



# **Learning Renewal Interim Writing Assessment Student Registration/ Personal Needs Profile Field Definitions**



**Version 1.1**

**2022-23 Learning Renewal  
Interim Writing Administration  
Student Registration/ Personal  
Needs Profile**

## Document Revisions

Revision Date	Version	Description
3/1/2022	1.0	Initial Version
9/29/2022	1.1	Updated for Accessibility

If assistance is needed, contact the Customer Support Center at 1-833-213-3879.

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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 will be 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 Definitions and Notes that provide additional information for particular fields as well as a column with a quick reference to the Accessibility Features and Accommodations (AF&A) Manual when applicable. 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 assessment.

Checklist Prior to File Import		
1	Verify student demographic fields used for matching criteria is 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	Student PNP imports MUST include the State Student Identification number as imported into PearsonAccess <sup>next</sup> via the ISBE Student Information System (SIS) import. Students not already in PAN, must be updated in SIS first if at all possible prior to testing.	<input type="checkbox"/>
3	Verify that all required fields are populated. Required field rows are highlighted in green.	<input type="checkbox"/>
4	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"/>
5	Do not delete the header row.	<input type="checkbox"/>
6	Import the file as a Comma Delimited File (.csv file extension) or Fixed File (.txt file extension).	<input type="checkbox"/>

## Important

**Read the Definitions and Notes carefully to prevent records from encountering cross-validation errors.**

An 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 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 students 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 not prepared, prepared, or started.

### 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 will be important for importing SR/PNP files for the 2022-2023 administrations as many students already exist within PearsonAccess<sup>next</sup> from the previous administrations. The table below provides information on the fields used for matching and can be updated through an SR/PNP Import.

### How Matching Works?

Record will match if State Student Identifier and at least three of the following Core Demographic Fields match:

- Full Last Name
- Full First Name
- Middle Name
- Gender
- Date of Birth

### ISBE's Student Information System (SIS)

An initial student import from SIS to PearsonAccess<sup>next</sup> will occur on September 15, 2022. This initial student load will establish the permanent state ID for each student. Prior to each interim testing window, SIS will send PearsonAccess<sup>next</sup> Student Registration Information. If students are not in SIS by the dates listed below, the district/school will be responsible for registering the student.

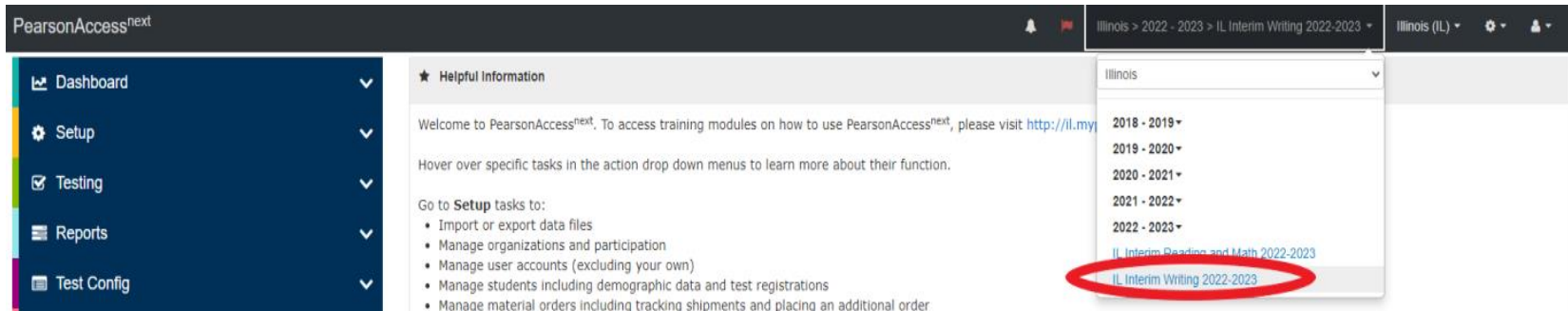
- Interim 1: SIS loaded to PAN on 9/15/22
- Interim 2: SIS loaded to PAN on 1/5/23
- Interim 3: SIS loaded to PAN on 4/13/23

It's important to note, if you manually register a student or on before the dates above, SIS will override the student registration information and you will have to redo your work. It is important to make sure that SIS is always the most accurate information for these fields.

