



Fall 2010

*WRITING and NON-WRITING  
Test Administrations*

## Student Data Upload File Requirements

A detailed description of the demographic data collected as part of the Virginia Standards of Learning Assessments Program.

Revised: November 15, 2010

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## Student Data Upload (SDU) File Requirements Fall 2010 Writing and Non-Writing Test Administrations

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### Introduction

The main purpose of this document is to identify and define the data fields included in a student assessment record for the Fall 2010 Writing and Non-Writing Test Administrations. School divisions have the option to electronically upload their student assessment records as a *Student Data Upload* (SDU) file into the PearsonAccess web-based system via a process called *Student Data File Submission* or manually code their student assessment records in PearsonAccess by using the various Test Management screens.

School divisions are strongly encouraged to use the electronic *Student Data File Submission* process to help eliminate manual data entry errors; however, it is not a requirement. Detailed directions regarding how to complete the *Student Data File Submission* process are available in Appendix D of this document.

**NEW FOR FALL 2010 – Due to the numerous changes, it is highly recommended that you review this entire document.**

The following tests are now being offered:

EOC170 Virginia & US History (2008)

EOC171 World History I (2008)

EOC172 World History II (2008)

EOC179 World Geography (2008)

The following data fields have been newly added or revised:

- ELL Test Tier (new)
- ELL Composite Score (new)
- ELL Literacy Score (new)
- Temporary Condition (revised: formerly Y-Code C)
- Project Graduation (revised: formerly Y-Code B)
- X-Code – A (revised: formerly not used)
- Z-Code – A (new: not used at this time)
- Z-Code – B (new: not used at this time)
- Z-Code – C (new: not used at this time)
- Code VTLN (new: not used at this time)
- Code TLN (new: not used at this time)
- Code TFN (new: not used at this time)

The following data fields have been removed:

- Limited English Proficient (LEP) State Code
- Receiving ESL Services
- Disability Status – Section 2
- Career and Technical Education (CTE) Course & Tech Prep Program
- Career and Technical Education (CTE) – Single Parent
- Career and Technical Education (CTE) – Displaced Homemaker
- Career and Technical Education (CTE) – Nontraditional Career
- VAAP
- VGLA
- VSEP
- Y-Code A
- Y-Code B
- Y-Code C

## Student Data Upload (SDU) File Requirements Fall 2010 Writing and Non-Writing Test Administrations

### Change Log

The following table contains a record of changes made to the SDU File Requirements document.

No.	Date	Description
1	08/20/2010	Published Fall 2010 SDU File Requirements.
2	11/01/2010	Added text regarding the activation of the X-Code-A field to indicate students who are formerly LEP. Revised and added text regarding changes to the ELL Composite Score field.
3	11/15/2010	Revised text for the SOA Adjustment-LEP field.

### Preparing a Student Data Upload (SDU) File

When preparing an 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 upload. 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 an SDU file: CCTYYDDD.csv where CC refers to the administration type (WR=Writing or NW=Non-Writing), TT refers to the test administration (FA=Fall), 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\WRFA10.csv needs to be C:\DSmith\WRFA10.csv.

Separate SDU files must be created for the different test administrations (e.g. a Fall Writing SDU file and Fall Non-Writing SDU file); however, multiple files may be uploaded for each single administration. For example, divisions may wish to submit files separately by school rather than submitting one large division file. Regardless of the number of schools or students represented in a file, divisions are encouraged to submit SDU files at the division level in PearsonAccess for consistency. If uploading SDU files at levels other than the division level, users must remember to return to each specific level to review individual SDU file status and correct any errors.

**Note for Fall 2010 Writing Test Administration SDU Files:** Students defined as Term Graduates (attempting to accrue sufficient verified credits to graduate by August 31, 2011) may complete two attempts of the End-of-Course (EOC) Writing test in the Fall 2010 Writing Test Administration. In the SDU file, the assessment records for these students must have a "Y" entered in the Term Grad field. A "Y" in the Term Grad field will result in: a) two Pre-ID labels generated for the student, b) the student's writing short paper automatically rescored, and c) the student's original test assignment automatically duplicated in PearsonAccess to account for the 2<sup>nd</sup> test attempt. Because a test assignment will automatically be duplicated when a second EOC Writing test with matching demographics is processed, the individual student's record should appear only once in the Fall 2010 Writing SDU file. This is in contrast to the Fall 2010 Non-Writing SDU file.

**Note for Fall 2010 Non-Writing Test Administration SDU Files:** A student record must be uploaded in the Non-Writing Test Administration SDU file for each SQL test a student will be administered. This could result in multiple records in a file for a student taking more than one SQL test during an administration. For example, an 8th grade student will likely be represented by three records in the Non-Writing Test Administration SDU file. These three records will generate individual test assignments for the Gr. 8 Mathematics, Gr. 8 Reading, and Gr. 8 Science tests for the student. While many fields in the three records will be the same, certain test-specific data fields (e.g. Group Name, Recovery, Online Test or Paper Test, Race, etc.) may vary among the records.

