Student Registration/ Personal Needs Profile Field Definitions

Version 1.3.0

Document Revisions

Revision Date	PARCC Version	CMAS Version	Description
8/16/2016	.0		Initial Version of CMAS: PARCC English Language Arts/Literacy and Mathematics SR/PNP
8/23/2016	.1		Important information updated to specify students cannot be added to a session in a prepared status via a SR/PNP import.
9/26/2016	.2		• Text-to-Speech Field – Revised Field Definitions and Field Notes and Validations. • Spanish Transadaptation of the Mathematics Assessment – Added new note to Field Definitions.
10/12/2016	.3		• Class Name Field – Revised intended use of this field in Field Notes. • Color Contrast Field – Added Blank as an expected value option.
10/12/2016	.3	.0	Added CMAS: Science and Social Studies information, Field Notes, and Expected Values.

If assistance is needed for CMAS: PARCC English Language Arts/Literacy and Mathematics, contact the PARCC Support Center at 888-493-9888 or **PARCC@support.pearson.com**.

If assistance is needed for CMAS: Science and Social Studies, CSLA, or CoAlt, contact the Support Center at 888-687-4759 or **cohelp@support.pearson.com**.

The purpose of this document is to provide the information needed to populate values in the Student Registration/Personal Needs Profile (SR/PNP) data file and instructions for importing the file into PearsonAccess^next. The first section of this document has a checklist of tasks that need to be completed before importing the file, Matching Criteria used to match SR/PNP records to student records currently in PearsonAccess^next, step-by-step instructions for importing the file into PearsonAccess^next, and Helpful Hints. The second section of this 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, Notes/Validations, and expected values or criteria for entering valid values. It also contains CMAS: PARCC ELA and Math specific information for particular fields (as well as a quick reference to the PARCC Accessibility Features and Accommodations (AF&A) Manual, Fifth Edition when applicable) and CMAS: Science and Social Studies specific information. The Personal Needs Profile (PNP) section is used to gather information regarding a student's testing condition, materials, or accessibility features and accommodations that may be needed to take the ELA, math, science, and social studies assessments.

State Policy for Importing the Student Registration/Personal Needs Profile

State will upload students into PearsonAccess^next; districts will have from 1/9/2017-1/27/2017 to update student tests, mode of testing, and paper-based accommodated forms (e.g., large print, braille, Human Reader scripts).

Checklist Prior to File Import		
1	Verify student demographic fields used for matching criteria is the same between what is populated in the SR/PNP data file and what is populated currently in PearsonAccess^next.	☐
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. Bolded text in the **Expected Values** column must be entered exactly as it appears.	☐
4	Do not delete the header row.	☐
5	Import the file as a Comma Delimited File (.csv file extension) or Fixed File (.txt file extension).	☐

The following icons appear in the PNP section of this document. These icons indicate which testing conditions, materials, or accessibility features and accommodations are available/compatible with computer-based tests (CBT), paper-based tests (PBT), ELA/L, mathematics, science, or social studies.

ELA/L Mathematics		Science and Social Studies	
CBT	PBT	CBT	PBT
ELA/L	Math	Sci	SS

Important

Read the file layout Field Definitions and Notes carefully to prevent records from encountering cross validation errors.

If a student has more than one test assignment (e.g., Grade 9 ELA/Literacy and Algebra I), **each test assignment needs to appear as a separate record on the SR/PNP Import File**. For example, if a student is taking Grade 9 ELA/Literacy and Algebra I, this student will have two records on the SR/PNP Import File (one for each test assignment) used in the CO CMAS: PARCC ELA and Math Spring 2017 administration in PearsonAccess[next].

Separate SR/PNP Import Files are required for separate administrations in PearsonAccess[next]. For example, an SR/PNP Import File with ELA and math test codes will be used in the CO CMAS: PARCC ELA and Math Spring 2017 administration; another SR/PNP Import File with science and social studies test codes will be used in the CO CMAS: Science and Social Studies Spring 2017 administration. While many data fields across administrations will contain the same information for a particular student, some fields are specific to an administration or have different expected values.

Online test sessions will automatically be created and students added to them if the **Session Name** field is populated. If this field is left blank, online test sessions can be auto-created at a later time by importing an updated SR/PNP or sessions will need to be manually created and students manually added to them in PearsonAccess[next]. There are two options to move students to different test sessions: 1) Users can manually move students to different session through the user interface; 2) Users can remove students from the current test sessions and then import a SR/PNP with updated Session Name field values. If students are currently assigned to a test session, then updating the **Session Name** field and re-importing the SR/PNP will **not** move students to new sessions or update the current session name. A SR/PNP can be used to add students to existing sessions that are in a **not started** status, but cannot be used to add students to prepared or started sessions. Students will need to be manually added to prepared or started sessions.

Students taking computer-based tests who require a signed presentation or auditory presentation in a language other than English or Spanish must be placed in specific read-aloud or oral script test sessions. To do this, change the Session Name field to a different value to automatically place students requiring a read-aloud or oral script computer-based test in a separate session(s). **Once created, the sessions will need the form group type manually switched to Human Reader or Oral Script under Edit Sessions screen in PearsonAccess[next].**

For Mathematics Only
- Spanish Transadaptation of the Mathematics Assessment is available in large print. To receive this accommodation, populate Spanish Transadaptation of the Mathematics Assessment field with "SPA" and Large Print field with "Y". Validation rules still apply.
- Spanish Transadaptation of the Mathematics Assessment is available with Text-to-Speech enabled. To receive this accommodation, populate the Text-to-Speech field with "04" or "05" and leave the Spanish Transadaptation of the Mathematics Assessment blank.
- Spanish Transadaptation of the Mathematics Assessment is available with Human Reader or Human Signer. To receive this accommodation, populate Spanish Transadaptation of the Mathematics Assessment field with "SPA" and Human Reader or Human Signer field with "01" (Human Signer) OR "02" (Human Read Aloud). Validation rules still apply. Make sure to manually switch the form group type to Human Reader Spanish under Edit Sessions screen in PearsonAccess[next].
- Students registered for a computer-based Human Reader (language other than English or Spanish) or Human Signer Mathematics Test will be shipped a paper human reader/signer script if recorded before the test registration window ends. The test administrator will use this script in conjunction with computer-based Human Reader or Human Signer Mathematics Tests. Make sure to place students in a Human Reader or Human Signer Test Session. An additional order will need to be placed for scripts if the enrollment deadline is missed.

