BIE Local Students & Accommodations Import Field Definitions

Document Revisions

Revision Date	Version	Description
12/30/2020	1.0	Initial Version
2/1/2023	2.0	

If assistance is needed, contact the Customer Support Center at **833-302-9587**
or visit **bie.mypearsonsupport.com** and select **Support.**

The purpose of this document is to provide the information needed to populate values in the Local Student & Accommodations Import data file. The document contains a table with the list of fields that will be present in the data file. This table also indicates if the field is required, field length requirements, Field Definitions, Expected Values, or criteria for entering valid values, along with the Administration details for the Accommodations. The student record is used to gather demographic information, as well as information regarding a student's testing condition, materials, or accessibility features and accommodations that may be needed to take the assessment.

Checklist Prior to File Import	
1	Verify student demographic fields are populated in the Local Student & Accommodations import data file and add student accommodations based on their 504 or IEP.
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).

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.

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
A	updateIndicator	1	Y	Identifies rows to be added or updated. If this value is not provided, the record will fail to load.	I U D Note: Case Sensitive Must be Caps	
B	customerCode	255	Y	Pearson Provided - A unique ID used by Pearson Access to identify the customer's project.	BIE22-23	
C	orgCode	50	Y	The Organization responsible for administering the test for a student.	Numeric <Blank>	
D	studentId	50	Y	Unique ID within a customer.	Numeric <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
E	localId	50	N	Unique ID within a customer.	Numeric <Blank>	
F	firstName	255	Y	The full legal first name given to a person at birth, baptism, or through legal change.	Alpha Space	
G	lastName	255	Y	The full legal last name borne in common by members of a family.	Alpha Space	
H	middleName	255	N	The full legal first name given to a person at birth, baptism, or through legal change.	Alpha Space	
I	dateOfBirth	10	Y	The month, day, and year on which a person was born.	mm/dd/yyyy m/d/yyyy mm-dd-yyyy	
J	enrolledGrade	2	Y	Actual grade student is currently enrolled in.	03 04 05 06 07 08 11	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
K	studentEmail	255	N	Email address of student	Blank Before the @: A-Z, a-z, 0-9, ., _, %, +, `, ~, /, #, $, !, &, ', *, =, ?, ^, {, |, }, - After the @ A-Z, a-z, 0-9 . - After the last period (.), 2-4 in length A-Z, a-z	
L	reportingSchool	255	N	The Organization entered here will be used for aggregation of the student results. The student must be enrolled in both the organization testing at and the organization responsible for receiving the student results.	Numeric <Blank>	
M	Sex	2	N	The concept describing the biological traits that distinguish the males and females of a species.	M F <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
N	americanIndianAlaskaNative	1	N	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	Y N <Blank>	
O	asian	1	N	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	Y N <Blank>	
P	blackAfricanAmerican	1	N	A person having origins in any of the black racial groups of Africa.	Y N <Blank>	
Q	nativeHawaiianPacificIslander	1	N	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Y N <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
R	white	1	N	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	Y N <Blank>	
S	multiRace	1	N	A person having origins from different racial backgrounds. If blank, Pearson will derive this if more than two Ethnicities are submitted with a Y.	Y N <Blank>	
T	hispanicLatino	1	N	A person who traces their origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	Y N <Blank>	
U	iep	1	N		Y N <Blank>	
V	ell	1	N		Y N <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
W	lep	1	N	An indication that a limited English proficient (LEP) student is served by an English language instruction educational program supported with Title III of ESEA funds.	Y N <Blank>	
X	giftedTalented	1	N		Y N <Blank>	
Y	section504	1	N		Y N <Blank>	
Z	migrant	1	N		Y N <Blank>	
AA	economicDisadvantage	1	N	An indicator of a student's eligibility to receive Free or Reduced-Price Meals under the National School Lunch Program.	Y N <Blank>	
AB	otherAccommodations	1	N		Y N <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
AC	homeless	1	N		Y N <Blank>	
AD	parentInMilitary	1	N		Y N <Blank>	
AE	inFosterCare	1	N		Y N <Blank>	
AF	nativeLanguage	50	N	Student's Native Language	Arabic Chinese Mandarin French Gujarati Korean Polish Spanish Tagalog Urdu Vietnamese <Blank>	
AG	miscText1	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters <Blank>	
AH	miscText2	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
AI	miscText3	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters \<Blank\>	
AJ	miscText4	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters \<Blank\>	
AK	miscText5	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters \<Blank\>	
AL	miscText6	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters \<Blank\>	
AM	miscText7	255	N	Customizable. Pass through Text Fields	Alphanumeric Special characters \<Blank\>	
AN	miscDate1	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - \<Blank\>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
AO	miscDate2	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - <Blank>	
AP	miscDate3	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - <Blank>	
AQ	miscDate4	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - <Blank>	
AR	miscDate5	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - <Blank>	
AS	miscDate6	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - <Blank>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
AT	miscDate7	10	N	Customizable. Pass through Date Fields mm-dd-yyyy mm/dd/yyyy, m/d/yyyy	0-9 - \<Blank\>	
AU	miscBoolean1	1	N	Customizable. Pass through Boolean Fields	Y N	
AV	miscBoolean2	1	N	Customizable. Pass through Boolean Fields	Y N	
AW	miscBoolean3	1	N	Customizable. Pass through Boolean Fields	Y N	
AX	miscBoolean4	1	N	Customizable. Pass through Boolean Fields	Y N	
AY	miscBoolean5	1	N	Customizable. Pass through Boolean Fields	Y N	
AZ	miscBoolean6	1	N	Customizable. Pass through Boolean Fields	Y N	
BA	miscBoolean7	1	N	Customizable. Pass through Boolean Fields	Y N	
BB	miscNumeric1	255	N	Customizable. Pass through Numeric Values	0-9 \<Blank\>	
BC	miscNumeric2	255	N	Customizable. Pass through Numeric Values	0-9 \<Blank\>	
BD	miscNumeric3	255	N	Customizable. Pass through Numeric Values	0-9 \<Blank\>	

