

**High School Fall Block 2018-2019 Administration
Student Registration/Personal Needs Profile
Field Definitions**



**New Jersey Student Learning Assessment for
ELA/L and Mathematics**

Version 1.0



Document Revisions

Revision Date	Version	Description
9/24/2018	1.0	Initial Version

If assistance is needed, contact the Customer Support Center at **1-888-705-9416**.



Introduction

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 Definitions and Notes that provide additional information for particular fields as well as a column with a quick reference to the Accessibility Features and Accommodations (AF&A) Manual when applicable. 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 assessment.

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).

CBT, PBT, ELA/L, and/or Math in the "Field Names" column indicates which testing conditions, materials, or accessibility features and accommodations are available/compatible with computer-based tests (CBT), paper-based tests (PBT), ELA/L and/or mathematics.

Important

Read the 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).

An option allows users to decide whether test sessions are auto-created and tests assigned to them or not during the SR/PNP import process. The **Don't auto-create Test Sessions for online testing** option appears on the Import/Export Task screen option and when checked, test sessions will not be auto created and tests assigned to them. Online test sessions will automatically be created and students added to them if the **Session Name** field is populated and **Don't auto-create Test Sessions for online testing** option on the import task screen is unchecked. If the Session Name 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, or
2. 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 not prepared, prepared, or started.

Students requiring a computer-based read-aloud test must be placed in specific read-aloud test sessions. To do this, change the Session Name field to a different value to automatically place students requiring a read-aloud computer-based test in a separate session(s). **Once created, the sessions will need the form group type manually switched to Human Reader under Edit Sessions screen in PearsonAccess^{next}.**

Students registered for a computer-based Human Reader or Human Signer Mathematics Test or computer-based Spanish Human Reader 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.

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 2018-2019 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.

How Matching Works?

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 10 characters)
- First Name (First 8 characters)
- Sex



- Birth Date

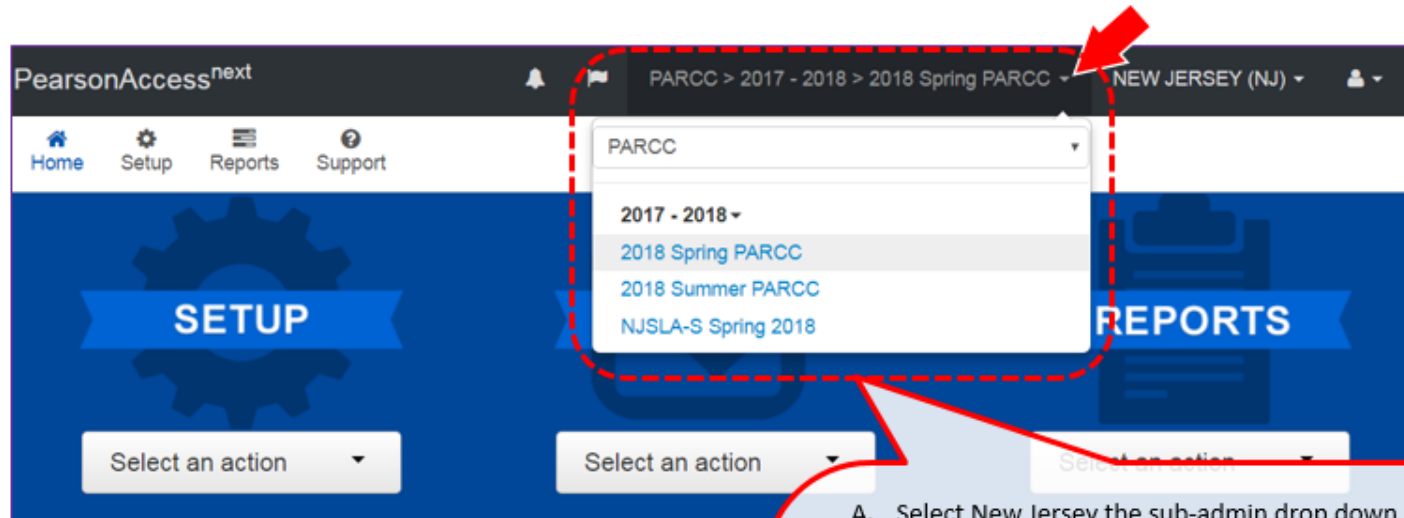
What fields can be updated through a file import?

Core Demographic Fields	Can this field value be updated via a file import?	Definitions and Notes
State Student Identifier	No. The State Student Identifier cannot be updated by through a file import. However, it can be updated through the PearsonAccess ^{next} user interface.	State Student Identifier is the student's unique 10-digit NJSMART ID number.
Local Student Identifier	Yes. The Local Student Identifier value can be updated if the State Student Identifier and at least two other Core Demographic Fields match.	A unique number or alphanumeric code assigned to a student by a school system or any other entity.
Last or Surname	Yes. The Last or Surname value can be updated if the State Student Identifier and at least two other Core Demographic Fields match.	The full legal last name borne in common by members of a family.
First Name	Yes. The First Name value can be updated if the State Student Identifier and at least two other Core Demographic Fields match.	The full legal first name given to a person at birth, baptism, or through legal change.
Sex	Yes. The Sex value can be updated if the State Student Identifier and at least two other Core Demographic Fields match.	The concept describing the biological traits that distinguish the males and females of a species.
Birth Date	Yes. The Birth Date value can be updated if the State Student Identifier and at least two other Core Demographic Fields match.	The year, month, and day on which a person was born.

