MCAP Local Students & Accommodations

Field Definitions

Version 1.3

Document Revisions

Revision Date	Version	Description
09/01/2022	1.0	Initial Version for 2022-2023
09/16/2022	1.0	Included in initial version: Added MSDE verbiage for Economically Disadvantaged
09/16/2022	1.0	Included in initial version: Added MSDE verbiage for HomeLEA
10/3/2022	1.1	Added "Required by MSDE" to demographics: Gender, Ethnicity, Race, Economically Disadvantaged, LEP, Student with Disability/504
5/9/2023	1.2	Updated MSDE verbiage for Economically Disadvantaged
9/19/2023	1.3	Updated Customer Code and Economically Disadvantaged notes

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 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.
2	Verify that all required fields are populated. Required field rows are highlighted in green.
3	All expected values match the values found in this document. Text in the **Expected Values** column must be entered exactly as it appears.
4	Text in the header row must appear exactly as it does in the template.
5	Do not delete the header row.
6	Import the file as a Comma Delimited File (.csv file extension).

Helpful Hints for the Update Indicator Column:

- I = Insert, this should be used when putting a student into a new organization. Even if the student exists in Pearson Access in another organization the "I" should be used.
- D = Delete, this should be used when removing a student from an organization. If you are placing a student into a new organization, you should either use a separate file to delete/remove students from their previous organization or have a separate row for the student who needs to be removed from their previous organization.
- U = Update, this should be used if a student is in the correct organization, but needs changes to their demographic data, accommodations, or accessibility features.

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
A	Update 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	Customer Code	Y	255	Pearson created unique ID to identify project.	**MARYLAND23-24** Must be in uppercase	
C	Organization Code	Y	50	The Organization responsible for administering the test for a student.	Numeric 0-9	The Organization code includes the 2-digit LEA code and the 4-digit school code.
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	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.

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
E	Local ID	N	50	A unique LEA 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. Matching Criteria is case sensitive.	Alpha Space	
G	Last Name	Y	255	The full legal last name borne in common by members of a family. Matching Criteria is case sensitive.	Alpha Space	
H	Middle Name	N	255	The full legal first name given to a person at birth, baptism, or through legal change.	Alpha Space	

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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	

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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	N	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	The Reporting School includes the 2-digit LEA code and the 4-digit school code.
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	Required by MSDE

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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	Required by MSDE
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	Required by MSDE

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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	Required by MSDE
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	Required by MSDE
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	Required by MSDE
S	Multi-Race (Two or More Races)	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	Required by MSDE

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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	Required by MSDE
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	Required by MSDE

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
V	Economically Disadvantaged	N	1	Report 'economically disadvantaged' as directly certified and eligible for the National School Lunch Program as approved by USDA for the state of Maryland if the student is directly certified or through participation in specified programs. Specifically, in Maryland, a school would identify a student under the direct certification process if the student meets at least one of the following criteria: 1. Confirmed participation in: a.　　　Supplemental Nutrition Assistance Program (SNAP)- offers nutrition assistance to eligible low income individuals and families for the purchase of groceries; b.　　　Temporary Assistance to Needy Families (TANF)- a program designed to help needy families achieve selfsufficiency through providing income support; or c.　　　Foster Child; d.　　　Medicaid; or 2. Students can also be directly certified through participation in the following programs: a. Experiencing homelessness and on the local Homeless Liaison's List; b. Migrant youth; c. Runaway; d. Nonapplicant approved by local officials; or e. Head Start	**Y** = Yes **N** = No Blank = Not specified	Not Required by MSDE in SY 23-24

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
W	Student with Disability/504	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.J6JgIx6v.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	Required by MSDE
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	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	