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
BE	miscNumeric4	255	N	Customizable. Pass through Numeric Values	0-9 <Blank>	
BF	miscNumeric5	255	N	Customizable. Pass through Numeric Values	0-9 <Blank>	
BG	miscNumeric6	255	N	Customizable. Pass through Numeric Values	0-9 <Blank>	
BH	miscNumeric7	255	N	Customizable. Pass through Numeric Values	0-9 <Blank>	
BI	ASL_ELA	1	N	Online Form Related - TestNav Accommodation American Sign Language (ASL) Accommodation for ELA Assessments.	Y N <Blank>	ELA
BJ	ASL_MATH	1	N	Online Form Related - TestNav Accommodation American Sign Language (ASL) Accommodation for Math Assessments.	Y N <Blank>	Math
BM	CC_ELA	1	N	Online, Form Related Closed Caption (CC) for ELA Assessments.	Y N <Blank>	ELA

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
BN	CC_MATH	1	N	Online, Form Related Closed Caption (CC) for Math Assessments.	Y N \<Blank\>	Math
BQ	REFRESHABLE-BRAILLE_ELA	1	N	Online, Form Related Refreshable Braille Display for ELA Assessments.	Y N \<Blank\>	ELA
BR	REFRESHABLE-BRAILLE_MATH	1	N	Online, Form Related Refreshable Braille Display for Math Assessments.	Y N \<Blank\>	Math
BU	TTS_ELA	2	N	Online, Form Related for non-QTI3 customers Text to Speech for ELA Assessments. TX = Text GR = Text + Graphics	TX GR \<Blank\>	ELA
BV	TTS_MATH	2	N	Online, Form Related for non-QTI3 customers Text to Speech for Math Assessments. TX = Text GR = Text + Graphics	TX GR \<Blank\>	Math
BY	ANSWER-MASKING_ELA	1	N	Online and Paper Answer Masking for ELA Assessments.	Y N \<Blank\>	ELA