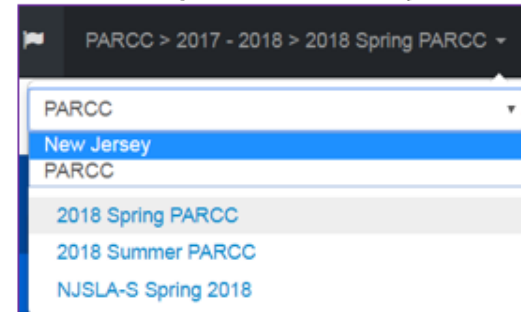


Importing a SR/PNP Data File

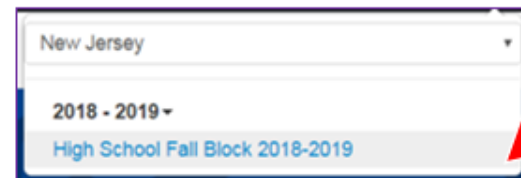
1. Log into PearsonAccess^{next}.
2. Select the **admin** from the **admin drop down** menu on the top of the screen (**High School Fall Block 2018-2019**). If you do not see the correct admin(s) listed, you may need to toggle from the PARCC admin to the NJ admin. View below for additional instructions.



A. Select New Jersey the sub-admin drop down menu

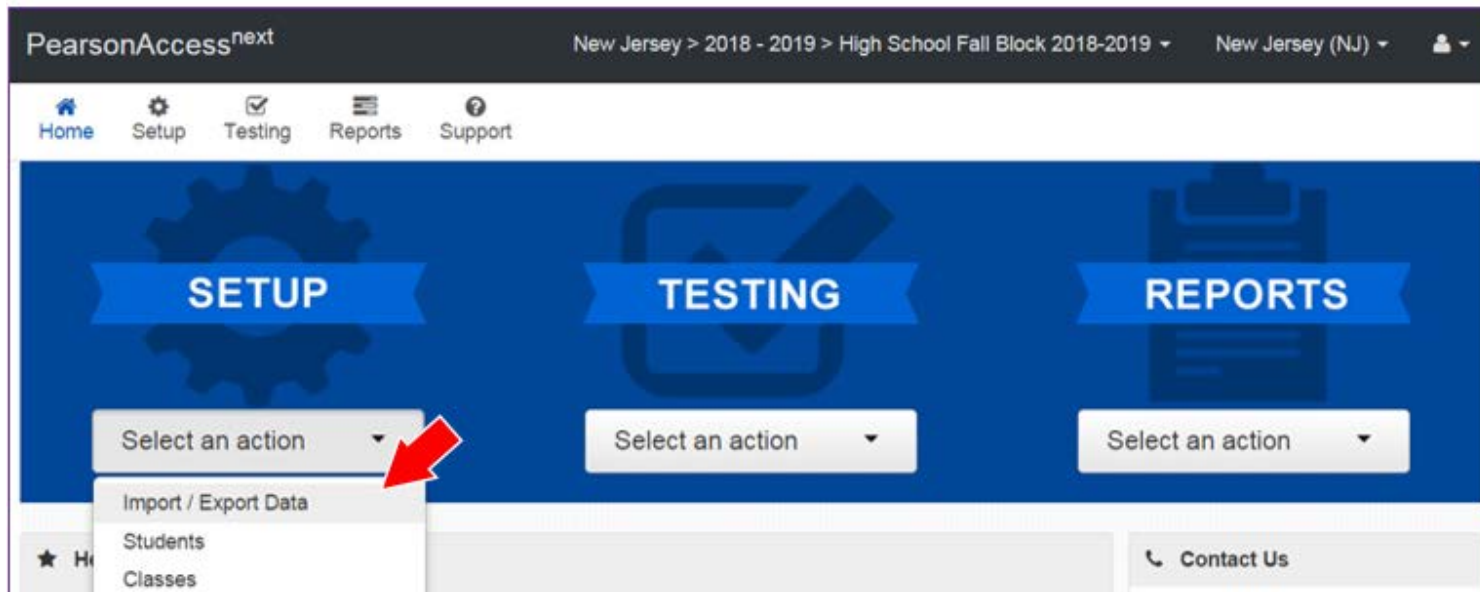


B. Select the admin

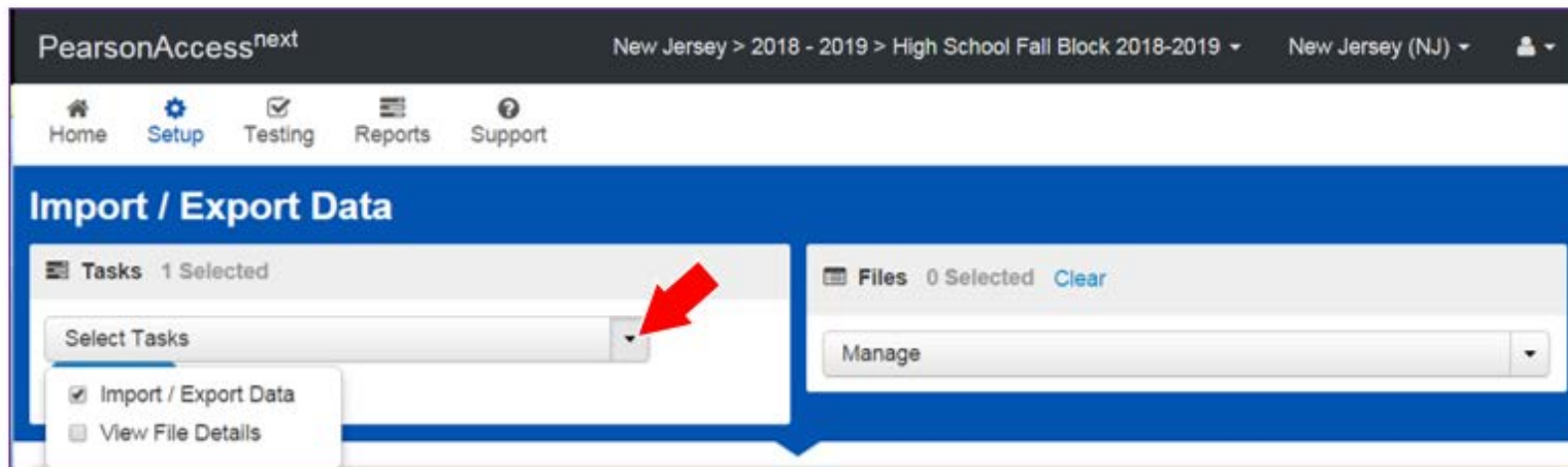




3. In the **Setup** section, click on the “**Select an action**” dropdown menu, and then select **Import/Export Data**.



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. Review options for File Import.