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
Z	Home LEA	N	50	The LEA entered should, in most cases, be the system that placed the child in the non-public setting and is the LEA where the student resides. Students in nonpublic placement schools, at public cost, must be reported to MSDE by the local school system of residence each September.	01-23, 30, 32	Required for LEA 24 Schools. This should only be included for LEA24 organizations.
AA	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	The Ship Report Organization includes the 2-digit LEA code and the 4-digit school code.
AB	Growth Identifier	N	36		Alphanumeric Hyphen	
AC	Limited English Proficient Eligible Begin Date	N	10	Date LEP services began.	mm/dd/yyyy m/d/yyyy mm-dd-yyyy Blank	
AD	Limited English Proficient Eligible End Date	N	10	Date LEP services ended.	mm/dd/yyyy m/d/yyyy mm-dd-yyyy Blank	
AE	Special Education End Date	N	10	Date special education services ended.	mm/dd/yyyy m/d/yyyy mm-dd-yyyy Blank	
AF	English Language Entry Into the US	N	10	Date when the student entered any US school for the first time.	mm/dd/yyyy m/d/yyyy mm-dd-yyyy Blank	
AG	Extended Time - ELA	N	1	Extended time is provided to the student.	**Y** = Yes **N** = No Blank	**ELA/L**
Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
AH	Extended Time – Math	N	1	Extended time is provided to the student.	**Y** = Yes **N** = No Blank	**Mathematics**
AI	Extended Time – Science	N	1	Extended time is provided to the student.	**Y** = Yes **N** = No Blank	**Science**
AJ	Extended Time – Social Studies	N	1	Extended time is provided to the student.	**Y** = Yes **N** = No Blank	**Social Studies**
AK	Frequent Breaks – ELA	N	1	Student is allowed to take breaks, at their request, during the testing session.	**Y** = Yes **N** = No Blank	**ELA/L**
AL	Frequent Breaks – Math	N	1	Student is allowed to take breaks, at their request, during the testing session.	**Y** = Yes **N** = No Blank	**Mathematics**
AM	Frequent Breaks – Science	N	1	Student is allowed to take breaks, at their request, during the testing session.	**Y** = Yes **N** = No Blank	**Science**
AN	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**
AO	Handheld Calculator – ELA (Calc/Tools-CALC SECT_MATH)	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections.	**Y** = Yes **N** = No Blank	**ELA/L** (**Calc/Tools-CALC SECT_MATH** See Maryland Accommodations Manual 4d)
AP	Handheld Calculator – Math (Calc/Tools-CALC SECT_MATH)	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections.	**Y** = Yes **N** = No Blank	**Mathematics** (**Calc/Tools-CALC SECT_MATH** See Maryland Accommodations Manual 4d)
Column	**Field Name (Will not match header)**	**Required Y/N**	**Field Length**	**Field Definitions**	**Valid Values**	**Notes or Test Content**

AQ	Handheld Calculator – Science (Calc/Tools-CALC SECT_MATH)	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections.	**Y** = Yes **N** = No Blank	**Science** (**Calc/Tools-CALC SECT_MATH** See Maryland Accommodations Manual 4d)
AR	Handheld Calculator – Social Studies (Calc/Tools-CALC SECT_MATH)	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections.	**Y** = Yes **N** = No Blank	**Social Studies** (**Calc/Tools-CALC SECT_MATH** See Maryland Accommodations Manual 4d)
AS	Math Tools – ELA (Calc/Tools-NONCALC SECT_MATH)	N	1	The student is allowed to use an arithmetic table (including addition/subtraction and/or multiplication/division charts) and/or manipulatives may be used.	**Y** = Yes **N** = No Blank	**ELA/L** (**Calc/Tools-NON-CALC SECT_MATH** See Maryland Accommodations Manual 4e)
AT	Math Tools – Math (Calc/Tools-NONCALC SECT_MATH)	N	1	The student is allowed to use an arithmetic table (including addition/subtraction and/or multiplication/division charts) and/or manipulatives may be used.	**Y** = Yes **N** = No Blank	**Mathematics** (**Calc/Tools-NON-CALC SECT_MATH** See Maryland Accommodations Manual 4e)
AU	Math Tools – Science (Calc/Tools-NONCALC SECT_MATH)	N	1	The student is allowed to use an arithmetic table (including addition/subtraction and/or multiplication/division charts) and/or manipulatives may be used.	**Y** = Yes **N** = No Blank	**Science** (**Calc/Tools-NON-CALC SECT_MATH** See Maryland Accommodations Manual 4e)
AV	Math Tools – Social Studies (Calc/Tools-NONCALC SECT_MATH)	N	1	The student is allowed to use an arithmetic table (including addition/subtraction and/or multiplication/division charts) and/or manipulatives may be used.	**Y** = Yes **N** = No Blank	**Social Studies** (**Calc/Tools-NON-CALC SECT_MATH** See Maryland Accommodations Manual 4e)
AW	Separate or Alternate Testing Location – ELA	N	1	Student is tested in specially assigned location.	**Y** = Yes **N** = No Blank	**ELA/L**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
AX	Separate or Alternate Testing Location – Math	N	1	Student is tested in specially assigned location.	**Y** = Yes **N** = No Blank	**Mathematics**
AY	Separate or Alternate Testing Location – Science	N	1	Student is tested in specially assigned location.	**Y** = Yes **N** = No Blank	**Science**
AZ	Separate or Alternate Testing Location – Social Studies	N	1	Student is tested in specially assigned location.	**Y** = Yes **N** = No Blank	**Social Studies**
BA	Small Group – ELA	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/L**
BB	Small Group – Math	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	**Mathematics**
BC	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**
BD	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**
BE	Special Equipment or Furniture – ELA	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/L**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
BF	Special Equipment or Furniture – Math	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	**Mathematics**
BG	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**
BH	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**
BI	Specified Area Setting – ELA	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/L**
BJ	Specified Area Setting – Math	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	**Mathematics**
BK	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**
BL	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**
BM	Student Read Aloud – ELA	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/L**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
BN	Student Read Aloud – Math	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	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
BO	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**
BP	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**
BQ	Temporary Accommodation – ELA	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.	Text Entry <Blank>	**ELA/L**
BR	Temporary Accommodation – Math	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.	Text Entry <Blank>	**Mathematics**
BS	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.	Text Entry <Blank>	**Science**

