

MCAP Guide to Importing Local Students & Accommodations



Version 1.0

MCAP 2020/2021

ELA/L, Mathematics, MISA, Social Studies

Students & Accommodations

Document Revisions

Revision Date	Version	Description
7/30/2020	1.0	Initial Version

If assistance is needed, contact the Customer Support Center at **888-639-0690**
or visit support.mdassessments.com and select **Support**.

Copyright 2020, Pearson

The purpose of this document is to provide the information needed to populate values in the Local Student & Accommodations Import data file. The 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, Expected Values, or criteria for entering valid values, along with the Administration details for the Accommodations. The student record is used to gather demographic information, as well as 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 are the same between what is populated in the Local Student & Accommodations import data file and what is populated currently in Pearson Access.	<input type="checkbox"/>
2	Verify that all required fields are populated. Required field rows are highlighted in green.	<input type="checkbox"/>
3	All expected values match the values found in this document. Bolded text in the Expected Values column must be entered exactly as it appears.	<input type="checkbox"/>
4	Do not delete the header row.	<input type="checkbox"/>
5	Import the file as a Comma Delimited File (.csv file extension).	<input type="checkbox"/>

Student Matching Rules

When student data is imported into Pearson Access, demographic fields are used to identify unique students. When data is updated in Pearson Access, matching rules are applied to these fields to identify if records currently exist within the system. This information will be important for importing Local Student & Accommodation files for the 2020-2021 administrations as many students already exist within Pearson Access from the previous administrations and/or USIS data.

How Matching Works?

Record will match if the SASID (State Assigned Student Identifier) and two out of the three Core Demographic Fields match:

- Last or Surname (First 10 characters)
- First Name
- Birth Date

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.

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
A	Update Indicator (updateIndicator)	Y	1	Identifies rows to be added or updated. If this value is not provided, the record will fail to load.	I = Insert U = Update D = Delete	
B	Customer Code	Y	255	Pearson created unique ID to identify project	MARYLAND Must be in uppercase	
C	Organization Code	Y	50	The Organization responsible for administering the test for a student.	Numeric 0-9	
D	Student ID	Y	50	State assigned Student ID (SASID) If loading a student without a State Student ID put "NONE" in this field. The system will generate an ID that will start with N.	Numeric 0-9 NONE	
E	Local ID	N	50	A unique LSS/LEA 24 assigned number	Numeric 0-9 Blank	
F	First Name	Y	255	The full legal first name given to a person at birth, baptism, or through legal change.	Alpha Space	
G	Last Name	Y	255	The full legal last name borne in common by members of a family.	Alpha Space	

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
H	Middle Name	N	255	The full legal first name given to a person at birth, baptism, or through legal change.	Alpha Space	
I	Date of Birth	Y	10	The month, day, and year on which a person was born.	mm/dd/yyyy m/d/yyyy	
J	Enrolled Grade	Y	2	Actual grade student is enrolled to during testing administration.	03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade 09 = Ninth grade 10 = Tenth grade 11 = Eleventh grade 12 = Twelfth grade	
K	Student Email	N	255	Email address of student	Blank Before the @: A-Z, a-z, 0-9, ., -, %, +, ` , ~, /, #, \$, !, &, ', *, =, ?, ^, {, , }, - After the @ A-Z, a-z, 0-9 . - After the last period (.), 2-4 in length A-Z, a-z	
L	Reporting School	Y	255	The Organization entered here will be used for aggregation of the student results. The student must be enrolled in both the organization testing at and the organization responsible for receiving the student results.	Numeric 0-9	

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
M	Gender	N	1	The concept describing the biological traits that distinguish the males and females of a species.	F = Female M = Male X = Non-Binary Blank	
N	American Indian or Alaskan 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.	Y = Yes N = No Blank	
O	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.	Y = Yes N = No Blank	
P	Black or African American	N	1	A person having origins in any of the black racial groups of Africa.	Y = Yes N = No Blank	
Q	Native Hawaiian or Pacific Islander	N	1	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Y = Yes N = No Blank	