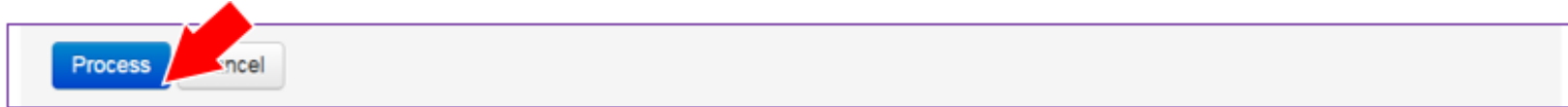
- A. This option allows users to decide if they would like to auto-create and assign tests to test sessions.
- B. **Do not** select the **Don't modify student tests**. This option should only be selected when updating existing student demographic data without updating test registration data.




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

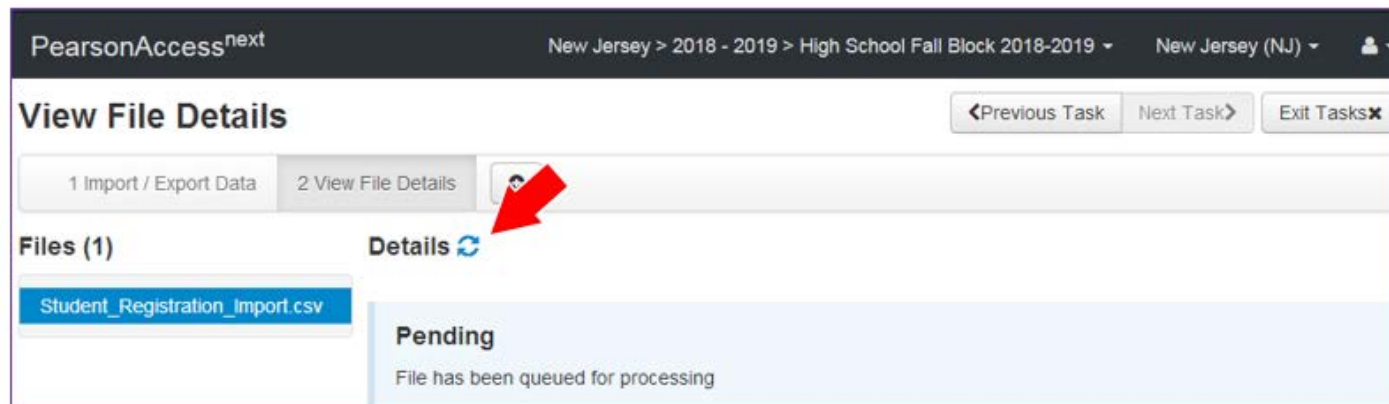


10. Once you see the correct .csv file listed, click **Process** to submit the selected file.



Checking the status of an imported file

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

Files (1)

Student_Registration_Import.csv

Details

Complete
Saved information for all records in the file

File Information

Type: Student Registration import
Organization: PARCC (parcc)
Name: Student_Registration_Import.csv
User: Biederman
Request Date: 2014-08-07 06:18 PM

Total Records: 5
Successful Records: 5
Error Records: 0

[Download File](#)
[Download Students Created](#)

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](#)
[Download Error Messages](#)

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.



Core Student Data

Note: AF & A stands for Accessibility Features and Accommodations

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
A	Test Administration	N	2	<ul style="list-style-type: none"> • FA = Fall Block (High School ELA/L and Math assessments only) • SP = Spring Administration (All ELA/L and Math assessments) • SU = Summer Administration (High School ELA/L and Math assessments only) 	Field values ignored on Import. Export will be auto-populated with current administration.	<ul style="list-style-type: none"> • FA = Fall Block • SP = Spring • SU = Summer 	--
B	Testing District Code	Y	15	<p>The Testing District responsible for administering the test for a student whose results would be reported to the Accountable District.</p> <p>Testing district code (2-digit county code plus 4-digit district code) for the district where the student is testing.</p>	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess ^{next} .	0 to 9 Identifier Length: NJ = 6	--
C	Testing School Code	Y	15	<p>The Testing School responsible for administering the test for a student whose results would be reported to the Accountable School.</p> <p>Testing 3-digit school code for the school where the student is testing.</p>	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess ^{next} .	0 to 9 Identifier Length: NJ = 3	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
D	Accountable District Code	N	15	<p>The district held accountable for specific educational services and/or instruction of the student.</p> <p>Aggregate and individual test results are reported to this accountable district code (2-digit county code plus 4-digit district code).</p>	<p>Only populate this field if the Accountable District is different than Testing District. If this field is left blank, it is assumed the Testing District is also the Accountable District.</p> <p>An APSSD organization should not be populated as an Accountable District/School.</p> <p>Error and reject record if organization does not exist and set to participate in administration within PearsonAccess^{next}.</p>	<p>0 to 9</p> <p>Identifier Length: NJ = 6</p>	--
E	Accountable School Code	N	15	<p>The school held accountable for specific educational services and/or instruction of the student.</p> <p>Aggregate and individual test results are reported to this accountable 3-digit school code.</p>	<p>Only populate this field if the Accountable School is different than Testing School. If this field is left blank, it is assumed the Testing School is also the Accountable School.</p> <p>An APSSD organization should not be populated as an Accountable District/School.</p> <p>Error and reject record if organization does not exist and set to participate in administration within PearsonAccess^{next}.</p>	<p>0 to 9</p> <p>Identifier Length: NJ = 3</p>	--
F	State Student Identifier	Y	10	State Student Identifier is the student's unique 10-digit NJ SMART ID number.	Must be exactly 10 digits.	<ul style="list-style-type: none"> • 0 to 9 • No embedded spaces 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
G	Local Student Identifier	N	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity.	--	<ul style="list-style-type: none"> • A to Z • 0 to 9 • No embedded spaces • Blank 	--
H	Student Assessment Identifier	N	36	Student Assessment Identifier assigned by the vendor to each student for all statewide assessments. Transfer students will retain their Student Assessment Identifier.	Assigned within PearsonAccess ^{next} . Recommended for districts to load this Identifier into their systems once assigned to assist in future SDU loads and Reporting Database loads.		--
I	Last or Surname	Y	35	The full legal last name borne in common by members of a family.	--	<ul style="list-style-type: none"> • A to Z • . Period • - Hyphen • ' 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.	--	<ul style="list-style-type: none"> • A to Z • . Period • - Hyphen • ' 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.	--	<ul style="list-style-type: none"> • A to Z • . Period • - Hyphen • ' Standard Apostrophe • Embedded Spaces • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
L	Birth Date	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.	--	<ul style="list-style-type: none"> • F = Female • M = Male 	--
N	Filler 1	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--