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While not all student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the submitted student data file so that manual entry of data is reduced as much as possible.

### 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. **Ethnicity: Hispanic**
16. **Race**
17. Student Number
18. Title I/Targeted Assistance Services (TAS)
19. Student Category – Migrant
20. Student Category – Homeless
21. Student Category – Neglected or Delinquent
22. N-Code/Economically Disadvantaged
23. ELL Test Tier
24. ELL Composite Score
25. ELL Literacy Score
26. Disability Status
27. Temporary Condition
28. X-Code-A (activated to indicate Formerly LEP)
29. X-Code-B (not used at this time; leave blank)
30. X-Code-C (not used at this time; leave blank)
31. SOA Adjustment-LEP
32. SOA Adjustment-Transfer
33. AYP Adjustment-A
34. AYP Adjustment-B
35. AYP Adjustment-C
36. AYP Adjustment-D
37. Special Code-A (not used at this time; leave blank)
38. Special Code-B (not used at this time; leave blank)
39. Special Code-C (not used at this time; leave blank)
40. RP-Code
41. Local Use Data
42. Online Testing
43. Recovery
44. Retest
45. D-Code
46. Term Grad
47. Project Graduation
48. Z-Code-A (not used at this time; leave blank)
49. Z-Code-B (not used at this time; leave blank)
50. Z-Code-C (not used at this time; leave blank)
51. Code VTLN (not used at this time; leave blank)
52. Code TLN (not used at this time; leave blank)
53. Code TFN (not used at this time; leave blank)
54. **End of Record**

### Field Definitions

- Administration (REQUIRED):** This field must contain the code representing the administration for which the student is being registered (e.g., wrfall10 = Writing Fall 2010 or nwfall10 = Non-Writing Fall 2010). 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 following tables.) The Test Code represents the level and subject of the test that will be administered to the student. Submit a separate student record for each test administered. For example, if a student is taking Earth Science and Algebra I, that student will need two records, one for Earth Science and a second for Algebra I. If the Test Code field is left blank, a student will be registered for the administration but not assigned to a test and a Pre-ID label will not be generated. Please note these Test Codes do not replace the Subject Codes used in the Student Data Extract files.

### Fall 2010 Writing Administration

Writing Test Codes (Paper/Pencil Only)	
Test Code	Description
8091	Grade 8 Writing
EOC002	End-of-Course English: Writing

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Test Code (continued):

Fall 2010 Non-Writing Administration

Multiple Choice & Content Specific History Test Codes	
Test Code	Description
6063	Grade 6 Reading
6073	Grade 6 Mathematics
6083	Grade 6 Plain English Mathematics
7064	Grade 7 Reading
7074	Grade 7 Mathematics
7084	Grade 7 Plain English Mathematics
8058	Grade 8 Science
8065	Grade 8 Reading
8075	Grade 8 Mathematics
8085	Grade 8 Plain English Mathematics
CSH035	U.S. History I
CSH036	U.S. History II
CSH037	Civics & Economics
Literacy and Numeracy Test Codes	
Administered only to those students beyond Grade 8 attempting to earn a Modified Standard Diploma.	
Test Code	Description
8065	Grade 8 Reading
8075	Grade 8 Mathematics
8085	Grade 8 Plain English Mathematics
End-of-Course Test Codes	
Test Code	Description
EOC030	English: Reading (2002)
EOC020	Algebra I
EOC086	Plain English Algebra I (2001)
EOC021	Geometry
EOC041	Algebra II (2001 Revised)
EOC013	Earth Science
EOC014	Biology
EOC015	Chemistry
EOC170	Virginia & U.S. History (2008)
EOC171	World History I (2008)
EOC172	World History II (2008)
EOC179	World Geography (2008)
EOC023	Virginia & U.S. History (2001) <sup>1</sup>
EOC024	World History I (2001) <sup>1</sup>
EOC025	World History II (2001) <sup>1</sup>
EOC029	World Geography (2001) <sup>1</sup>

<sup>1</sup>Students who were taught the curriculum based on the 2001 standards and who are re-taking the SOL test for verified credit should be administered these tests. Generally, a student who passed a history/social science class with an associated EOC history/social science test prior to Fall 2010 should take these tests based on the 2001 standards.

