

Spring 2010

VMAST
Field Test Administration

Student Data Upload File Requirements

A detailed description of the demographic data collected as part of the Spring 2010 Field Test of the Virginia Modified Achievement Standards Test (VMAST).

Revised April 9, 2010

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25. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
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37. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
38. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8

39. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
40. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
41. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
42. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
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45. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	8
46. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
47. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
48. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
49. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
50. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
51. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
52. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
53. Blank: No data collected in this field for the Spring 2010 VMAST Field Test Administration.	9
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Introduction

The purpose of this document is to a) define the data fields included in a student assessment record for the *Spring 2010 VMAST Field Test Administration* and b) provide guidance to school division staff on which tests to administer to individual students participating in the VMAST field test for grade 8 mathematics and/or reading. As with all other test administrations, school divisions have the option to a) electronically upload their student assessment records as a *Student Data Upload* (SDU) file into the PearsonAccess system or b) manually code their student assessment records in PearsonAccess by using the various Test Management screens under the *Spring 2010 VMAST Field Test Administration*.

Preparing a Student Data Upload (SDU) File

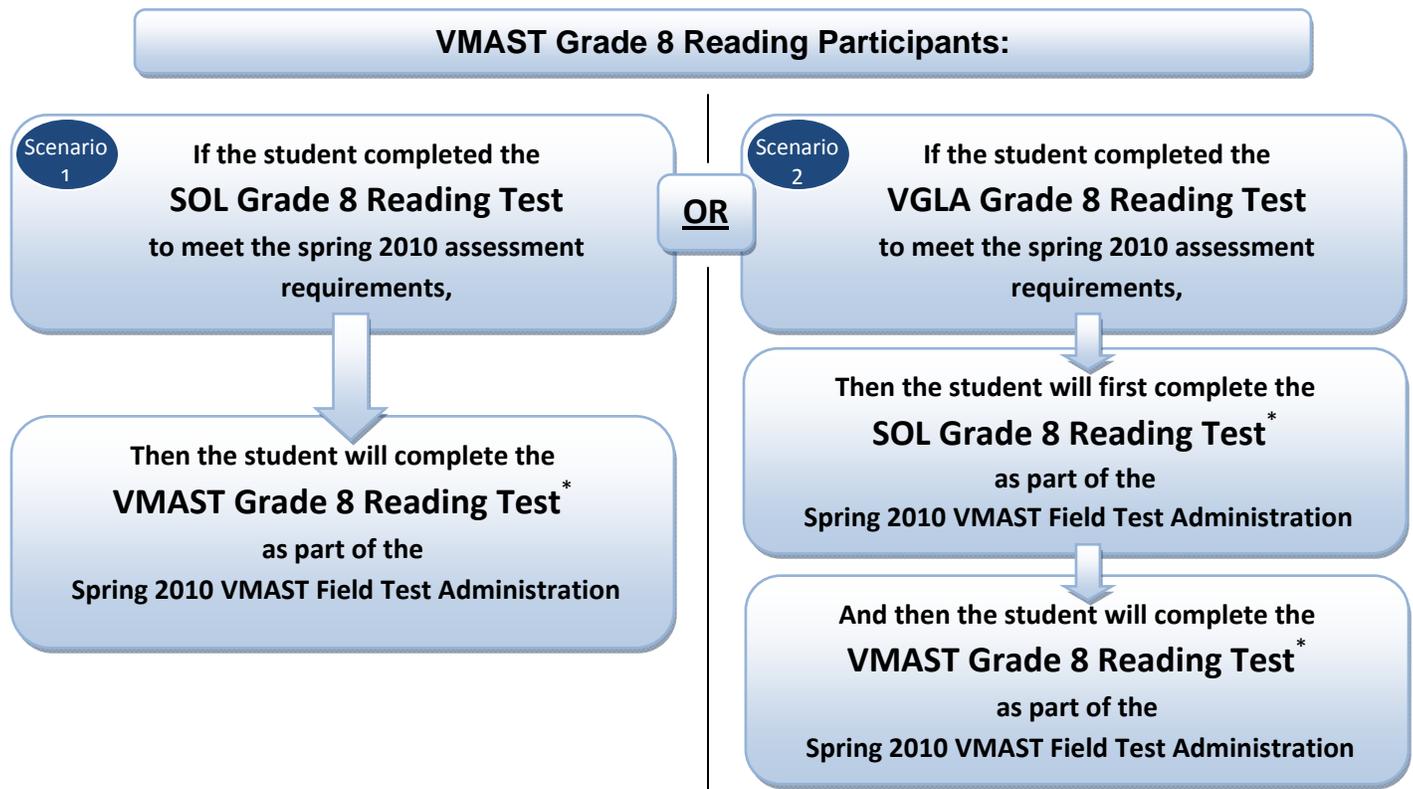
When preparing the SDU file, the file must be formatted as a comma separated values (CSV) file. The order and length of the data fields and the types of characters in the data fields must follow the descriptions provided in this document, and any header rows must be removed from the file prior to being uploaded. For example, if the *Student Data Upload File Template* (a MS Excel spreadsheet) is used to prepare the SDU file, the header row (row 1) must be deleted and the final version must be saved as a CSV file.