Student Registration (Administration-Level Data)

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
O	Grade Level When Assessed	Y	2	The grade or developmental level of a student when assessed.	--	<ul style="list-style-type: none"> • 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 • A1 = Adult High School (1 to 14 credits) • A2 = Adult High School (15 or more credits) 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
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.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if Hispanic or Latino Ethnicity does not have an expected value entered when registering a student manually in the user interface.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
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.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if no race fields (Columns Q-W) have an expected value entered when registering a student manually in the user interface.	<ul style="list-style-type: none"> • 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.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if no race fields (Columns Q-W) have an expected value entered when registering a student manually in the user interface.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
S	Black or African American	N	1	A person having origins in any of the black racial groups of Africa.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if no race fields (Columns Q-W) have an expected value entered when registering a student manually in the user interface.	<ul style="list-style-type: none"> • 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.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if no race fields (Columns Q-W) have an expected value entered when registering a student manually in the user interface.	<ul style="list-style-type: none"> • 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.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if no race fields (Columns Q-W) have an expected value entered when registering a student manually in the user interface.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
V	Filler 2	N	1	--	Note this field is being used as a placeholder for possible future data field.	N/A	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
W	Two or More Races	N	1	A person having origins in any of more than one of the racial groups.	Field values ignored on Import. Auto-calculates based on other race fields. If more than one of the individual Race fields (American Indian or Alaska Native, Asian, Black or African American, White, Native Hawaiian or Other Pacific Islander) = "Y" then Two of More Races will = "Y". Hispanic or Latino is not considered as a Race field and therefore does not affect Two or More Races.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
X	English Learner (EL)	N	1	English Learner (EL)	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if field is left blank when registering a student manually in the user interface.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
Y	Filler 3	N	1	--	Note this field is being used as a placeholder for possible future data field.	N/A	--
Z	Filler 4	N	1	--	Note this field is being used as a placeholder for possible future data field.	N/A	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
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.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if field is left blank when registering a student manually in the user interface.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
AB	Economic Disadvantage Status	N	1	Whether or not the student is eligible to participate in a Free or Reduced Rate Lunch program.	Blanks are automatically converted to "N" upon import. A Critical Warning will appear in PearsonAccess ^{next} if field is left blank when registering a student manually in the user interface.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AC	Student With Disabilities	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.	<ul style="list-style-type: none"> • IEP = Student has IEP • 504 = Student has 504 Plan • B = Both IEP and 504 • N = Student does not have IEP or 504 plan <p>Blanks are automatically converted to "N" upon import.</p> <p>A Critical Warning will appear in PearsonAccess^{next} if field is left blank when registering a student manually in the user interface.</p>	<ul style="list-style-type: none"> • IEP • 504 • B = Both IEP and 504 • N = No • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
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" OR "B".	<ul style="list-style-type: none"> • AUT = Autism • DB = Deaf-blindness • 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 	--
AE	EL Exempt from Taking ELA/L	N	20	An indication that the student is a Spanish or Non-Spanish speaking EL student in his/her first year of enrollment in United States schools; and therefore, the student is not required to participate in the ELA/L test section.	Blanks are automatically converted to "N" upon import. Same value should be populated for both ELA/L & Math test registrations.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AF	Homeless	N	20	An indication that a student lacks a fixed, regular, and adequate residence. Refer to NJ SMART Field 74.	Blanks are automatically converted to "N" upon import.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
AG	IEP Exempt from Passing	N	20	Required for IEP students who are not required to meet the graduation testing requirement. Refer to NJ SMART Field 207.	<p>If expected value = "E", "M", OR "B"; then the following criteria must be met or a warning will appear in the PearsonAccess^{next} user interface.</p> <ul style="list-style-type: none"> • Students With Disability must be populated with either "504", "IEP", OR "B", • Grade Level When Assessed must be populated either "09", "10", "11", "12", "A1", OR "A2". <p>Same value should be populated for both ELA/L & Math test registrations.</p>	<ul style="list-style-type: none"> • E = Exempt ELA/L • M = Exempt Math • B = Exempt Math and ELA/L • N = Not Exempt from ELA/L or Math • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AH	NJ EL Status	N	20	An indication of whether or not a student is a current English Learner (EL) enrolled in EL program services, a current EL whose parents have refused EL program services, or a former EL. Refer to NJ SMART Field 264.	If expected value = "Y" or "R"; then English Learner (EL) must = "Y" or a critical warning will appear in the PearsonAccess ^{next} user interface.	<ul style="list-style-type: none"> • Y = Currently enrolled in EL Program Services • R = Currently an EL but EL Program Services refused by parent/guardian • F1 = Exited EL status on or after 7/1/17 up to the current test administration dates and is no longer an EL. • F2 = Exited EL status anytime on or after 7/1/16 through 6/30/17 and is no longer an EL. • F3 = Exited EL status anytime on or after 7/1/15 through 6/30/16 and is no longer an EL. • F4 = Exited EL status anytime on or after 7/1/14 through 6/30/15 and is no longer an EL. • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AI	Former IEP	N	20	An indication of whether or not a student was formerly classified as eligible for special education and related services that exited special education within two years of assessment in which the student is participating. Refer to NJ SMART Field 332.	--	<ul style="list-style-type: none"> • F1 = Former Year 1 • F2 = Former Year 2 • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AJ	Special Education Placement	N	20	The placement group in which the student with the disability is currently receiving special education and related services. Refer to NJ SMART Field 58.	--	<ul style="list-style-type: none"> • 09 = 80% or more of the school day in the presence of regular education students • 10 = Between 40 to 79% of the school day in the presence of regular education students • 11 = Less than 40% of the school day in the presence of regular education students • 12 = Public Separate School • 13 = Private Day School • 14 = Private Residential • 15 = Public Residential • 16 = Home Instruction • 17 = Correctional Facility • Blank 	--
AK	Filler 5	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AL	Date First Enrolled in US School	N	20	The month, day, and year of an EL student's initial enrollment into a United States school, regardless of country of origin. Refer to NJ SMART Field 306.	--	<ul style="list-style-type: none"> • YYYY-MM-DD • Blank 	--
AM	EL Accommodation	N	20	Indication of whether English Learner accommodations are needed for a given assessment. Refer to NJ SMART Field 206.	If expected value = "Y"; then English Learner (EL) must = "Y" or a critical warning will appear in the PearsonAccess ^{next} user interface.	<ul style="list-style-type: none"> • Y = Yes • Blank 	--
AN	Filler 6	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--
AO	Filler 7	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--
AP	Filler 8	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--
AQ	Filler 9	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--
AR	Filler 10	N	20	--	Note this field is being used as a placeholder for possible future data field.	N/A	--