## Student Data Upload (SDU) File Requirements

### Fall 2010 Writing and Non-Writing Test Administrations

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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. To reduce confusion, divisions are strongly encouraged not to leave the field blank and not to duplicate group names. Divisions should consider how they prefer score reports to be organized when selecting group names. For example, if a teacher instructs several sections of Algebra I and it is preferred to generate separate sets of reports for each section, the naming convention may be "Slate Alg I Block 1" and "Slate Alg I Block 2". If it is preferred to generate a set of reports that includes all students in the sections belonging to the teacher, the naming convention could be "Slate Alg I".
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 group code will NOT appear on printed reports; however, the value will appear in the Student Data Extract file. 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 one of the following values (leading zeros are required): **03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT**. Grade TT, or Test Taker, should be used for students not currently enrolled, but who already have sufficient standard credits to graduate and are returning to retake an EOC test for verified credit or retake the Grade 8 *Reading* and/or *Mathematics* tests to certify literacy and numeracy for the Modified Standard Diploma. Additionally, Grade TT may be completed for students who are beyond school age but are taking an SOL test for verified credit or to certify literacy and numeracy for the Modified Standard Diploma. Such students may be enrolled in a class within an adult education program.
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. **Ethnicity: Hispanic (REQUIRED):** This field must contain a Y if the student's ethnicity is Hispanic or an N if the student's ethnicity is not Hispanic.

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**Fall 2010 Writing and Non-Writing Test Administrations**

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**16. Race (REQUIRED):** This 2 character numeric field should contain a code representing the student's race. The value in this field must be one of the following and must be populated for each test the student is taking (leading zeros are required):

<b>One Race</b>
01=American Indian or Alaska Native
02=Asian
03=Black or African American
05=White
06=Native Hawaiian/Other Pacific Islander
<b>Combination of Two Races</b>
07=American Indian/Alaska Native and Asian
08=American Indian/Alaska Native and Black or African American
09=American Indian/Alaska Native and White
10=American Indian/Alaska Native and Native Hawaiian
11=Asian and Black or African American
12=Asian and White
13=Asian and Native Hawaiian
14=Black or African American and White
15=Black or African American and Native Hawaiian
16=Native Hawaiian and White
<b>Combination of Three Races</b>
17=American Indian/Alaska Native, Asian and Black or African American
18=American Indian/Alaska Native, Asian and White
19=American Indian/Alaska Native, Asian and Native Hawaiian
20=Asian, Black or African American and White
21=Asian, Black or African American and Native Hawaiian
22=Black or African American, White and Native Hawaiian
23=Black or African American, Native Hawaiian and American Indian/Alaska Native
24=White, Black or African American and American Indian/Alaska Native
25=White, Native Hawaiian and American Indian/Alaska Native
26=White, Native Hawaiian and Asian
<b>Combination of Four Races</b>
27=American Indian/Alaska Native, Asian, Black or African American and White
28=Asian, Black or African American, White and Native Hawaiian
29=Black or African American, White, Native Hawaiian and American Indian/Alaska Native
30=White, Native Hawaiian, American Indian/Alaska Native and Asian
31=Native Hawaiian, American Indian/Alaska Native, Asian and Black or African American
<b>Combination of Five Races</b>
32=American Indian/Alaska Native, Asian, Black or African American, White and Native Hawaiian

**17. 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.

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**18. 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
- 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 Coordinator at VDOE for your Region listed at:

[http://www.doe.virginia.gov/federal\\_programs/esea/title1/](http://www.doe.virginia.gov/federal_programs/esea/title1/)

**19. 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.

**20. 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.

**21. 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.

**22. N-Code/Economically Disadvantaged<sup>2</sup>:** 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.

<sup>2</sup>Required when either Student Category-Migrant or Student Category-Homeless is populated.

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23. **ELL Test Tier:** If the student participated in WIDA® ACCESS for ELLs® testing in Spring 2010, this field must be **A, B, or C** to represent the tier of the test completed. This information is available on the ACCESS for ELLs® score reports.

Additional information regarding LEP student participation in the Virginia Assessment Program is provided in the [Limited English Proficient Students: Guidelines for Participation in the Virginia State Assessment Program](#) and the Fall 2010 Writing and Non-Writing Test Implementation Manuals.