The following naming convention is recommended for the SDU file: CCTTYDDDD.csv where CC refers to the administration type (VM=VMAST), TT refers to the test administration (SP=Spring), YY refers to the year (YY=10), and DDD refers to the 3-digit division code. The filename extension must be .csv, and the pathname of the file must not include any periods. For example, C:\D.Smith\ VMSP10.csv needs to be C:\DSmith\ VMSP10.csv.

Tests to Administer to VMAST Field Test Participants

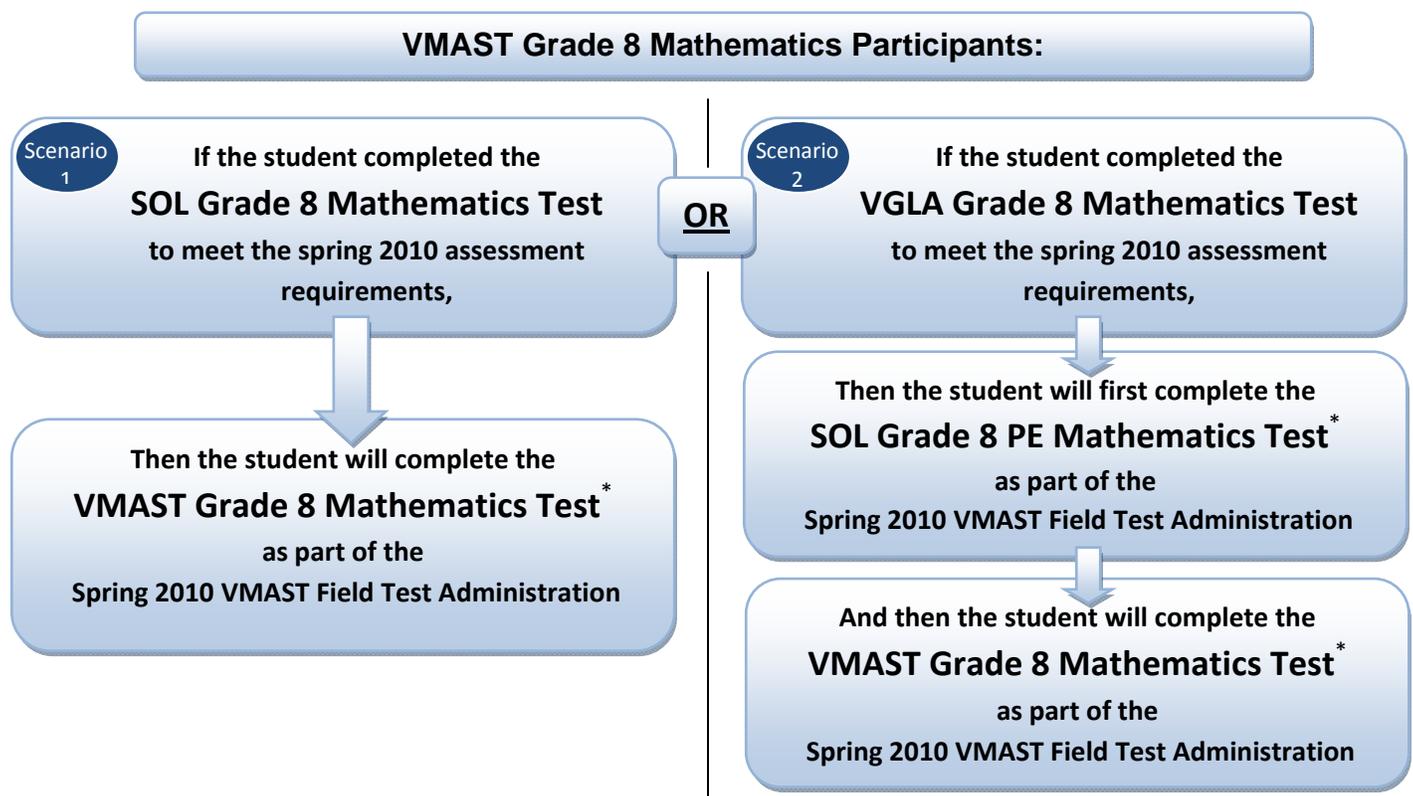
Prior to participating in the VMAST Field Test Administration, students must complete the state assessments identified in their Individualized Education Plan (IEP) for spring 2010. Once students have completed their required spring assessments, they will be assigned to one of two possible scenarios for participation in the VMAST field test. The scenarios are based on which assessment type, SOL or VGLA, the students completed for their required spring 2010 tests. Scenario 1: Students who completed an SOL test in grade 8 reading and/or mathematics for their required spring 2010 assessment will complete the VMAST field test in grade 8 reading and/or mathematics under the *Spring 2010 VMAST Field Test Administration* in PearsonAccess. Scenario 2: Students who completed a VGLA assessment in grade 8 reading and/or mathematics for their required spring 2010 assessment will first complete an SOL version of the grade 8 reading and/or mathematics test and then will complete the VMAST field test in the same subject. Both tests, the SOL test and the VMAST field test, administered to students in scenario 2 must be setup in PearsonAccess under the *Spring 2010 VMAST Field Test Administration*. Refer to figures A and B on the following page.