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
R	White	N	1	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	Y = Yes N = No Blank	
S	Multi-Race	N	1	A person having origins from different racial backgrounds. If blank, Pearson will derive this if more than two Ethnicities are submitted with a Y.	Y = Yes N = No Blank	
T	Hispanic Latino	N	1	A person who traces their origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	Y = Yes N = No Blank	
U	LEP	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.	Y = Yes, currently receiving LEP services N = No, not receiving LEP services E = Exited the program Blank = Not specified	
V	Economic Disadvantage Status	N	1	An indicator of a student's eligibility to receive Free or Reduced Price Meals under the National School Lunch Program. This includes students who are eligible through annual household applications, "identified students" in a Community Eligibility Provision (CEP) school or LEA, or students who are "directly certified".	Y = Yes N = No Blank = Not specified	

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
W	Student with Disability	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 more at: http://www.wrightslaw.com/blog/?p=122#sthash.J6Jlx6v.dpuf	Y = Student receiving special education services N = Student not receiving special education services E = Student exited special education services 2 = Code 504 student 3 = Student exited special education service, but enrolled in 504 Blank = Not specified	
X	Primary Disability Type	N	3	The major or overriding disability condition that best describes a person's impairment.	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 = Not Specified	
Y	Home LSS	N	50	Required for LEA24 Schools – must be the public LSS of residence for the student.	01-23, 30, 32	
Z	Ship Report Organization	N	50	The Organization where the Individual Student Report (ISR) is to be shipped. If Ship Report Organization is left blank, then the Reporting Organization will be the ship to location.	Numeric 0-9 Blank	

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
AA	Growth Identifier	N	36		Alphanumeric Hyphen	
AB	Limited English Proficient Eligible Begin Date	N	10	Date LEP services began.	mm-dd-yyyy Blank	
AC	Limited English Proficient Eligible End Date	N	10	Date LEP services ended.	mm-dd-yyyy Blank	
AD	Special Education End Date	N	10	Date special education services ended.	mm-dd-yyyy Blank	
AE	English Language Entry Into the US	N	10	Date when the student entered any US school for the first time.	mm-dd-yyyy Blank	
AF	Limited English Proficient Reading Exempt	N	1	LEP students who are in their first year of enrollment in US schools may substitute their score on English Language Proficiency Test for reading test. LEP students must participate in reading test starting in their second year of enrollment in US schools.	Y = Yes N = No Blank	
AG	ASL – ELA/L	N	1	Used to assign the form administered for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.	Y = Yes N = No Blank	ELA
AH	ASL – Mathematics	N	1	Used to assign the form administered for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.	Y = Yes N = No Blank	Math
AI	ASL – Science	N	1	Used to assign the form administered for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.	Y = Yes N = No Blank	Science