24. **ELL Composite Score:** If the student participated in WIDA® ACCESS for ELLs® testing in Spring 2010, this field must contain the student's ACCESS for ELLs® Composite Proficiency Level. This score contains a decimal value as shown on the ACCESS for ELLs® score reports; however, the decimal point must be removed when entering the number in PearsonAccess or in the SDU template. The possible range of values for this field in PearsonAccess is 10 to 60. If the student does not have a WIDA® ACCESS for ELLs® test score from Spring 2010, but the WIDA-ACCESS Placement Test® (W-APT) was administered and a Grade Adjusted Composite Proficiency Level is available indicating the student is LEP, the student's score should be entered in this field and fields 23 and 25 will remain blank. If an ELL placement test or screener other than W-APT® test score was administered to a student and the student is determined to be LEP, the value of 99 will be entered in this field.
25. **ELL Literacy Score:** If the student participated in WIDA® ACCESS for ELLs® testing in Spring 2010, this field must contain the student's ACCESS for ELLs® Literacy Proficiency Level. This score contains a decimal value as shown on the ACCESS for ELLs® score reports; however, the decimal point must be removed when entering the number in PearsonAccess or in the SDU template. The possible range of values for this field in PearsonAccess is 10 to 60.
26. **Disability Status:** The disability status field must be used for any student who is identified as having a disability. Use categories 02 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 below (02-10 or 12-16 or 19). If more than one disability exists, select the student's primary disability.

02=Severe Disabilities	10=Other Health Impairment
03=Multiple Disabilities	12=Deaf-Blind
04=Orthopedic Impairment	13=Autism
05=Visual Impairment (including blindness)	14=Traumatic Brain Injury
06=Hearing Impairment/Deaf	15=Otherwise Qualified Handicapped under Section 504
07=Learning Disability	16=Developmental Delay (through age 8)
08=Emotional Disturbance	19=Intellectual Disabilities
09=Speech/Language Impairment	

27. **Temporary Condition:** This field should contain a **Y** for students who do not have an Individualized Education Program (IEP), 504 Management Plan, or LEP Student Assessment Participation Plan but who, due to a temporary condition such as a broken arm or injured hand, are in need of a test accommodation to access the Virginia Standards of Learning (SOL) tests. Documentation of the temporary condition and necessary accommodations must be maintained in the student's school/division file.

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28. **X-Code-A:** This field should be **A** for students who met the English Language Proficiency (ELP) criteria in Spring 2009 and/or Spring 2010 and were therefore classified as Level 6 Year 1 or Level 6 Year 2. The following Superintendent's Memos include details of the LEP proficiency criteria for 2008-2009 and for 2009-2010:  
2008-2009: [http://www.doe.virginia.gov/administrators/superintendents\\_memos/2009/137-09.shtml](http://www.doe.virginia.gov/administrators/superintendents_memos/2009/137-09.shtml)  
2009-2010: [http://www.doe.virginia.gov/administrators/superintendents\\_memos/2010/183-10.shtml](http://www.doe.virginia.gov/administrators/superintendents_memos/2010/183-10.shtml)
29. **X-Code-B:** This field should be left blank unless authorized by VDOE.
30. **X-Code-C:** This field should be left blank unless authorized by VDOE.
31. **SOA Adjustment-LEP:** This field should contain a value of **Y** if the student has not met the English Language Proficiency (ELP) criteria (tested on Spring 2010 WIDA® ACCESS for ELLs® Tier C and earned a Composite Proficiency Level of 5.0 or greater and a Literacy Proficiency Level of 5.0 or greater) **AND** the student has been enrolled in a Virginia public school for less than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.
32. **SOA Adjustment-Transfer:** This field should contain a **Y** if the student meets any of the criteria below.
- Grades 6 - 8 and Content Specific History tests – Block Schedule:** Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the semester.
- OR**
- End-of-Course tests:** Students enrolled from another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or beginning of the semester, if on block schedules) following the opening of school.
- OR**
- All tests:** Students who have transferred out of and back into the division during the school year and have been carried in your division's membership for 50% or less of the school year (or 50% of the semester for those on block schedules).
33. **AYP Adjustment-A (Transfer from within division):** This field should be **A** if the student was enrolled in the division on or before September 30 of the school year and has been continuously enrolled in the same division after that date. The student must have transferred to another school within the same division anytime between the initial enrollment date and the date of testing<sup>3</sup>.
34. **AYP Adjustment-B (Transfer from outside division from within Virginia):** This field should be **B** if the student was enrolled in a Virginia public school on or before September 30 of the school year and has been continuously enrolled in a Virginia public school after that date. The student must have transferred between school divisions anytime between the initial enrollment date and the date of testing<sup>3</sup>.
35. **AYP Adjustment-C (Transfer from outside the state):** This field should be **C** if the student was not enrolled in a Virginia public school on or before September 30 of the school year and transferred into a Virginia public school between October 1 and up to the date of testing and/or has not been continuously enrolled in a Virginia public school throughout the school year up to the first date of testing<sup>3</sup>.

**Student Data Upload (SDU) File Requirements**  
**Fall 2010 Writing and Non-Writing Test Administrations**

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**Note:** AYP adjustment-C may be applied to tests for which the student received the instruction out-of-state, through home school, or in a private school (passing the course) and where the current division is administering the SOL for the purpose of “verifying” the credit.

AYP Adjustment codes do not apply to students “dropped” due to truancy or students under disciplinary sanctions such as long-term-suspension or expulsion.