Figure A.



* Tests administered as part of the Spring 2010 VMAST Field Test Administration will not be scored.

Figure B.



* Tests administered as part of the Spring 2010 VMAST Field Test Administration will not be scored.

Field Preparation for Exports from Student Information Systems

Export the data from your student information system into these specific fields and in the following order:
Fields shown in **bold** are required and represent the minimum fields to be included in a Student Data Upload file.
Fields shown as underlined are student-specific fields and should not vary among records for a given student.

1. **Administration**
2. **Student Last Name**
3. **Student First Name**
4. Student Middle Initial
5. Login ID
6. **Division Code**
7. **School Code**
8. Test Code
9. Group Name
10. Group Code
11. **Date of Birth**
12. **Grade**
13. **Gender**
14. **State Testing Identifier (STI)**
15. **Race/Ethnicity**
16. Student Number
17. Title I/Targeted Assistance Services (TAS)
18. Student Category – Migrant
19. Student Category – Homeless
20. Student Category – Neglected or Delinquent
21. N-Code/Economically Disadvantaged
22. LEP State Code
23. Receiving ESL Services
24. **Disability Status-Section 1**
25. Not used for the VMAST field test; leave blank
26. Not used for the VMAST field test; leave blank
27. Not used for the VMAST field test; leave blank
28. Not used for the VMAST field test; leave blank
29. Not used for the VMAST field test; leave blank
30. Not used for the VMAST field test; leave blank
31. Not used for the VMAST field test; leave blank
32. Not used for the VMAST field test; leave blank
33. Not used for the VMAST field test; leave blank
34. Not used for the VMAST field test; leave blank
35. Not used for the VMAST field test; leave blank
36. Not used for the VMAST field test; leave blank
37. Not used for the VMAST field test; leave blank
38. Not used for the VMAST field test; leave blank
39. Not used for the VMAST field test; leave blank
40. Not used for the VMAST field test; leave blank
41. Not used for the VMAST field test; leave blank
42. Not used for the VMAST field test; leave blank
43. Not used for the VMAST field test; leave blank
44. **Online Testing**
45. Not used for the VMAST field test; leave blank
46. Not used for the VMAST field test; leave blank
47. Not used for the VMAST field test; leave blank
48. Not used for the VMAST field test; leave blank
49. Not used for the VMAST field test; leave blank
50. Not used for the VMAST field test; leave blank
51. Not used for the VMAST field test; leave blank
52. Not used for the VMAST field test; leave blank
53. Not used for the VMAST field test; leave blank
54. Not used for the VMAST field test; leave blank
55. **End of Record**

Field Definitions

- Administration (REQUIRED):** This field must contain the code representing the administration for which the student is being registered (vmstsp10). This field is case sensitive.
- Student Last Name (REQUIRED):** This field must contain the student's last name. If the student's last name is longer than 11 characters and/or contains any spaces, accents, or special characters (e.g. - ` ~ : ; ' .) , the last name will be revised in the following manner: First, any spaces, accents, and special characters will be removed. Second, if the remaining characters total more than 11, the name will be truncated to 11 characters. For example, Smith-Harvey would result in SMITHHARVEY being uploaded.
- Student First Name (REQUIRED):** This field must contain the student's first name. If the student's first name is longer than 9 characters and/or contains any spaces, accents, or special characters (e.g. - ` ~ : ; ' .) , the student's first name will be revised in the following manner: First, any spaces, accents, and special characters will be removed. Second, if the remaining characters total more than 9, the first name will be truncated to 9 characters.
- Student Middle Initial:** The student's middle initial is not a required field. The limit is 1 character. Valid characters are A-Z or blank. Do not use any spaces, special or accented characters in these fields.
- Login ID:** This field may contain a unique 10 character ID for a student to use when logging in to TestNav, the online testing application. If this field is left empty, a unique 10 digit number will be assigned as the Login ID for each student. If the division desires to provide Login IDs, the following conventions must be followed: A limit of 60 characters, no spaces or special characters, and no duplicate Login IDs. Login IDs are not case sensitive.
- Division Code (REQUIRED):** This field must contain the three-digit division code that is assigned to your division by the state.
- School Code (REQUIRED):** This field must contain the four-digit school code that is assigned to a particular school by the state.
- Test Code:** This field should contain a valid test code (See the table below.) The Test Code represents the level and subject of the test that will be administered to the student; refer to figures A and B. Submit a separate student record for each test to be administered. For example, if a student is taking VMAST Grade 8 Reading and VMAST Grade 8 Mathematics test, that student will need two records, one for Reading and a second for Mathematics.

