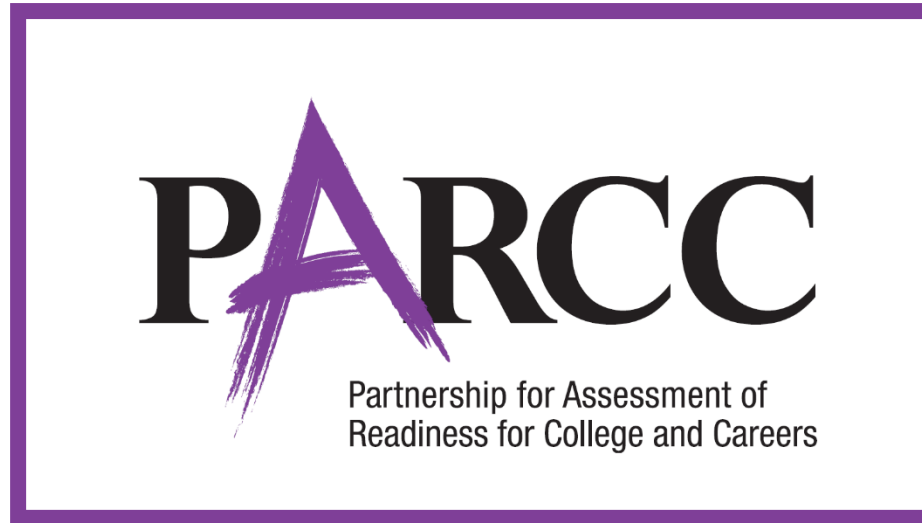


Personal Needs Profile Field Definitions



Version 1.1

Spring 2015 Operational Test
Personal Needs Profile (PNP)
Performance Based Assessment (PBA)
End-of-Year Assessment (EOY)

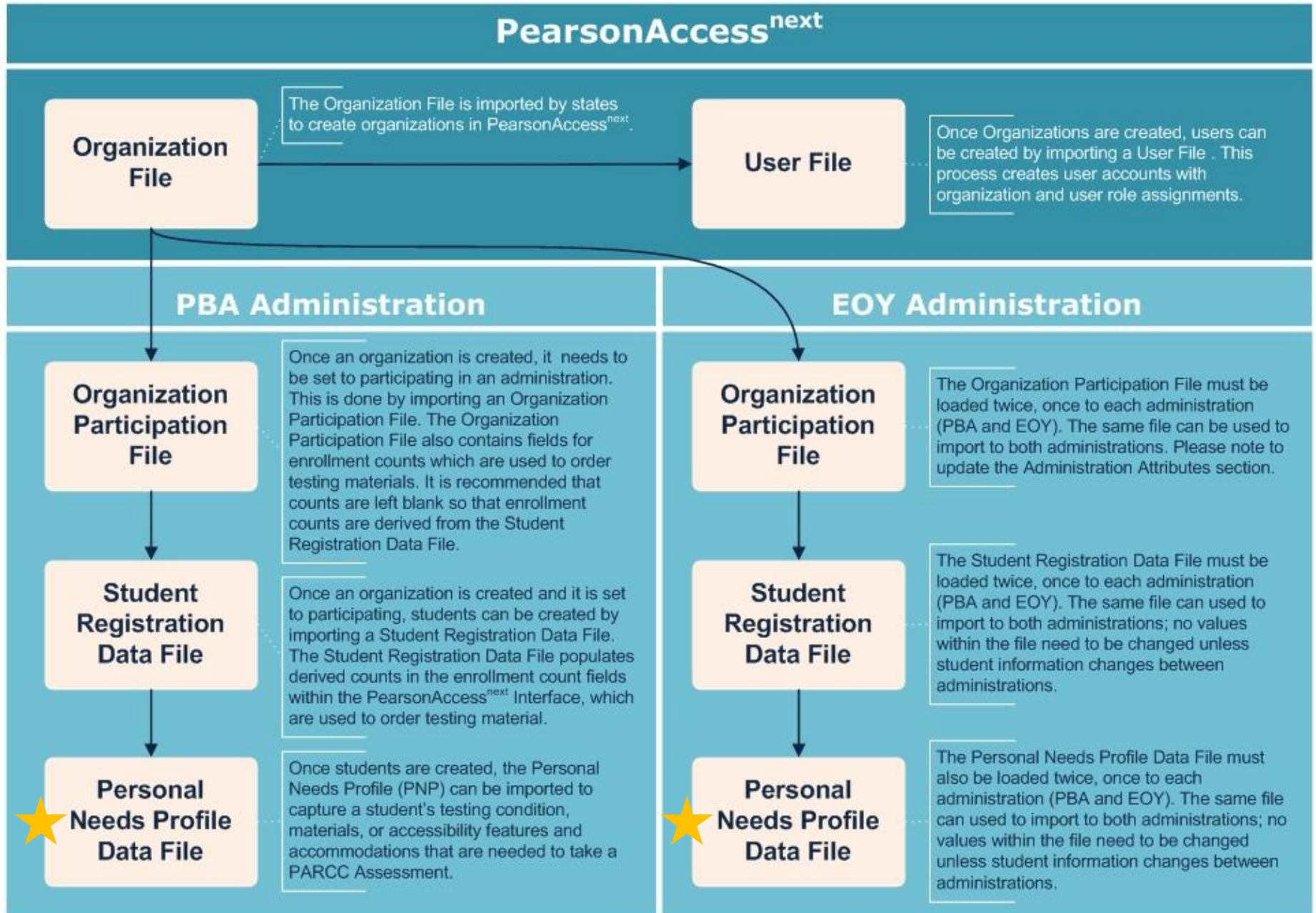
Document Revisions

Revision Date	Version	Description
11/10/2014	1.0	Initial Version
11/11/2014	1.1	PARCC Definitions and Notes updated for Administration Considerations fields

If assistance is needed, contact the PARCC Support Center at
888-493-9888 or PARCC@support.pearson.com.