Important (continued)

For Science and Social Studies Only

If Auditory Presentation: Oral Script or Human Signer =

- **Human Signer** - An English Oral Script matching the indicated test format (i.e., paper or online) will be shipped if recorded before the test registration window ends. An additional order will need to be placed for scripts if the enrollment deadline is missed.
- **PBT English Oral Script** - An English Oral Script for use with the paper form will be shipped if recorded before the test registration window ends. An additional order will need to be placed for scripts if the enrollment deadline is missed. **Please note that the Test Format field must equal "P" and the Student with Disabilities field must be nonblank.**
- **PBT Spanish Oral Script** - A Spanish Oral Script for use with the paper form will be shipped if recorded before the test registration window ends. An additional order will need to be placed for scripts if the enrollment deadline is missed. **Please note that the Spanish Transadaptation of the Assessment field must also be populated with "Y", the English Learner (EL) field must equal "Y", and the Test Format field must equal "P".**
- **PBT Oral Script for Translation** – An English Script for Translation for use with the paper form will be shipped if recorded before the test registration window ends. An additional order will need to be placed for scripts if the enrollment deadline is missed. **Please note that the English Learner (EL) field must equal "Y" and the Test Format field must equal "P".**
- **CBT Oral Script for Translation** – An English Script for Translation for use with the online form will be shipped if recorded before the test registration window ends. An additional order will need to be placed for scripts if the enrollment deadline is missed. **Please note that the English Learner (EL) field must equal "Y" and the Test Format field must equal "O".**

Spanish Transadaptation

- Spanish Transadaptation of the Science/Social Studies Assessment is available with Text-to-Speech enabled. To receive this accommodation, populate the Text-to-Speech field with "04" and leave the Spanish Transadaptation of the Science/Social Studies Assessment blank.

Helpful Hints:

- If using Microsoft Excel and a .csv file, it is recommended that the source file is saved as an Excel spreadsheet to keep formatting. Prior to each import attempt, save the data file as an Excel spreadsheet. Then save again as a .csv file. If an error is encountered, make the updates in the source Excel spreadsheet and save, and then save again as a .csv file. Repeat as necessary.
- A file may contain records with or without errors. The records without errors will be imported into PearsonAccess^{next}. Records with errors will need to be corrected and re-imported into PearsonAccess^{next}. If errors are discovered, the initial import file may be reused by leaving the records without errors in the file, and correcting only the records with errors. When re-importing this file, PearsonAccess^{next} will treat the records without errors as updates, even if no values changed. This will not cause any issues.

Student Matching Rules

When student data is imported into PearsonAccess^next, demographic fields are used to identify unique students. When data is updated in PearsonAccess^next, matching rules are applied to these fields to identify if records currently exist within the system. This information will be important for importing SR/PNP files for the 2016-17 administrations as many students already exist within PearsonAccess^next from the previous administrations. The table below provides information on the fields used for matching and can be updated through an SR/PNP Import.

Core Demographic Fields	Match Hierarchy Level	How Matching Works	Can this field be updated via Student Registration File Import?	Definitions and Notes
Pearson ID	1	Record will match if Pearson ID and at least two of the following Core Demographic Fields Match: • State Student Identifier • Local Student Identifier • Last or Surname • First Name • Sex • Birthdate	No. The Pearson ID is generated by PearsonAccess^next and cannot be modified by end users.	Unique Pearson ID that will move intra state if a student moves district to district or school to school. Assigned within PearsonAccess^next.
State Student Identifier	2	If Pearson ID is blank; Record will match if State Student Identifier and at least two of the following Core Demographic Fields Match: • Local Student Identifier • Last or Surname • First Name • Sex • Birthdate	No. The State Student Identifier cannot be updated by importing a Student Registration File. However. It can be updated through the PearsonAccess^next user interface.	A unique number or alphanumeric code assigned to a student by a state or any other entity.
Local Student Identifier		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. *Note this is not a required field	Yes. The Local Student Identifier value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Last or Surname • First Name • Sex • Birthdate	A unique number or alphanumeric code assigned to a student by a school system or any other entity.

Core Demographic Fields	Match Hierarchy Level	How Matching Works	Can this field be updated via Student Registration File Import?	Definitions and Notes
Last or Surname		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. (Note, only the first 10 characters are used to match on the Last or Surname Field)	Yes. The Last or Surname value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • First Name • Sex • Birthdate	The full legal last name borne in common by members of a family.
First Name		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. (Note, only the first 8 characters are used to match on the First Name Field)	Yes. The First Name value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • Last or Surname • Sex • Birthdate	The full legal first name given to a person at birth, baptism, or through legal change.
Sex		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	Yes. The Sex value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • Last or Surname • First Name • Birthdate	The concept describing the biological traits that distinguish the males and females of a species.
Birthdate		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	Yes. The Birthdate value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • Last or Surname • First Name • Sex	The year, month and day on which a person was born.

Importing a SR/PNP Data File

1. Log into PearsonAccess^{next}.

2. Select the **admin** from the **admin drop down** menu on the top of the screen (**CO CMAS: PARCC ELA and Math Spring 2017 or CO CMAS: Science and Social Studies Spring 2017**).

3. In the **SETUP** section, click on the **Select an action** dropdown menu, and then select **Import/Export Data**.
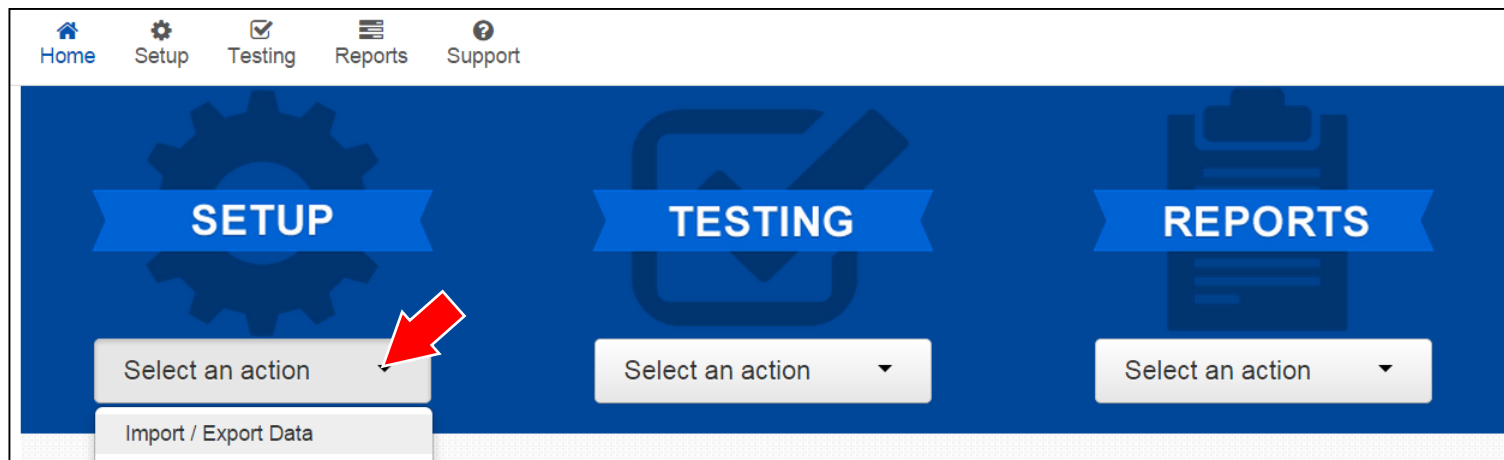
4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.