Spring 2010 VMAST Field Test Administration Field Test* Test Codes	
* These tests will not be scored. These are for field test purposes only.	
Test Code	Description
8065	SOL Grade 8 Reading (only for students who participated in VGLA)
8085	SOL Grade 8 Plain English Mathematics (only for students who participated in VGLA)
8765	VMAST Grade 8 Reading
8775	VMAST Grade 8 Mathematics

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9. **Group Name:** This field may contain a teacher name and period number, block number, or other common identifier. The maximum allowable length of this field is 20 characters, and valid characters are A-Z and 0-9. No special characters can be used.
10. **Group Code:** This field is an optional field available for use by divisions to further identify or track group information (e.g., course number, section number, period number, or other identifier). The maximum allowable length of this field is 10 characters, and valid characters are A-Z and 0-9. No special characters can be used.
11. **Date of Birth (REQUIRED):** This field must contain the student's date of birth and must match the four other associated fields for the student within the Educational Information Management System (EIMS) including the student's Last Name, First Name, Gender, and STI. The format of this field must follow the convention **MMDDCCYY** where MM is the 2-digit month, DD is the 2-digit day, CC is the century, YY is the 2-digit year. For example, if a student's date of birth was September 02, 1998, it would be entered into this field as 09021998. Supply leading zeros in the month and day fields where appropriate and include a 4-digit year.
12. **Grade (REQUIRED):** This field contains the student's grade level and must be **08**.
13. **Gender (REQUIRED):** This field must contain the code representing the student's gender and match the four other associated fields for the student within EIMS including the student's Last Name, First Name, Date of Birth, and STI. The valid values for this field are one of the following:
- F=Female or M=Male
14. **State Testing Identifier (STI) (REQUIRED):** This field must contain the student's STI as issued by EIMS and match the four other associated fields for the student within EIMS including the student's Last Name, First Name, Date of Birth, and Gender. Please contact your local EIMS Project Manager if you have students to be tested who have not yet been issued an STI.
15. **Race/Ethnicity (REQUIRED):** This 2 character numeric field (a leading zero must be used) should contain a code representing the student's race/ethnicity. The value in this field must be one of the following and must be populated for each test the student is taking:
- | | |
|-------------------------------------|---|
| 00=Unspecified | 04=Hispanic |
| 01=American Indian or Alaska Native | 05=White (Not of Hispanic Origin) |
| 02=Asian | 06=Native Hawaiian/Other Pacific Islander |
| 03=Black (Not of Hispanic Origin) | |
- If a student has a multi-ethnic background and does not identify with one of the groups listed or objects to providing this information, the value "00-Unspecified" should be selected.
16. **Student Number (Optional):** This field contains a locally assigned student number. Student numbers may be up to 12 digits in length. Leading or trailing zeros are not necessary unless utilized by your division. If this field is used, it must be populated for each test the student is taking.
17. **Title I/Targeted Assistance Services (TAS):** For students attending schools with schoolwide Title I programs, this field should **not** be completed. Otherwise, if the student is receiving Targeted Assistance Services (TAS) under Title I, this field should contain the code representing the subject area(s) in which the student is receiving assistance. The valid codes that may be submitted for this field are as follows:
- 1 - Reading
 - 2 - Math
 - 3 - Reading & Math

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4 - Science

For more information, see the school division's Title I Coordinator or the DDOT. If the DDOT has additional questions, please contact the Title I Office at VDOE.

18. Student Category-Migrant: This field should contain a **Y** if the student is classified as Migrant.

Definition: Student Category-Migrant

A child who is, or whose parent or spouse is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work—

(A) has moved from one school division to another;

(B) in a State that is comprised of a single school division, has moved from one administrative area to another within such division; or

(C) resides in a school division of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Note: If a student is classified as Migrant, the student also should be coded as N-Code/Economically Disadvantaged due to the policy that as of July 1, 2005, students who meet the federal definition of migrant are considered categorically eligible for free or reduced-price meals.