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
BZ	ANSWER-MASKING_MATH	1	N	Online and Paper Answer Masking for Math Assessments.	Y N <Blank>	Math
CC	ATSR_ELA	1	N	Online Assistive Technology Screen Readers for ELA Assessments.	Y N <Blank>	ELA
CD	ATSR_MATH	1	N	Online Assistive Technology Screen Readers for Math Assessments.	Y N <Blank>	Math
CG	ATNSCR_ELA	1	N	Online and Paper Assistive Technology non-screen readers for Math Assessments.	Y N <Blank>	ELA
CH	ATNSCR_MATH	1	N	Online and Paper Assistive Technology non-screen readers for Science Assessments.	Y N <Blank>	Math
CK	ASSISTIVE-CAPTURING-RESPONSES_ELA	16	N	Online and Paper Assistive Capturing Responses for ELA Assessments.	SpeechToText HumanScribe HumanSigner ExternalATDevice <Blank>	ELA
CL	ASSISTIVE-CAPTURING-RESPONSES_MATH	16	N	Online and Paper Assistive Capturing Responses for Math Assessments.	SpeechToText HumanScribe HumanSigner ExternalATDevice <Blank>	Math

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
CO	COLOR-CONTRAST_ELA	18	N	Online Color Contrast for ELA Assessments.	black-cream black-lblue black-lmagenta white-black yellow-blue dgray-pgreen <Blank>	ELA
CP	COLOR-CONTRAST_MATH	18	N	Online Color Contrast for Math Assessments.	black-cream black-lblue black-lmagenta white-black yellow-blue dgray-pgreen <Blank>	Math
CS	COLOR-OVERLAY_ELA	1	N	Paper Color overlay for ELA Paper Assessments.	Y N <Blank>	ELA
CT	COLOR-OVERLAY_Math	1	N	Paper Color overlay for Math Paper Assessments.	Y N <Blank>	Math
CW	DICTIONARY_ELA	1	N	Online and Paper Dictionary for ELA Assessments.	Y N <Blank>	ELA
CX	DICTIONARY_MATH	1	N	Online and Paper Dictionary for Math Assessments.	Y N <Blank>	Math

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
DA	ELECTRONIC-BRAILLE-RESPONSE_ELA	1	N	Online and Paper Electronic Braille Response for ELA Assessment.	Y N \<Blank\>	ELA
DB	ELECTRONIC-BRAILLE-RESPONSE_MATH	1	N	Online and Paper Electronic Braille Response for Math Assessment.	Y N \<Blank\>	Math
DE	EXTENDED-TIME_ELA	1	N	Online and Paper Allows the student additional time during the ELA Assessment.	Y N \<Blank\>	ELA
DF	EXTENDED-TIME_MATH	1	N	Online and Paper Allows the student additional time during the Math Assessment.	Y N \<Blank\>	Math
DI	FREQUENT-BREAKS_ELA	1	N	Online and Paper Allow the student to take frequent breaks during the ELA Assessment.	Y N \<Blank\>	ELA
DJ	FREQUENT-BREAKS_MATH	1	N	Online and Paper Allow the student to take frequent breaks during the Math Assessment.	Y N \<Blank\>	Math

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
DM	HANDHELD-CALC-MATH-TOOLS_ELA	1	N	Online and Paper Allows for a handheld calculator and other math tools during the ELA Assessment.	Y N \<Blank\>	ELA
DN	HANDHELD-CALC-MATH-TOOLS_MATH	1	N	Online and Paper Allows for a handheld calculator and other math tools during the ELA Assessment.	Y N \<Blank\>	Math
DQ	HUMAN-SIGNER-TEST-DIRECTIONS_ELA	1	N	Online and Paper A human will sign the ELA test directions to a student.	Y N \<Blank\>	ELA
DR	HUMAN-SIGNER-TEST-DIRECTIONS_MATH	1	N	Online and Paper A human will sign the Math test directions to a student.	Y N \<Blank\>	Math
DU	HUMAN-READ-ALOUD_ELA	1	N	Online and Paper A human will read aloud the entire ELA test to a student. The student may need to be tested in a small group or separate setting. All students that have the accommodation needs to be assigned the same form.	Y N \<Blank\>	ELA