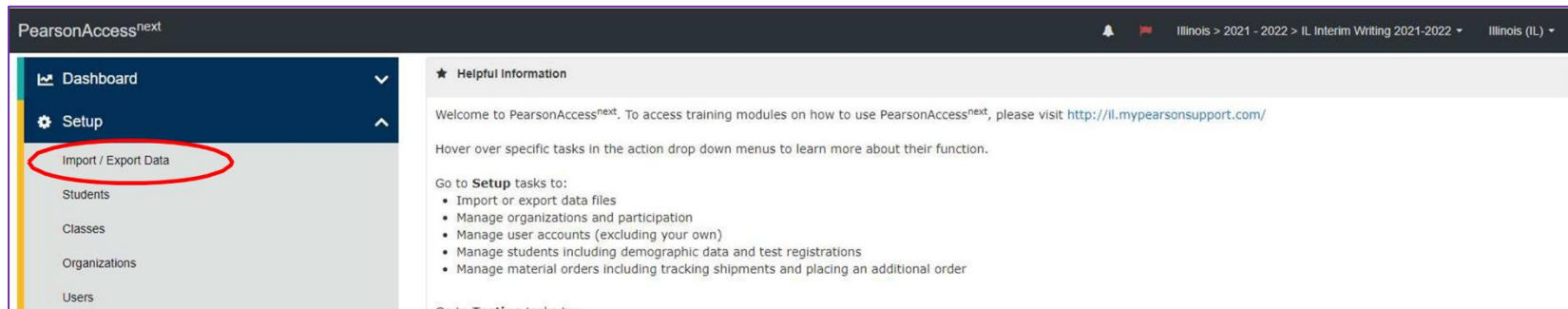
**IMPORTANT:** When using the PearsonAccess<sup>next</sup> student registration import to update accommodations, fields previously populated via the SIS import OR fields previously populated in PearsonAccess<sup>next</sup> need to be included with the current values to prevent unintentional blanking out of values in PAN. It is recommended to start with a Student Registration export to capture current values prior to adding accommodations and re-importing the file. Importing a file with blanks for the fields initially imported from SIS (i.e. race/ethnicity, migrant status, etc.) will overwrite these fields and cause critical errors in the registration fields. These critical errors will not prevent students from testing but should accurately reflect information in SIS, which is the source of truth for student demographics. Importing blanks for accommodations fields that were previously populated in PearsonAccess<sup>next</sup> will overwrite those accommodations.

## Importing a SR/PNP Data File

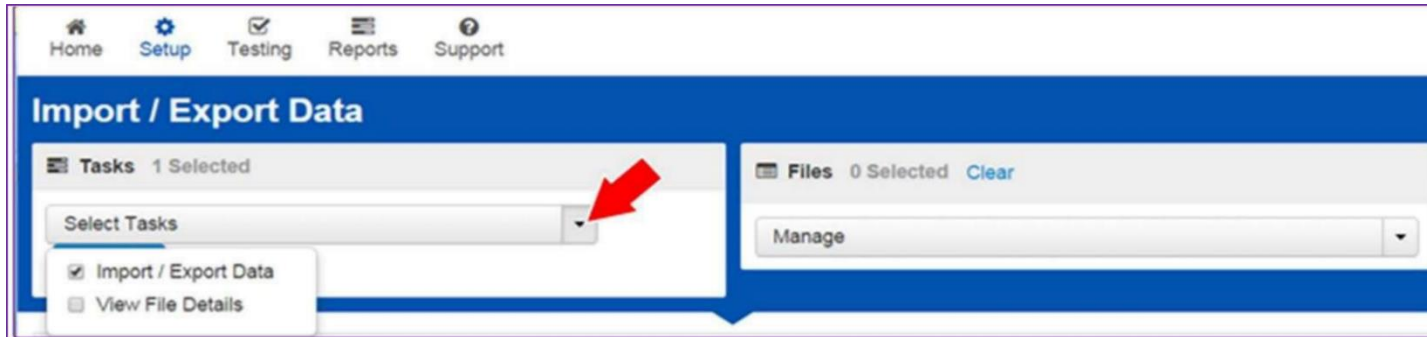
1. Log into PearsonAccess<sup>next</sup>.
2. Select the **admin** from the **admin drop down** menu on the top of the screen.