5. Select **Start.**

6. In the **Type** dropdown menu, select **Student Registration Import**.

7. In the **File Layout Type** dropdown menu, select the type of file to be imported (.csv or Fixed).

8. <u>DO NOT</u> select the **Don't modify student tests**. This option should only be selected when updating existing student demographic data without updating test registration data.

9. **Choose File** to select the file to import.

10. Once the correct .csv file is selected, click **Process** to submit the selected file.

Checking the status of a imported file

The **View File Details** screen will appear after selecting **Process.** This screen will show the processing status. Select the icon to refresh the screen.

After the file processes, the **View File Details** screen will show a **Complete** message, and the number of **Successful Records** processed will be indicated. The number of **Error Records** processed will also be indicated.

If there are errors, they will be displayed at the bottom of the screen. There is an option to download a file with just the records that contained an error in order to resolve these records and import them. There is also an option to view a list of error messages (without the records).

Errors

Download Records in Error ℹ

Download Error Messages ℹ

Record Number	Message
2	No matching organization could be found with code: IA-IA987654-1
3	No matching organization could be found with code: IA-IA987654-1

Helpful Hint:
A file may contain records with or without errors. The records without errors will be imported into PearsonAccess[next]. Records with errors will need to be corrected and re-imported into PearsonAccess[next]. The initial import file may be reused by leaving the records without errors in the file, and correcting only the records with errors. When re-importing this file, PearsonAccess[next] will treat the records without errors as updates, even if no values changed. This will not cause any issues.

Student Data (Fields A – AS are consistent across all CO programs, starting with Column AT, the programs are broken out to identify the appropriate values for each program.)

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
Core Student Data						
A	State Abbreviation	Y	2	State's 2 character abbreviation		**CO** = Colorado
B	Testing District Code	Y	15	The Testing District responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess[next].	A-Z 0-9 Identifier Length: Colorado = 4
C	Testing School Code	Y	15	The Testing School responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess[next].	A-Z 0-9 Identifier Length: Colorado = 4
D	Responsible District Code	N	*15 *See Field Notes and Validations	The district responsible for specific educational services and/or instruction of the student.	*Only populate this field if the Responsible District is different than Testing District. If this field is left blank, it is assumed the Testing District is also the Responsible District. District or a Non-School/Private/Charter reporting directly to the State Error and reject record if organization does not exist and set to participate in administration within PearsonAccess[next].	A-Z 0-9 Blank Identifier Length: Colorado = 4
E	Responsible School Code	N	*15 *See Field Notes and Validations	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.	*Only populate this field if the Responsible School is different than Testing School. If this field is left blank, it is assumed the Testing School is also the Responsible School. School/Institution reporting to a District Error and reject record if organization does not exist and set to participate in administration within PearsonAccess[next].	A-Z 0-9 Blank Identifier Length: Colorado = 4
F	State Student Identifier (SASID)	Y	10	A unique number or alphanumeric code assigned to a student by CDE. (SASID)	Error and reject record if blank. Error and reject record if SASID does not meet the 10 digit character length.	A-Z 0-9 No embedded spaces
G	Local Student Identifier	N	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity.		A-Z 0-9 No embedded spaces Blank
H	Pearson ID	N	36	Unique student code assigned by the system.	Assigned within PearsonAccess[next].	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values	
I	Last or Surname	Y	35	The full legal last name borne in common by members of a family.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces	
J	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces	
K	Middle Name	N	35	A full legal middle name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank	
L	Birthdate	Y	10	The year, month and day on which a person was born.		YYYY-MM-DD	
M	Sex	Y	1	The concept describing the biological traits that distinguish the males and females of a species.		**F =** Female **M =** Male	
N	Date First Enrolled in US School (State Field 1)	N	20	The first date on which the student enrolled in a US public school.		YYYY-MM-DD Blank	
Student Registration							
O	Grade Level When Assessed	Y	2	The grade or developmental level of a student when assessed.	The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	**ELA/Math** **03** = Third grade **04** = Fourth grade **05** = Fifth grade **06** = Sixth grade **07** = Seventh grade **08** = Eighth grade **09** = Ninth grade	**S/SS** **04** = Fourth grade **05** = Fifth grade **07** = Seventh grade **08** = Eighth grade **11** = Eleventh grade
P	Hispanic or Latino Ethnicity	N	1	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
Q	American Indian or Alaska 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.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-W) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
R	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.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-W) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
S	Black or African American	N	1	A person having origins in any of the black racial groups of Africa.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-W) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
T	Native Hawaiian or Other Pacific Islander	N	1	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-W) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
U	White	N	1	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-W) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
V	Filler Field	N	1		Note this field is being used as a placeholder for possible future data.	**N/A**

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values	
W	Two or More Races	N	1	A person having origins in any of more than one of the racial groups.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-W) have an expected value entered. Reporting rules will not derived from 2 above. Also the 2+ races do not have to be indicated for this to be Y. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank	
X	English Learner (EL)	N	1	Indicates that the student is an English Learner (EL). This field is for NEP/LEP only.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank	
Y	Title III Limited English Proficient Participation Status	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. **Note**: This field is not required; however, a blank value will result in a critical error for ELA/math. An X in this field will clear the critical error. For Science/Social Students, this is a filler field. Populated values will be ignored during import.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**ELA/Math** **Y** = Yes **N** = No **X** = Not Collected or N/A Blank	**S/SS** Filler
Z	Gifted and Talented	N	1	An indication that the student is participating in and served by a Gifted/Talented program.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AA	Migrant Status	N	1	Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N =** No Blank
AB	Economic Disadvantage Status	N	1	An indication that the student met the State criteria for classification as having an economic disadvantage.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N =** No Blank
AC	Student With Disabilities	N	3	A student with disability may only receive allowable accommodations if the student has an IEP or 504 plan.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next] Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**IEP** = Student has IEP **504** = Student has 504 Plan **N** = No, student does not have IEP or 504 plan Blank
AD	Primary Disability Type	N* *See Field Notes and Validations	3	The major or overriding disability condition that best describes a person's impairment.	*This field is ONLY required if Student With Disabilities field equals "IEP". Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**AUT** = Autism **DB** = Deaf-blindness **DD** = Developmental delay **EMN** = Emotional disturbance **HI** = Hearing impairment **ID** = Intellectual Disability **MD** = Multiple disabilities **NC** = Not Collected **OI** = Orthopedic impairment **OHI** = Other health impairment **SLD** = Specific learning disability **SLI** = Speech or language impairment **TBI** = Traumatic brain injury **VI** = Visual impairment Blank