Test Registration (Test-Level Data)

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AS	Session Name	N	50	The description of the place where an assessment is administered.	<p>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, students must be removed from current test sessions prior to importing an updated SR/PNP.</p> <p>Students requiring a read aloud computer-based test should be placed in specific read aloud test sessions.</p> <p>For paper-based testing: If this field is populated on an import prior to the enrollment window closing and the test format is paper, then this will be used for sorting and rostering of student and their test book labels.</p>	<ul style="list-style-type: none"> • A to Z • a to z • 0 to 9 • - Hyphen • ' Standard Apostrophe • . Period •) Right Parentheses • (Left Parentheses • & Ampersand • / Slash • + Plus • embedded spaces • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AT	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.	<ul style="list-style-type: none"> • A to Z • a to z • 0 to 9 • - Hyphen • ' Standard Apostrophe • . Period •) Right Parentheses • (Left Parentheses • & Ampersand • / Slash • + Plus • embedded spaces • Blank 	--
AU	Test Administrator	N	30	Test Administrator is the person overseeing the student(s) in a test session. This field will correspond to the NJ SMART SMID.	Must be exactly 8 digits or blank.	<ul style="list-style-type: none"> • 0 to 9 • Blank 	--
AV	Staff Member Identifier	N	30	Student's assigned teacher used for teacher level aggregation reporting. The staff member identifier is an 8-digit code.	<p>Student's assigned teacher used for teacher level aggregation reporting.</p> <p>This field will be used for teacher roster reports within the data reporting system.</p> <p>Must be exactly 8 digits or blank.</p>	<ul style="list-style-type: none"> • 0 to 9 • Blank 	--



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
AW	Test Code	Y	5	Identifier assigned to the test name.	<p>Test Code/Grade Level when Assessed Validation Rules: ELA09, ELA10, ELA11 = Grades 09, 10, 11, 12, A1, OR A2</p> <p>No grade level validations for ALG01, ALG02, or GEO01</p>	<ul style="list-style-type: none"> • ALG01 = Algebra I • ALG02 = Algebra II • GEO01 = Geometry • ELA09 = Grade 9 ELA/Literacy • ELA10 = Grade 10 ELA/Literacy • ELA11 = Grade 11 ELA/Literacy 	--
AX	Test Format	Y	1	Format of the Test	<p>Paper = Paper-based Testing (PBT) Online = Computer-based Testing (CBT)</p> <p>If expected value = "P"; then Students With Disability must = "504", "IEP" OR "B" or a critical warning will appear in the PearsonAccess^{next} user interface.</p>	<ul style="list-style-type: none"> • P = Paper • O = Online 	--
AY	Retest	N	1	Indicates if this registration is for a retest (retake).	Indicates if the student is retaking the test in a subsequent administration. This may occur if the student is repeating a grade level that is required to participate.	<ul style="list-style-type: none"> • Y = Yes • N = No • Blank 	--
AZ	Filler 11	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	N/A	--



Administration Considerations

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BA	Frequent Breaks <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	Student is allowed to take breaks, at their request, during the testing session.	Proctor/School Provided Administration Considerations	<ul style="list-style-type: none"> • Y = Yes • Blank 	2f
BB	Separate/Alternate Location <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	Student tested in specially-assigned location.	Proctor/School Provided Administration Considerations	<ul style="list-style-type: none"> • Y = Yes • Blank 	2c
BC	Small Group Testing <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	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.	Proctor/School Provided Administration Considerations	<ul style="list-style-type: none"> • Y = Yes • Blank 	2a
BD	Specialized Equipment or Furniture <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Proctor/School Provided Administration Considerations	<ul style="list-style-type: none"> • Y = Yes • Blank 	2e



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BE	Specified Area or Setting <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	Student is tested in a specialized area or setting (e.g., front of the classroom; seat near the door; library, etc.).	Proctor/School Provided Administration Considerations	<ul style="list-style-type: none"> • Y = Yes • Blank 	2d
BF	Time of Day <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	Student is tested during a specific time of day based on their individual needs (e.g., ELA/Literacy in the morning; no testing after lunch).	Proctor/School Provided Administration Considerations	<ul style="list-style-type: none"> • Y = Yes • Blank 	2b



Accessibility Features Identified in Advance

(These accessibility features are available to all students and not limited to students with disabilities or English learners.)

