MCAP Session Import
Field Definitions Guide
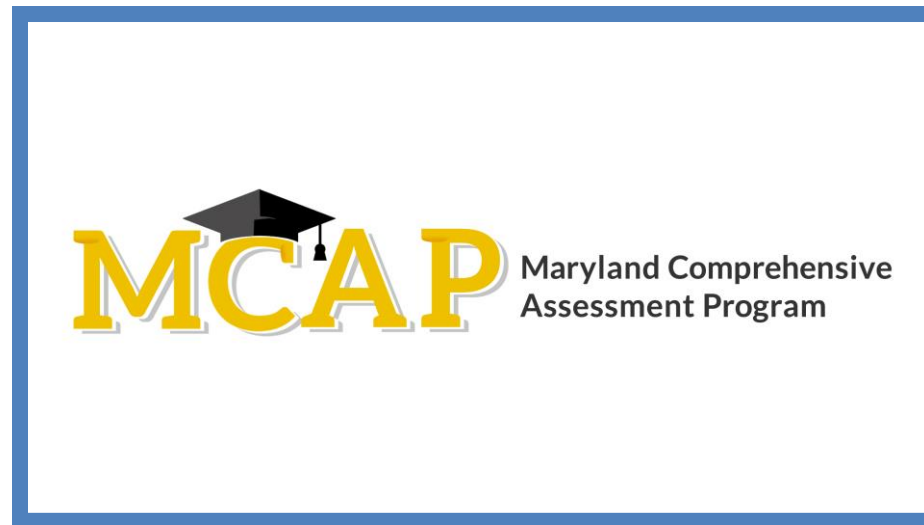
MCAP Maryland Comprehensive Assessment Program

Version 1.0

Document Revisions

Revision Date	Version	Description
10/03/2022	1.0	Initial Version
11/10/2022	1.1	Updated test codes

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

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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.	**2022 Training Early Fall & Fall Block** **2022 Fall Block ELA & Math High School** **2022 Spring Science** **2022 Training Spring for All Assessments**	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.

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
H	Test Code	Y		This indicates the test the student(s) within the session will be registered	ELA Fall Block Online: **ELA10mdelamathfall22E** ELA Fall Block Paper: **ELA10mdelamathfall22P** MATH Fall Block Online: **ALG01mdelamathfall22E** **GEO01mdelamathfall22E** **ALG02mdelamathfall22E** MATH Fall Block (Paper): **ALG01mdelamathfall22P** **GEO01mdelamathfall22P** **ALG02mdelamathfall22P**	Must be a valid test code within the administration for which the session is being requested. NOTE: The last character of the test code represents the mode of testing. P = Paper E = Online
I	Mode	Y		This indicates the mode of the test	**Paper** **Online**	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	**MM/DD/YYYY**	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	**MM/DD/YYYY**	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	**HH:MM AM** **HH:MM PM**	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	**HH:MM AM** **HH:MM PM**	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.

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
N	Days of Testing	N	1-2	This field indicates the days the test can be taken.	**M** **Tu** **W** **Th** **F** **; or :** **When putting in more than one day, please use the ; or : (example: M;Tu;W;Th;F)**	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.	**America/New_York**	If a value is not specified this will default to the timezone of the user uploading the file.