

| Field Order | Title              | Min. Length | Max. Length | Required? | Valid Values                                                                                                                                                                                                                                                                                                                                                                                                                         | Comments                                                                                                                                                                                                    |
|-------------|--------------------|-------------|-------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | Organization Code  | 1           | 30          | Y         | 0-9<br>A-Z<br>a-z<br>- (hyphen)                                                                                                                                                                                                                                                                                                                                                                                                      | Use the organization code displayed in the upper right-hand corner of the screen when you are logged into your PearsonAccess <sup>next</sup> account (including hypens).<br><br>For example: AZ-123456-1234 |
| 2           | Student Identifier | 11          | 11          | N         | 0-9                                                                                                                                                                                                                                                                                                                                                                                                                                  | Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.                                                                                                  |
| 3           | State Student ID   |             | 11          | Y         | 0-9                                                                                                                                                                                                                                                                                                                                                                                                                                  | Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.                                                                                                  |
| 4           | Local ID           |             | 20          | N         |                                                                                                                                                                                                                                                                                                                                                                                                                                      | Informational only; changes will not update data.                                                                                                                                                           |
| 5           | Last Name          |             | 35          | Y         | A-Z, a-z, 0-9, – (dash), *(asterisk), ( ) (parenthesis), .(period), ;(semi-colon), / (forward slash), \ (back slash), & (ampersand), # (hash), @ (at sign), '(single quote), +(plus sign), ~(tilde), !(exclamation), \$(dollar sign), %(percent), ^(caret), _(underscore), =(equal sign), :(colon), [, ], {, }<, >, ? and embedded spaces.<br><br>Note: , (comma) not included due to issues it presents when using .csv file format | Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.                                                                                                  |
| 6           | First Name         |             | 35          | Y         | A-Z, a-z, 0-9, – (dash), *(asterisk), ( ) (parenthesis), .(period), ;(semi-colon), / (forward slash), \ (back slash), & (ampersand), # (hash), @ (at sign), '(single quote), +(plus sign), ~(tilde), !(exclamation), \$(dollar sign), %(percent), ^(caret), _(underscore), =(equal sign), :(colon), [, ], {, }<, >, ? and embedded spaces.<br><br>Note: , (comma) not included due to issues it presents when using .csv file format | Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.                                                                                                  |

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|-------------|----------------|-------------|-------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7           | Middle Initial |             | 1           | N         | A-Z, a-z, 0-9, – (dash), *(asterisk), ( ) (parenthesis), .(period), ;(semi-colon), / (forward slash), \ (back slash), & (ampersand), # (hash), @ (at sign), '(single quote), +(plus sign), ~(tilde), !(exclamation), \$(dollar sign), %(percent), ^ (caret), _(underscore), =(equal sign), :(colon), [, ], {, } <, >, ? and embedded spaces.<br><br>Note: , (comma) not included due to issues it presents when using .csv file format | Informational only; changes will not update data.                                                                                                                |
| 8           | Date of Birth  |             | 10          | Y         | mm/dd/yyyy<br>m/d/yyyy<br>mm/d/yyyy<br>m/dd/yyyy                                                                                                                                                                                                                                                                                                                                                                                       | Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.                                                       |
| 9           | Gender         |             | 1           | N         | F<br>M<br>A<br>X<br>Blank                                                                                                                                                                                                                                                                                                                                                                                                              | Informational only; changes will not update data.<br><br>F: Female<br>M: Male<br>A: Another gender<br>X: Prefer not to respond                                   |
| 10          | Actual Grade   |             | 2           | Y         | K<br>1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>10<br>11<br>12                                                                                                                                                                                                                                                                                                                                                                       | Records with blanks and invalid values in this field will be rejected.<br><br>Actual grade student is currently enrolled<br><br>Error if invalid value is passed |
| 11          | Testing Grade  |             | 2           | Y         | 3<br>4<br>5<br>6<br>7<br>8<br>9<br>10<br>11<br>12                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                  |

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|-------------|-------------------------|-------------|-------------|-----------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12          | English Group/Class     |             | 100         | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - * # @ & ( ) ; / ' :<br>Embedded spaces only | If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 13          | Mathematics Group/Class |             | 100         | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - * # @ & ( ) ; / ' :<br>Embedded spaces only | If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 14          | Reading Group/Class     |             | 100         | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - * # @ & ( ) ; / ' :<br>Embedded spaces only | If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 15          | Science Group/Class     |             | 100         | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - * # @ & ( ) ; / ' :<br>Embedded spaces only | If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 16          | Writing Group/Class     |             | 100         | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - * # @ & ( ) ; / ' :<br>Embedded spaces only | If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |

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|-------------|--------------------------|-------------|-------------|-----------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17          | English Session Name     |             | 50          | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe) | If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 18          | Mathematics Session Name |             | 50          | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe) | If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 19          | Reading Session Name     |             | 50          | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe) | If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 20          | Science Session Name     |             | 50          | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe) | If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 21          | Writing Session Name     |             | 50          | N         | Alphanumeric A-Z, a-z, 0-9<br><br>Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe) | If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.<br><br>If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import. |
| 22          | English TTS Audio        | 0           | 1           | N         | Y<br>N (on import)<br>Blank                                                                                     | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                                                                                                                                                                                                                             |

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|-------------|------------------------------------------------|-------------|-------------|-----------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23          | English TTS Audio + Orienting Description      | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 24          | Human Reader English                           | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 25          | Human Reader English + Orienting Description   | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 26          | Spanish Text + Audio                           | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.<br><br>This accessibility support is not available for Periodic testing and data in this field will be ignored on import for Periodic PNP assignments. |
| 27          | Translated Test Directions (Only)              | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 28          | Word-to-Word Dictionary                        | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 29          | American Sign Language (ASL): Full Translation | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 30          | American Sign Language (ASL): Directions Only  | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 31          | Signed Exact English (SEE): Full Translation   | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 32          | Signed Exact English (SEE): Directions Only    | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 33          | Cued Speech                                    | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 34          | Braille Contracted American Edition (EBAE)     | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |

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|-------------|----------------------------------------------------|-------------|-------------|-----------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35          | Braille Contracted Unified English (UEB)           | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 36          | Large Print                                        | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.<br><br>This accessibility support is not available for Periodic testing and data in this field will be ignored on import for Periodic PNP assignments. |
| 37          | Abacus                                             | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 38          | Custom Masking                                     | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 39          | Respond in Test Booklet or on Separate Paper       | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 40          | Dictate Responses                                  | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 41          | Keyboard AAC + Local Print                         | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 42          | Electronic Spell Checker                           | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 43          | Breaks: Securely Extend Session over Multiple Days | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 44          | Extra time                                         | 0           | 3           | N         | 1.5<br>2.0<br>2.5<br>3.0<br>4.0<br>N (on import) | For all accessibility support options, update the value to a N on import to remove the support assignment from the student.                                                                                                                                                  |
| 45          | Breaks-Supervised within Each Day                  | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |
| 46          | Special Seating / Grouping                         | 0           | 1           | N         | Y<br>N (on import)<br>Blank                      | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.                                                                                                                                                        |

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|-------------|---------------------------|-------------|-------------|-----------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 47          | Location for movement     | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |
| 48          | Individual Administration | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |
| 49          | Home Administration       | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |
| 50          | Other Setting             | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |
| 51          | Audio Environment         | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |
| 52          | Visual Environment        | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |
| 53          | Physical/Motor Equipment  | 0           | 1           | N         | Y<br>N (on import)<br>Blank | For all accessibility support options, update a Y to a N on import to remove the support assignment from the student. |