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
AJ	ASL – Social Studies	N	1	Used to assign the form administered for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.	Y = Yes N = No Blank	Social Studies
AK	Closed Caption – ELA/L	N	1	Used to assign the form administered for computer-based testing. Closed Captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.	Y = Yes N = No Blank	ELA
AL	Closed Caption – Mathematics	N	1	Used to assign the form administered for computer-based testing. Closed Captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.	Y = Yes N = No Blank	Math
AM	Closed Caption – Science	N	1	Used to assign the form administered for computer-based testing. Closed Captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.	Y = Yes N = No Blank	Science
AN	Closed Caption – Social Studies	N	1	Used to assign the form administered for computer-based testing. Closed Captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
AO	Refreshable Braille – ELA/L	N	1	Used to assign a computer-based form for Braille in conjunction with Screen Reader. Student uses external device which converts the text from the Screen Reader into Braille.	Y = Yes N = No Blank	ELA
AP	Refreshable Braille – Mathematics	N	1	Used to assign a computer-based form for Braille in conjunction with Screen Reader. Student uses external device which converts the text from the Screen Reader into Braille.	Y = Yes N = No Blank	Math
AQ	Refreshable Braille – Science	N	1	Used to assign a computer-based form for Braille in conjunction with Screen Reader. Student uses external device which converts the text from the Screen Reader into Braille.	Y = Yes N = No Blank	Science
AR	Refreshable Braille – Social Studies	N	1	Used to assign a computer-based form for Braille in conjunction with Screen Reader. Student uses external device which converts the text from the Screen Reader into Braille.	Y = Yes N = No Blank	Social Studies
AS	Text-to-Speech – ELA/L	N	2	TTS enabled version of the computer-based test read aloud to student.	TX = Text GR = Text + Graphics Blank	ELA
AT	Text-to-Speech – Mathematics	N	2	TTS enabled version of the computer-based test read aloud to student.	TX = Text GR = Text + Graphics Blank	Math
AU	Text-to-Speech – Science	N	2	TTS enabled version of the computer-based test read aloud to student.	TX = Text GR = Text + Graphics Blank	Science
AV	Text-to-Speech – Social Studies	N	2	TTS enabled version of the computer-based test read aloud to student.	TX = Text GR = Text + Graphics Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
AW	Answer Masking – ELA/L	N	1	Specifies the option to have answer choices for multiple-choice items covered. This is available & enabled for ALL students taking the computer-based tests.	Y = Yes N = No Blank	ELA
AX	Answer Masking – Mathematics	N	1	Specifies the option to have answer choices for multiple-choice items covered. This is available & enabled for ALL students taking the computer-based tests.	Y = Yes N = No Blank	Math
AY	Answer Masking – Science	N	1	Specifies the option to have answer choices for multiple-choice items covered. This is available & enabled for ALL students taking the computer-based tests.	Y = Yes N = No Blank	Science
AZ	Answer Masking – Social Studies	N	1	Specifies the option to have answer choices for multiple-choice items covered. This is available & enabled for ALL students taking the computer-based tests.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
BA	Assistive Technology Screen Reader – ELA/L	N	1	Screen Reader Assistive Technology is form tagged to support the Screen Reader use and is used to deliver the computer-based test form. Screen Reader Assistive Technology is a 3rd party external support intended for students who are blind. The Screen Reader is used for browser navigation and access to content. Examples: Jaws, NVDA, ChromeVOX. It can also be used in combination with a Refreshable Braille device for access and response.	Y = Yes N = No Blank	ELA
BB	Assistive Technology Screen Reader – Mathematics	N	1	Screen Reader Assistive Technology is form tagged to support the Screen Reader use and is used to deliver the computer-based test form. Screen Reader Assistive Technology is a 3rd party external support intended for students who are blind. The Screen Reader is used for browser navigation and access to content. Examples: Jaws, NVDA, ChromeVOX. It can also be used in combination with a Refreshable Braille device for access and response.	Y = Yes N = No Blank	Math

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
BC	Assistive Technology Screen Reader – Science	N	1	Screen Reader Assistive Technology is form tagged to support the Screen Reader use and is used to deliver the computer-based test form. Screen Reader Assistive Technology is a 3rd party external support intended for students who are blind. The Screen Reader is used for browser navigation and access to content. Examples: Jaws, NVDA, ChromeVOX. It can also be used in combination with a Refreshable Braille device for access and response.	Y = Yes N = No Blank	Science
BD	Assistive Technology Screen Reader – Social Studies	N	1	Screen Reader Assistive Technology is form tagged to support the Screen Reader use and is used to deliver the computer-based test form. Screen Reader Assistive Technology is a 3rd party external support intended for students who are blind. The Screen Reader is used for browser navigation and access to content. Examples: Jaws, NVDA, ChromeVOX. It can also be used in combination with a Refreshable Braille device for access and response.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
BE	Assistive Technology NonScreen Reader – ELA/L	N	1	Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.	Y = Yes N = No Blank	ELA
BF	Assistive Technology NonScreen Reader – Mathematics	N	1	Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.	Y = Yes N = No Blank	Math
BG	Assistive Technology NonScreen Reader – Science	N	1	Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.	Y = Yes N = No Blank	Science

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
BH	Assistive Technology NonScreen Reader – Social Studies	N	16	Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.	Y = Yes N = No Blank	Social Studies
BI	Assistive Capturing Responses – ELA/L	N	16	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank	ELA
BJ	Assistive Capturing Responses – Mathematics	N	16	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank	Math
BK	Assistive Capturing Responses – Science	N	16	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank	Science

