

# MCAP Session Import Field Definitions Guide



**Version 1.4**

**ELA/L, Mathematics, MISA, Social Studies**

Session Import

# Document Revisions

Revision Date	Version	Description
10/03/2022	1.0	Initial Version
11/10/2022	1.1	Updated test codes
1/3/2023	1.2	Updated Spring test codes
2/1/2023	1.3	Updated Administration name for ELA/Math
9/19/2023	1.4	Updated Administration and Test Codes

If assistance is needed, contact the Customer Support Center at **888-639-0690**  
or visit [support.mdassessments.com](https://support.mdassessments.com) and select **Support**.

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
A	Indicator	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	Student SID	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	Maryland Student Identifiers are 10 digits in length. Please ensure when creating a student, you are using the Maryland assigned SASID.  If the student is a temporary student or will never have a Maryland SASID the student's ID will start with the letter N and will be created by Pearson Access.
C	Student First Name	N	255	The full legal first name given to a person at birth, baptism, or through legal change. Matching Criteria is case sensitive.	Alpha Space	
D	Student Last Name	N	255	The full legal last name in common by members of a family. Matching Criteria is case sensitive.	Alpha Space	
E	Org Code	Y	50	The Organization responsible for administering the test for a student.	Numeric 0-9	The Organization code includes the 2-digit LSS (LEA24) code and the 4-digit school code.
F	Session	Y	250	The name of the session	Alpha Numeric 0-9	
G	Administration	Y		This is the name of the administration you are creating the session within.	<b>2023 Training Fall Block ELA &amp; Math</b> <b>2023 Fall Block ELA &amp; Math High School</b> <b>2024 Training Spring for All Assessments</b> <b>2024 Spring Science</b> <b>2024 Spring ELA &amp; MATH</b> <b>2024 Spring Social Studies</b> <b>2024 Summer ELA &amp; Math High School</b>	These are case sensitive and must match with the administration name setup in Pearson Access. The session must exist before you can create the session.

H	Test Code	Y		This indicates the test the student(s) within the session will be registered	<p>ELA Secure Practice Test Code  <b>ELA10mdtrainfall23E</b></p> <p>Math Secure Practice Test Code  <b>ALG01mdtrainfall23E</b>  <b>GEO01mdtrainfall23E</b>  <b>ALG02mdtrainfall23E</b></p> <p>ELA Fall 2023 Online:  <b>ELA10mdelamathfall23E</b></p> <p>ELA Fall 2023 Paper:  <b>ELA10mdelamathfall23P</b></p> <p>MATH Fall 2023 Online:  <b>ALG01mdelamathfall23E</b>  <b>GEO01mdelamathfall23E</b>  <b>ALG02mdelamathfall23E</b></p> <p>MATH Fall 2023 Paper:  <b>ALG01mdelamathfall23P</b>  <b>GEO01mdelamathfall23P</b>  <b>ALG02mdelamathfall23P</b></p> <p>ELA Secure Practice Test Code  <b>ELA03mdtrainspr24E</b>  <b>ELA04mdtrainspr24E</b>  <b>ELA05mdtrainspr24E</b>  <b>ELA06mdtrainspr24E</b>  <b>ELA07mdtrainspr24E</b>  <b>ELA08mdtrainspr24E</b>  <b>ELA10mdtrainspr24E</b></p> <p>Math Secure Practice Test Code  <b>MAT03mdtrainspr24E</b>  <b>MAT04mdtrainspr24E</b>  <b>MAT05mdtrainspr24E</b>  <b>MAT06mdtrainspr24E</b>  <b>MAT07mdtrainspr24E</b>  <b>MAT08mdtrainspr24E</b>  <b>ALG01mdtrainspr24E</b>  <b>GEO01mdtrainspr24E</b></p>	<p>Must be a valid test code within the administration for which the session is being requested.</p> <p>NOTE: The last character of the test code represents the mode of testing.  P = Paper  E = Online</p>
---	-----------	---	--	--	--	--