<sup>3</sup>The date of testing for this purpose is defined as the beginning of the testing window applicable to that student. For example if the student is taking the Algebra I test, the date of testing would be the beginning of the school’s testing window for end-of-course tests.

**36. AYP Adjustment-D (Student Classified as LEP and enrolled in U.S. schools less than 12 months):** This field should be D for students who are classified as LEP and who have been enrolled in U.S. schools for less than 12 months. This includes LEP students who enrolled in a U.S. school on or after the first day of school in the 2010-2011 school 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:

<b>An LEP student is classified as one:</b>	
(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;
<b>OR</b>	
(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;
<b>OR</b>	
(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;
<b>AND</b>	
(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)]	

**Note:** For AYP Adjustments (Fields 33 through 36), the only valid combinations for a student record are A, B, C, D, AD, BD, or CD. No other combinations are valid.

**37. Special Code-A:** This field should be left blank unless authorized by VDOE.

**38. Special Code-B:** This field should be left blank unless authorized by VDOE.

**39. Special Code-C:** This field should be left blank unless authorized by VDOE.

## Student Data Upload (SDU) File Requirements

### Fall 2010 Writing and Non-Writing Test Administrations

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40. **RP-Code:** This field should contain a **Y** for any student who is enrolled in a course that requires an SOL assessment AND who has been enrolled in a Regional Alternative Education Project during the 2010-2011 school year. If you have additional questions, contact your local Alternative Education Coordinator or contact the Virginia Department of Education, Office of Program Administration and Accountability at (804) 786-3340.
41. **Local Use Data:** This alphanumeric field is available for optional use as prescribed by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank. No special characters can be used.
42. **Online Testing:** This field applies to the specific test being assigned in field # 8 (Test Code).

For all Writing tests: This field must be left **blank**. Writing tests are not currently administered online.

For all Non-Writing tests:

For a test that will be administered **ONLINE**, the field must contain a value of **Y**. A value of **Y** in this field will NOT result in a Pre-ID label being produced.

For a test that will be administered in **PAPER**, the field must remain blank. A blank field value WILL result in a Pre-ID label being produced.

**Note:** End-of-Course (EOC) tests are available in a paper/pencil format only for students with a documented need for a paper/pencil test. All other students will be required to take the online version of the tests. Students who meet one or more of the following criteria may be assigned a paper/pencil test:

- The student attends school in a location where a secure network connection or the required technology is not available to access an online test. Such locations include the following: special situations schools; homebound, residential, or hospital placement; night school or Governor's school.
- The accommodation specified in the student's IEP, 504 Management Plan, or LEP Student Assessment Participation Plan requires a paper/pencil test. Accommodations requiring a paper/pencil test include large-print test, Braille test, and flexible schedule (multiple testing sessions requiring more than one school day).
- The student has a documented medical condition such as a seizure disorder where exposure to a computer will aggravate the student's condition. This documentation must be kept on file locally at the division.
- For other reasons, not listed, the DDOT must obtain prior approval from the Virginia Department of Education.

Refer to Appendix E to see the Pre-ID label sort order.

43. **Recovery:** This field should contain a **Y** if the student is classified as described in Appendix B.
44. **Retest:** This field should contain a **Y** if the student is classified as described in Appendix B.

## Student Data Upload (SDU) File Requirements

### Fall 2010 Writing and Non-Writing Test Administrations

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45. **D-Code:** This field should contain a Y if the student is pursuing a Modified Standard Diploma and is classified as described in Appendix B.
46. **Term Grad:** For the Fall 2010 **Writing Administration**, this field should contain a Y if the student is attempting to accrue sufficient verified credits to graduate before August 31, 2011. Although a Term Graduate student may take two EOC Writing tests, the student's record should be uploaded with only one test assignment for the EOC Writing test. All EOC Writing records that are indicated as Term Graduates will receive two Pre-ID labels and a 2<sup>nd</sup> test assignment will automatically be generated in PearsonAccess to account for the 2<sup>nd</sup> EOC Writing test attempt. Additionally, EOC Writing test records marked as Term Graduates automatically will be rescored.
- For the Fall 2010 **Non-Writing Administration**, this field should contain a Y if the student is attempting to accrue sufficient verified credits to graduate by the end of the Fall 2010 semester.
47. **Project Graduation:** This field should contain a Y for all Writing and Non-Writing SOL tests administered to current Project Graduation students.
48. **Z-Code-A:** This field should be left blank unless authorized by VDOE.
49. **Z-Code-B:** This field should be left blank unless authorized by VDOE.
50. **Z-Code-C:** This field should be left blank unless authorized by VDOE.
51. **Code VTLN:** This field should be left blank unless authorized by VDOE.
52. **Code TLN:** This field should be left blank unless authorized by VDOE.
53. **Code TFN:** This field should be left blank unless authorized by VDOE.
54. **End of Record (REQUIRED):** This field must contain a Y at the end of a student record.