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

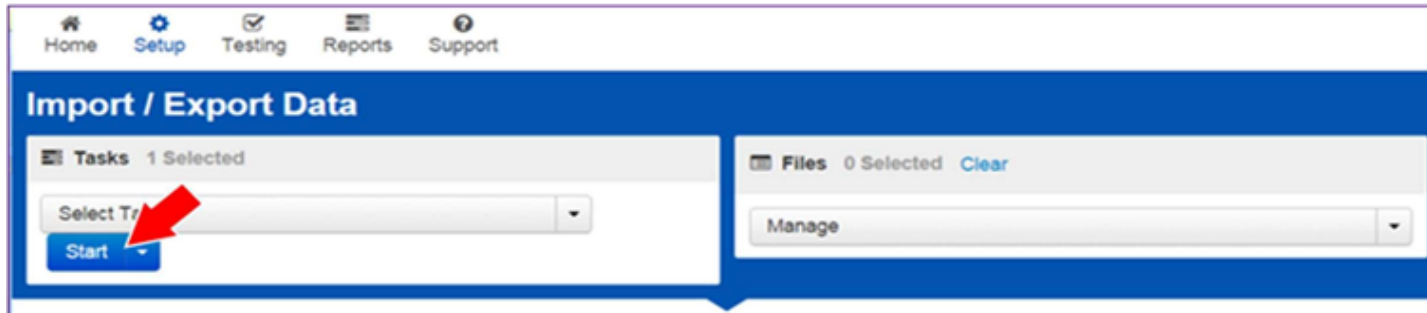


- In the **Select Tasks** dropdown menu, select **Import/Export Data**.



The screenshot shows the 'Import / Export Data' page. At the top, there is a navigation bar with links: Home, Setup, Testing, Reports, and Support. Below this, the page title 'Import / Export Data' is displayed. On the left, under 'Tasks 1 Selected', there is a 'Select Tasks' dropdown menu. A red arrow points to this dropdown, which is open, showing two options: 'Import / Export Data' (checked) and 'View File Details'. On the right, under 'Files 0 Selected', there is a 'Manage' dropdown menu.

- Select **Start**



The screenshot shows the 'Import / Export Data' page. The 'Select Tasks' dropdown menu is now closed, and the 'Start' button is highlighted with a red arrow. The 'Manage' dropdown menu remains open on the right.

- In the **Type** dropdown menu, select **Student Registration Import**



The screenshot shows the 'Tasks for Importing and Exporting' page. At the top, there is a navigation bar with links: Add Task, Previous Task, Next Task, and Exit Tasks. Below this, the page title 'Import / Export Data' is displayed. On the left, under 'Type\*', there is a dropdown menu. A red arrow points to this dropdown, which is open, showing a list of options: 'Enrollment Transfer Export', 'Enrollment Transfer Import', 'Student Registration Export', 'Student Registration Import' (highlighted), 'User Export', and 'User Import'.

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



Tasks for Importing and Exporting

Import / Export Data

Type\*

Student Registration Import

File Layout Type

CSV

CSV for online testing

Fixed

is set to auto-create test sessions but you do not want test sessions created from this import, check the box

8. Review options for File Import.
  - This option allows users to decide if they would like to auto-create and assign tests to test sessions.
  - DO NOT select the **Don't modify student tests**. This option should only be selected when updating existing student demographic data without updating test registration data.

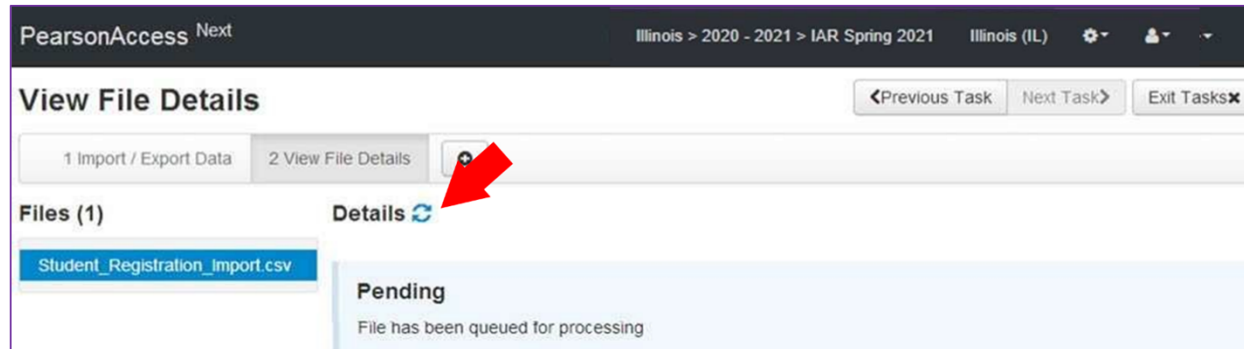


9. **Choose File** to select the file to import.