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
BL	Assistive Capturing Responses – Social Studies	N	16	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response, Selected Response, Technology Enhanced, item types.	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank	Social Studies
BM	Color Contrast – ELA/L	N	18	Defines access for preference to invert the foreground and background colors.	Black-Cream Black-Lblue Black-Lmagenta White-Black Yellow-Blue Dgray-Pgreen Blank	ELA
BN	Color Contrast – Mathematics	N	18	Defines access for preference to invert the foreground and background colors.	Black-Cream Black-Lblue Black-Lmagenta White-Black Yellow-Blue Dgray-Pgreen Blank	Math
BO	Color Contrast – Science	N	18	Defines access for preference to invert the foreground and background colors.	Black-Cream Black-Lblue Black-Lmagenta White-Black Yellow-Blue Dgray-Pgreen Blank	Science
BP	Color Contrast – Social Studies	N	18	Defines access for preference to invert the foreground and background colors.	Black-Cream Black-Lblue Black-Lmagenta White-Black Yellow-Blue Dgray-Pgreen Blank	Social Studies
BQ	Color Overlay – ELA/L	N	1	Locally provided color overlay for the student to place over their paper test.	Y = Yes N = No Blank	ELA

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
BR	Color Overlay – Mathematics	N	1	Locally provided color overlay for the student to place over their paper test.	Y = Yes N = No Blank	Math
BS	Color Overlay – Science	N	1	Locally provided color overlay for the student to place over their paper test.	Y = Yes N = No Blank	Science
BT	Color Overlay – Social Studies	N	1	Locally provided color overlay for the student to place over their paper test.	Y = Yes N = No Blank	Social Studies
BU	Dictionary – ELA/L	N	1	The student uses a published bilingual, word-to-word hand-held dictionary that does not include definitions, phrases, sentences, or pictures.	Y = Yes N = No Blank	ELA
BV	Dictionary – Mathematics	N	1	The student uses a published bilingual, word-to-word hand-held dictionary that does not include definitions, phrases, sentences, or pictures.	Y = Yes N = No Blank	Math
BW	Dictionary – Science	N	1	The student uses a published bilingual, word-to-word hand-held dictionary that does not include definitions, phrases, sentences, or pictures.	Y = Yes N = No Blank	Science
BX	Dictionary – Social Studies	N	1	The student uses a published bilingual, word-to-word hand-held dictionary that does not include definitions, phrases, sentences, or pictures.	Y = Yes N = No Blank	Social Studies
BY	Electronic Braille Response – ELA/L	N	1	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	Y = Yes N = No Blank	ELA
BZ	Electronic Braille Response – Mathematics	N	1	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	Y = Yes N = No Blank	Math

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
CA	Electronic Braille Response – Science	N	1	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	Y = Yes N = No Blank	Science
CB	Electronic Braille Response – Social Studies	N	1	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	Y = Yes N = No Blank	Social Studies
CC	Extended Time – ELA/L	N	1	Extended time is provided to the student.	Y = Yes N = No Blank	ELA
CD	Extended Time – Mathematics	N	1	Extended time is provided to the student.	Y = Yes N = No Blank	Math
CE	Extended Time – Science	N	1	Extended time is provided to the student.	Y = Yes N = No Blank	Science
CF	Extended Time – Social Studies	N	1	Extended time is provided to the student.	Y = Yes N = No Blank	Social Studies
CG	Frequent Breaks – ELA/L	N	1	Student is allowed to take breaks, at their request, during the testing session.	Y = Yes N = No Blank	ELA
CH	Frequent Breaks – Mathematics	N	1	Student is allowed to take breaks, at their request, during the testing session.	Y = Yes N = No Blank	Math
CI	Frequent Breaks – Science	N	1	Student is allowed to take breaks, at their request, during the testing session.	Y = Yes N = No Blank	Science
CJ	Frequent Breaks – Social Studies	N	1	Student is allowed to take breaks, at their request, during the testing session.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
CK	Handheld Calculator and Math Tools – ELA/L	N	1	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.	Y = Yes N = No Blank	ELA
CL	Handheld Calculator and Math Tools – Mathematics	N	1	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.	Y = Yes N = No Blank	Math
CM	Handheld Calculator and Math Tools – Science	N	1	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.	Y = Yes N = No Blank	Science
CN	Handheld Calculator and Math Tools – Social Studies	N	1	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.	Y = Yes N = No Blank	Social Studies
CO	Human Signer for Test Directions – ELA/L	N	1	The test directions are signed to the student by the test administrator.	Y = Yes N = No Blank	ELA