19. Student Category-Homeless: This field should contain a **Y** if the student is classified as Homeless.

Definition: Student Category-Homeless

A child who is homeless and attending any school served by the local school division.

Note: If a student is classified as Homeless, the student also should be coded as N-Code/Economically Disadvantaged due to the policy that as of July 1, 2005, students who meet the federal definition of homeless are considered categorically eligible for free or reduced-price meals.

20. Student Category-Neglected or Delinquent: This field should contain a **Y** if the student is classified as Neglected or Delinquent.

Definition: Student Category-Neglected or Delinquent

A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

21. N-Code/Economically Disadvantaged¹: This field should contain a **Y** if the student is classified as economically disadvantaged as described below:

Economically Disadvantaged

A student is economically disadvantaged if he/she:

(1) is eligible for free or reduced-price lunch;

(2) receives TANF (Temporary Aid for Needy Families); or

(3) is eligible for Medicaid.

¹ Required when either Student Category-Migrant or Student Category-Homeless is populated.

22. Limited English Proficient (LEP) State Code: For students classified as LEP (see definition below), select the appropriate code to identify the student's level of services as of October 1st or thereafter of the current school year. The valid codes for LEP State Code are as follows:

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- 15= Level 1 - Entering
- 16= Level 2 - Beginning
- 17= Level 3 - Developing
- 18= Level 4 - Expanding
- 19= Level 5 - Bridging, First Year
- 20= Level 5 - Bridging, Second Year
- 21= Level 6 - Reaching, First Year
- 22= Level 6 - Reaching, Second Year

Definition: Limited English Proficient (LEP)

As of January 8, 2002, an LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act* of 2001. The law states:

An LEP student is classified as one:	
(A)	who is aged 3 through 21;
(B)	who is enrolled or preparing to enroll in an elementary school or secondary school;
(C)	(i.) who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant;
OR	
(ii.)	(I.) who is a Native American or Alaska Native, or a native resident of outlying areas; and (II.) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
OR	
(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
AND	
(D)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual –
(i.)	the ability to meet the state's proficient level of achievement on state assessments described in section 1111(b)(3);
(ii.)	the ability to achieve successfully in classrooms where the language of instruction is English; or
(iii.)	the opportunity to participate fully in society.
[P.L. 107-110, Title IX, Part A, Sec. 901, (25)]	

23. Receiving ESL Services: This field must contain a **Y** for students receiving ESL services or **N** for students not receiving ESL services if the LEP State Code (field #22) is a value of 15-20.

24. Disability Status-Section 1 (REQUIRED): The disability status field must be used for any student who is identified as having a disability. Use categories 01 through 14, category 16, and category 19 for students who are eligible for services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and who have Individualized Education Programs (IEPs). Use category 15 for "Otherwise Qualified Handicapped" students who are eligible for services under Section 504 of the Rehabilitation Act of 1973. Provide the appropriate two-digit student disability status code as listed on the next page (01-10 or 12-16 or 19). If more than one disability exists, select the student's primary disability.

- 01=Mental Retardation
- 02=Severe Disabilities
- 03=Multiple Disabilities
- 04=Orthopedic Impairment

- 05=Visual Impairment (including blindness)
- 06=Hearing Impairment/Deaf
- 07=Learning Disability
- 08=Emotional Disturbance

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09=Speech/Language Impairment

10=Other Health Impairment

12=Deaf-Blind

13=Autism

14=Traumatic Brain Injury

15=Otherwise Qualified Handicapped under Section 504

16=Developmental Delay (through age 8)

19=Intellectual Disabilities

25. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

26. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

27. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

28. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

29. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

30. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

31. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

32. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

33. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

34. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

35. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

36. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

37. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

38. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

39. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

40. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

41. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

42. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

43. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

44. **Online Testing (REQUIRED):** This field must contain a Y.

45. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.

46. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
47. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
48. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
49. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
50. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
51. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
52. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
53. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
54. **Blank:** No data collected in this field for the Spring 2010 VMAST Field Test Administration.
55. **End of Record (REQUIRED):** This field must contain a Y at the end of each student record.

Updating Records via a Student Data Upload (SDU) File

The SDU file may, with some restrictions, be used to electronically update student data fields within PearsonAccess. The restrictions when electronically updating records are as follows:

- a) Test Code cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Test Code will create a new test assignment and the previous test assignment will remain unchanged.
- b) Group Name cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Group Name for an existing test assignment will result in a rejected record with an error message stating a test assignment for that test code already exists. The original test assignment will remain unchanged.
- c) After a test has been processed within PearsonAccess, the test-specific data (e.g., Race/Ethnicity, etc.) cannot be updated via the SDU file. The changes must be completed manually within PearsonAccess.