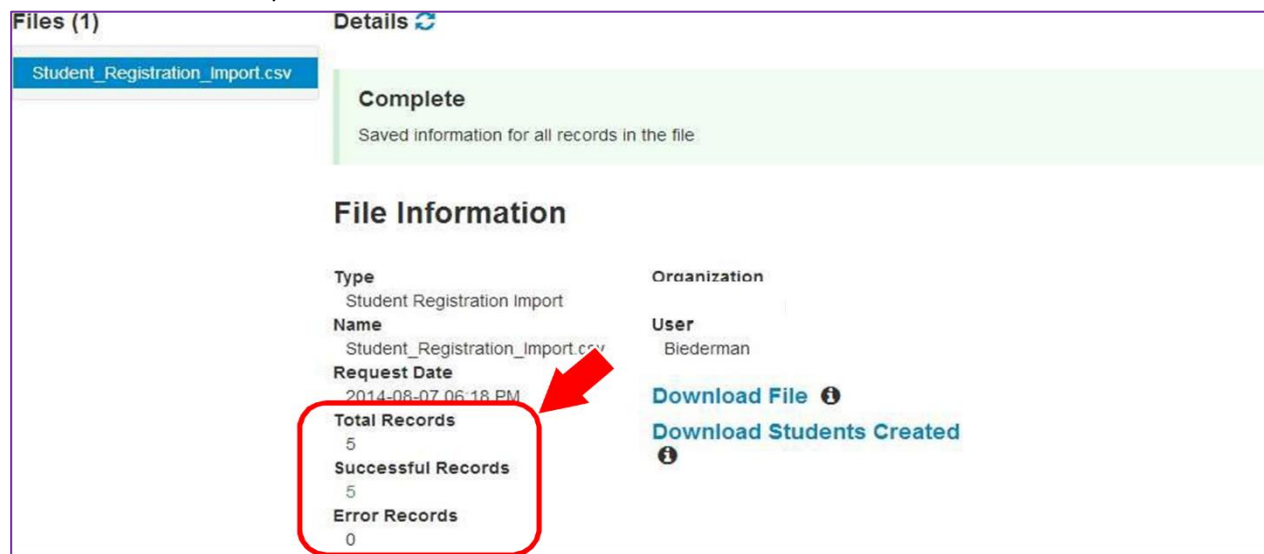
10. Once you see the correct .csv file listed, click **Process** to submit the selected file.

## Checking the status of an imported file

1. The **View File Details screen** will appear after selecting **Process**. This screen will show the processing status. Select the refresh icon to refresh the screen



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



- If there are errors, they will be 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

### Helpful Hint:

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>. 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. Alternatively, the user may choose to import only those records that were in error.

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
Core Student data in following rows								
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	Y	
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> .  * School Code will be blank for District records	A-Z, 0-9	Y	

D	Home District Code	N*	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 Accountable District.  Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .  *Blank - If blank use testing district code	A-Z, 0-9 Blank	Y	
Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
E	Home School Code	N*	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 Accountable School.  School reporting to a District  Error and reject record if organization does not exist and set to participate in administration within PearsonAccess <sup>next</sup> .  *Blank - If blank use testing district code	A-Z, 0-9 Blank	Y	
F	State Student Identifier	Y	10	A unique number or alphanumeric code assigned to a student by ISBE.	State Student Identifier needs to be unique by student. SSID's from ISBE's SIS will be 9 bytes.	0-9 No embedded spaces	Y	

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 Blank No embedded spaces Blank	Y	
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Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
H	Unique Pearson Student ID	N	36	Unique Pearson Student ID that is used for growth analysis across years.	Assigned within PearsonAccess <sup>next</sup> .	A-Z, 0-9 - Blank on import	Y	
I	Last or Surname	Y	35	The full legal last name borne in common by members of a family.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces	Y	
J	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces	Y	