**ALG02mdtrainspr24E**

Science Secure Practice Test Code

**SCI05mdtrainspr24E**

**SCI085mdtrainspr24E**

Social Studies Secure Practice Test Code

**SOC08mdtrainspr24E**

Science Spring 2024 Online:

**SCI05mdsciencespr24E**

**SCI08mdsciencespr24E**

Science Spring 2024 Paper:

**SCI05mdsciencespr24P**

**SCI08mdsciencespr24P**

ELA Spring 2024 Online:

**ELA03mdelamathspr24E**

**ELA04mdelamathspr24E**

**ELA05mdelamathspr24E**

**ELA06mdelamathspr24E**

**ELA07mdelamathspr24E**

**ELA08mdelamathspr24E**

**ELA10mdelamathspr24E**

ELA Spring 2024 Paper:

**ELA03mdelamathspr24P**

**ELA04mdelamathspr24P**

**ELA05mdelamathspr24P**

**ELA06mdelamathspr24P**

**ELA07mdelamathspr24P**

**ELA08mdelamathspr24P**

**ELA10mdelamathspr24P**

ELA Spring 2024 Paper:

**ELA03mdelamathspr24P**

**ELA04mdelamathspr24P**

**ELA05mdelamathspr24P**

**ELA06mdelamathspr24P**

**ELA07mdelamathspr24P**

**ELA08mdelamathspr24P**

**ELA10mdelamathspr24P**

Math Spring 2024 Online:

**MAT03mdelamathspr24E**

**MAT04mdelamathspr24E**

**MAT05mdelamathspr24E**

**MAT06mdelamathspr24E**

**MAT07mdelamathspr24E**

**MAT08mdelamathspr24E**

**ALG01mdelamathspr24E**

**GEO01mdelamathspr24E**

**ALG02mdelamathspr24E**

Math Spring 2024 Paper:

**MAT03mdelamathspr24P**

**MAT04mdelamathspr24P**

**MAT05mdelamathspr24P**

**MAT06mdelamathspr24P**

**MAT07mdelamathspr24P**

**MAT08mdelamathspr24P**

**ALG01mdelamathspr24P**

**GEO01mdelamathspr24P**

**ALG02mdelamathspr24P**

Social Studies 2024 Online:

**SOC08mdsocialstudiesspr24E**

Social Studies 2024 Paper:

**SOC08mdsocialstudiesspr24P**

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
I	Mode	Y		This indicates the mode of the test	<b>Paper Online</b>	If the session is created with the incorrect mode a new session will need to be created. This field is not editable.
J	Start Date	N	10	This indicates the date the session should be available for students to log into TestNav	<b>MM/DD/YYYY</b>	If a value is not specified and if it is a new session the organization test admin default valued are applied for the start time.
K	End Date	N	10	This indicates the date the session should be available for students to log into TestNav	<b>MM/DD/YYYY</b>	If a value is not specified and if it is a new session the organization test admin default valued are applied for the start time.
L	Start Time	N	8	This indicates what time the session should be available for students to log into TestNav	<b>HH:MM AM HH:MM PM</b>	If a value is not specified and if it is a new session the organization test admin default valued are applied for the start time.
M	End Time	N	8	This indicates what time the session should be available for students to log into TestNav	<b>HH:MM AM HH:MM PM</b>	If a value is not specified and if it is a new session the organization test admin default valued are applied for the end time.
N	Days of Testing	N	1-2	This field indicates the days the test can be taken.	<b>M Tu W Th F ; or :</b>  <b>When putting in more than one day, please use the ; or : (example: M;Tu;W;Th;F)</b>	If a value is not specified and if it is a new session the organization test admin default valued are applied for the testing days.
O	Timezone	N		This field indicates the timezone for the test.	<b>America/New_York</b>	If a value is not specified this will default to the timezone of the user uploading the file.