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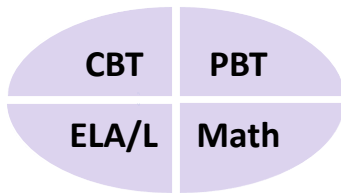
Data Import Process Flow for PearsonAccess^{next}



The Personal Needs Profile (PNP) is used to gather information regarding a student’s testing condition, materials, or accessibility features and accommodations that are needed to take a PARCC assessment. Any paper based accessibility feature or accommodation which requires materials to be shipped will need to be requested in the Student Registration File import. (e.g., Large Print, Braille with Tactile Graphics, Human Reader or Human Signer for ELA/L Kits, Paper Test for Online Students, and Spanish Paper Mathematics Assessments).

The purpose of this document is to provide the information needed to populate values in the Personal Needs Profile File and instructions for importing the file into PearsonAccess^{next}. The first section of this document has a checklist of tasks that need to be completed before importing the file, step-by-step instructions for importing the file into PearsonAccess^{next}, and Helpful Hints. The second section of this document contains a table with the list of fields that will be present in the data file. This table also indicates if the field is required, field length requirements, and list of expected values or criteria for entering valid values. It also contains PARCC Definitions and Notes that provide additional information for each field.

Make sure to look for the following icon. It will indicate testing condition, materials, or accessibility features and accommodations are available/compatible with computer-based tests (CBT), paper-based tests (PBT), ELA/L, and/or Mathematics.



Checklist Prior to File Import

1	Receive a PearsonAccess ^{next} User Account. You must be assigned the PNP Add-on Role in order to import a Personal Needs Profile.	<input type="checkbox"/>
2	Verify that your organizations have been imported into PearsonAccess ^{next} and participation set to Yes in both PBA and EOY .	<input type="checkbox"/>
3	Verify that your students have been imported into PearsonAccess ^{next} in both PBA and EOY .	<input type="checkbox"/>
4	Verify that all required fields are populated. Required field rows are highlighted in green.	<input type="checkbox"/>
5	All expected values match the values found in this document. Bolded text in the Expected Values column must be entered exactly as it appears.	<input type="checkbox"/>
6	Read the PARCC Definitions and Notes carefully to prevent records from encountering cross validation errors.	<input type="checkbox"/>
7	Do not delete the header row.	<input type="checkbox"/>
8	File must be imported as a Comma delimited file (".csv" file extension).	<input type="checkbox"/>

Important

You will need to import a Personal Needs Profile for each administration (i.e., one file for PBA and another for EOY). If you are importing both files at the same time, select the administration "**PARCC Op Spring PBA 2015**" (see step 2 on the following page) and import the Personal Needs Profile. Next, select the administration "**PARCC Op Spring EOY 2015**" and import the Personal Needs Profile again. Field values do not need to be changed in the file itself. You will only need to change a field value if that value changes between the PBA and EOY administrations.

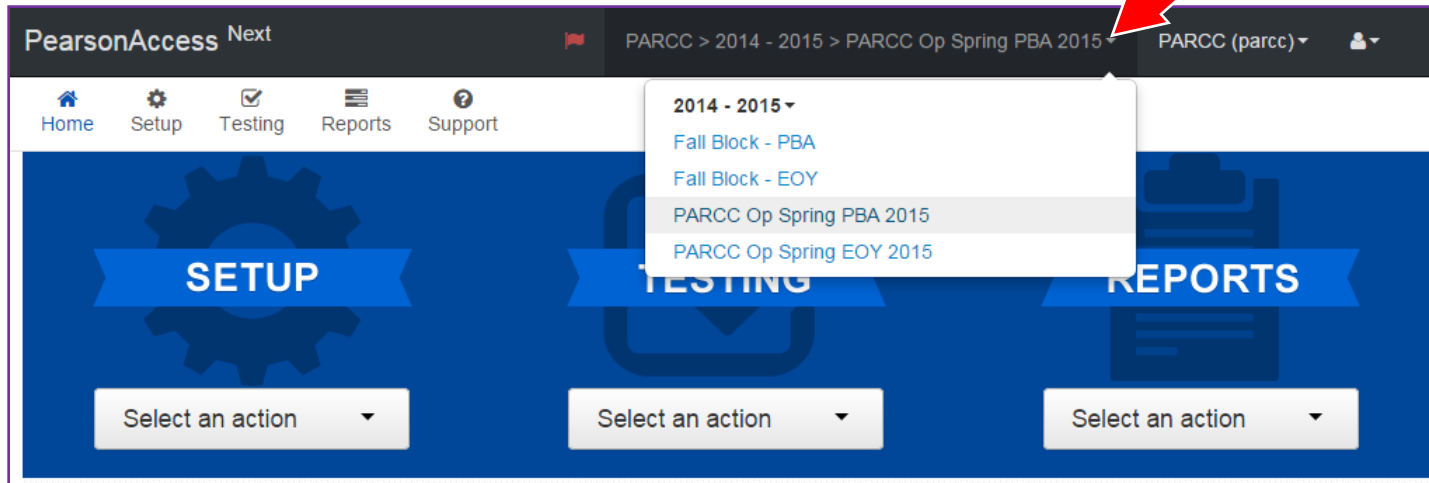
If a student has more than one test assignment (e.g., Grade 3 ELA/Literacy and Grade 3 Mathematics), **each test assignment needs to appear as a separate record on the Personal Needs Profile.** For example, if a student is taking Grade 3 ELA/Literacy and Grade 3 Mathematics, this student will have two records on the **Personal Needs Profile** (one for each test assignment).