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BG	Answer Masking <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	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.	<p>For Computer-based Testing: Used to assign this accessibility feature for computer-based testing.</p> <p>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.</p> <p>This is available to ALL students taking computer-based tests and is available on all test forms.</p> <p>For Paper-based Testing: Specifies as part of an Assessment Personal Needs Profile the type of masks the student is able to use to cover answers until needed.</p>	<ul style="list-style-type: none"> • Y = Yes • Blank 	1a
BH	Student Reads Assessment Aloud to Self <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	The student reads the assessment aloud to themselves and may use an external device such as a whisper phone. The student must be tested in a separate setting.	--	<ul style="list-style-type: none"> • Y = Yes • Blank 	1q



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BI	Color Contrast <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	2	Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors.	<p>For Computer-based Testing: The interface launches a pre-selected alternate color combination for the text (foreground) and background colors.</p> <p>This is available to ALL students testing and is available on all test forms.</p> <p>If expected value equals "01"- "06"; then the student must have Test Format populated with "O" or record will error.</p> <p>For Paper-based Testing: Colored overlays for background color. Font color cannot be changed.</p> <p>Proctor/School-provided Accommodation</p> <p>If expected value equals "07"; then the student must have Test Format populated with "P" or record will error.</p>	<ul style="list-style-type: none"> • 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 	1d



Presentation Accommodations for Students with Disabilities with an IEP or 504 Plan

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BJ	ASL Video <ul style="list-style-type: none"> • CBT • ELA/L • Math 	N	1	<p>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.</p> <p>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.</p>	<p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O", • Student with Disabilities populated with either "504", "IEP", OR "B", • 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 must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. 	<ul style="list-style-type: none"> • Y = Yes • Blank 	<ul style="list-style-type: none"> • 3j - ELA/L • 3l - Math



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BK	Assistive Technology - Screen Reader <ul style="list-style-type: none"> • CBT • ELA/L • Math 	N	1	<p>Used to assign the form administered for computer-based testing.</p> <p>Assistive Technology - Screen Reader - Screen Reader Assistive Technology Application (Examples: Jaws, NVDA) used to deliver computer-based test form. Delivers form tagged to support Screen Reader use.</p> <p>Screen Reader Application used to deliver computer-based test form.</p> <p>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.</p>	<p>If expected value equals “Y”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O", • Student with Disabilities populated with either “504”, “IEP”, OR “B”, • 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 must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. <p>Note: If Assistive Technology - Screen Reader value equals “Y” 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.</p>	<ul style="list-style-type: none"> • Y = Yes • Blank 	3b



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BL	Assistive Technology - Non-Screen Reader <ul style="list-style-type: none"> • CBT • ELA/L • Math 	N	1	<p>Used to assign the form administered for computer-based testing when an assistive technology application is needed for students without visual impairments.</p> <p>Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form.</p> <p>Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.</p>	<p>If expected value equals “Y”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O", • Student with Disabilities populated with either “504”, “IEP”, OR “B”, • 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 must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. 	<ul style="list-style-type: none"> • Y = Yes • Blank 	<ul style="list-style-type: none"> • 3a • 4a



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BM	Closed Captioning for ELA/L <ul style="list-style-type: none"> • CBT • 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.	If expected value equals "Y"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> • Test Format populated with "O", • Test Code must be populated with a ELA/L Subject, • Student with Disabilities populated with either "504", "IEP", OR "B", • 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. 	<ul style="list-style-type: none"> • Y = Yes • Blank 	3h
BN	Refreshable Braille Display <ul style="list-style-type: none"> • CBT • 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 equals "Y"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> • Test Format populated with "O", • Test Code must be populated with a ELA/L Subject, • Student with Disabilities populated with either "504", "IEP", OR "B", • and Assistive Technology - Screen Reader populated with "Y". 	<ul style="list-style-type: none"> • Y = Yes • Blank 	3c



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BO	Alternate Representation - Paper Test <ul style="list-style-type: none"> • PBT • ELA/L • Math 	N	1	Student requires paper and pencil test format as an approved accommodation.	If expected value equals "Y"; then the student must have Format field populated with "P" and Student with Disabilities field populated with either "504", "IEP", OR "B" or record will error.	<ul style="list-style-type: none"> • Y = Yes • Blank 	3g
BP	Large Print <ul style="list-style-type: none"> • PBT • ELA/L • Math 	N	1	<p>Student needs a large print test booklet is provided with text increased 150% to an 18 point font.</p> <p>Student responds in large print test booklet and responses are transcribed.</p> <p>Note: Spanish Transadaptation is available in large print. To receive this accommodation, populate Spanish Transadaptation field with "SPA" and Large Print field with "Y". Validation rules still apply.</p>	<p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "P", • Student with Disabilities populated with either "504", "IEP", or "B", • and Braille with Tactile Graphics must be left blank. 	<ul style="list-style-type: none"> • Y = Yes • Blank 	<ul style="list-style-type: none"> • 3f • 7i - Spanish
BQ	Braille with Tactile Graphics <ul style="list-style-type: none"> • PBT • ELA/L • Math 	N	2	Student needs a set of hard copy braille test booklets with embedded tactile graphics.	<p>The student responds and responses are transcribed.</p> <p>If expected value equals "01"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "P", • Student with Disabilities populated with either "504", "IEP", OR "B", • and Large Print must be left blank. 	<ul style="list-style-type: none"> • 01 = UEB/Unified English Braille • Blank 	3d