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Appendix A: Field Lengths

For Spring 2010 Student Data Uploads, the student name fields (Last Name and First Name) will automatically have special characters removed and be truncated to the maximum allowed field length.

Column	Field Length	Field Description
1	8	Administration
2	11	<u>Student Last Name</u>
3	9	<u>Student First Name</u>
4	1	Student Middle Initial
5	60	<u>Login ID</u>
6	3	<u>Division Code</u>
7	4	<u>School Code</u>
8	6	Test Code
9	20	Group Name
10	10	Group Code
11	8	<u>Date of Birth</u>
12	2	<u>Grade</u>
13	1	<u>Gender</u>
14	10	<u>State Testing Identifier (STI)</u>
15	2	<u>Race/Ethnicity</u>
16	12	Student Number
17	1	<u>Title I/Targeted Assistance Services (TAS)</u>
18	1	<u>Student Category - Migrant</u>
19	1	<u>Student Category - Homeless</u>
20	1	<u>Student Category - Neglected or Delinquent</u>
21	1	<u>N-Code/Economically Disadvantaged</u>
22	2	<u>LEP State Code</u>
23	1	<u>Receiving ESL Services</u>
24	2	<u>Disability Status - Section 1</u>
25	1	Not used for the VMAST field test; leave blank
26	1	Not used for the VMAST field test; leave blank
27	1	Not used for the VMAST field test; leave blank
28	1	Not used for the VMAST field test; leave blank
29	1	Not used for the VMAST field test; leave blank
30	1	Not used for the VMAST field test; leave blank
31	1	Not used for the VMAST field test; leave blank
32	1	Not used for the VMAST field test; leave blank
33	1	Not used for the VMAST field test; leave blank
34	1	Not used for the VMAST field test; leave blank

Student Data Upload (SDU) File Requirements
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Column	Field Length	Field Description
35	1	Not used for the VMAST field test; leave blank
36	1	Not used for the VMAST field test; leave blank
37	1	Not used for the VMAST field test; leave blank
38	1	Not used for the VMAST field test; leave blank
39	1	Not used for the VMAST field test; leave blank
40	1	Not used for the VMAST field test; leave blank
41	1	Not used for the VMAST field test; leave blank
42	1	Not used for the VMAST field test; leave blank
43	9	Not used for the VMAST field test; leave blank
44	1	Online Testing (must contain a Y for VMAST field test)
45	1	Not used for the VMAST field test; leave blank
46	1	Not used for the VMAST field test; leave blank
47	1	Not used for the VMAST field test; leave blank
48	1	Not used for the VMAST field test; leave blank
49	1	Not used for the VMAST field test; leave blank
50	1	Not used for the VMAST field test; leave blank
51	1	Not used for the VMAST field test; leave blank
52	1	Not used for the VMAST field test; leave blank
53	1	Not used for the VMAST field test; leave blank
54	1	Not used for the VMAST field test; leave blank
55	1	End of Record

Bold fields are required.

Underlined fields are student-specific fields and must remain constant among all records for the same student.

Appendix B: Error Types

Data Problem	Description
Invalid Boolean value	Field must contain a Y or blank.
Invalid date	Field must be a valid date field.
Invalid numeric value	Field must contain a valid numeric value.
Missing value	Field was empty when it was a required field.
Value was larger than allowed	Field contained a value that was larger than the maximum that is allowed.
Value was too small	Field contained a value that was smaller than what is allowed.
Value cannot contain	Field contained a value that was not allowed.
Value must contain	Field can only contain a value of
Value is not in the set of values	Field contained a value that was not in a set of values. Example, Grade field must contain an 08
Value was not in a range	Field contained a value that was not in a range of values.
Invalid organization code	Tried to assign a Student to a School that does not exist.
Invalid test administration	Tried to assign a Student to a Test Administration that does not exist.
Invalid student test assignment	Tried to assign a Student to a Test that does not exist for the Test Administration.
Value contained a character that was not non-alpha or blank	Field contained a value that was not an alpha character or blank.
Value contained a character that was not an alpha character	Field contained a value that was not an alpha character.
Value contained a character that was not an alpha-numeric character	Field contained a value that was not an alpha-numeric character.
Value contained a character that was not alpha-numeric character or blank	Field contained a value that was not an alpha-numeric character or blank.
the student values did not match the existing student values	The First Name, Last Name, Gender, and Date of Birth demographics provided for the Student/STI did not match the currently loaded demographics for the Student/STI.
Value contained a character that was not a numeric or a blank	Field contained a value that was not a numeric or blank.
Invalid combination of values	Field contained a value that caused another field value to be invalid. Example, if LEP State Code is 15-20, the accompanying Receiving ESL Services field must be populated.
Missing State Testing Identifier	The State Testing Identifier provided does not exist.