Helpful Hints:

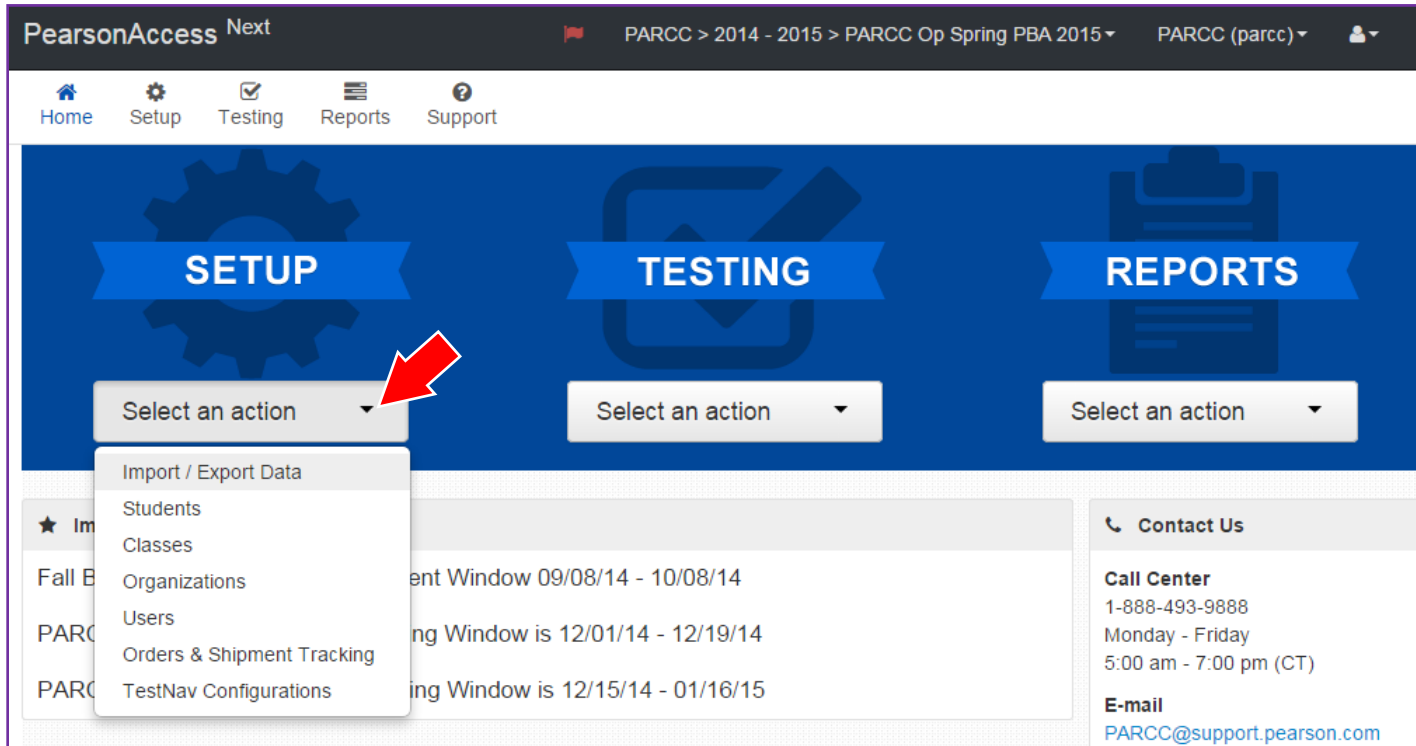
If you use Microsoft Excel, it is recommended that you save a source file as an Excel spreadsheet to keep formatting (including any leading zeros). Prior to each import attempt, save the file as an Excel spreadsheet (this will be your original source file). Then save it again as a .csv file. If you receive an error message, make the updates in the source Excel spreadsheet and save the file, then save it again as a .csv file.

Importing a Personal Needs Profile

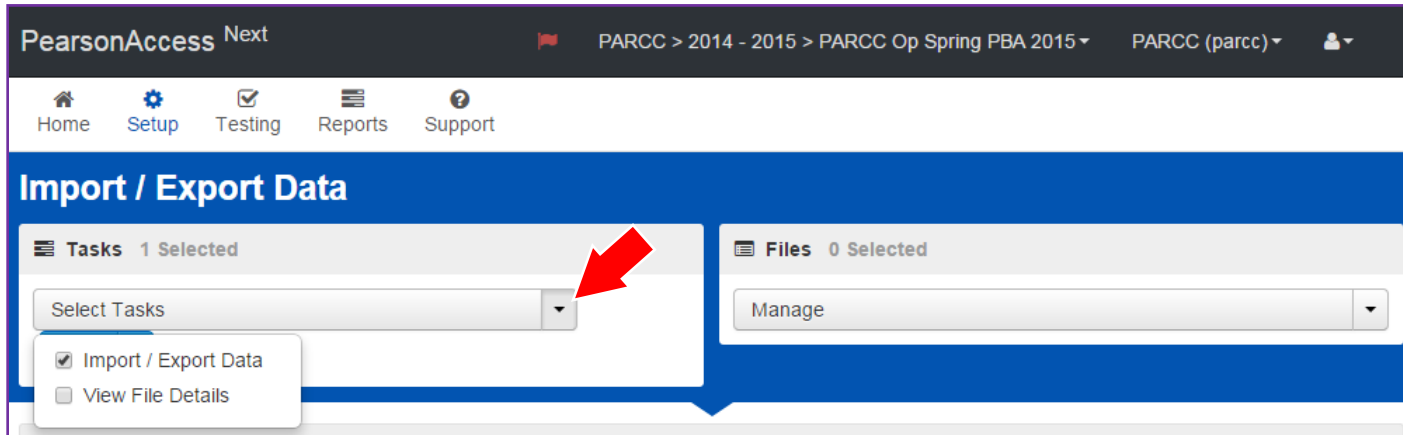
1. Log into PearsonAccess^{next}.
2. Select an administration from the PARCC dropdown menu at the top of the screen. (Remember, you will need to import a Personal Needs Profile for PBA and again for EOY.)