BT	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.	Text Entry <Blank>	**Social Studies**
BU	Time of Day – ELA	N	1	Student is tested during a specific time of day based on their individual needs.	**Y** = Yes **N** = No Blank	**ELA/L**
BV	Time of Day – Math	N	1	Student is tested during a specific time of day based on their individual needs.	**Y** = Yes **N** = No Blank	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
BW	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**
BX	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**
BY	Unique Accommodation – ELA	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.	Text Entry <Blank>	**ELA/L**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
BZ	Unique Accommodation – Math	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.	Text Entry <Blank>	**Mathematics**
Column	**Field Name (Will not match header)**	**Required Y/N**	**Field Length**	**Field Definitions**	**Valid Values**	**Notes or Test Content**
CA	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.	Text Entry <Blank>	**Science**
CB	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.	Text Entry <Blank>	**Social Studies**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
CC	TTS – ELA	N	2	TTS enabled version of the computerbased test read aloud to student. For ELA/L the student will always receive Text + Graphics if they are assigned a TTS form.	TX GR N <Blank>	**ELA/L**
CD	TTS – Math	N	2	TTS enabled version of the computerbased test read aloud to student.	TX GR N <Blank>	**Mathematics**
CE	TTS – Science	N	2	TTS enabled version of the computerbased test read aloud to student. For Science the student will always receive Text + Graphics if they are assigned a TTS form.	TX GR N <Blank>	**Science**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
CF	TTS – Social Studies	N	2	TTS enabled version of the computerbased test read aloud to student. For Social Studies the student will always receive Text + Graphics if they are assigned a TTS form.	TX GR N <Blank>	**Social Studies**
CG	Assistive Capturing Responses – ELA	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/L**
CH	Assistive Capturing Responses – Math	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>	**Mathematics**

Column	Field Name	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
CI	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**
CJ	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**
CK	Dictionary – ELA	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/L**
CL	Dictionary – Math	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	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
CM	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**
CN	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**
CO	Human Signer – ELA	N	1	The test is signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**ELA/L**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
CP	Human Signer – Math	N	1	The test is signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**Mathematics**
CQ	Human Signer – Science	N	1	The test is signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**Science**
CR	Human Signer – Social Studies	N	1	The test is signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**Social Studies**
CS	Human Read Aloud – ELA	N	1	The test is read aloud to the student by the test administrator.	**Y** = Yes **N** = No Blank	**ELA/L**
CT	Human Read Aloud – Math	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	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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 DF with "spanish".	**Y** = Yes **N** = No Blank	**Science**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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 DF with "spanish".	**Y** = Yes **N** = No Blank	**Social Studies**
CW	Human Signer Test Directions – ELA	N	1	The test directions are signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**ELA/L**
CX	Human Signer Test Directions – Math	N	1	The test directions are signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**Mathematics**
CY	Human Signer Test Directions – Science	N	1	The test directions are signed to the student by the test administrator.	**Y** = Yes **N** = No Blank	**Science**
CZ	Human Signer 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**
DA	Human Read Aloud Test Directions – ELA	N	1	The test directions are read aloud to the student by the test administrator.	**Y** = Yes **N** = No Blank	**ELA/L**
DB	Human Read Aloud Test Directions – Math	N	1	The test directions are read aloud to the student by the test administrator.	**Y** = Yes **N** = No Blank	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
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	N	7	Used to assign the form administered for testing based on another language other than English.	spanish <Blank>	**ELA/L** MCAP does not have a form for Spanish for the ELA/L assessment, so this will show as an error if Y is used for ELA when the student is placed into a session.
DF	Language Transadaptation – Math	N	7	Used to assign the form administered for testing based on another language other than English.	spanish <Blank>	**Mathematics**
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**
DI	Test Direction Native Language – ELA	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/L**
DJ	Test Direction Native Language – Math	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	**Mathematics**
Column	**Field Name (Will not match header)**	**Required Y/N**	**Field Length**	**Field Definitions**	**Valid Values**	**Notes or Test Content**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
DK	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**
DL	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**
DM	Word Prediction – ELA	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/L**
DN	Word Prediction – Math	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	**Mathematics**
DO	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**
DP	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**
DQ	Answers Recorded – ELA	N	1	Grades 4-8 and 10, 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/L**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
DR	Answers Recorded – Math	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	**Mathematics**
DS	Answers Recorded – Science	N	1	The student records answers directly in the test book. Responses must be transcribed verbatim in another test book. Responses that have not been transcribed will not be scored.	Y = Yes N = No Blank	**Science**
DT	Answers Recorded – Social Studies	N	1	The student records answers directly in the test book. Responses must be transcribed verbatim in another test book. Responses that have not been transcribed will not be scored.	Y = Yes N = No Blank	**Social Studies**
DU	Monitor Test Response – ELA	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/L**
DV	Monitor Test Response – Math	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	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
DW	Monitor Test	N	1	The test administrator or assigned	Y = Yes	**Science**

