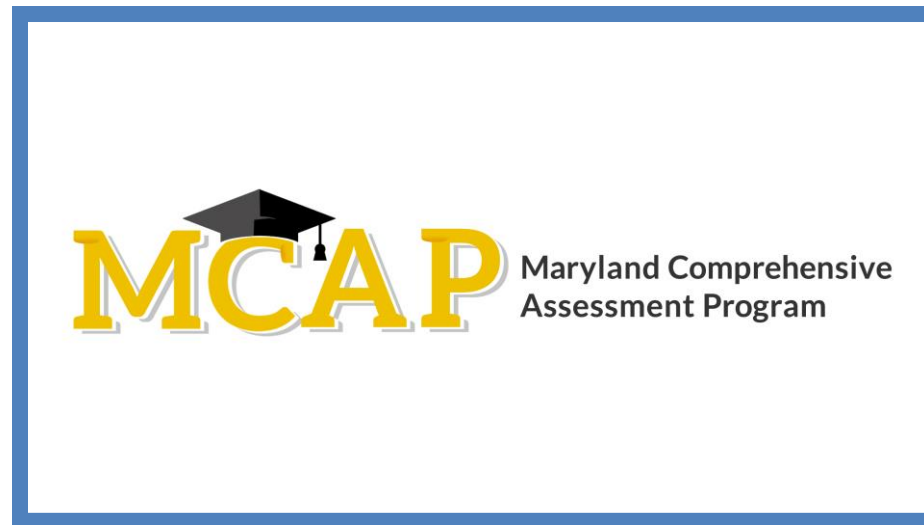


MCAP Session Import Field Definitions Guide



Version 1.2

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

If assistance is needed, contact the Customer Support Center at **888-639-0690** or visit 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.	2023 Training Spring for All Assessments 2023 Spring Science 2023 Spring ELA & Math 2023 Spring Social Studies	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 ELA03mdtrainspr23E ELA04mdtrainspr23E ELA05mdtrainspr23E ELA06mdtrainspr23E ELA07mdtrainspr23E ELA08mdtrainspr23E ELA10mdtrainspr23E</p> <p>Math Secure Practice Test Code MAT03mdtrainspr23E MAT04mdtrainspr23E MAT05mdtrainspr23E MAT06mdtrainspr23E MAT07mdtrainspr23E MAT08mdtrainspr23E ALG01mdtrainspr23E GEO01mdtrainspr23E ALG02mdtrainspr23E</p> <p>Science Secure Practice Test Code SCI05mdtrainspr23E SCI085mdtrainspr23E</p> <p>Social Studies Secure Practice Test Code SOC08mdtrainspr23E</p> <p>Science Spring 2023 Online: SCI05mdsciencespr23E SCI08mdsciencespr23E</p> <p>Science Spring 2023 Paper: SCI05mdsciencespr23P SCI08mdsciencespr23P</p> <p>ELA Spring 2023 Online: ELA03mdelamathspr23E ELA04mdelamathspr23E ELA05mdelamathspr23E ELA06mdelamathspr23E ELA07mdelamathspr23E</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>
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ELA08mdelamathspr23E
ELA10mdelamathspr23E

ELA Spring 2023 Paper:
ELA03mdelamathspr23P
ELA04mdelamathspr23P
ELA05mdelamathspr23P
ELA06mdelamathspr23P
ELA07mdelamathspr23P
ELA08mdelamathspr23P
ELA10mdelamathspr23P

Math Spring 2023 Online:
MAT03mdelamathspr23E
MAT04mdelamathspr23E
MAT05mdelamathspr23E
MAT06mdelamathspr23E
MAT07mdelamathspr23E
MAT08mdelamathspr23E
ALG01mdelamathspr23E
GEO01mdelamathspr23E
ALG02mdelamathspr23E

Math Spring 2023 Paper:
MAT03mdelamathspr23P
MAT04mdelamathspr23P
MAT05mdelamathspr23P
MAT06mdelamathspr23P
MAT07mdelamathspr23P
MAT08mdelamathspr23P
ALG01mdelamathspr23P
GEO01mdelamathspr23P
ALG02mdelamathspr23P

Social Studies 2023 Online:
SOC08mdsocialstudiesspr23E

Social Studies 2023 Paper:
SOC08mdsocialstudiesspr23P

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	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.
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.