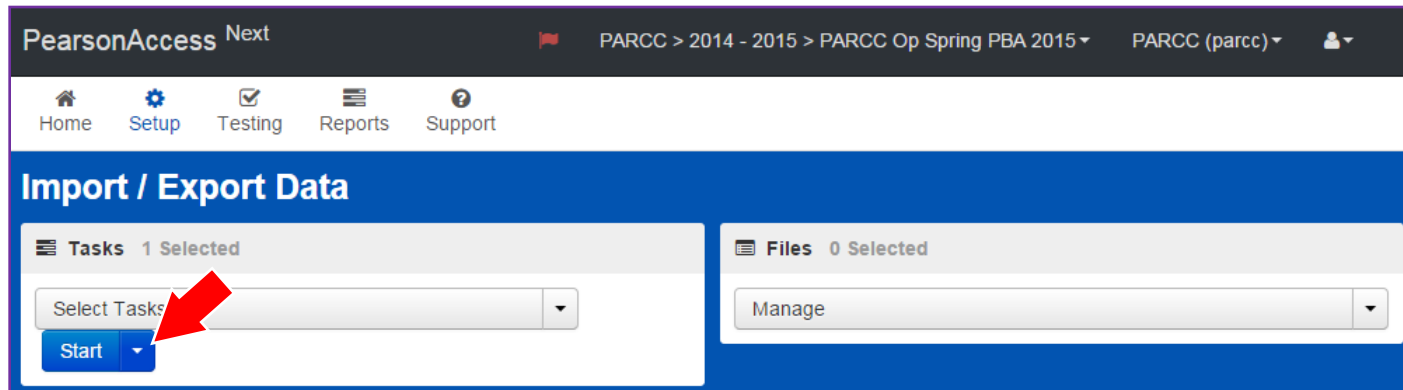
3. In the SETUP section, click on the “Select an action” dropdown menu, and then select Import/Export Data.



4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.



5. In the **Tasks** dropdown menu, select **Start**.



6. In the **Type** dropdown menu, select **Personal Needs Profile Import**.

PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 PARCC (parcc)

Import / Export Data

<Previous Task Next Task> Exit Tasks✕

1 Import / Export Data +

Type*

- Personal Needs Profile Impo ▾
- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- Personal Needs Profile Export
- Personal Needs Profile Import**
- Student Registration Delete
- Student Registration Export
- Student Registration Import
- User Export
- User Import

7. Click **Choose File** to select the file to import.

PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 PARCC (parcc)

Import / Export Data

<Previous Task Next Task> Exit Tasks✕

1 Import / Export Data +

Type*

Personal Needs Profile Impo ▾

Source File

Choose File file chosen

Process Cancel

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

PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 PARCC (parcc)