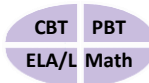| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AE	Homeless (State Field 2)	N	20	Student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act.	Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess^{next}.	**0** = No **3** = Yes and is in the physical custody of a parent or guardian **4** = Yes and is not in the physical custody of a parent or guardian (unaccompanied youth) Blank
AF	Language Background (State Field 3)	N	20	For a complete list of language background codes please click on the Colorado Department of Education link below. http://www.cde.state.co.us/DataPipeline/org_language_codes.asp	Three digit language Code 000 = N/A Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess^{next}.	A-Z **000** = N/A Blank
AG	Language Proficiency (State Field 4)	N	20	A student's English language proficiency is described by his or her ability to speak, listen, read, and write in English.	English Learners (ELs) must have an English Proficiency rating entered (1, 2, or 3) and non-EL students must be coded as 0 or 4. Former English Learners are coded as 5. Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess^{next}.	**0** = Not Applicable **1** = NEP - Non English Proficient **2** = LEP - Limited English Proficient **3** = FEP - Fluent English Proficient **4** = PHLOTE - English Proficient **5** = FELL - Former ELL Blank
AH	Bilingual (State Field 5)	N	20	Student is currently enrolled in a bilingual program, is in the monitoring period, or is exited.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess^{next}.	**0** = No **1** = Yes **2** = Re-designated Monitored Y1 **3** = Re-designated Monitored Y2 **4** = Exited Y3 **5** = Not in Bilingual Program, Parent Choice Blank
AI	ESL Status (State Field 6)	N	20	Student is currently enrolled in an English as a Second Language program, is in the monitoring period, or is exited.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess^{next}.	**0** = No **1** = Yes **2** = Re-designated Monitored Y1 **3** = Re-designated Monitored Y2 **4** = Exited Y3 **5** = Not in ESL Program, Parent Choice Blank
AJ	Title 1 (State Field 7)	N	20	Student receives Title 1 funding.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess^{next}.	**0** = No **1** = Yes Blank
AK	Filler Field (State Field 8)	N	20	**N/A**	Note this field is being used as a placeholder for possible future data field.	**N/A**
AL	Continuous in District (State Field 9)	N	20	Student has been enrolled in the district continuously since October 1, 2016.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess^{next}.	**0** = No **1** = Yes Blank

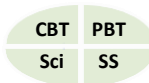| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AM	Continuous in School (State Field 10)	N	20	Student has been enrolled in the school continuously since October 1, 2016.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**0** = No **1** = Yes Blank
AN	Expelled (State Field 11)	N	20	Student is expelled from school or district.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**0** = No **1** = Yes –(Expelled) Blank
AO	State Field 12	N	20	**N/A**	Note this field is being used as a placeholder for possible future data field.	**N/A**

Test Data

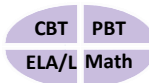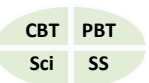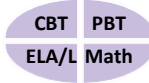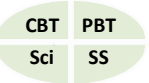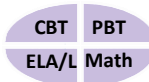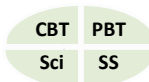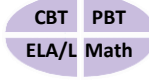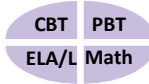| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
AP	Session Name	N	50	The description of the place where an assessment is administered.	**For computer-based testing:** If this field is populated on an import the session will be auto-created and the student's test will be placed into the named session. If students are already in test sessions, in order for this field to work, students must be removed from current test sessions prior to importing an updated SR/PNP. **Students requiring a read aloud computer-based test should be placed in specific read aloud/oral script test sessions.** **For paper-based testing:** If this field is populated on an import prior to the enrollment window closing (Jan 27) and the test format is paper, then this will be used for sorting and rostering of students and the Student ID labels.	A-Z a-z 0-9 - ' (Standard Apostrophe) .) (& / + embedded spaces Blank	**For computer-based testing:** Same as ELA/math. **Students requiring an oral script for computer-based test should be placed in specific oral script test sessions.** **For paper-based testing:** Same as ELA/math.	A-Z a-z 0-9 - ' (Standard Apostrophe) .) (& / + embedded spaces Blank
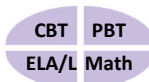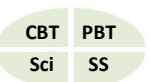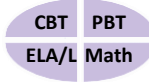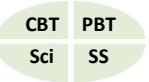
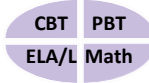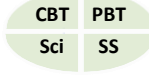| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
AQ	Class Name	N	45	The name of a group of students.	This field can be used to add students to test sessions by groups (i.e. Class Name) through the user interface.	A-Z a-z 0-9 - ' (Standard Apostrophe) .) (& / + embedded spaces Blank	Same as ELA/math.	A-Z a-z 0-9 - ' (Standard Apostrophe) .) (& / + embedded spaces Blank
AR	Test Administrator	N	30	Test Administrator is the person overseeing the student(s) in a test session. (Optional field)		A-Z a-z - ' (Standard Apostrophe) .) (& / + 0-9 embedded spaces Blank	Filler Field	**N/A**
AS	Staff Member Identifier	N	30	A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity. (Optional field)	Student's assigned teacher used for teacher level aggregation reporting.	A-Z a-z - ' (Standard Apostrophe) .) (& / + 0-9 embedded spaces Blank	Filler Field	**N/A**

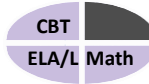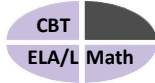| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
AT	Test Code	Y	7	Identifier assigned to the test name.	The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	**MAT03** = Grade 3 Math **MAT04** = Grade 4 Math **MAT05** = Grade 5 Math **MAT06** = Grade 6 Math **MAT07** = Grade 7 Math **MAT08** = Grade 8 Math **ALG01** = Algebra I **ALG02** = Algebra II **GEO01** = Geometry **MAT1I** = Integrated Math I **MAT2I** = Integrated Math II **MAT3I** = Integrated Math III **ELA03** = Grade 3 ELA/L **ELA04** = Grade 4 ELA/L **ELA05** = Grade 5 ELA/L **ELA06** = Grade 6 ELA/L **ELA07** = Grade 7 ELA/L **ELA08** = Grade 8 ELA/L **ELA09** = Grade 9 ELA/L **ELA10** = Grade 10 ELA/L **ELA11** = Grade 11 ELA/L	Same as ELA/math.	**SS04S** = Grade 4 Social Studies **SC05S** = Grade 5 Science **SS07S** = Grade 7 Social Studies **SC08S** = Grade 8 Science **SCHSS** = High School Science
AU	Test Format	Y	1	Format of the Test	Paper = Paper-based Testing (PBT) Online = Computer-based Testing (CBT)	**P** = Paper **O** = Online	Same as ELA/math.	**P** = Paper **O** = Online
AV	Retest	Y	1	Indicates if this registration is for a retest (retake). This should be "N" for all students.	Indicates if the student is retaking the test.	**Y** = Yes **N** = No	Filler Field	**N/A**
AW	Filler Field	N	1	**N/A**	Note this field is being used as a placeholder for possible future data field.	**N/A**	Filer Field	**N/A**
AX	Frequent Breaks	N	1	Student is allowed to take breaks, at their request, during the testing session. Does not stop test time. Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	CBT PBT ELA/L Math AF&A Manual Reference: 2f	**Y** = Yes Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.1 Frequent Breaks	**Y** = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
AY	Separate/Alternate Location	N	1	Student tested in specially-assigned location. Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	CBT PBT ELA/L Math AF&A Manual Reference: 2c	**Y** = Yes Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.1 Separate or Alternate Location	**Y** = Yes Blank
AZ	Small Testing Group	N	1	Student is tested in a separate location with a small group of students with matching accessibility features or accommodations/testing needs as appropriate. Check individual state policies on the maximum number of students that are allowed in a small testing group. Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	CBT PBT ELA/L Math AF&A Manual Reference: 2a	**Y** = Yes Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.1 Small Group	**Y** = Yes Blank
BA	Specialized Equipment or Furniture	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat; etc.). Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	CBT PBT ELA/L Math AF&A Manual Reference: 2e	**Y** = Yes Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.1 Adaptive and Specialized Equipment or Furniture	**Y** = Yes Blank
BB	Specified Area or Setting	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door; library observation room; etc.). Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	CBT PBT ELA/L Math AF&A Manual Reference: 2d	**Y** = Yes Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.1 Specified Seating	**Y** = Yes Blank