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
DV	HUMAN-READ-ALOUD_MATH	1	N	Online and Paper A human will read aloud the entire Math test to a student. The student may need to be tested in a small group or separate setting. All students that have the accommodation needs to be assigned the same form.	Y N <Blank>	Math
DY	HUMAN-SIGNER_ELA	1	N	Online and Paper A human will sign the entire ELA test to a student. The student may need to be tested in a small group or separate setting. All students that have the accommodation needs to be assigned the same form.	Y N <Blank>	ELA
DZ	HUMAN-SIGNER_MATH	1	N	Online and Paper A human will sign the entire Math test to a student. The student may need to be tested in a small group or separate setting. All students that have the accommodation needs to be assigned the same form.	Y N <Blank>	Math

Column	Field Name (CSV Header)	Max Length	Requir ed Y/N	Field Definition	Valid Values	Test Administration
EC	HUMAN-READ-ALOUD-TEST-DIRECTIONS_ELA	1	N	Online and Paper A human will read aloud the ELA test directions to a student.	Y N <Blank>	ELA
ED	HUMAN-READ-ALOUD-TEST-DIRECTIONS_MATH	1	N	Online and Paper A human will read aloud the Math test directions to a student.	Y N <Blank>	Math
EG	LANGUAGE-TRANSADAPTATION_ ELA	7	N	Online and Paper Allows for Language Transadaptation for ELA Assessments.	spanish <Blank>	ELA
EH	LANGUAGE-TRANSADAPTATION_ MATH	7	N	Online and Paper Allows for Language Transadaptation for Math Assessments.	spanish <Blank>	Math
EK	SEPARATE-ALT-LOCATION_ELA	1	N	Online and Paper Allows for Separate/Alternate Location during the ELA Assessment.	Y N <Blank>	ELA
EL	SEPARATE-ALT-LOCATION_MATH	1	N	Online and Paper Allows for Separate/Alternate Location during the Math Assessment.	Y N <Blank>	Math
EO	SMALL-GROUP_ELA	1	N	Online and Paper Allows for small group testing for ELA Assessments.	Y N <Blank>	ELA

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
EP	SMALL-GROUP_MATH	1	N	Online and Paper Allows for small group testing for Math Assessments.	Y N \<Blank\>	ELA
ES	SPEC-EQUIPMENT-FURNITURE_ELA	1	N	Online and Paper Allows for Specialized Equipment or Furniture for ELA Assessment.	Y N \<Blank\>	Math
ET	SPEC-EQUIPMENT-FURNITURE_MATH	1	N	Online and Paper Allows for Specialized Equipment or Furniture for Math Assessment.	Y N \<Blank\>	ELA
EW	SPECIFIED-AREA-SETTING_ELA	1	N	Online and Paper Allows for Specified Area or Setting Subject for a student to take the ELA Assessment.	Y N \<Blank\>	Math
EX	SPECIFIED-AREA-SETTING_MATH	1	N	Online and Paper Allows for Specified Area or Setting Subject for a student to take the Math Assessment.	Y N \<Blank\>	ELA
FA	STUDENT-READ-ALOUD_ELA	1	N	Online and Paper Student Reads ELA Assessment Aloud to Self.	Y N \<Blank\>	Math
FB	STUDENT-READ-ALOUD_MATH	1	N	Online and Paper Student Reads ELA Assessment Aloud to Self.	Y N \<Blank\>	ELA