Import / Export Data

<Previous Task Next Task> Exit Tasks

1 Import / Export Data

Type*


Personal Needs Profile Impo

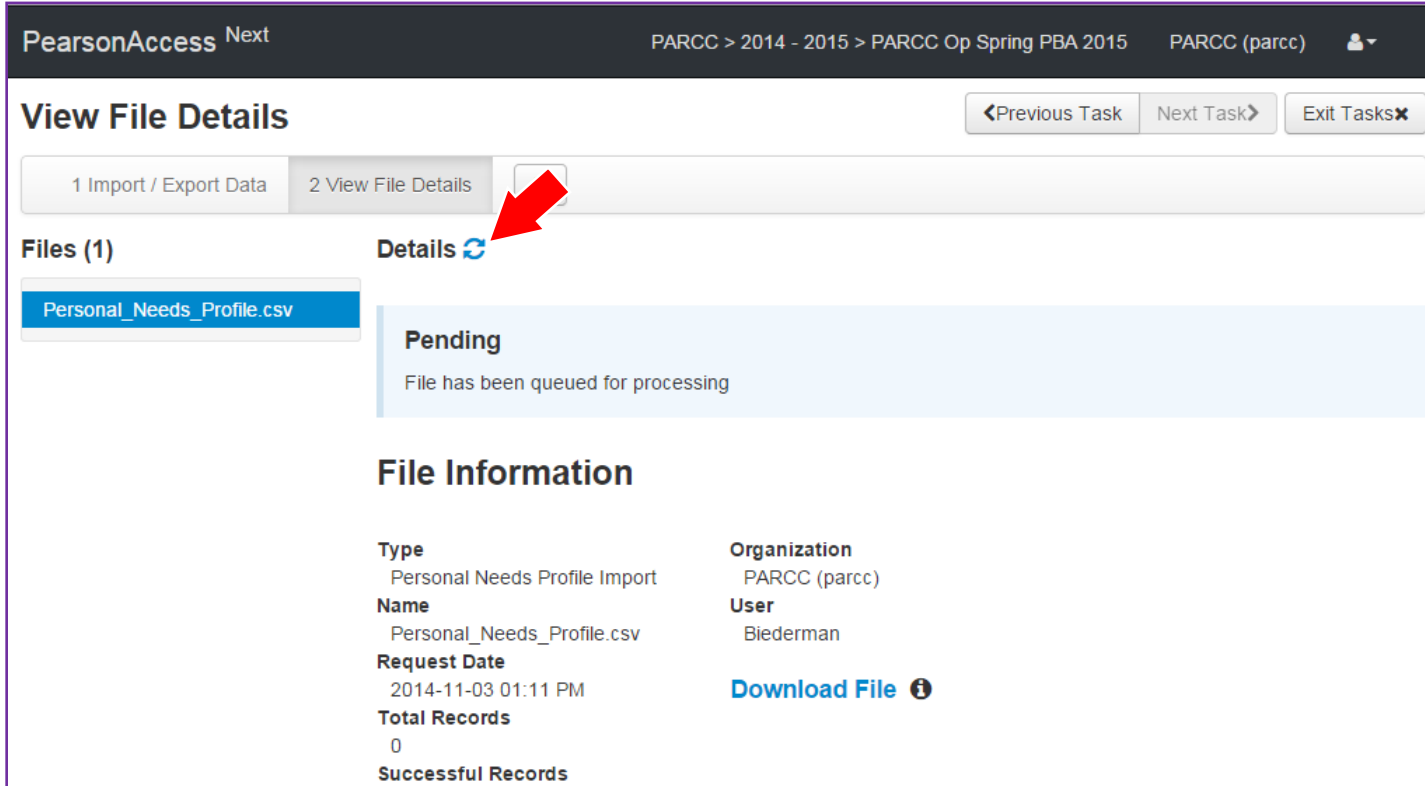
Source File


Choose File Personal_Nee...Profile.csv

Process Cancel

Checking the status of a imported file

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





PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 PARCC (parcc) 

View File Details

[<Previous Task](#) [Next Task>](#) [Exit Tasksx](#)


1 Import / Export Data 2 View File Details

Files (1) **Details**  

Personal_Needs_Profile.csv

Pending
File has been queued for processing

File Information

Type	Personal Needs Profile Import	Organization	PARCC (parcc)
Name	Personal_Needs_Profile.csv	User	Biederman
Request Date	2014-11-03 01:11 PM	Download File 	
Total Records	0		
Successful Records			

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

PearsonAccess Next PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 PARCC (parcc)


View File Details ◀ Previous Task Next Task ▶ Exit Tasks ✕

1 Import / Export Data 2 View File Details

Files (1)

Personal_Needs_Profile.csv

Details

Complete 

Saved information for all records in the file

File Information

Type Personal Needs Profile Import	Organization PARCC (parcc)
Name Personal_Needs_Profile.csv	User Biederman
Request Date 2014-11-03 01:11 PM	Download File

Total Records
10

Successful Records
10

Error Records
0

Steps

Step	Message
Format Verification	Complete
Import	Complete

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

Errors

[Download Records in Error](#) ⓘ

[Download Error Messages](#) ⓘ

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

Helpful Hint:

A file may contain records with or without errors. The records without errors will be imported into PearsonAccess^{next}. Records with errors will need to be corrected and re-imported into PearsonAccess^{next}. You may reuse the initial import file, leave the records without errors in the file, and correct only the records with errors. When re-importing this file, PearsonAccess^{next} will treat the records without errors as updates, even if no values changed. This will not cause any issues.

The Personal Needs Profile cross validates several fields to a student’s registration data in addition to other fields location in the Personal Needs Profile. **Read the PARCC Definitions and Notes carefully to prevent records from encountering cross validation errors.**

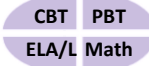
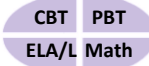
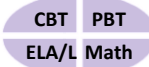
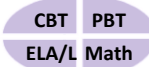
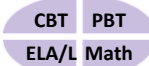
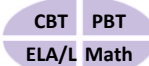
It is recommended to export a Personal Needs Profile for the organization(s) needing to add/update accommodations and accessibility features for any student. This export will contain all student registration data. If any information needs to be changed, users must make edits by importing a student registration file or within PearsonAccess^{next} interface.

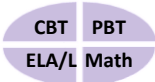
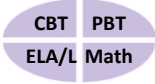
Populating “Y” in the Tactile Graphics field will not automatically initiate an order for a Tactile Graphic for online Refreshable Braille. An additional order will need to be placed if a student needs this material.

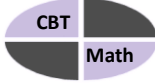
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
Registered Student Data – The following fields are used to match students in PearsonAccess Next. No updates will or can be made to these fields by importing an PNP file. Values must match what is currently populated in PearsonAccess Next or the record will error.					
A	State Abbreviation	Y	2	Used to match in PearsonAccess ^{next} no updates made to Org with PNP file import.	AR = Arkansas CO = Colorado DC = District of Columbia IL = Illinois MA = Massachusetts MD = Maryland MS = Mississippi NJ = New Jersey NM = New Mexico OH = Ohio RI = Rhode Island
B	Testing District	Y	*15 *See PARCC Definitions and Notes	The Testing District responsible for administering the test for a student. *Max field length varies by State	A-Z 0-9 Identifier Length: Arkansas = 7 Colorado = 4 DC = 4 Illinois = 15 Maryland = 2 Massachusetts = 10 Mississippi = 4 New Jersey = 6 New Mexico = 3 Ohio = 6 Rhode Island = 2