Student Data Upload (SDU) File Requirements Spring 2010 VMAST Field Test Administration

Appendix C: Uploading a Student Data Upload File

Once the student data file has been prepared, the file may be uploaded using the link <http://www.pearsonaccess.com/va/>

After an authorized user is logged on, they will select the Student Data tab.

Navigation: [Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | **Student Data** | Test Setup | Test Management | Test Scores | Test Results

Current organization: **Virginia Dept of Education** [change organization](#)

Welcome, LAURA ERICKSEN

Latest News

Assessment Dates
Important Assessment Dates:
• VAP 2009-2010 Schedule (08/2009)
• VAP 2008-2009 Schedule (12/2008)
• Alternate Assessment Programs 2008-2009 (11/2008)

Spring 2009 Writing:
• Appeals Deadline: June 29, 2009
• ATP Deadline: August 7, 2009
• Short Paper Image Deadline: September 4, 2009
• Ordering Printed Reports Deadline: September 4, 2009

Spring 2009 Non-Writing:
• Pre-ID Window: March 9 - June 29, 2009
• Additional Orders: March 16 - July 24, 2009
• ATP Deadline: August 7, 2009
• Ordering Printed Reports Deadline: September 4, 2009

Summer 2009 Writing:
• Pre-ID Window: June 9 - July 20, 2009
• Additional Orders: June 15 - August 14, 2009

Summer 2009 Non-Writing:
• Pre-ID Window: May 11 - September 29, 2009
• Additional Orders: May 18 - October 23, 2009

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Student Data	Test Setup	Test Management	Test Scores	Test Results
Student Data File Submission <ul style="list-style-type: none">Send student files to the systemCheck for problems with sent files Student Data Information <ul style="list-style-type: none">Filter and sort studentsView total student countsChange student dataCreate rostered groups Manage EIMS Data <ul style="list-style-type: none">Manage EIMS Student DataSend a File to EIMSManage EIMS FilesView EIMS Transfer ListView EIMS Alert ListView EIMS Audit ReportView EIMS Merge/Split ReportView EIMS Formerly Enrolled in Virginia Report	Enter Administration Details <ul style="list-style-type: none">Submit supplemental test administration information Participation Counts <ul style="list-style-type: none">Enter student counts to order test materials Order Additional Materials and Tracking <ul style="list-style-type: none">Order additional materialsTrack orders and view shipment information	Student Registration <ul style="list-style-type: none">Assign students to paper & online testsUpdate student demographic data before testingView student counts by administration Manage Test Sessions <ul style="list-style-type: none">View online test sessionsAdd registered students to a test sessionProctor test sessions Resolve Student Test Alerts <ul style="list-style-type: none">Examine and resolve issues with completed tests	Manage Scores <ul style="list-style-type: none">Enter, submit, and validate VAAP and VGLA scores Manage Scores File Submission <ul style="list-style-type: none">Send Manage Scores files to the systemCheck for problems with sent files	On Demand Reports <ul style="list-style-type: none">Online testing test results at a group level Published Reports <ul style="list-style-type: none">View, download and print access to daily published reports and extracts by organization Request Printed Reports <ul style="list-style-type: none">Request paper reports based on title Request ATP <ul style="list-style-type: none">Request Authorization-to-Proceed (ATP) to indicate changes to student data are finished EIMS Reports <ul style="list-style-type: none">View, export and print EIMS longitudinal data reports

From this screen they will need to select Student Data File Submission. The Student Data File should be submitted at the division level.

Navigation: [Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | **Student Data** | Test Setup | Test Management | Test Scores | Test Results

Overview | **Student Data File Submission** | Student Data Information | Manage EIMS Data

Current organization: **Virginia Dept of Education** [change organization](#)

Home > Student Data Overview

Student Data Overview

[Return to Home](#)

Task

- Student Data File Submission** ←
 - Send student files to the system
 - Check for problems with sent files
- Student Data Information**
 - Filter and sort students
 - View total student counts
 - Change student data
- Manage EIMS Data**
 - Manage EIMS Student Data
 - Send a File to EIMS
 - Manage EIMS Files
 - View EIMS Transfer List
 - View EIMS Alert List
 - View EIMS Audit Report
 - View EIMS Merge/Split Report

Student Data Upload (SDU) File Requirements

Spring 2010 VMAST Field Test Administration

Users will use the “Browse...” feature to select the Student Data Upload file to be submitted. Users may provide one or multiple e-mail addresses where the system will send a notification that your file is being “Processed.”