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
FE	TEMPORARY-ACCOMMODATION_ ELA	255	N	Online and Paper Allows a student to have a temporary accommodation during the ELA Assessment.	Text Entry \<Blank\>	ELA
FF	TEMPORARY-ACCOMMODATION_ MATH	255	N	Online and Paper Allows a student to have a temporary accommodation during the Math Assessment.	Text Entry \<Blank\>	Math
FI	TEST-DIRECTIONS-NATIVE-LANGUAGE_ELA	1	N	Online and Paper Test direction will be provided to the student in their native language for ELA Assessment.	Y N \<Blank\>	ELA
FJ	TEST-DIRECTIONS-NATIVE-LANGUAGE_MATH	1	N	Online and Paper Test direction will be provided to the student in their native language for Math Assessment.	Y N \<Blank\>	Math
FM	TIME-OF-DAY_ELA	1	N	Online and Paper Adjustment for when during the day the student takes the ELA Assessment.	Y N \<Blank\>	ELA
FN	TIME-OF-DAY_MATH	1	N	Online and Paper Adjustment for when during the day the student takes the Math Assessment.	Y N \<Blank\>	Math

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
FQ	UNIQUE-ACCOMMODATION_ELA	255	N	Online and Paper This field can be used for any unique accommodation for ELA. It is a text field.	Text Entry <Blank>	ELA
FR	UNIQUE-ACCOMMODATION_MATH	255	N	Online and Paper This field can be used for any unique accommodation for Math. It is a text field.	Text Entry <Blank>	Math
FU	WORD-PREDICTION_ELA	1	N	Online and Paper Use of a Word Prediction tool during the ELA Assessment.	Y N <Blank>	ELA
FV	WORD-PREDICTION_MATH	1	N	Online and Paper Use of a Word Prediction tool during the Math Assessment.	Y N <Blank>	Math
FY	BRAILLE-TACTILE-GRAPHICS_ELA	1	N	Online and Paper Braille with Tactile Graphics for ELA Assessment.	Y N <Blank>	ELA
FZ	BRAILLE-TACTILE-GRAPHICS_MATH	1	N	Online and Paper Braille with Tactile Graphics for Math Assessment.	Y N <Blank>	Math
GC	ALTERNATE-REPRESENTATION-PAPER-TEST_ELA	1	N	Paper Indicates a paper test needs to be provided for a student registered within a school that is testing online. (Paper-and-Pencil Edition) For and ELA Assessment.	Y N <Blank>	ELA

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
GD	ALTERNATE-REPRESENTATION-PAPER-TEST_MATH	1	N	Paper Indicates a paper test needs to be provided for a student registered within a school that is testing online. (Paper-and-Pencil Edition) For and Math Assessment.	Y N <Blank>	Math
GG	LARGE-PRINT_ELA	1	N	Paper Large Print (Paper-and-Pencil Edition) For and ELA Assessment.	Y N <Blank>	ELA
GH	LARGE-PRINT_MATH	1	N	Paper Large Print (Paper-and-Pencil Edition) For and Math Assessment.	Y N <Blank>	Math

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
GK	ANSWERS-RECORDED_ELA	1	N	Online and Paper, Form Related The student records answers directly in the test book. Responses must be transcribed verbatim by a test administrator in a student answer book or answer sheet for ELA Assessments. When format is online, this accommodation will be used to ensure a student receives the same online form as a paper form, so their paper test can be transcribed to the same online form into TestNav.	Y N <Blank>	ELA
GL	ANSWERS-RECORDED_MATH	1	N	Online and Paper, Form Related The student records answers directly in the test book. Responses must be transcribed verbatim by a test administrator in a student answer book or answer sheet for Math Assessments. When format is online, this accommodation will be used to ensure a student receives the same online form as a paper form, so their paper test can be transcribed to the same online form into TestNav.	Y N <Blank>	Math

Column	Field Name (CSV Header)	Max Length	Required Y/N	Field Definition	Valid Values	Test Administration
GO	MONITOR-TEST-RESPONSES_ELA	1	N	Paper The test examiner or assigned accommodator cannot assist the student with changing a response. The test administrator or assigned accommodator monitors proper placement of student responses on a test book/answer sheet for ELA Assessments.	Y N <Blank>	ELA
GP	MONITOR-TEST-RESPONSES_MATH	1	N	Paper The test examiner or assigned accommodator cannot assist the student with changing a response. The test administrator or assigned accommodator monitors proper placement of student responses on a test book/answer sheet for Math Assessments.	Y N <Blank>	Math