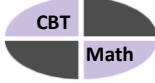
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
C	Testing School	Y	*15 *See PARCC Definitions and Notes	The Testing School responsible for administering the test for a student *Max field length varies by State	A-Z 0-9 Identifier Length: Arkansas = 7 Colorado = 4 DC = 4 Illinois = 15 Maryland = 4 Massachusetts = 10 Mississippi = 3 New Jersey = 3 New Mexico = 3 Ohio = 6 Rhode Island = 5
D	State Student Identifier	Y	30	A unique number or alphanumeric code assigned to a student by a state or any other entity	A-Z 0-9 No embedded spaces
E	Local Student Identifier	Y* *See PARCC Definitions and Notes	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity. *Required for States that have a local student Identifier or both state student identifier and local student identifier as their unique student identifier	A-Z 0-9 No embedded spaces Blank
F	PARCC Student ID	N	36	Unique PARCC Student ID that will move intra state if a student moves district to district or school to school. Assigned within PearsonAccess ^{next} .	A-Z 0-9 No embedded spaces Blank
G	Last or Surname	Y	35	The full legal last name borne in common by members of a family.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces

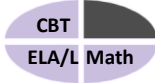
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
H	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces
I	Middle Name	N	35	A full legal middle name given to a person at birth, baptism, or through legal change.	A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
J	Birthdate	Y	10	The year, month and day on which a person was born.	YYYY-MM-DD
K	Sex	Y	1	The concept describing the biological traits that distinguish the males and females of a species.	F = Female M = Male
L	Test Code	Y	5		MAT03 = Grade 3 Mathematics MAT04 = Grade 4 Mathematics MAT05 = Grade 5 Mathematics MAT06 = Grade 6 Mathematics MAT07 = Grade 7 Mathematics MAT08 = Grade 8 Mathematics ALG01 = Algebra I ALG02 = Algebra II GEO01 = Geometry MAT11 = Mathematics I MAT21 = Mathematics II MAT31 = Mathematics III ELA03 = Grade 3 ELA/Literacy ELA04 = Grade 4 ELA/Literacy ELA05 = Grade 5 ELA/Literacy ELA06 = Grade 6 ELA/Literacy ELA07 = Grade 7 ELA/Literacy ELA08 = Grade 8 ELA/Literacy ELA09 = Grade 9 ELA/Literacy ELA10 = Grade 10 ELA/Literacy ELA11 = Grade 11 ELA/Literacy

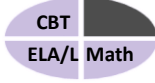
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
M	Format	Y	1		P = Paper (Paper-based Testing) O = Online (Computer-based Testing)
Administration Considerations (These accessibility features are available to all students and not limited to students with disabilities or English learners.)					
N	Frequent Breaks 	N	1	Student is allowed to take breaks, at their request, during the testing session. Proctor/School Provided Administration Considerations	Y Blank
O	Separate/Alternate Location 	N	1	Proctor/School Provided Administration Considerations	Y Blank
P	Small Testing Group 	N	1	Proctor/School Provided Administration Considerations	Y Blank
Q	Specialized Equipment or Furniture 	N	1	Proctor/School Provided Administration Considerations	Y Blank
R	Specified Area or Setting 	N	1	Proctor/School Provided Administration Considerations	Y Blank
S	Time Of Day 	N	1	Proctor/School Provided Administration Considerations	Y Blank


Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
Accessibility Features Identified in Advance (These accessibility features are available to all students and not limited to students with disabilities or English learners.)					
T	Answer Masking 	N	1	<p>For Computer-based Testing: Used to assign this accessibility feature for computer-based testing.</p> <p>By default, answer choices for multiple-choice items are covered when the item is first presented. The student has the ability to remove the masks at a time of their choosing.</p> <p>This is available to ALL students taking computer-based tests and is available on all test forms.</p> <p>For Paper-based Testing: Specifies as part of an Assessment Personal Needs Profile the type of masks the user is able to create to cover portions of the question until needed.</p>	Y Blank
U	Color Contrast 	N	14	<p>For Computer-based Testing: The interface launches a pre-selected alternate color combination for the text (foreground) and background colors.</p> <p>This is available to ALL students testing computer-based and is available on all test forms.</p> <p>If expected value equals “black-cream”, “black-lblue”, “black-lmagenta”, “white-black”, “lblue-dblue”, or “gray-green”; then the student must have Test Format populated with "O" in the student registration record or record will error.</p> <p>For Paper-based Testing: Colored overlays for background color. Font color cannot be changed.</p> <p>Proctor/School-provided Accommodation</p> <p>If expected value equals “ColorOverlay”; then the student must have Test Format populated with "P" in the student registration record or record will error.</p>	<p>black-cream = black font on cream background black-lblue = black font on light blue background black-lmagenta = black font on light magenta background white-black = white font on black background lblue-dblue = light blue font on dark blue background gray-green = Gray font on green background (low color contrast option) ColorOverlay = locally provided color overlay for the student to place over their paper test Blank</p>

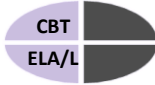
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
V	Text-to-Speech for Mathematics 	N	1	<p>Used to assign the form administered for computer-based testing.</p> <p>Test content will be read aloud to the student via Text-to-Speech embedded within TestNav8.</p> <p>If expected value equals “Y”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a Mathematics Test Subject in the student registration record, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. 	Y Blank