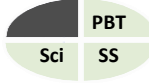| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BC	Time of Day	N	1	Student is tested during a specific time of day based on their individual needs (e.g., ELA/L in the morning; no testing after lunch; etc.). Proctor/School Provided Administrative Consideration (Reporting this administrative consideration is optional)	CBT PBT ELA/L Math AF&A Manual Reference: 2b	**Y** = Yes Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.1 Time of Day	**Y** = Yes Blank
BD	Answer Masking	N	1	Specifies as part of an Assessment Personal Needs Profile the type of masks the user is able to create to cover portions of the question until needed.	**For Computer-based Testing:** Used to assign this accessibility feature for computer-based testing. By default, answer choices for multiple-choice items are covered when the item is first presented. The student has the ability to remove the masks at a time of their choosing. This is available to **ALL** students taking computer-based tests and is available on all test forms. **For Paper-based Testing:** Test Administrator provides blank masking cards. CBT PBT ELA/L Math AF&A Manual Reference: 1a	**Y** = Yes Blank	Filler Field	**N/A**
BE	Student Reads Assessment Aloud to Self	N	1	The student reads the assessment aloud to self and may use an external device such as a whisper phone. The student must be tested in an individual setting.	CBT PBT ELA/L Math AF&A Manual Reference: 1q	**Y** = Yes Blank	Filler Field – Not collected for S/SS, but available. Procedures Manual Reference: 6.1.2 Read Aloud to Self	**N/A**

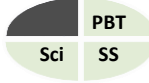| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BF	Color Contrast	N	2	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors.	**For Computer-based Testing:** The interface launches a pre-selected alternate color combination for the text (foreground) and background colors. This is available to **ALL** students testing and is available on all test forms. If expected value = "01"-"06"; then Test Format must = "O" or record will error. **For Paper-based Testing:** Colored overlays for background color. Font color cannot be changed. Proctor/School-provided Accommodation If expected value = "07"; then the Test Format must = "P" or record will error. CBT PBT ELA/L Math AF&A Manual Reference: 1d	**01** = black font on cream background **02** = black font on light blue background **03** = black font on light magenta background **04** = white font on black background **05** = yellow font on blue background **06** = low contrast color, dark gray font on pale green background **07** = locally provided color overlay for the student to place over their paper test Blank	**For Computer-based Testing:** Same as ELA/math. **For Paper-based Testing:** Same as ELA/math. CBT PBT Sci SS Procedures Manual Reference: 6.1.2 Color Contrast	**01** = black font on cream background **02** = black font on light blue background **03** = black font on light magenta background **04** = white font on black background **05** = yellow font on blue background **06** = low contrast color, dark gray font on pale green background **07** = locally provided color overlay for the student to place over their paper test Blank

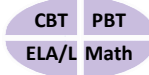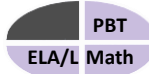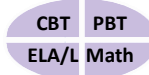| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BG	ASL Video ELA: Approved UAR required	N	1	Used 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. If ASL Video is populated for an ELA/L test, an accommodation reminder will be displayed stating: "Adding ASL Video to an ELA/L test without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.	If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Student with Disabilities = either "504" or "IEP", • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Closed Captioning for ELA/L must be left blank, • Spanish Transadaptation of the Mathematics Assessment must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. **CBT** **ELA/L** Math AF&A Manual Reference: 3j - ELA/L 3l - Math	**Y =** Yes Blank	Filler Field	**N/A**

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BH	Assistive Technology - Screen Reader	N	1	Used to assign the form administered for computer-based testing. Note: Only for use by students with visual impairment including blindness. Assistive Technology - Screen Reader - Screen Reader Assistive Technology Application (Examples: Jaws, NVDA) used to deliver computer-based test form for ELA/L and Math. Delivers form tagged to support Screen Reader use. Screen Reader Application used to deliver computer-based test form for ELA/L and Math. TestNav 8 and PARCC Assistive Technology: http://www.pearsononlinetesting.com/TestNav/PARCC-AT/ 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. It can also be used in combination with a Refreshable Braille device for access and response.	If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Student with Disabilities = either "504" or "IEP", • ASL Video must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Closed Captioning for ELA/L must be left blank, • Spanish Transadaptation of the Mathematics Assessment must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. Note:, If Assistive Technology - Screen Reader value = "Y" identified by Jan 27 then a Tactile Graphics supplement booklet will be shipped automatically if the specific computer-based test images or graphics must be represented by tactile graphics. If a student is enrolled for Assistive Technology - Screen Reader after the enrollment window is closes then an additional order will need to be submitted for the tactile graphics. CBT ELA/L Math AF&A Manual Reference: 3b	**Y =** Yes Blank	Filler Field	**N/A**

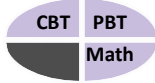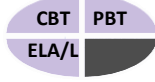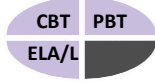| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BI	Assistive Technology - Non-Screen Reader	N	1	Used to assign the form administered for computer-based testing when an assistive technology application is needed for students without visual impairments. Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form for ELA/L and Math. Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav. TestNav 8 and PARCC Assistive Technology: http://www.pearsononlinetesting.com/TestNav/PARCC-AT/	If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Student with Disabilities = either "504" or "IEP", • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Closed Captioning for ELA/L must be left blank • Spanish Transadaptation of the Mathematics Assessment must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. CBT ELA/L Math AF&A Manual Reference: 3a 4a	Y = Yes Blank	Filler Field	N/A

