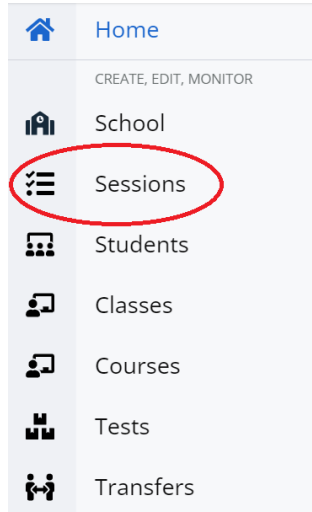


How to Import DoDEA Interim Test Sessions into Pearson Access

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

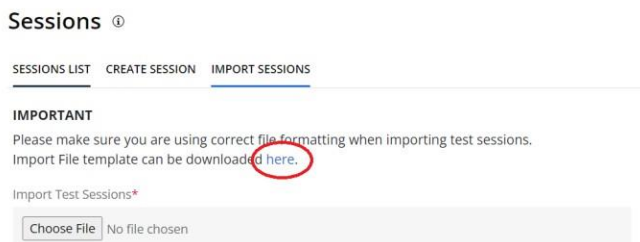


3. Select the **IMPORT SESSIONS** tab.



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 2022-2023 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*

Choose File 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*

Choose File TestSessionsImportTemplate.csv-1665763389236.csv

Cancel **Submit**

2022-2023 DoDEA Interim Test Codes

Test Name	Testing Mode	Test Code
ELA Interim I		
Grade 3 ELA	Online	ELA03Iddinterim22E
Grade 4 ELA	Online	ELA04Iddinterim22E
Grade 5 ELA	Online	ELA05Iddinterim22E
Grade 6 ELA	Online	ELA06Iddinterim22E
Grade 7 ELA	Online	ELA07Iddinterim22E
Grade 8 ELA	Online	ELA08Iddinterim22E
Grade 10 ELA	Online	ELA10Iddinterim22E

Test Name	Testing Mode	Test Code
ELA Interim II		
Grade 3 ELA	Online	ELA03IIddinterim22E
Grade 4 ELA	Online	ELA04IIddinterim22E
Grade 5 ELA	Online	ELA05IIddinterim22E
Grade 6 ELA	Online	ELA06IIddinterim22E
Grade 7 ELA	Online	ELA07IIddinterim22E
Grade 8 ELA	Online	ELA08IIddinterim22E
Grade 10 ELA	Online	ELA10IIddinterim22E

Test Name	Testing Mode	Test Code
Math Interim I		
Grade 3 Math	Online	MAT03Iddinterim22E
Grade 4 Math	Online	MAT04Iddinterim22E
Grade 5 Math	Online	MAT05Iddinterim22E

Test Name	Testing Mode	Test Code
Math Interim II		
Grade 3 Math	Online	MAT03IIddinterim22E
Grade 4 Math	Online	MAT04IIddinterim22E
Grade 5 Math	Online	MAT05IIddinterim22E

Test Name	Testing Mode	Test Code
Math Interim III		
Grade 3 Math	Online	MAT03IIIdinterim22E
Grade 4 Math	Online	MAT04IIIdinterim22E
Grade 5 Math	Online	MAT05IIIdinterim22E