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	Y	
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Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
L	Birthdate	Y	10	The year, month and day on which a person was born.		YYYY-MM-DD 0-9 - /	Y	
M	Sex	Y	1	The concept describing the biological traits that distinguish the males and females of a species.		F = Female M = Male N = Non-Binary	Y	
N	Home Language	N	20	Display the English name of language in the dropdown, not the 3-char code.		Blank see Home Language tab	Y*	
<b>Student Registration</b> (Administration-level Data)								
O	Grade Level When Assessed	Y	2	The grade or developmental level of a student when assessed.		03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade	Y	

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> .	Y = Yes N = No Blank	Y	
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Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
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-W) have an expected value entered.	Y = Yes N = No Blank	Y	
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-W) have an expected value entered.	Y = Yes N = No Blank	Y	
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-W) have an expected value entered.	Y = Yes N = No Blank	Y	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
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-W) have an expected value entered.	Y = Yes N = No Blank	Y	
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-W) have an expected value entered.	Y = Yes N = No Blank	Y	
V	Blank Field	N	1			Blank		
W	Two or More Races	N	1	A person having origins in any of more than one of the racial groups.	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-W) have an expected value entered.	Y = Yes N = No Blank	Y	
X	English Learner (EL)	N	1	English Learner (EL)	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> .	Y = Yes N = No Blank	Y	



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
Y	Title III Limited English Proficient Participation Status	N	1	An indication that a limited English proficient (LEP) student is served by an English language instruction educational program supported with Title III of ESEA funds.	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> .	Y = Yes N = No X = Not Collected or N/A Blank	Y	
Z	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> .	Y = Yes N = No X = Not Collected or N/A Blank	Y	
AA	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, but if left blank, this field will create a Critical Warning in PearsonAccess <sup>next</sup> .	Y = Yes N = No Blank	Y	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
AB	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, but if left blank, this field will create a Critical Warning in PearsonAccess <sup>next</sup> .	<b>Y</b> = Yes <b>N</b> = No Blank	Y	
AC	Student With Disabilities	N	3	If a student has a disability and an IEP, they are automatically covered by Section 504. If a student has an IEP and needs academic interventions, this should be included in their IEP. The IEP is required to address ALL of a student's needs that are related to the disability. See: <a href="http://www.wrightslaw.com/b">http://www.wrightslaw.com/b</a>	IEP = Student has IEP 504 = Student has 504 Plan B = Both IEP and 504 N = Student does not have IEP or 504 plan  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>	<b>IEP</b> <b>504</b> <b>B</b> = Both IEP and 504 <b>N</b> = No Blank	N	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
AD	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" or "B".</p> <p>Only users with the Sensitive Data and/or Student Test Update Add-on Role will be able to view/update this field after students have been imported into PearsonAccess<sup>next</sup>.</p> <p>NC = Not Collected is acceptable by ISBE.</p>	<p><b>AUT</b> = Autism</p> <p><b>DB</b> = Deaf-blindness</p> <p><b>DD</b> = Developmental delay</p> <p><b>EMN</b> = Emotional disturbance</p> <p><b>HI</b> = Hearing impairment</p> <p><b>ID</b> = Intellectual Disability</p> <p><b>MD</b> = Multiple disabilities</p> <p><b>NC = Not Collected</b></p> <p><b>OI</b>=Orthopedic impairment</p> <p><b>OHI</b>= Other health impairment</p> <p><b>SLD</b>=Specific learning disability</p> <p><b>SLI</b> = Speech or language impairment</p> <p><b>TBI</b>=Traumatic brain injury</p> <p><b>VI</b>=Visual impairment</p> <p><b>Blank</b></p>	N	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will override PAN	AF&A Manual Reference
AE	State Field 2	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AF	State Field 3	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AG	State Field 4	N	20		Leave blank unless you receive other directions from ISBE.	Blank		
AH	State Field 5	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AI	State Field 6	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AJ	State Field 7	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AK	State Field 8	N	20		Leave blank unless you receive other direction from ISBE.	Blank		

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
AL	State Field 9	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AM	State Field 10	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AN	State Field 11	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AO	State Field 12	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AP	State Field 13	N	20		Leave blank unless you receive other direction from ISBE.	Blank.		
AQ	State Field 14	N	20		Leave blank unless you receive other direction from ISBE.	Blank		
AR	State Field 15	N	20		Leave blank unless you receive other direction from ISBE.	Blank		

