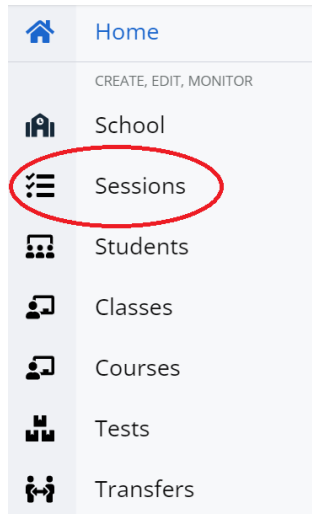


How to Import DoDEA Interim Test Sessions into Pearson Access

1. Log into Pearson Access.
2. In the lefthand main menu select **Sessions**.

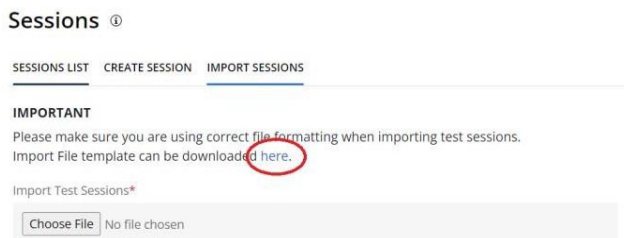


3. Select the **IMPORT SESSIONS** tab.



If your test sessions are already captured in a spreadsheet and are ready to import into Pearson Access, go to Step 5.

4. Go to the **IMPORTANT** section and click the **here** link to download the **TestSessionsImportTemplate.csv**. You will populate this template with your test session information.



5. Complete all required values in the **TestSessionsImportTemplate.csv**, then select **Choose File** and select your file to import (please note, some values are **Required** and some are **Optional**).
 - a. Additional information regarding required/optional fields and validations can be found in the **DoDEA Test Session Import Field Definitions** document, located on the DoDEA Support Page: <https://dodea.mypearsonsupport.com/interim-resources/> > under the **Other Assessment Resources** dropdown menu.
 - b. **Important Note:** Please ensure the **TestSessionsImportTemplate.csv** has the **Timezone** column (column O) specified for your testing timezone. If not specified, Pearson Access will default to Eastern Standard Time (EST).
 - c. All 2023-2024 DoDEA Interim **test codes** are provided in a table below for quick reference.

Sessions ⓘ

SESSIONS LIST CREATE SESSION IMPORT SESSIONS

IMPORTANT

Please make sure you are using correct file formatting when importing test sessions.
Import File template can be downloaded [here](#).

Import Test Sessions*

No file chosen

6. Once your file is chosen select **Submit** to import your test sessions into Pearson Access.

Sessions ⓘ

SESSIONS LIST CREATE SESSION IMPORT SESSIONS

IMPORTANT

Please make sure you are using correct file formatting when importing test sessions.
Import File template can be downloaded [here](#).

Import Test Sessions*

TestSessionsImportTemplate.csv-1665763389236.csv

2023-2024 DoDEA Interim Test Codes

| Test Name | Testing Mode | Test Code |
|----------------------|--------------|---------------------|
| ELA Interim I | | |
| Grade 3 ELA | Online | ELA0311ddinterim23E |
| Grade 4 ELA | Online | ELA0411ddinterim23E |
| Grade 5 ELA | Online | ELA0511ddinterim23E |
| Grade 6 ELA | Online | ELA0611ddinterim23E |
| Grade 7 ELA | Online | ELA0711ddinterim23E |
| Grade 8 ELA | Online | ELA0811ddinterim23E |
| Grade 10 ELA | Online | ELA1011ddinterim23E |

| Test Name | Testing Mode | Test Code |
|-----------------------|--------------|---------------------|
| ELA Interim II | | |
| Grade 3 ELA | Online | ELA0312ddinterim23E |
| Grade 4 ELA | Online | ELA0412ddinterim23E |
| Grade 5 ELA | Online | ELA0512ddinterim23E |
| Grade 6 ELA | Online | ELA0612ddinterim23E |
| Grade 7 ELA | Online | ELA0712ddinterim23E |
| Grade 8 ELA | Online | ELA0812ddinterim23E |
| Grade 10 ELA | Online | ELA1012ddinterim23E |

| Test Name | Testing Mode | Test Code |
|-----------------------|--------------|---------------------|
| Math Interim I | | |
| Grade 3 Math | Online | MAT0311ddinterim23E |
| Grade 4 Math | Online | MAT0411ddinterim23E |
| Grade 5 Math | Online | MAT0511ddinterim23E |

| Test Name | Testing Mode | Test Code |
|------------------------|--------------|---------------------|
| Math Interim II | | |
| Grade 3 Math | Online | MAT0312ddinterim23E |
| Grade 4 Math | Online | MAT0412ddinterim23E |
| Grade 5 Math | Online | MAT0512ddinterim23E |

| Test Name | Testing Mode | Test Code |
|-------------------------|--------------|---------------------|
| Math Interim III | | |
| Grade 3 Math | Online | MAT0313ddinterim23E |
| Grade 4 Math | Online | MAT0413ddinterim23E |
| Grade 5 Math | Online | MAT0513ddinterim23E |