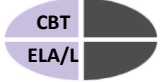
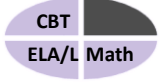
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
W	Human Reader or Human Signer for Mathematics 	N	14	<p>Used to assign a proctor version of the test. The same test form will appear for the Proctor to Read Aloud or Sign the test to the student.</p> <p>If expected value equals “HumanReadAloud” or “HumanSigner”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a Mathematics Test Subject in the student registration record, • Text-to-Speech for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. <p>For paper-based testing, Human Read Aloud and Human Signer values are captured in the student registration record.</p>	HumanReadAloud HumanSigner Blank

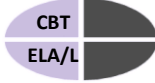
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
Presentation Accommodations for Students with Disabilities with an IEP and/or 504 Plan					
X	ASL Video 	N	1	<p>Used to assign the form administered for computer-based testing. American Sign Language content is provided to the student by a human signer through a video.</p> <p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • Text-to-Speech for Mathematics must be left blank, • Human Reader or Human Signer for Mathematics must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. 	Y Blank

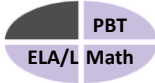
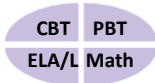
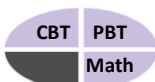
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
Y	Assistive Technology (AT) Screen Reader Application 	N	1	<p>Used to assign the form administered for computer-based testing.</p> <p>Screen Reader Application used to deliver computer-based test form for ELA/L and Math.</p> <p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • Text-to-Speech for Mathematics must be left blank, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. 	Y Blank

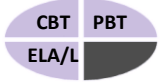
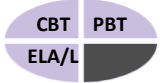
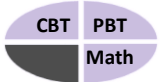
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
Z	Closed Captioning for ELA/L 	N	1	<p>Used to assign the form administered for computer-based testing. Closed captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information.</p> <p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a ELA/L Subject in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • Text-to-Speech for Mathematics must be left blank, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. 	Y Blank

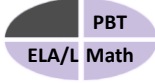
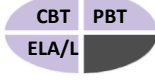
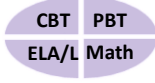
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AA	Human Reader or Human Signer for ELA/L 	N	14	<p>Used to assign a proctor version of the test. The same test form will appear for the Proctor to Read Aloud or Sign the test to the student.</p> <p>If expected value equals “HumanReadAloud” or “HumanSigner”; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a ELA/L Subject in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • Text-to-Speech for Mathematics must be left blank, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. <p>For paper-based testing, Human Read Aloud and Human Signer values are captured in the student registration record.</p>	HumanReadAloud HumanSigner Blank

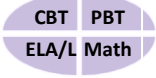
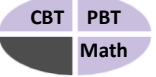
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AB	Refreshable Braille Display for ELA/L 	N	1	<p>Used to assign a computer-based form for Braille in conjunction with Screen Reader. Student uses external device which converts the text from the Screen Reader into Braille.</p> <p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a ELA/L Subject in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • Assistive Technology (AT) Screen Reader Application populated with "Y", • and Tactile Graphics populated with "Y". 	Y Blank
AC	Tactile Graphics 	N	1	<p>Used by students who are blind or visually impaired taking a computer-based test.</p> <p>A tactile representation of the graphic, charts and images information is available outside of the computer testing system.</p> <p>An Additional Order needs to be placed in order for tactile graphics to be shipped for an computer-based test</p> <p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • and Assistive Technology (AT) Screen Reader Application populated with "Y". 	Y Blank

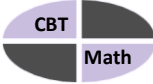
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AD	Text-to-Speech for ELA/L 	N	1	<p>Used to assign the form administered for computer-based testing.</p> <p>Test content will be read aloud to the student via Text-to-Speech embedded within TestNav8.</p> <p>If expected value equals "Y"; then the following criteria must be met or record will error:</p> <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a ELA/L Subject in the student registration record, • Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record, • Text-to-Speech for Mathematics must be left blank, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • Translation of the Mathematics Assessment in Text-to-Speech must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. 	Y Blank

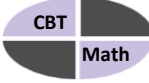
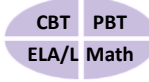
Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
Response Accommodations for Students with Disabilities with an IEP or 504 Plan					
Accommodations from a student's personal needs profile supports response accommodations					
AE	Answers Recorded in Test Book 	N	1	<p>The student records answers directly in the test book. Responses must be transcribed verbatim by a test administrator in a student's answer book or answer sheet. Responses that have not been transcribed will not be scored.</p> <p>If expected value equals "Y"; then the student must have Test Format populated with "P" in the student registration record and Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	Y Blank
AF	Braille Response 	N	16	<p>A student who is blind or visually impaired and their responses are captured by a Braille Writer or Notetaker.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "BrailleWriter" or "BrailleNotetaker"; then the student must have Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	BrailleWriter BrailleNotetaker Blank
AG	Calculation Device and Mathematics Tools 	N	1	<p>The student is allowed to use a calculator as an accommodation, including for items in test sections designated as non-calculator sections. In addition, an arithmetic table (including addition/ subtraction and/or multiplication/division charts), and/or manipulatives may be used.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "Y"; then the student must have Test Code populated with a Mathematics Subject in the student registration record and Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	Y Blank

Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AH	ELA/L Constructed Response 	N	16	<p>A student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Constructed Response item types.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "SpeechToText", "HumanScribe", "HumanSigner", or "ExternalATDevice"; must have Test Code populated with a ELA/L Subject in the student registration record and Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank
AI	ELA/L Selected Response or Technology Enhanced Items 	N	16	<p>A student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer for Selected Response or Technology Enhanced items types.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "SpeechToText", "HumanScribe", "HumanSigner", or "ExternalATDevice"; must have Test Code populated with a ELA/L Subject in the student registration record and Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank
AJ	Mathematics Response 	N	16	<p>A student's response is captured by an external Speech to Text device, external AT device, Human Scribe or Signer.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "SpeechToText", "HumanScribe", "HumanSigner", or "ExternalATDevice"; then the student must have Test Code populated with a Mathematics Subject in the student registration record and Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	SpeechToText HumanScribe HumanSigner ExternalATDevice Blank

Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AK	Monitor Test Response 	N	1	<p>The test administrator or assigned accommodator monitors proper placement of student responses on a test book/answer sheet. The test examiner or assigned accommodator cannot assist the student with changing a response.</p> <p>If expected value equals "Y"; then the student must have Test Format populated with "P" in the student registration record and Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	Y Blank
AL	Word Prediction 	N	1	<p>The student uses a word prediction external device that provides a bank of frequently -or recently -used words as a result of the student entering the first few letters of a word.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "Y"; then the student must have Assessment Accommodation: 504 and/or Assessment Accommodation: Individualized Educational Plan (IEP) populated with "Y" in the student registration record or record will error.</p>	Y Blank
Accommodations for English Learners (EL)					
AM	General Administration Directions Clarified in the student's Native Language (by test administrator) 	N	1	<p>The test administrator clarifies general administration instructions only.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "Y"; then the student must have Assessment Accommodation: English learner (EL) populated with "Y" in the student registration record or record will error.</p>	Y Blank

Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AN	General Administration Directions Read Aloud and Repeated as Needed in the student's Native Language (by test administrator) 	N	36	<p>The test administrator reads aloud, and repeats as needed, test directions in the students' native language.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals: "OralScriptReadbyTestAdministratorARA", "OralScriptReadbyTestAdministratorCHI", "OralScriptReadbyTestAdministratorHAT", "OralScriptReadbyTestAdministratorMAH", "OralScriptReadbyTestAdministratorNAV", "OralScriptReadbyTestAdministratorPOL", "OralScriptReadbyTestAdministratorPOR", "OralScriptReadbyTestAdministratorSOM", "OralScriptReadbyTestAdministratorSPA", "OralScriptReadbyTestAdministratorVIE", or "HumanTranslator"; then Assessment Accommodation: then the student must have Assessment Accommodation: English learner (EL) populated with "Y" in the student registration record will error.</p>	<p>OralScriptReadbyTestAdministratorARA = Arabic</p> <p>OralScriptReadbyTestAdministratorCHI = Chinese (Mandarin)</p> <p>OralScriptReadbyTestAdministratorHAT = Haitian Creole</p> <p>OralScriptReadbyTestAdministratorMAH = Marshallese</p> <p>OralScriptReadbyTestAdministratorNAV = Navajo</p> <p>OralScriptReadbyTestAdministratorPOL = Polish</p> <p>OralScriptReadbyTestAdministratorPOR = Portuguese</p> <p>OralScriptReadbyTestAdministratorSOM = Somali</p> <p>OralScriptReadbyTestAdministratorSPA = Spanish</p> <p>OralScriptReadbyTestAdministratorVIE = Vietnamese</p> <p>HumanTranslator</p> <p>Blank</p>
AO	Mathematics Response - EL 	N	12	<p>A student's response is captured by an external Speech to Text device or Human Scribe.</p> <p>Proctor/School Provided Accommodation</p> <p>If expected value equals "SpeechToText" or "HumanScribe"; then the student must have Assessment Accommodation: English learner (EL) populated with "Y" in the student registration record and Test Code must be populated with a Mathematics Test Subject in the student registration record, or record will error.</p>	<p>SpeechToText</p> <p>HumanScribe</p> <p>Blank</p>

Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AP	Translation of the Mathematics Assessment in Text-to-Speech 	N	3	Used to assign the form administered for computer-based testing based on another language other than English. Note: Year 1 is Math Only for Spanish If expected value equals "SPA"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a Mathematics Test Subject in the student registration record, • Assessment Accommodation: English learner (EL) must be populated with "Y" in the student registration record, • Text-to-Speech for Mathematics must be left blank, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • and Translation of the Mathematics Assessment Online must be left blank. 	SPA = Spanish Blank

Column Letter	Field Name	Required Y/N	Field Length	PARCC Definitions and Notes	Expected Values
AQ	Translation of the Mathematics Assessment Online 	N	3	Used to assign the form administered for online testing based on another language other than English. If expected value equals "SPA"; then the following criteria must be met or record will error: <ul style="list-style-type: none"> • Test Format populated with "O" in the student registration record, • Test Code must be populated with a Mathematics Test Subject in the student registration record, • Assessment Accommodation: English learner (EL) must be populated with "Y" in the student registration record, • Human Reader or Human Signer for Mathematics must be left blank, • ASL Video must be left blank, • Assistive Technology (AT) Screen Reader Application must be left blank, • Closed Captioning for ELA/L must be left blank, • Human Reader or Human Signer for ELA/L must be left blank, • Text-to-Speech for ELA/L must be left blank, • Refreshable Braille Display for ELA/L must be left blank, • and Translation of the Mathematics Assessment in Text-to-Speech must be left blank. 	SPA = Spanish Blank
AR	Word to Word Dictionary (English/Native Language) 	N	1	Student uses a published word-to-word hand-held dictionary. Proctor/School Provided Accommodation If expected value equals "Y"; then the student must have Assessment Accommodation: English learner (EL) populated with "Y" in the student registration record or record will error.	Y Blank
Timing and Scheduling Accommodations for English Learners and Students with Disabilities					
AS	Extended Time	N	6	Extended Time is provided to the student. Proctor/School Provided Accommodation	EL IEP504 Both Blank
AT	End of record	Y	1	Must be "Y" in order for file to be imported properly.	Y