manual Reference:** 6.1.3 Word Prediction	**Y** = Yes Blank
BH	**Administration Directions Read Aloud/Clarified in Student's Native Language**	N	3	**CMAS Only** The test administrator reads aloud, and repeats as needed, test directions in the student's native language. Proctor/School Provided Accommodation	Spanish directions available on Avocet. Other native language directions must be translated locally. If expected value = "SPA" OR "HT", then the following criteria must be met or record will error: • Language Proficiency = "1" OR "2". **Procedures Manual Reference:** 6.1.3 Translated General Administration (SAY) Directions	**SPA** = Spanish **HT** = Translator Blank
BI	**Non-English Response** (Math, Science, and Social Studies)	N	2	**CMAS Only** The student responds in their native language. • Spanish written responses do not require transcription Proctor/School Provided Accommodation: • Spanish oral responses require a scribe • Written responses in languages other than English or Spanish require transcription • Oral responses in languages other than English or Spanish require a scribe and transcription	**Mathematics, Science, Social Studies and CSLA Only** If expected value = "01"-"04"; then Language Proficiency must = "1" OR "2" or record will error. • If Non-English Response = "02" and Spanish Transadaptation = "SPA" then Students With Disability must = "504" OR "IEP" or record will error. Math / CBT or PBT / Science / Social Studies **Procedures Manual Reference:** 6.1.3 Spanish Response 6.1.3 Response in Language other than Eng/Spa (Requires Translation and Transcription)	**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

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BJ	**Spanish Transadaptation of the Assessment**	N	3	**CMAS Only** Used to assign/order a Spanish form of the assessment. Math, Science, and Social Studies Spanish accommodated forms: • If Spanish Transadaptation = "SPA" and Test Format = "P" is indicated by Jan. 25 then the Spanish Paper form will be ordered. • If Spanish Transadaptation = "SPA" and Test Format = "O" then the Spanish online form will be assigned. ELA Spanish accommodated form (CSLA): • If Spanish Transadaptation = "SPA", Test Code = "ELA03" OR "ELA04", and Test Format = "P" is indicated by Jan. 25 then the CSLA accommodated paper form will be ordered. Math, Science, and Social Studies Auditory Presentation Accommodation only: • **For computer-based testing:** If Spanish Transadaptation = "SPA" and Text-to-Speech = "02" then the Spanish Text-to-Speech form will be assigned to the student. • **For paper-based testing:** If Spanish Transadaptation = "SPA", Test Format = "P", and Auditory Presentation: Oral Script = "02" is indicated by Jan. 25 then the Spanish Oral Script will be ordered.	**Mathematics, Science and Social Studies Tests** If expected value = "SPA"; then the following criteria must be met or record will error: • Test Code = Math, Science or Social Studies Subject, • Language Background = "SPA" OR blank, • Language Proficiency field must = "1" OR "2", • Assistive Technology must be blank, • AND Assistive Technology with Braille must be blank Math · CBT or PBT · Science · Social Studies **Procedures Manual Reference:** 6.1.3 Spanish Form **CSLA Tests** If expected value = "SPA"; then the following criteria must be met or record will error: • Language Background = "SPA" OR Blank, • Language Proficiency = "1" OR "2", • Test Format = "P", • Test Code = "SLA03" OR "SLA04", • AND Braille must be blank. CSLA · PBT **Procedures Manual Reference:** 6.1.3 Spanish Form	SPA = Spanish Blank
BK	**Word-to-Word Dictionary** (English/Native Language)	N	1	**CMAS Only** The student uses a published word-to-word hand-held dictionary. Proctor/School Provided Accommodation	If expected value = "Y"; then Language Proficiency must = "1" OR "2" or record will error. **Procedures Manual Reference:** 6.1.3 Word-to-Word Dictionary	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	**CMAS Only** 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. **Notes:** • This form is only to be used by students who receive auditory presentation of text during instruction and classroom-based assessment. • TTS is not intended to support students who are blind. • **ELA only:** 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. • **Math, Science and Social Studies only:** If Spanish Transadaptation = "SPA" and Text-to-Speech = "02" then the Spanish Text-to-Speech form will be assigned to the student.	