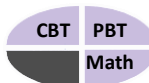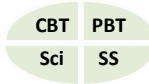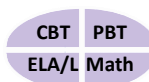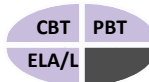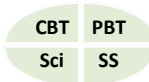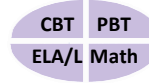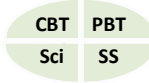| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BJ	Closed Captioning for ELA/L	N	1	Used to assign 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. Note: Math, science and social studies assessments do not have audio, so closed captioning is not needed.	If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Test Code = ELA/L Subject, • Student with Disabilities = either "504" or "IEP", • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. CBT ELA/L AF&A Manual Reference: 3h	**Y** = Yes Blank	Filler Field	**N/A**
BK	Refreshable Braille Display for ELA/L	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.	If expected value = "Y"; then the following criteria must be met or record will error: • Test Format = "O", • Test Code = ELA/L Subject, • Student with Disabilities = either "504" or "IEP", • and Assistive Technology - Screen Reader = "Y". CBT ELA/L AF&A Manual Reference: 3c	**Y** = Yes Blank	Filler Field	**N/A**

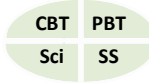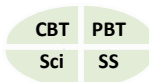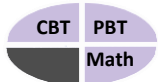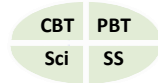| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BL	Alternate Representation - Paper Test	N	1	Student requires paper and pencil test format as an approved accommodation. This field is only for the use of paper as an accommodation.	If expected value = "Y"; then the Format field must = "P" and Student with Disabilities field must = either "504" or "IEP" or record will error. PBT / ELA/L Math AF&A Manual Reference: 3g	Y = Yes Blank	Filler Field	N/A
BM	Large Print	N	1	A Large Print test booklet is provided with text increased 150% to an 18 point font. The student responds and responses must be transcribed into the answer document provided with the large print kit. **Note for Mathematics Only:** Spanish Transadaptation of the Mathematics Assessment is available in large print. To receive this accommodation, populate Spanish Transadaptation of the Mathematics Assessment field with "SPA" and Large Print field with "Y". Validation rules still apply.	Pearson to provide Large Print Booklet for student to read. Standard edition Test Booklet/Answer Document included in kit so the student's responses can be transcribed and submitted for scoring. If expected value = "Y"; then the Format field must = "P" and Student with Disabilities field must = either "504" or "IEP" or record will error. PBT / ELA/L Math AF&A Manual Reference: 3f 7i - Spanish	Y = Yes Blank	Pearson to provide Large Print Booklet for student Standard edition Test Booklet included in kit the so the student's responses can be transcribed and submitted for scoring. If expected value = "Y"; then the following criteria must be met or record will error: • Format field must = "P", • Student with Disabilities field = either "504" OR "IEP", • and Braille with Tactile Graphics field must be left blank. PBT / Sci SS Procedures Manual Reference: 6.1.3 Large Print	Y = Yes Blank
BN	Braille with Tactile Graphics	N	2	A hard copy Braille test booklet is provided with embedded tactile graphics. The student responds and responses must be transcribed into the answer document provided in the braille kit.	If expected value = "01" or "02"; then the Format field must = "P" and Student with Disabilities field must = either "504" or "IEP" or record will error. PBT / ELA/L Math AF&A Manual Reference: 3d	**01** = UEB/Unified English Braille **02** = EBAE/English Braille American Edition Blank	If expected value = "01", "02", or "03"; then the following criteria must be met or record will error: • Format field must = "P", • Student with Disabilities field must = either "504" OR "IEP", • and Large Print field must be left blank. PBT / Sci SS Procedures Manual Reference: 6.1.3 Braille	**01** = UEB/Unified English Braille **02** = Contracted EBAE/English Braille American Edition **03** = Uncontracted EBAE/English Braille American Edition Blank

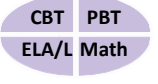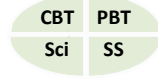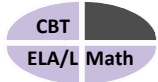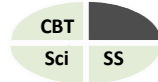| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BO	Filler Field	N	1	This field is being used as a placeholder for possible future data.	Filler Field	N/A	Filler Field	N/A
BP	Human Signer for Test Directions	N	1	A human signer will sign the test directions to a student. The student may need to be tested in a small group or separate setting.	If expected value = "Y"; then the Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT ELA/L Math	Y = Yes Blank	Filler Field – Not collected for S/SS, but available.	N/A
BQ	Answers Recorded in Test Book	N	1	Grades 4-8 and High School, the student records answers directly in the test book. Responses must be transcribed verbatim into an answer document. Responses that have not been transcribed will not be scored.	If expected value = "Y"; then the Format field must = "P" and Student with Disabilities field must = either "504" or "IEP" or record will error. PBT ELA/L Math AF&A Manual Reference: Appendix A 4t	Y = Yes Blank	Filler Field	N/A
BR	Braille Response	N	2	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Notetaker. Responses must be transcribed verbatim into an answer document. Responses that have not been transcribed will not be scored. Proctor/School Provided Accommodation	If expected value = "01" OR "02"; then the Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT ELA/L Math AF&A Manual Reference: 4c 4b	01 = Braille Writer 02 = Braille Notetaker Blank	Filler Field – Not collected for S/SS, but available. Procedures Manual Reference: 6.1.3 Brailler/Braille Note-taker	N/A

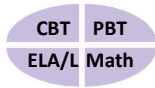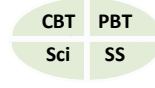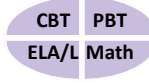| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BS	Calculation Device and Mathematics Tools Math: Approved UAR required	N	1	The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections. In addition, an arithmetic table (including addition/ subtraction and/or multiplication/division charts), and/or manipulatives may be used. If Calculation Device and Mathematics Tools is populated, an Accommodation Reminder will be displayed stating: "Adding Calculation Device and Mathematics Tools without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared. Proctor/School Provided Accommodation	If expected value = "C", "T", OR "B"; then the Test Code must = Mathematics Subject and Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT Math AF&A Manual Reference: 4e Procedures Manual Reference: 6.1.4 Calculator on Non-calculator Section	**C** = Uses calculator on non-calculator section **T** = Uses mathematics tools on non-calculator section **B** = Uses both calculator and mathematics tools on non-calculator section Blank	Filler Field	**N/A**
BT	ELA/L Constructed Response ELA Human Scribe: Approved UAR required	N	2	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response item types. If Human Scribe for ELA/L Constructed Response is populated, an Accommodation Reminder will be displayed stating: "Adding Human Scribe without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared. Proctor/School Provided Accommodation	If expected value = "01"-"04"; then the Test Code must = ELA/L Subject and Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT ELA/L AF&A Manual Reference: 4n 4o 4p 4q & 4a Procedures Manual Reference: 6.1.4 Constructed Response Scribe for ELA and CSLA	**01** = Speech-to-Text **02** = Human Scribe **03** = Human Signer **04** = External AT Device Blank	Filler Field	**N/A**
BU	ELA/L Selected Response or Technology Enhanced Items	N	2	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Selected Response or Technology Enhanced items types. Proctor/School Provided Accommodation	If expected value = "01"-"04"; then the Test Code must = ELA/L Subject and Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT ELA/L AF&A Manual Reference: 4f 4g 4h 4i & 4a	**01** = Speech-to-Text **02** = Human Scribe **03** = Human Signer **04** = External AT Device Blank	Filler Field	**N/A**