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
CP	Human Signer for Test Directions – Science	N	1	The test directions are signed to the student by the test administrator.	Y = Yes N = No Blank	Math
CQ	Human Signer for Test Directions – Mathematics	N	1	The test directions are signed to the student by the test administrator.	Y = Yes N = No Blank	Science
CR	Human Signer for Test Directions – Social Studies	N	1	The test directions are signed to the student by the test administrator.	Y = Yes N = No Blank	Social Studies
CS	Human Read Aloud – ELA/L	N	1	The test is read aloud to the student by the test administrator.	Y = Yes N = No Blank	ELA
CT	Human Read Aloud – Mathematics	N	1	The test is read aloud to the student by the test administrator. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DF with “spanish”.	Y = Yes N = No Blank	Math
CU	Human Read Aloud – Science	N	1	The test is read aloud to the student by the test administrator. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DG with “spanish”.	Y = Yes N = No Blank	Science
CV	Human Read Aloud – Social Studies	N	1	The test is read aloud to the student by the test administrator. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DH with “spanish”.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
CW	Human Signer – ELA/L	N	1	The test is signed to the student by the test administrator.	Y = Yes N = No Blank	ELA
CX	Human Signer – Mathematics	N	1	The test is signed to the student by the test administrator.	Y = Yes N = No Blank	Math
CY	Human Signer – Science	N	1	The test is signed to the student by the test administrator.	Y = Yes N = No Blank	Science
CZ	Human Signer – Social Studies	N	1	The test is signed to the student by the test administrator.	Y = Yes N = No Blank	Social Studies
DA	Human Read Aloud Test Directions – ELA/L	N	1	The test directions are read aloud to the student by the test administrator.	Y = Yes N = No Blank	ELA
DB	Human Read Aloud Test Directions – Mathematics	N	1	The test directions are read aloud to the student by the test administrator.	Y = Yes N = No Blank	Math
DC	Human Read Aloud Test Directions – Science	N	1	The test directions are read aloud to the student by the test administrator.	Y = Yes N = No Blank	Science
DD	Human Read Aloud Test Directions – Social Studies	N	1	The test directions are read aloud to the student by the test administrator.	Y = Yes N = No Blank	Social Studies
DE	Language Transadaptation – ELA/L	N	7	Used to assign the form administered for testing based on another language other than English.	spanish Blank	ELA
DF	Language Transadaptation – Mathematics	N	7	Used to assign the form administered for testing based on another language other than English.	spanish Blank	Math
DG	Language Transadaptation – Science	N	7	Used to assign the form administered for testing based on another language other than English.	spanish Blank	Science
DH	Language Transadaptation – Social Studies	N	7	Used to assign the form administered for testing based on another language other than English.	spanish Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
DI	Separate or Alternate Testing Location – ELA/L	N	1	Student is tested in specially-assigned location.	Y = Yes N = No Blank	ELA
DJ	Separate or Alternate Testing Location – Mathematics	N	1	Student is tested in specially-assigned location.	Y = Yes N = No Blank	Math
DK	Separate or Alternate Testing Location – Science	N	1	Student is tested in specially-assigned location.	Y = Yes N = No Blank	Science
DL	Separate or Alternate Testing Location – Social Studies	N	1	Student is tested in specially-assigned location.	Y = Yes N = No Blank	Social Studies
DM	Small Group – ELA/L	N	1	Student is tested in a separate location as a small group of students with matching accessibility features, accommodations, or testing needs as appropriate.	Y = Yes N = No Blank	ELA
DN	Small Group – Mathematics	N	1	Student is tested in a separate location as a small group of students with matching accessibility features, accommodations, or testing needs as appropriate.	Y = Yes N = No Blank	Math
DO	Small Group – Science	N	1	Student is tested in a separate location as a small group of students with matching accessibility features, accommodations, or testing needs as appropriate.	Y = Yes N = No Blank	Science
DP	Small Group – Social Studies	N	1	Student is tested in a separate location as a small group of students with matching accessibility features, accommodations, or testing needs as appropriate.	Y = Yes N = No Blank	Social Studies
DQ	Special Equipment or Furniture – ELA/L	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Y = Yes N = No Blank	ELA