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
<b>Test Registration (Test-level Data) row below</b>								
AS	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 the named session. <b>If students are already in test sessions, students must be removed from current test sessions prior to importing an updated SR/PNP.</b></p> <p><b>Students requiring a read aloud computer-based test should be placed in specific read aloud 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 and the test format is paper, then this will be used for sorting and rostering of student and their test book labels.</p>	A-Z a-z 0-9 - ' (Standard Apostrophe) embedded spaces Blank	N	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
AT	Class Name	N	45	The name of a group of students.	<p>This field can be used to add students to test sessions by groups (i.e. Class Name) through the user interface.</p> <p>Class name will drive the grouping for the Transcend class roster.</p> <p>If a class name is not loaded, student will be placed into a default class name</p> <p>Example default name: Math Grade 03 Interim Class</p>	A-Z a-z 0-9 - ' (Standard Apostrophe). ) ( & / + embedded spaces Blank	N	
AU	Test Administrator	N	30	Test Administrator is the person overseeing the student(s) in a test session.		A-Z a- z - ' (Standard Apostrophe) . ) ( & / + 0-9 embedded Spaces Blank	N	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
AV	Staff Member Identifier	N	30	A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity.		A-Z a- z - ' (Standard Apostrophe) . ) ( & / + 0-9 Embedded spaces Blank	N	
AW	Test Code	Y*	9	Identifier assigned to the test name.	*Required on STU import	3Writing3 4Writing3 5Writing3 6Writing3 7Writing3 8Writing3	Y	
AX	Test Format	Y*	1	Format of the Test	Online = Computer-based Testing (CBT)  Initial student load from SIS will default to Online; If paper tester, value must be switched to P by District/School. *Required on STU import	O = Online	N *Default is Online	



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
AY	Filler	N	1			N/A	N	
AZ	Filler	N	1	N/A		N/A	N	
<b>Administration Considerations rows</b>								
BA	Frequent Breaks	N	1	Student is allowed to take breaks, at their request, during the testing session.	Proctor/School Provided Administration Considerations	Y = Yes Blank	N	
BB	Separate/Alternate Location	N	1	Student tested in specially-assigned location.	Proctor/School Provided Administration Considerations	Y = Yes Blank	N	2c
BC	Small Group Testing	N	1	Student is tested in a separate location as an individual or with a small group of students with matching accessibility features, accommodations, or 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 Administration Considerations	Y = Yes Blank	N	2a

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
BD	Specialized Equipment or Furniture	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Proctor/School Provided Administration Considerations	Y = Yes Blank	N	2e
BE	Specified Area or Setting	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door; library, etc.).	Proctor/School Provided Administration Considerations	Y = Yes Blank	N	2d
BF	Time of Day	N	1	Student is tested during a specific time of day based on their individual needs (e.g., ELA/Literacy in the morning; no testing after lunch).	Proctor/School Provided Administration Considerations	Y = Yes Blank	N	2b

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
<b>Accessibility Features Identified in Advance</b>				(These accessibility features are available to all students and not limited to students with disabilities or English learners.)				
BG	Answer Masking	N	1	Specifies as part of an Assessment Personal Needs Profile the type of masks the user is able to create to cover portions of the question until needed.	<p><b>For Computer-based Testing:</b> Used to assign this accessibility feature for computer-based testing.</p> <p>By default, answer choices for multiple-choice items are covered when the item is first presented. The student has the ability to remove the masks at a time of their choosing.</p> <p>This is available to <b>ALL</b> students taking computer-based tests and is available on all test forms.</p> <p><b>For Paper-based Testing:</b> Specifies as part of an Assessment Personal Needs Profile the type of masks the student is able to use to cover answers until needed.</p>	Y = Yes Blank	N	1a
BH	Student Reads Assessment Aloud to Self	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. The student must be tested in a separate setting.		Y = Yes Blank	N	1o

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
<b>Presentation Accommodations for Students with Disabilities with an IEP or 504 Plan</b>								
BJ	Filler	N	1			N/A		
BK	Filler	N	1			N/A		
BL	Filler	N	1			N/A		
BM	Filler	N	1			N/A		
BN	Filler	N	1			N/A		
BO	Alternate Representation– Paper Test	N	1	Student requires paper and pencil test format as an approved accommodation.	If expected value equals “Y”; then the student must have Format field populated with "P" and Student with Disabilities field populated with either “504”, “IEP”, OR “B” or record will error.	Y = Yes Blank	N	3a
BP	Filler	N	1			N/A		
BQ	Filler	N	1			N/A		