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BR	Filler 12	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	N/A	--
BS	Human Signer for Test Directions <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	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 equals "Y"; then the student must have Student with Disabilities field populated with either "504", "IEP", OR "B" or record will error.	<ul style="list-style-type: none"> • Y = Yes • Blank 	3m

Response Accommodations for Students with Disabilities with an IEP or 504 Plan

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BT	Answers Recorded in Test Booklet <ul style="list-style-type: none"> • PBT • ELA/L • Math 	N	1	The student records answers directly in the test booklet. Responses must be transcribed verbatim by a test administrator into a student answer document. Responses that have not been transcribed will not be scored.	If expected value equals "Y"; then the student must have Format field populated with "P" and Student with Disabilities field populated with either "504", "IEP", or "B" or record will error.	<ul style="list-style-type: none"> • Y = Yes • Blank 	Appendix A - 4t
BU	Electronic Braille Response <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	2	For a student who is blind or visually impaired, responses are captured by a Braille Writer or Note-taker.	Proctor/School Provided Accommodation If expected value equals "01" or "02"; then the student must have Student with Disabilities field populated with either "504", "IEP", OR "B" or record will error.	<ul style="list-style-type: none"> • 01 = Braille Writer • 02 = Braille Note-taker • Blank 	<ul style="list-style-type: none"> • 4c • 4b



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BV	Calculation Device and Mathematics Tools <ul style="list-style-type: none"> • CBT • PBT • Math 	N	1	<p>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.</p> <p>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.</p>	<p>Proctor/School Provided Accommodation</p> <p>If expected value equals "C", "T", or "B"; then the student must have Test Code populated with a Mathematics Subject and Student with Disabilities field populated with either 504", "IEP", or "B" or record will error.</p>	<ul style="list-style-type: none"> • 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 	4e
BW	ELA/L Constructed Response <ul style="list-style-type: none"> • CBT • PBT • ELA/L 	N	2	<p>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, according to an IEP or 504 plan.</p> <p>If Human Scribe for ELA/L Constructed Response is populated, an Accommodation Reminder will be displayed stating: "ELA/L Constructed Response without proper documentation may result in the student's test being invalidated." Reminders cannot be cleared.</p>	<p>Proctor/School Provided Accommodation</p> <p>If expected value equals "01"-"04"; then the student must have Test Code populated with a ELA/L Subject and Student with Disabilities field populated with either 504", "IEP", or "B" or record will error.</p>	<ul style="list-style-type: none"> • 01 = Speech-to-Text • 02 = Human Scribe • 03 = Human Signer • 04 = External AT Device • Blank 	<ul style="list-style-type: none"> • 4n • 4o • 4p • 4q & 4a



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
BX	ELA/L Selected Response or Technology Enhanced Items <ul style="list-style-type: none"> • CBT • PBT • ELA/L 	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, according to an IEP or 504 plan.	Proctor/School Provided Accommodation If expected value equals "01"- "04"; then the student must have Test Code populated with a ELA/L Subject and Student with Disabilities field populated with either 504", "IEP", or "B" or record will error.	<ul style="list-style-type: none"> • 01 = Speech-to-Text • 02 = Human Scribe • 03 = Human Signer • 04 = External AT Device • Blank 	<ul style="list-style-type: none"> • 4f • 4g • 4h • 4i & 4a
BY	Mathematics/Science Accommodated Response <ul style="list-style-type: none"> • CBT • PBT • Math 	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 equals "01"- "04"; then the student must have Test Code populated with a Mathematics Subject and Student with Disabilities field populated with either 504", "IEP", or "B" or record will error.	<ul style="list-style-type: none"> • 01 = Speech-to-Text • 02 = Human Scribe • 03 = Human Signer • 04 = External AT Device • Blank 	<ul style="list-style-type: none"> • 4j • 4k • 4l • 4m & 4a
BZ	Monitor Test Response <ul style="list-style-type: none"> • CBT • PBT • ELA/L • 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.	If expected value equals "Y"; then the student must have the Student with Disabilities field populated with either 504", "IEP", or "B" or record will error.	<ul style="list-style-type: none"> • Y = Yes • Blank 	4r



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CA	Word Prediction for ELA/L <ul style="list-style-type: none"> • CBT • PBT • ELA/L 	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 equals “Y”; then the student must have Test Code populated with a ELA/L Subject and Student with Disabilities field populated with either 504”, “IEP”, OR “B” or record will error.	<ul style="list-style-type: none"> • Y = Yes • Blank 	4s

Accommodations for English Learners (EL)

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CB	Administration Directions Clarified in Student’s Native Language <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	The test administrator clarifies general administration instructions only.	Proctor/School Provided Accommodation A Critical Warning will appear in PearsonAccess ^{next} if expected value equals “Y” but EL Accommodation field is Blank.	<ul style="list-style-type: none"> • Y = Yes • Blank 	7f



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CC	Administration Directions Read Aloud in Student's Native Language <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	3	The test administrator reads aloud, and repeats as needed, test directions in the student's native language.	<p>Proctor/School Provided Accommodation</p> <p>If expected value equals: "ARA", "CHI", "HAT", "NAV", "POL", "POR", "RUS", "SPA", "URD", "VIE", OR "HT"; then the student must have the English Learner (EL) field populated with "Y" or record will error.</p> <p>A Critical Warning will appear in PearsonAccess^{next} if expected value is not Blank but EL Accommodation field is Blank.</p>	<ul style="list-style-type: none"> • 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 	7e
CD	English Learner Accommodated Response <ul style="list-style-type: none"> • CBT • PBT • Math 	N	2	An English Learner's response is captured by an external Speech to Text device or Human Scribe.	<p>Proctor/School Provided Accommodation</p> <p>If expected value equals "01" OR "02"; then the student must have the Test Code populated with a Mathematics Subject and the English Learner (EL) field populated with "Y" or record will error.</p> <p>A Critical Warning will appear in PearsonAccess^{next} if expected value equals "01" or "02" but EL Accommodation field is Blank.</p>	<ul style="list-style-type: none"> • 01 = Speech-to-Text • 02 = Human Scribe • Blank 	7c 7d