The screenshot shows the 'Student Data File Submission' page. At the top, there are navigation tabs: Home, Student Data, Test Setup, Test Management, Test Scores, and Test Results. Below these are sub-tabs: Overview, Student Data File Submission, Student Data Information, and Manage EIMS Data. The current organization is 'Virginia Dept of Education'. The main heading is 'Student Data File Submission' with a 'Return to Student Data' link. The 'Send Student Data File' section has a 'File Name' input field with a 'Browse...' button and a 'Send' button. A callout points to the 'Browse...' button: 'Use “Browse...” to select your Student Data Upload File.' The 'File Status Notification' section shows the primary contact 'LAURA.ERICKSEN@PEARSON.COM' and a checked box for 'Email Additional Contacts' with a link 'add/change additional contacts'. A callout points to this link: 'Enter email address(es) to receive the status emails.' A 'Send' button is highlighted with a callout: 'Click to submit your Student Data Upload file.'

After the user submits a file, a processing step will validate the records and check for errors. All valid records will be uploaded into the PearsonAccess database. If an e-mail address was provided, a second e-mail notification will be sent once processing of the file is complete. The e-mail will detail the status of your file and provide you with a link to return to the PearsonAccess website.

The Update Status of your file will appear in the table at the bottom of the Student Data File Submission screen. The table will display all of your file submissions beginning with the most recent submission. The table contains the following columns: File Name, Sent By, Sent Date, Status, and Messages. The Status column will indicate one of the following messages:

1. Processing: The file is still running through the editing process.
2. Rejected: File format was invalid or ALL of the records in the file were invalid.
3. Complete: All records were successfully uploaded.
4. Complete with problems: Only valid records were uploaded.

File Name	Sent By	Sent Date	Status	Messages
Summer 2009 WRT Paper Alerts SDU.csv	brager	07/20/2009 09:57 AM	Complete	All 40 records were successfully processed
VAAP_FINAL SDU.csv	WAREEM	07/10/2009 12:17 PM	Complete with problems	19 records (1% of the file) had data problems.
NWSP09018Gr8-EOC_REV.csv	dunma	05/11/2009 01:48 PM	Complete with problems	1257 records (64% of the file) had data problems.
NWSP09018Gr8-EOC.csv	dunma	05/11/2009 01:48 PM	Complete with problems	2164 records (64% of the file) had data problems.
CMS_NW_Spring_2009_SOL_SDU_delete.csv	dunma	04/24/2009 09:54 AM	Complete with problems	1550 records (64% of the file) had data problems.

Results: 1-5 of 165

Page 1 | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#)

Results: 1-5 of 165

Click to view list of errors.

Student Data Upload (SDU) File Requirements Spring 2010 VMAST Field Test Administration

If your file is "Complete with Problems" in the [Messages](#) column, a link will appear that indicates how many records were invalid and how much of the submitted file this represents.

Clicking on this link will take you to the screen below.

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | **Student Data** | Test Setup | Test Management | Test Scores | Test Results

Overview | **Student Data File Submission** | Student Data Information | Manage EIMS Data

Current organization: **Virginia Dept of Education** [change organization](#)

[Home](#) > [Student Data](#) > [Student Data File Submission](#) > File Details

File Details

[Return to Student Data File Submission](#)

View File Details

File: VAAP_FINAL_SDU.csv [download file](#)
Size: 217.0 Kb
Sent By: EMILY WARE
Sent Date: 07/10/2009 12:17 PM
Status: Data Problems in file
Message: 19 records (1% of the file) had data problems. Problems are encountered when the contents of your file does not match the specified file format or data in the file is incorrect.

[Export to Excel](#)

Records	Data Problems
+ 6	invalid combination of values
+ 1	missing State Testing Id

Results: 1-2 of 2

Results: 1-2 of 2

The table that appears will supply you with the number of student data records that contain a particular Data Problem. Refer to Appendix C of this document for a complete list of Data Problems and a brief description. Clicking on the "+" sign by the number of student data records will cause the display list to expand. The first one hundred occurrences of invalid records and a description of the nature of the error will be displayed on the screen along with the State Testing Identifier (STI) associated with the invalid record. Regardless of the number of errors, an error file can be downloaded into an Excel spreadsheet by clicking on the Export to Excel button.

Divisions are encouraged to review the entire student data file for the indicated error(s) before resubmitting the file. Once corrections have been made, the file may be resubmitted via the *Student Data File Submission* screen and all valid records will be uploaded into the PearsonAccess database. Each time a file is uploaded, a confirmation e-mail will be sent to the provided e-mail address(es) regarding the status.