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
BR	Braille Transcription	N	1	The student records answers directly on an answer sheet. Responses must be transcribed verbatim by a test administrator in an online test.	If = Y, Students With Disability must = either 504, IEP or Both IEP and 504  If Braille Transcription is selected, IEP, 504 or Both IEP and 504 must be selected in the Student with Disabilities field on the Register Students task tab.	Y Blank	N	3b
BS	Human Signer for Test Directions	N	1	A human signer will sign the test directions to a student. The student may need to be tested in a small group or separate setting.	If expected value equals "Y"; then the student must have Student with Disabilities field populated with either "504", "IEP", OR "B" or record will error.	Y = Yes Blank	N	3c

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
Response Accommodations for Students with Disabilities with an IEP or 504 Plan				Accommodations from a student's personal needs profile supports response accommodations				
BT	Filler	N	1			N/A		
BU	Braille Response	N	2	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	Proctor/School Provided Accommodation If expected value equals "01" OR "02"; then the student must have Student with Disabilities field populated with either "504", "IEP", OR "B" or record will error.	<b>01</b> = Braille Writer <b>02</b> = Braille Notetaker Blank	N	4a 4b
BV	Filler	N	1			N/A		
BW	Filler	N	1			N/A		
BX	Filler	N	1			N/A		
BY	Filler	N	1			N/A		
BZ	Filler	N	1			N/A		
CA	Filler	N	1			N/A		

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
<b>Accommodations for English Learners (EL)</b>								
CB	Administration Directions Clarified in Student's Native Language	N	1	The test administrator clarifies general administration instructions only.	Proctor/School Provided Accommodation  If expected value equals "Y"; then the student must have the English Learner (EL) field populated with "Y" or record will error.	Y = Yes Blank	N	7c
CC	Administration Directions Read Aloud in Student's Native Language	N	3	The test administrator reads aloud, and repeats as needed, test directions in the student's native language.	Proctor/School Provided Accommodation  If expected value equals: "ARA", "CHI", "FRE", "GUJ", "KOR", "POL", "SPA", "TAG", "URD", OR "VIE" then the student must have the English Learner (EL) field populated with "Y" or record will error.	ARA = Arabic CHI = Chinese (Mandarin) FRE = French GUJ = Gujarati KOR = Korean POL = Polish SPA = Spanish TAG = Tagalog URD = Urdu VIE = Vietnamese Blank	N	7b
CD	Filler	N	1			N/A		
CE	Filler	N	1			N/A		

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
CF	Word-to-Word Dictionary (English/Native Language)	N	1	The student uses a published word-to-word hand-held dictionary.	Proctor/School Provided Accommodation  If expected value equals "Y"; then the student must have the English Learner (EL) field populated with "Y" or record will error.	Y = Yes Blank	N	7a
<b>Other Accessibility Features and Accommodations</b>								
CG	Dynamic Text to Speech	N	2		If = Y, Students with Disability must = either 504 or IEP or Both IEP/504, and Braille Transcription field must be blank.	Y Blank	N	1p
CH	Filler	N	1			N/A		
CI	Unique Accommodation	N	1	An accommodation required for a student with a disability or an English Learner that is not listed in the Accessibility Features and Accommodations Manual but is identified in the student's IEP, 504 plan or EL plan (if approved by the state).	Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.  If expected value equals "Y"; then the student must have the Student with Disabilities field populated with either "504", "IEP", OR "B" AND/OR the English Learner (EL) field populated with "Y" or record will error.	Y = Yes Blank	N	



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields* Y = SIS will over-ride PAN	AF&A Manual Reference
Timing and Scheduling				Accommodations for English Learners and Students with Disabilities				
CJ	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.		01 = Human Scribe 99 = Other Blank	N	
CK	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 the student must have the English Learner (EL) field populated with "Y" or record will error.</li> <li>If expected value equals "IEP504"; then the student must have the Student with Disabilities field populated with either "504", "IEP", OR "B" or record will error.</li> </ul> If expected value equals "Both"; then the student must have the Student with Disabilities field populated with either "504", "IEP", OR "B" AND the English Learner (EL) field populated with "Y" or record will error.	EL IEP504 Both Blank	N	5a 7d

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	SIS-Fields * Y = SIS will override PAN	AF&A Manual Reference
CL	PreID Barcode Number	N	1	Student Label Barcode for paper testers	• Export only		N	
CM	End-of-Record	Y	1			Y	N	