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
DR	Special Equipment or Furniture – Mathematics	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Y = Yes N = No Blank	Math
DS	Special Equipment or Furniture – Science	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Y = Yes N = No Blank	Science
DT	Special Equipment or Furniture – Social Studies	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Y = Yes N = No Blank	Social Studies
DU	Specified Area Setting – ELA/L	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom, seat near the door, library, etc.).	Y = Yes N = No Blank	ELA
DV	Specified Area Setting – Mathematics	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom, seat near the door, library, etc.).	Y = Yes N = No Blank	Math
DW	Specified Area Setting – Science	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom, seat near the door, library, etc.).	Y = Yes N = No Blank	Science
DX	Specified Area Setting – Social Studies	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom, seat near the door, library, etc.).	Y = Yes N = No Blank	Social Studies
DY	Student Read Aloud – ELA/L	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. Note: The student must be tested in a separate setting.	Y = Yes N = No Blank	ELA
DZ	Student Read Aloud – Mathematics	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. Note: The student must be tested in a separate setting.	Y = Yes N = No Blank	Math

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
EA	Student Read Aloud – Science	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. Note: The student must be tested in a separate setting.	Y = Yes N = No Blank	Science
EB	Student Read Aloud – Social Studies	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. Note: The student must be tested in a separate setting.	Y = Yes N = No Blank	Social Studies
EC	Temporary Accommodation – ELA/L	N	255	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	Alpha Space Blank	ELA
ED	Temporary Accommodation – Mathematics	N	255	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	Alpha Space Blank	Math
EE	Temporary Accommodation – Science	N	255	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	Alpha Space Blank	Science
EF	Temporary Accommodation – Social Studies	N	255	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	Alpha Space Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
EG	Test Direction Native Language – ELA/L	N	1	The test administrator reads aloud and repeats as needed test directions or clarifies general administration instructions in the student’s native language.	Y = Yes N = No Blank	ELA
EH	Test Direction Native Language – Mathematics	N	1	The test administrator reads aloud and repeats as needed test directions or clarifies general administration instructions in the student’s native language.	Y = Yes N = No Blank	Math
EI	Test Direction Native Language – Science	N	1	The test administrator reads aloud and repeats as needed test directions or clarifies general administration instructions in the student’s native language.	Y = Yes N = No Blank	Science
EJ	Test Direction Native Language – Social Studies	N	1	The test administrator reads aloud and repeats as needed test directions or clarifies general administration instructions in the student’s native language.	Y = Yes N = No Blank	Social Studies
EK	Time of Day – ELA/L	N	1	Student is tested during a specific time of day based on their individual needs.	Y = Yes N = No Blank	ELA
EL	Time of Day – Mathematics	N	1	Student is tested during a specific time of day based on their individual needs.	Y = Yes N = No Blank	Math
EM	Time of Day – Science	N	1	Student is tested during a specific time of day based on their individual needs.	Y = Yes N = No Blank	Science
EN	Time of Day – Social Studies	N	1	Student is tested during a specific time of day based on their individual needs.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
EO	Unique Accommodation – ELA/L	N	255	An accommodation required for a student with a disability or an English Learner that is not listed in the MCAP Accessibility Features and Accommodations Manual, but is identified in the student’s IEP, 504 plan or ELA plan if approved by the state). Note: Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.	Alpha Space Blank	ELA
EP	Unique Accommodation – Mathematics	N	255	An accommodation required for a student with a disability or an English Learner that is not listed in the MCAP Accessibility Features and Accommodations Manual, but is identified in the student’s IEP, 504 plan or ELA plan if approved by the state). Note: Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.	Alpha Space Blank	Math
EQ	Unique Accommodation – Science	N	255	An accommodation required for a student with a disability or an English Learner that is not listed in the MCAP Accessibility Features and Accommodations Manual, but is identified in the student’s IEP, 504 plan or ELA plan if approved by the state). Note: Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.	Alpha Space Blank	Science