**Mathematics, Science and Social Studies Tests** If expected value = "02; then the following criteria must be met or record will error: • Test Format = "O", • Test Code = a Math, Science or Social Studies Subject, • Assistive Technology must be blank, • Assistive Technology with Braille must be blank, • AND Auditory Presentation: Oral Script must be blank. Math / CBT / Science / Social Studies **Procedures Manual Reference:** 6.1.2 AP - Text-to-Speech for Math, Science and Social Studies **ELA Tests** If expected value = "01"; then the following criteria must be met or record will error: • Test Format = "O", • Test Code = ELA Subject, • Student with Disabilities = either "504" OR "IEP", • Assistive Technology must be blank, • Assistive Technology with Braille must be blank, • Auditory Presentation: Oral Script must be blank, • AND Unique Accommodation = "Y". ELA / CBT **Procedures Manual Reference:** 6.1.4 Auditory Presentation for ELA and CSLA	**01** = Text-to-Speech for ELA **02** = Text-to-Speech for non-ELA subjects Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BM	**Auditory Presentation: Oral Script** (Reader/Signer) ELA and CSLA Oral Script: Approved UAR required	N	2	**CMAS Only** The test is read aloud or signed to the student by the test administrator. **This field is used to order the appropriate oral script for testing*.** ***Important Notes:** **Oral scripts are available for use with paper-based testing.** 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 **Form Group Type** to be manually switched to "Oral Script" under **Edit Sessions** screen in PA^{next}. **ELA and CSLA only -** If Auditory Presentation: Oral Script is populated for an ELA or CSLA 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. An oral script is not received for ELA or CSLA assessments. Audio Guidelines must be followed to provide this unique accommodation to students with CDE-approved UARs.	For all content areas, if expected value = "01" OR "02"; then the following criteria must be met or record will error: • Assistive Technology (including "with Braille") must be blank, • Text-to-Speech must be blank, • AND additional criteria must be met as follows: **Mathematics, Science and Social Studies Tests** If expected value = "01", then the following criteria must be met: • Test Code = Math, Science or Social Studies Subject, • Student with Disabilities = "504" OR "IEP", • AND Language Proficiency must be blank. OR If expected value = "01", then the following criteria must be met: • Test Code = Math, Science or Social Studies Subject, • Language Proficiency = "1" OR "2", • AND Student with Disabilities must be blank. **Math** / **CBT and PBT** / **Science** **Social Studies** **P**rocedures Manual Reference: 6.1.2 AP – PBT Oral Script for Math, Science, and Social Studies 6.1.3 Signer/Oral Script for Translation 6.1.3 AP – Translated If expected value = "02", then the following criteria must be met: • Test Code = Math, Science or Social Studies Subject • AND Test Format = "P". **Math** / **PBT** / **Science** **Social Studies** **Procedures Manual Reference:** 6.1.2 AP – PBT Oral Script for Math, Science, and Social Studies **ELA and CSLA Tests** • Test Code = ELA or CSLA Subject, • Student with Disabilities = either "504" OR "IEP", • AND Unique Accommodation = "Y". **ELA and CSLA** / **CBT and PBT** **Procedures Manual Reference:** 6.1.4 AP for ELA and CSLA	**01** = Signer/Lang Other than Eng/Spa **02** = Oral Script Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BN	**Unique Accommodation**	N	1	Populated if the student was approved for use of a unique accommodation through the CDE-UAR process.	While data appears in this field in a file export, changes cannot be made through a file import or the PA^next user interface. Only CDE can update this field.	**Y** = Yes Blank
BO	**Emergency Accommodation**	N	2	**CMAS Only** An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	**Procedures Manual Reference:** 2.5 Unforeseeable Circumstances Appendix G	**01** = Scribe **99** = Other Blank
BP	**Extended Time**	N	6	**CMAS Only** Extended Time is provided to the student. Proctor/School Provided Accommodation	• If expected value equals "EL"; then Language Proficiency field must = "1" OR "2" or record will error. • If expected value equals "IEP504"; then the Student with Disabilities field must = "504" OR "IEP" or record will error. • 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. **Procedures Manual Reference:** 6.1.3 Time-and-a-Half for Math/ELA including CSLA 6.1.3 Double Time	**EL** = Student qualifies for extended time based on an EL plan **IEP504** = Student qualifies for extended time based on an IEP or 504 plan **Both** = Student qualifies for extended time based on an EL plan and an IEP or 504 plan Blank
BQ	**End-of-Record**	Y	1		Error and reject record if blank.	**Y**