### Updating Records via a Student Data Upload (SDU) File

An 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., Retest, Recovery, etc.) cannot be updated via an SDU file. The changes must be completed manually within PearsonAccess.

Student Data Upload (SDU) File Requirements  
 Fall 2010 Writing and Non-Writing Test Administrations

Appendix A: Field Lengths

The student name fields (Student Last Name and Student First Name) will automatically have special characters removed and be truncated to the maximum allowed field length.

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.

Column	Field Length	Field Description
1	8	<b>Administration</b>
2	11	<u>Student Last Name</u>
3	9	<u>Student First Name</u>
4	1	<u>Student Middle Initial</u>
5	60	<u>Login ID</u>
6	3	<b><u>Division Code</u></b>
7	4	<b><u>School Code</u></b>
8	6	Test Code
9	20	Group Name
10	10	Group Code
11	8	<b><u>Date of Birth</u></b>
12	2	<b><u>Grade</u></b>
13	1	<b><u>Gender</u></b>
14	10	<b><u>State Testing Identifier (STI)</u></b>
15	1	<b>Ethnicity: Hispanic</b>
16	2	<b>Race</b>
17	12	Student Number
18	1	<u>Title I/Targeted Assistance Services (TAS)</u>
19	1	<u>Student Category - Migrant</u>
20	1	<u>Student Category - Homeless</u>
21	1	<u>Student Category - Neglected or Delinquent</u>
22	1	<u>N-Code/Economically Disadvantaged</u>
23	1	<u>ELL Test Tier</u>
24	2	<u>ELL Composite Score</u>
25	2	<u>ELL Literacy Score</u>
26	2	<u>Disability Status</u>
27	1	<u>Temporary Condition</u>
28	1	X-Code-A (activated to indicate Formerly LEP)
29	1	X-Code-B (not used at this time; leave blank)
30	1	X-Code-C (not used at this time; leave blank)
31	1	<u>SOA Adjustment - LEP</u>
32	1	SOA Adjustment - Transfer

Student Data Upload (SDU) File Requirements  
 Fall 2010 Writing and Non-Writing Test Administrations

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Column	Field Length	Field Description
33	1	AYP Adjustment-A
34	1	AYP Adjustment-B
35	1	AYP Adjustment-C
36	1	AYP Adjustment-D
37	1	Special Code-A (not used at this time; leave blank)
38	1	Special Code-B (not used at this time; leave blank)
39	1	Special Code-C (not used at this time; leave blank)
40	1	<u>RP-Code</u>
41	9	<u>Local Use Data</u>
42	1	Online Testing
43	1	Recovery
44	1	Retest
45	1	D-Code
46	1	<u>Term Grad</u>
47	1	Project Graduation
48	1	Z-Code-A (not used at this time; leave blank)
49	1	Z-Code-B (not used at this time; leave blank)
50	1	Z-Code-C (not used at this time; leave blank)
51	15	Code VTLN (not used at this time; leave blank)
52	40	Code TLN (not used at this time; leave blank)
53	25	Code TFN (not used at this time; leave blank)
54	1	<b>End of Record</b>

**Appendix B: Recovery, Retest and D-Code Table**

If a student is ...	Recovery	Retest	D-Code
▪ RETAKING an EOC test for verified credit for the FIRST time AND after the regular administration under the expedited retake policy, <b>Complete Retest for the specific subject(s)</b>	N/A	Y	N/A
▪ RETAKING an EOC test for verified credit NOT under the expedited retake policy, <b>Complete Retest for the specific subject(s)</b>	N/A	Y	N/A
▪ RETAKING an EOC <i>Reading</i> and/or <i>Mathematics</i> test for verified credit AND has participated in a remediation recovery program, <b>Complete Recovery and Retest for the specific subject(s)</b>	Y	Y	N/A
▪ Promoted to grade 4, 5, 6, 7, or 8 but failed the previous Grade's <i>Reading</i> test and/or <i>Mathematics</i> test and participated in a remediation recovery program, <b>Complete Recovery for the specific subject(s)</b>	Y	N/A	N/A
▪ Taking the Algebra I test for the FIRST time but failed the Grade 8 <i>Mathematics</i> test in the previous school year and participated in a remediation recovery program, <b>Complete Recovery for Algebra I</b>	Y	N/A	N/A
▪ Promoted to grade 9 but failed the Grade 8 <i>Reading</i> test and/or <i>Mathematics</i> test; NOT pursuing a Modified Standard Diploma; RETAKING the Grade 8 <i>Reading</i> test and/or <i>Mathematics</i> test; and participated in a remediation recovery program, <b>Complete Recovery and Retest for the specific subject(s)</b>	Y	Y	N/A
▪ In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and TAKING the Grade 8 <i>Reading</i> test and/or Grade 8 <i>Mathematics</i> test for the FIRST time, <b>Complete D-Code for the specific subject(s)</b>	N/A	N/A	Y
▪ In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RETAKING the Grade 8 <i>Reading</i> test and/or Grade 8 <i>Mathematics</i> test for the FIRST time after the regular administration under the expedited retake policy, <b>Complete Retest and D-Code for the specific subject(s)</b>	N/A	Y	Y
▪ In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RETAKING the Grade 8 <i>Reading</i> test and/or Grade 8 <i>Mathematics</i> test NOT under the expedited retake policy, <b>Complete Retest and D-Code for the specific subject(s)</b>	N/A	Y	Y
▪ In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; RETAKING the Grade 8 <i>Reading</i> test and/or Grade 8 <i>Mathematics</i> test; and participated in a remediation recovery program, <b>Complete Recovery, Retest and D-Code for the specific subject(s)</b>	Y	Y	Y