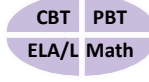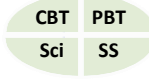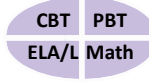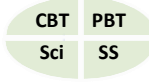| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BV	Mathematics Response (For Math) Science or Social Studies Response/Scribe IEP 504 (For S/SS)	N	2	The student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer. Proctor/School Provided Accommodation	If expected value = "01"-"04"; then the Test Code must = Math Subject and Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT Math AF&A Manual Reference: 4j 4k 4l 4m & 4a	**01** = Speech-to-Text **02** = Human Scribe **03** = Human Signer **04** = External AT Device Blank	If expected value = "01"-"04"; then Student with Disabilities field must = either 504" OR "IEP" or record will error. CBT PBT Sci SS Procedures Manual Reference: 6.1.3 Speech-to-Text 6.1.3 Scribe – English 6.1.3 Assistive Technology	**01** = Speech-to-Text **02** = Human Scribe **03** = Human Signer **04** = External AT Device Blank
BW	Monitor Test Response	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. Proctor/School Provided Accommodation Note: CDE does not recommend the use of this accommodation.	If expected value = "Y"; then the Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT ELA/L Math AF&A Manual Reference: 4r	**Y** = Yes Blank	Filler Field	**N/A**
BX	Word Prediction for ELA/L (For ELA) Word Prediction (For S/SS)	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. Proctor/School Provided Accommodation	If expected value = "Y"; then the Test Code must = ELA/L Subject and Student with Disabilities field must = either "504" or "IEP" or record will error. CBT PBT ELA/L AF&A Manual Reference: 4s	**Y** = Yes Blank	If expected value = "Y"; then English Learner (EL) NEP/LEP field must = "Y" OR Student with Disabilities field must = either 504" OR "IEP" or record will error. CBT PBT Sci SS Procedures Manual Reference: 6.1.3 Word Prediction	**Y** = Yes Blank
BY	Administration Directions Clarified in Student's Native Language	N	1	The test administrator clarifies general administration instructions only. Proctor/School Provided Accommodation	If expected value = "Y"; then the English Learner (EL) field must = "Y" or record will error. CBT PBT ELA/L Math AF&A Manual Reference: 7f	**Y** = Yes Blank	If expected value = "Y"; then English Learner (EL) NEP/LEP field must = "Y" or record will error. CBT PBT Sci SS Procedures Manual Reference: 6.1.3 Translated General Administration (SAY) Directions	**Y** = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
BZ	Administration Directions Read Aloud in Student's Native Language	N	3	The test administrator reads aloud, and repeats as needed, test directions in the student's native language. Proctor/School Provided Accommodation	Directions available on Avocet for these languages. If expected value = "ARA", "CHI", "HAT", "NAV", "POL", "POR", "RUS", "SPA", "URD", "VIE" , OR "HT"; then the English Learner (EL) field must = "Y" or record will error. CBT PBT ELA/L Math AF&A Manual Reference: 7e	**ARA** = Arabic **CHI** = Chinese (Mandarin) **HAT** =Haitian Creole **NAV** = Navajo **POL** = Polish **POR** = Portuguese **RUS** = Russian **SPA** = Spanish **URD** = Urdu **VIE** = Vietnamese **HT** = Human Translator Blank	Directions translated locally. If expected value = "ARA", "CHI", "HAT", "NAV", "POL", "POR", "RUS", "SPA", "URD", "VIE", OR "HT"; then English Learner (EL) NEP/LEP field must = "Y" or record will error. CBT PBT Sci SS Procedures Manual Reference: 6.1.3 Translated General Administration (SAY) Directions	**ARA** = Arabic **CHI** = Chinese (Mandarin) **HAT** =Haitian Creole **NAV** = Navajo **POL** = Polish **POR** = Portuguese **RUS** = Russian **SPA** = Spanish **URD** = Urdu **VIE** = Vietnamese **HT** = Human Translator Blank
CA	Mathematics Response - EL (For Math) Science or Social Studies Response/Scribe – EL (For S/SS)	N	2	The student's response is captured by an external speech-to-text device or human scribe. Proctor/School Provided Accommodation Note: Requires translation if responses are provided in a language other than English or Spanish. This accommodation is not allowed for ELA.	If expected value = "01" OR "02"; then the Test Code must = Math Subject and the English Learner (EL) field must = "Y" or record will error. CBT PBT Math AF&A Manual Reference: 7c 7d	**01** = Speech-to-Text **02** = Human Scribe Blank	If expected value = "01" OR "02"; then English Learner (EL) NEP/LEP field must = "Y" or record will error. CBT PBT Sci SS Procedures Manual Reference: 6.1.3 EL - Speech-to-Text 6.1.3 EL – Scribe – English Spoken 6.1.3 EL – Scribe – Spanish Spoken 6.1.3 EL – Scribe – Other Lang.	**01** = Speech-to-Text **02** = Human Scribe Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
CB	Spanish Transadaptation of the Mathematics Assessment (For Math) Spanish Transadaptation of the Assessment (For S/SS)	N	3	Used to assign the form administered for testing based on another language other than English. **Note:** To receive the Spanish Transadaptation of the assessment with Text-to-Speech enabled, populate the Text-to-Speech field with the appropriate value and leave this field (Spanish Transadaptation of the Assessment) blank. For paper-based testing: To receive Spanish Transadaptation of the Assessment with Human Reader/Oral Script, populate Spanish Transadaptation of the Assessment field with "SPA" and Human Reader/Oral Script field with the appropriate value.	If expected value = "SPA"; then the following criteria must be met or record will error: • Test Code = Math Subject, • English Learner (EL) field = "Y", • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank • and Text-to-Speech must be left blank. CBT / PBT / Math AF&A Manual Reference: 7g - Online 7h - Paper 7i - Large Print 7k - Human Reader	**SPA** = Spanish Blank	If expected value = "SPA"; then the following criteria must be met or record will error: • English Learner (EL) NEP/LEP field = "Y", • and Text-to-Speech must be left blank. If Auditory Presentation: Oral Script or Human Signer = 04 then Test Format field must be populated with "P". CBT / PBT / Sci / SS Procedures Manual Reference: 6.1.3 EL – Spanish Form	**SPA** = Spanish Blank
CC	Word-to-Word Dictionary (English/Native Language)	N	1	The student uses a published word-to-word hand-held dictionary. Proctor/School Provided Accommodation	If expected value = "Y"; then the English Learner (EL) field must = "Y" or record will error. CBT / PBT / ELA/L / Math AF&A Manual Reference: 7b	**Y** = Yes Blank	If expected value = "Y"; then the English Learner (EL) NEP/LEP field must = "Y" or record will error. CBT / PBT / Sci / SS Procedures Manual Reference: 6.1.3 EL – Word-to-Word Dictionary	**Y** = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