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
ER	Unique Accommodation – Social Studies	N	255	An accommodation required for a student with a disability or an English Learner that is not listed in the MCAP Accessibility Features and Accommodations Manual, but is identified in the student’s IEP, 504 plan or ELA plan if approved by the state). Note: Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.	Alpha Space Blank	Social Studies
ES	Word Prediction – ELA/L	N	1	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.	Y = Yes N = No Blank	ELA
ET	Word Prediction – Mathematics	N	1	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.	Y = Yes N = No Blank	Math
EU	Word Prediction – Science	N	1	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.	Y = Yes N = No Blank	Science
EV	Word Prediction – Social Studies	N	1	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.	Y = Yes N = No Blank	Social Studies
EW	Braille Tactile Graphics – ELA/L	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	Y = Yes N = No Blank	ELA

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
EX	Braille Tactile Graphics – Mathematics	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	Y = Yes N = No Blank	Math
EY	Braille Tactile Graphics – Science	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	Y = Yes N = No Blank	Science
EZ	Braille Tactile Graphics – Social Studies	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	Y = Yes N = No Blank	Social Studies
FA	Alternate Representation Paper Test – ELA/L	N	1	Student requires paper and pencil test format as an approved accommodation.	Y = Yes N = No Blank	ELA
FB	Alternate Representation Paper Test – Mathematics	N	1	Student requires paper and pencil test format as an approved accommodation. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DF with “spanish”.	Y = Yes N = No Blank	Math
FC	Alternate Representation Paper Test – Science	N	1	Student requires paper and pencil test format as an approved accommodation. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DG with “spanish”.	Y = Yes N = No Blank	Science

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
FD	Alternate Representation Paper Test – Social Studies	N	1	Student requires paper and pencil test format as an approved accommodation. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DH with “spanish”.	Y = Yes N = No Blank	Social Studies
FE	Large Print – ELA/L	N	1	A Large Print test booklet is provided with text increased 150% to an 18-point font.	Y = Yes N = No Blank	ELA
FF	Large Print – Mathematics	N	1	A Large Print test booklet is provided with text increased 150% to an 18-point font. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DF with “spanish”.	Y = Yes N = No Blank	Math
FG	Large Print – Science	N	1	A Large Print test booklet is provided with text increased 150% to an 18-point font. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DG with “spanish”.	Y = Yes N = No Blank	Science

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
FH	Large Print – Social Studies	N	1	A Large Print test booklet is provided with text increased 150% to an 18-point font. Note: Spanish Transadaptation is available with Human Reader for Mathematics, Science, or Social Studies. To receive this accommodation, populate column DH with “spanish”.	Y = Yes N = No Blank	Social Studies
FI	Answers Recorded – ELA/L	N	1	Grades 4-8 and High School, the student records answers directly in the test book. Responses must be transcribed verbatim in an answer document. Responses that have not been transcribed will not be scored.	Y = Yes N = No Blank	ELA
FJ	Answers Recorded – Mathematics	N	1	Grades 4-8 and High School, the student records answers directly in the test book. Responses must be transcribed verbatim in an answer document. Responses that have not been transcribed will not be scored.	Y = Yes N = No Blank	Math
FK	Answers Recorded – Science	N	1	Grades 4-8 and High School, the student records answers directly in the test book. Responses must be transcribed verbatim in an answer document. Responses that have not been transcribed will not be scored.	Y = Yes N = No Blank	Science
FL	Answers Recorded – Social Studies	N	1	Grades 4-8 and High School, the student records answers directly in the test book. Responses must be transcribed verbatim in an answer document. Responses that have not been transcribed will not be scored.	Y = Yes N = No Blank	Social Studies

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values	Test Administration
FM	Monitor Test Response – ELA/L	N	1	The test administrator or assigned accommodator monitors proper placement of student responses on a test booklet/answer document or within a computer-based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	Y = Yes N = No Blank	ELA
FN	Monitor Test Response – Mathematics	N	1	The test administrator or assigned accommodator monitors proper placement of student responses on a test booklet/answer document or within a computer-based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	Y = Yes N = No Blank	Math
FO	Monitor Test Response – Science	N	1	The test administrator or assigned accommodator monitors proper placement of student responses on a test booklet/answer document or within a computer-based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	Y = Yes N = No Blank	Science
FP	Monitor Test Response – Social Studies	N	1	The test administrator or assigned accommodator monitors proper placement of student responses on a test booklet/answer document or within a computer-based test. The test examiner or assigned accommodator cannot assist the student with changing a response.	Y = Yes N = No Blank	Social Studies