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CE	Spanish Transadaptation <ul style="list-style-type: none"> • CBT • PBT • Math 	N	3	Used to assign the Spanish form administered for testing. Note: Spanish Transadaptation is available with Text-to-Speech enabled. To receive this accommodation, populate the Text-to-Speech field with "04" (Text-to-Speech Spanish Mathematics with Text and Graphics) or "05" (Text-to-Speech Spanish Mathematics with Text Only) and leave the Spanish Transadaptation blank.	If expected value equals "SPA"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> • Test Code populated with a Mathematics Subject, • English Learner (EL) field populated with "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. A Critical Warning will appear in PearsonAccess ^{next} if expected value equals "SPA" but EL Accommodation field is Blank.	SPA = Spanish Blank	<ul style="list-style-type: none"> • 7g - Online • 7h - Paper • 7i - Large Print • 7k - Human Reader
CF	Word-to-Word Dictionary (English/Native Language) <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	The student uses a published word-to-word hand-held dictionary.	Proctor/School Provided Accommodation If expected value equals "Y"; then the student must have the English Learner (EL) field populated with "Y" or record will error. A Critical Warning will appear in PearsonAccess ^{next} if expected value equals "Y" but EL Accommodation field is Blank.	<ul style="list-style-type: none"> • Y = Yes • Blank 	7b



Other Accessibility Features and Accommodations

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CG	Text-to-Speech <ul style="list-style-type: none"> • CBT • ELA/L • Math 	N	2	<p>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.</p> <p>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.</p> <p>A Critical Warning will appear in PearsonAccess^{next} if expected value equals "04" or "05" but EL Accommodation field is Blank.</p>	<p>Mathematics Tests If expected value equals "02", "03"*, "04", OR "05"* then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O", • Test Code populated with a Mathematics 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 Trans adaptation must be left blank, • Human Reader or Human Signer must be left blank, • and, for "04" or "05" options only, the English Learner (EL) field populated with "Y" <p>*"03" and "05" only available for Mathematics Tests</p> <p>ELA/L Tests If expected value equals "01"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O", • Test Code populated with a ELA/L Subject, 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 1r - Math • 3i - ELA/L • 7j - Spanish



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
					<ul style="list-style-type: none"> • Student with Disabilities populated with either 504”, “IEP”, OR “B”, • 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 must be left blank, • and Human Reader or Human Signer must be left blank. 		
CH	Human Reader or Human Signer <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	2	<p>The test is read aloud or signed to the student by the test administrator.</p> <p>Important: Students requiring a read-aloud computer-based test must be placed in specific read-aloud test sessions. To do this, change the Session Name field to a different value to automatically place students requiring a read-aloud computer-based test in a separate session(s). Once created, the sessions will need the form group type manually switched to Human Reader under Edit Sessions screen in PearsonAccess^{next}.</p>	<p>If expected value equals “01” OR “02”; then the following criteria must be met or record will error: For Mathematics Tests:</p> <ul style="list-style-type: none"> • Test Code populated with a Mathematics 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. 	<ul style="list-style-type: none"> • 01 = Human Signer • 02 = Human Read Aloud • Blank 	<ul style="list-style-type: none"> • 1s - Math • 3k - ELA/L • 7k - Spanish



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
				<p>Note: Spanish Transadaptation is available with Human Reader or Human Signer for Mathematics Subject. To receive this accommodation, populate Spanish Transadaptation 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}.</p> <p>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.</p>	<p>For ELA/L Tests:</p> <ul style="list-style-type: none"> • Test Code populated with a ELA/L Subject, • Student with Disabilities populated with either 504”, “IEP”, OR “B”, • 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 must be left blank, • and Text-to-Speech must be left blank. 		
CI	Unique Accommodation <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	1	An accommodation required for a student with a disability or an English Learner that is not listed in the Accessibility Features and Accommodations Manual but is identified in the student’s IEP, 504 plan or EL plan (if approved by the state).	Unique accommodations must be submitted at least 6 weeks prior to testing to allow adequate time for the state to determine a final decision.	<ul style="list-style-type: none"> • Y = Yes • Blank 	Appendix F



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CJ	Emergency Accommodation <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	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.	--	<ul style="list-style-type: none"> • 01 = Human Scribe • 99 = Other • Blank 	Appendix G



Timing and Scheduling Accommodations for English Learners and Students with Disabilities

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
CK	Extended Time <ul style="list-style-type: none"> • CBT • PBT • ELA/L • Math 	N	6	Extended Time is provided to the student.	Proctor/School Provided Accommodation <ul style="list-style-type: none"> • If expected value equals “EL”; then the student must have the English Learner (EL) field populated with "Y" or record will error. • If expected value equals “IEP504”; then the student must have the Student with Disabilities field populated with either “504”, “IEP”, OR “B” or record will error. • If expected value equals “Both”; then the student must have the Student with Disabilities field populated with either “504”, “IEP”, OR “B” AND the English Learner (EL) field populated with "Y" or record will error. A Critical Warning will appear in PearsonAccess ^{next} if expected value equals “EL” or “Both” but EL Accommodation field is Blank.	<ul style="list-style-type: none"> • EL • IEP504 • Both • Blank 	<ul style="list-style-type: none"> • 5a • 7a – EL • Appendix E
CL	End-of-Record	Y	1	--	--	Y	--