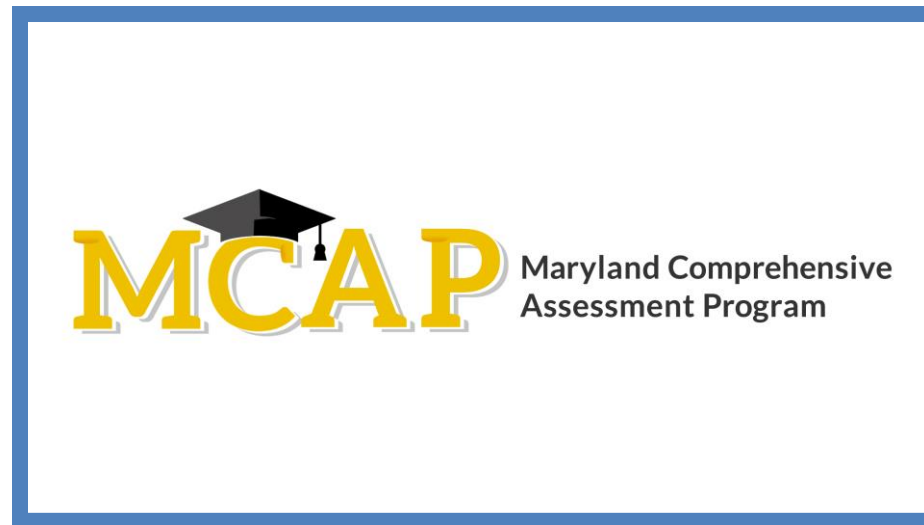


# MCAP Session Import Field Definitions Guide



**Version 1.3**

**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

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 Spring for All Assessments</b> <b>2023 Spring Science</b> <b>2023 Spring ELA &amp; MATH</b> <b>2023 Spring Social Studies</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>ELA03mdtrainspr23E</b>  <b>ELA04mdtrainspr23E</b>  <b>ELA05mdtrainspr23E</b>  <b>ELA06mdtrainspr23E</b>  <b>ELA07mdtrainspr23E</b>  <b>ELA08mdtrainspr23E</b>  <b>ELA10mdtrainspr23E</b></p> <p>Math Secure Practice Test Code  <b>MAT03mdtrainspr23E</b>  <b>MAT04mdtrainspr23E</b>  <b>MAT05mdtrainspr23E</b>  <b>MAT06mdtrainspr23E</b>  <b>MAT07mdtrainspr23E</b>  <b>MAT08mdtrainspr23E</b>  <b>ALG01mdtrainspr23E</b>  <b>GEO01mdtrainspr23E</b>  <b>ALG02mdtrainspr23E</b></p> <p>Science Secure Practice Test Code  <b>SCI05mdtrainspr23E</b>  <b>SCI085mdtrainspr23E</b></p> <p>Social Studies Secure Practice Test Code  <b>SOC08mdtrainspr23E</b></p> <p>Science Spring 2023 Online:  <b>SCI05mdsciencespr23E</b>  <b>SCI08mdsciencespr23E</b></p> <p>Science Spring 2023 Paper:  <b>SCI05mdsciencespr23P</b>  <b>SCI08mdsciencespr23P</b></p> <p>ELA Spring 2023 Online:  <b>ELA03mdelamathspr23E</b>  <b>ELA04mdelamathspr23E</b>  <b>ELA05mdelamathspr23E</b>  <b>ELA06mdelamathspr23E</b>  <b>ELA07mdelamathspr23E</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>
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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	<b>Paper</b> <b>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</b> <b>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</b> <b>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</b> <b>Tu</b> <b>W</b> <b>Th</b> <b>F</b> ; or :  <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.