Note: Remediation Recovery is available as an option only for Reading and Mathematics tests.

Appendix C: 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 to 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 a 03,04,05,06,07,08,09,10,11,12,TT
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/or 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.
Missing State Testing Identifier	The State Testing Identifier provided does not exist.

# Student Data Upload (SDU) File Requirements

## Fall 2010 Writing and Non-Writing Test Administrations

### Appendix D: 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
<b>Student Data File Submission</b> <ul style="list-style-type: none"><li>• Send student files to the system</li><li>• Check for problems with sent files</li></ul> <b>Student Data Information</b> <ul style="list-style-type: none"><li>• Filter and sort students</li><li>• View total student counts</li><li>• Change student data</li><li>• Create rostered groups</li></ul> <b>Manage EIMS Data</b> <ul style="list-style-type: none"><li>• Manage EIMS Student Data</li><li>• Send a File to EIMS</li><li>• Manage EIMS Files</li><li>• View EIMS Transfer List</li><li>• View EIMS Alert List</li><li>• View EIMS Audit Report</li><li>• View EIMS Merge/Split Report</li><li>• View EIMS Formerly Enrolled in Virginia Report</li></ul>	<b>Enter Administration Details</b> <ul style="list-style-type: none"><li>• Submit supplemental test administration information</li></ul> <b>Participation Counts</b> <ul style="list-style-type: none"><li>• Enter student counts to order test materials</li></ul> <b>Order Additional Materials and Tracking</b> <ul style="list-style-type: none"><li>• Track orders and view shipment information</li></ul>	<b>Student Registration</b> <ul style="list-style-type: none"><li>• Assign students to paper &amp; online tests</li><li>• Update student demographic data before testing</li><li>• View student counts by administration</li></ul> <b>Manage Test Sessions</b> <ul style="list-style-type: none"><li>• View online test sessions</li><li>• Add registered students to a test session</li><li>• Proctor test sessions</li></ul> <b>Resolve Student Test Alerts</b> <ul style="list-style-type: none"><li>• Examine and resolve issues with completed tests</li></ul>	<b>Manage Scores</b> <ul style="list-style-type: none"><li>• Enter, submit, and validate VAAP and VGLA scores</li></ul> <b>Manage Scores File Submission</b> <ul style="list-style-type: none"><li>• Send Manage Scores files to the system</li><li>• Check for problems with sent files</li></ul>	<b>On Demand Reports</b> <ul style="list-style-type: none"><li>• Online testing test results at a group level</li></ul> <b>Published Reports</b> <ul style="list-style-type: none"><li>• View, download and print access to daily published reports and extracts by organization</li></ul> <b>Request Printed Reports</b> <ul style="list-style-type: none"><li>• Request paper reports based on title</li></ul> <b>Request ATP</b> <ul style="list-style-type: none"><li>• Request Authorization-to-Proceed (ATP) to indicate changes to student data are finished</li></ul> <b>EIMS Reports</b> <ul style="list-style-type: none"><li>• View, export and print EIMS longitudinal data reports</li></ul>