CD	Text-to-Speech ELA Text-to-Speech: Approved UAR required	N	2	Used as part of an Assessment Personal Needs Profile to define the type of material that should be rendered using the read aloud alternative content. It is not intended to support students who are blind. If Text-To-Speech is populated for an ELA/L test, an accommodation reminder will be displayed stating: "Adding Text-To-Speech to an ELA/L test without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.	**Mathematics Tests** If expected value = "02", "03", "04", OR "05"; then the following criteria must be met or record will error: • Test Format populated with "O", • Test Code = a Math Subject, • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Spanish Transadaptation of the Mathematics Assessment must be left blank, • Human Reader or Human Signer must be left blank, • and, for "04" or "05" options only, English Learner (EL) field must = "Y" **ELA/L Tests** If expected value = "01"; then the following criteria must be met or record will error: • Test Format = "O", • Test Code = ELA/L Subject, • Student with Disabilities = either "504" or "IEP", • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Closed Captioning for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • and Human Reader or Human Signer must be left blank. CBT ELA/L Math AF&A Manual Reference: 1r – Math 3i ELA/L 7j – Spanish Procedures Manual Reference: 6.1.4 Auditory Presentation for ELA and CSLA	**01** = Text-to-Speech English for ELA/L Text and Graphics **02** = Text-to-Speech English for Math Text and Graphics **03** = Text-to-Speech English for Math Text Only **04** = Text-to-Speech Spanish for Math Text and Graphics **05** = Text-to-Speech Spanish for Math Text Only Blank	If expected value = "02"; then the following criteria must be met or record will error: • Test Format = "O", • Auditory Presentation: Oral Script or Human Signer must be left blank, • and Spanish Transadaptation of the Assessment must be left blank. If expected value = "04"; then the following criteria must be met or record will error: • Test Format = "O", • Auditory Presentation: Oral Script or Human Signer must be left blank, • Spanish Transadaptation of the Assessment must be left blank, • and English Learner (EL) NEP/LEP must = "Y". CBT Sci SS Procedures Manual Reference: 6.1.2 Text-to-Speech 6.1.3 Auditory Presentation - English 6.1.3 EL – Spanish Form	**02** = Text-to-Speech English **04** = Text-to-Speech Spanish Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
CE	Human Reader or Human Signer (Auditory Presentation For ELA/math) Auditory Presentation: Oral Script or Human Signer (For S/SS) ELA Human Reader and Human Signer: Approved UAR required	N	2	ELA/math The test is read aloud or signed to the student by the test administrator for paper-based testing* For mathematics the appropriate script must be used. S/SS Used to order the appropriate oral script for the signed/auditory presentation accommodation for paper-based testing*. ***Important CBT Note All Subjects:** Under certain circumstances this accommodation is available for computer-based testing. Students requiring a signed presentation or an auditory presentation in a language other than English or Spanish must be placed in specific read-aloud or oral script test sessions. To do this, change the Session Name field to a different value to automatically place students requiring a read-aloud or oral script computer-based test in a separate session(s). Once created, the sessions will need the form group type to be manually switched to Human Reader or oral script under Edit Sessions screen in PearsonAccess^next. **Note for ELA/L Only:** If Human Reader/Human Signer is populated for an ELA/L test; an accommodation reminder will be displayed stating: "Adding Human Reader/Human Signer to an ELA/L test without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.	If expected value = "01" OR "02"; then the following criteria must be met or record will error: For **Mathematics Tests:** • Test Code = Math Subject, • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • and Text-to-Speech must be left blank. For **ELA/L Tests:** • Test Code = ELA/L Subject, • Student with Disabilities = either "504" or "IEP", • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Closed Captioning for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • and Text-to-Speech must be left blank. CBT PBT ELA/L Math AF&A Manual Reference: 1s – Math 7k – Spanish Procedures Manual Reference: 6.1.4 Auditory Presentation for ELA and CSLA 6.1.4 Signed Presentation for ELA	**01** = Human Signer **02** = Human Read Aloud Blank	If expected value = "01"-"06"; then the Text-to-Speech field must be blank. If expected value = "01"; then the Student with Disabilities (SWD) field must = either 504" OR "IEP" or record will error. If expected value = "03"; then the Test Format field must = "P" and English Learner (EL) NEP/LEP field must = "Y" OR SWD field must = "504" OR "IEP" or record will error. If expected value = "04"; then the following criteria must be met or record will error: •Test Format field must = "P", •Spanish Transadaptation of the Assessment field must = "Y", •and EL field must = "Y". If expected value = "05"; then the Test Format field must = "P" and EL field must = "Y" OR SWD field must = "504" OR "IEP". If expected value = "06"; then the Test Format field must = "O" and EL field must = "Y" OR SWD field must = either "504" OR "IEP". CBT PBT Sci SS Procedures Manual Reference: 6.1.3 Auditory Presentation – Sign System/Language 6.1.3 Auditory Presentation – English 6.1.3 EL – Auditory Presentation – English 6.1.3 EL – Auditory Presentation – Spanish 6.1.3 EL – Auditory Presentation – Translated	**01** = Human Signer **03** = PBT English Oral Script **04** = PBT Spanish Oral Script **05** = PBT Oral Script for Translation **06** = CBT Oral Script for Translation Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	ELA/L and Mathematics Field Notes & Validations	ELA/L and Mathematics Expected Values	Science and Social Studies Field Notes & Validations	Science and Social Studies Expected Values
CF	Unique Accommodation	N	1	An accommodation required for a student with a disability that is not listed in the PARCC Accessibility Features and Accommodations Manual but is identified in the student's IEP or 504 plan. Can only be provided if the Unique Accommodation Request is approved by CDE.	Unique accommodation requests (UARs) must be submitted to CDE Assessment by December 15, 2016 to allow adequate time for the state to determine student eligibility. If expected value = "Y"; then the Student with Disabilities field must = either "504" OR "IEP" AND/OR the English Learner (EL) field must = "Y" or record will error. CBT PBT ELA/L Math Procedures Manual Reference: 6.1.4 Unique Accommodations	**Y** = Yes Blank	Filler Field	**N/A**
CG	Emergency Accommodation	N	2	An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	CBT PBT ELA/L Math AF&A Manual Reference: Appendix G	**01** = Human Scribe **99** = Other Blank	CBT PBT Sci SS Procedures Manual Reference: 2.5 Unforeseeable Circumstances Appendix G	**01** = Human Scribe **99** = Other Blank
CH	Extended Time	N	6	Extended Time is provided to the student. Proctor/School Provided Accommodation	CBT PBT ELA/L Math AF&A Manual Reference: 5a 7a – EL Appendix E	**EL** **IEP504** **Both** Blank	CBT PBT Sci SS Procedures Manual Reference: 6.1.3 Double Time	**EL** **IEP504** **Both** Blank
CI	End-of-Record	Y	1			Y		Y

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