	Response – Science			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.	**N** = No Blank	
DX	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**
DY	American Sign Language – ELA	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/L**
DZ	American Sign Language – Math	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	**Mathematics**
EA	American Sign Language – 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**
EB	American Sign Language – 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**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content

EC	Closed Caption – ELA	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/L**
ED	Closed Caption – Math	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	**Mathematics** MCAP does not have a form for Closed Caption for the Mathematics assessment, so this will show as an error if Y is used for Math when the student is placed into a session.
EE	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**
EF	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**
EG	Refreshable Braille Display – ELA	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/L**
EH	Refreshable Braille Display – Math	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	**Mathematics**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
EI	Refreshable Braille Display – 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**
EJ	Refreshable Braille Display – 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**
EK	Answer Masking – ELA	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/L**
EL	Answer Masking – Math	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	**Mathematics**
EM	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**
EN	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 (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
EO	Assistive Technology Screen Readers – ELA	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/L**
EP	Assistive Technology Screen Readers – Math	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	**Mathematics**
Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
EQ	Assistive Technology Screen Readers – 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**
ER	Assistive Technology Screen Readers – 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**
ES	Assistive Technology NonScreen Readers – ELA	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/L**
Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
ET	Assistive Technology NonScreen Readers – Math	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	**Mathematics**
EU	Assistive Technology NonScreen Readers – 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**
EV	Assistive Technology NonScreen Readers - Social Studies	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	**Social Studies**
EW	Electronic Braille Response – ELA	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/L**
EX	Electronic Braille Response – Math	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	**Mathematics**
Column	**Field Name (Will not match header)**	**Required Y/N**	**Field Length**	**Field Definitions**	**Valid Values**	**Notes or Test Content**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
EY	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**
EZ	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**
FA	Color Contrast – ELA	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 N <Blank>	**ELA/L**
FB	Color Contrast – Math	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 N <Blank>	**Mathematics**
FC	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 N <Blank>	**Science**

FD	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 N <Blank>	**Social Studies**
FE	Color Overlay – ELA	N	1	Locally provided color overlay for the student to place over their paper test.	**Y** = Yes **N** = No Blank	**ELA/L**
FF	Color Overlay – Math	N	1	Locally provided color overlay for the student to place over their paper test.	**Y** = Yes **N** = No Blank	**Mathematics**
FG	Color Overlay – Science	N	1	Locally provided color overlay for the student to place over their paper test.	**Y** = Yes **N** = No Blank	**Science**
FH	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**
FI	Braille Tactile Graphics – ELA	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	**Y** = Yes **N** = No Blank	**ELA/L**
FJ	Braille Tactile Graphics – Math	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	**Y** = Yes **N** = No Blank	**Mathematics**
FK	Braille Tactile Graphics – Science	N	1	A hard copy Braille test booklet is provided with embedded tactile graphics.	**Y** = Yes **N** = No Blank	**Science**
FL	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**

Column	Field Name (Will not match header)	Required Y/N	Field Length	Field Definitions	Valid Values	Notes or Test Content
FM	Alternate Representation Paper Test – ELA	N	1	Student requires paper and pencil test format as an approved accommodation.	**Y** = Yes **N** = No Blank	**ELA/L**
FN	Alternate Representation Paper Test – Math	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	**Mathematics**
FO	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 DF with "spanish".	**Y** = Yes **N** = No Blank	**Science**
FP	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 DF with "spanish".	**Y** = Yes **N** = No Blank	**Social Studies**
FQ	Large Print – ELA	N	1	A Large Print test booklet is provided with text increased 150% to an 18point font.	**Y** = Yes **N** = No Blank	**ELA/L**
Column	**Field Name (Will not match header)**	**Required Y/N**	**Field Length**	**Field Definitions**	**Valid Values**	**Notes or Test Content**

FR	Large Print – Math	N	1	A Large Print test booklet is provided with text increased 150% to an 18point 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	**Mathematics**
FS	Large Print – Science	N	1	A Large Print test booklet is provided with text increased 150% to an 18point 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	**Science**
FT	Large Print – Social Studies	N	1	A Large Print test booklet is provided with text increased 150% to an 18point 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	**Social Studies**