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

## Fall 2010 Writing and Non-Writing Test Administrations

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 as 'LAURA.ERICKSEN@PEARSON.COM' and a checked box for 'Email Additional Contacts' with a link to 'add/change additional contacts'. A callout points to this link: 'Enter email address(es) to receive the status emails.' The 'Send' button has 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
<a href="#">Summer 2009 WRT Paper Alerts SDU.csv</a>	brager	07/20/2009 09:57 AM	Complete	<a href="#">All 40 records were successfully processed</a>
<a href="#">VAAP_FINAL SDU.csv</a>	WAREEM	07/10/2009 12:17 PM	Complete with problems	<a href="#">19 records (1% of the file) had data problems.</a>
<a href="#">NWSP09018Gr8-EOC_REV.csv</a>	dunma	05/11/2009 01:48 PM	Complete with problems	<a href="#">1257 records (64% of the file) had data problems.</a>
<a href="#">NWSP09018Gr8-EOC.csv</a>	dunma	05/11/2009 01:48 PM	Complete with problems	<a href="#">2164 records (64% of the file) had data problems.</a>
<a href="#">CMS_NW_Spring_2009_SOL_SDU_delete.csv</a>	dunma	04/24/2009 09:54 AM	Complete with problems	<a href="#">1550 records (64% of the file) had data problems.</a>

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 Fall 2010 Writing and Non-Writing Test Administrations

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**

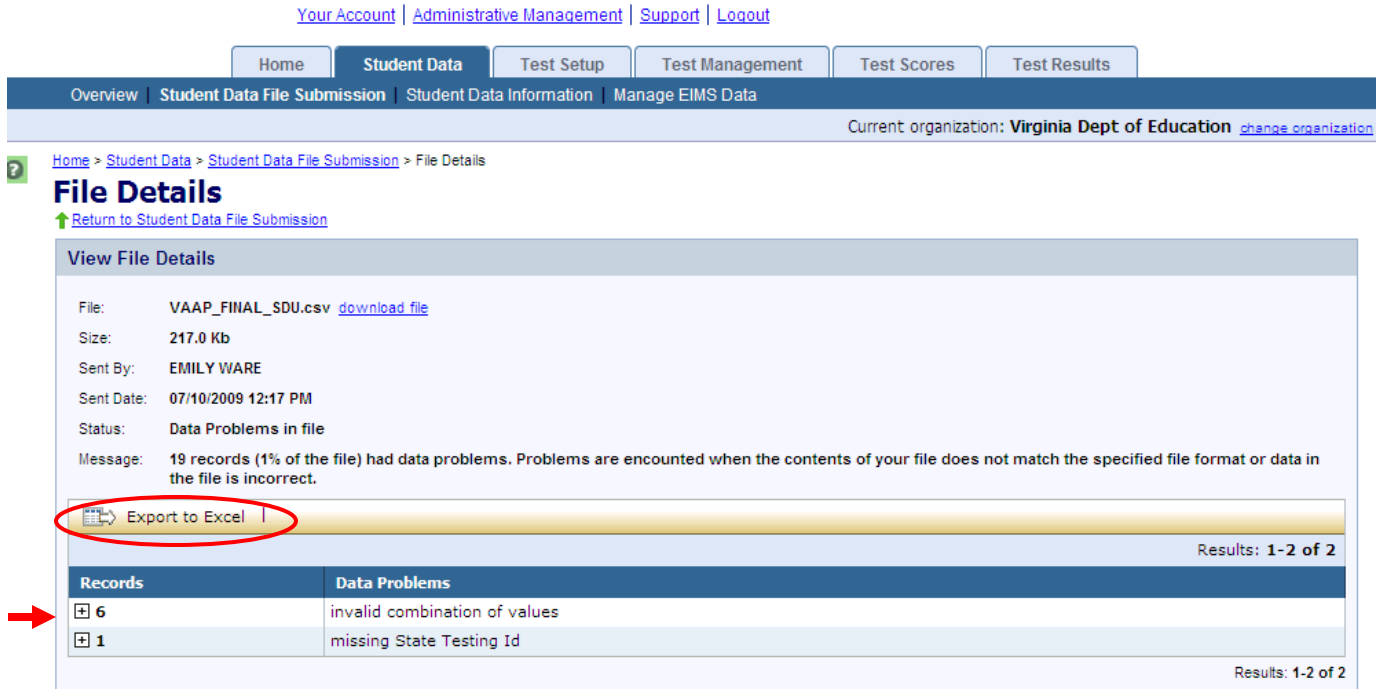
File: VAAP\_FINAL\_SDU.csv [download file](#)  
Size: 217.0 Kb  
Sent By: EMILY WARE  
Sent Date: 07/10/2009 12:17 PM  
Status: Data Problems in file  
Message: 19 records (1% of the file) had data problems. Problems are encountered when the contents of your file does not match the specified file format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

[Export to Excel](#)

Results: 1-2 of 2

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

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.

### Appendix E: Pre-ID Labels

For students taking a paper/pencil test and have a test code included in the SDU file, Pre-ID labels will be sent to the division in the following sort order:

1. School
2. Level/Subject (i.e., Grade 8 Mathematics or EOC Algebra I)
3. Group (if provided)
4. Student Last name in alphabetical order