

## DoDEA Test Session Import Field Definitions

Sequence	Field Name	Required/Optional	Validations
1	Indicator	Required	1. Always set to I
2	Student SID	Required	<p>1. System validates that the SID matches with an existing active student in the customer and the student is enrolled in the organization where the session is being created</p> <ul style="list-style-type: none"> <li>• If the student exists but is not enrolled in the organization where the session is being created, an error message is logged</li> </ul> <p>2. If a student match is identified, system validates that the student is eligible to be registered for the test based on their Grade</p> <p>3. System validates that the student has not exhausted the maximum number of attempts for the test</p> <p>4. For online sessions the system enforces a 250 student per session limit. Any student over the 250 limit is added to a separate session with a unique session name (ex: import includes 490 students to be placed into session named "Session ABC". Pearson Access will place the first 250 students into that session, and will place the remaining 240 students into a session named "Session ABC 1"</p>
3	Student First Name	Optional	If a FirstName is provided, it will be used in combination with the student ID and the last name (if specified) to find a matching student.
4	Student Last Name	Optional	If a last name is provided, it will be used in combination with the student id and first name (if specified) to find a matching student.
5	Org Code	Required	<p>1. This is the school where the session will be created and must be a valid code</p> <p>2. The user requesting the session import must be authorized to import sessions in this school</p>

6	Session	Required	<p>1. Session name can not exceed 250 characters</p> <p>2. Session name can be alphanumeric and can contain special characters</p>
			<p>3. Session name must be unique in the school where the session exists for the administration, test, and mode</p> <p>4. If the session name matches with an existing session at the school, student is added to the existing session and no new session is created. If the mode/test/administration do not match then the student row will error out since a new session cannot be created or a matching existing session cannot be identified.</p> <p>5. If the session has already ended based on the session end date, the record will error.</p>
7	Administration	Required	<p>1. Must be a valid administration name that the school is participating in</p> <p>2. Is case sensitive</p>
8	Test Code	Required	<p>1. Must be a valid test code within the administration</p>
9	Mode	Required	<p>1. Must be Paper or Online</p>
10	Start Date	Optional	<ul style="list-style-type: none"> <li>• For a new session, a start date only needs to be specified for the first student in the session</li> <li>• Must be in a MM/DD/YYYY format</li> <li>• Start date must be within the administration window for the school</li> <li>• Cannot be a date in the past</li> <li>• If field is left blank and session does not match to an existing session, then default values are applied for the start date.</li> </ul>

11	End Date	Optional	<ul style="list-style-type: none"> <li>• For a new session, an end date only needs to be specified for the first student in the session</li> <li>• Must be in a MM/DD/YYYY format</li> <li>• End date must be within the administration window for the school</li> <li>• Cannot be a date in the past and must be same or later than the start date</li> <li>• End date must be less than or equal to 180 days from start date</li> <li>• If field is left blank and session does not match to an existing session, then default values are applied for the end date.</li> </ul>
12	Start Time	Optional	<ul style="list-style-type: none"> <li>• Optional.</li> <li>• If end time is specified, then start time is required.</li> <li>• For a new session, a start time only needs to be specified for the first student in the session</li> <li>• Must be in HH:MM format</li> <li>• If field is left blank and session does not match to an existing session, then default values are applied for the start time.</li> </ul>
13	End Time	Optional	<ul style="list-style-type: none"> <li>• Optional.</li> <li>• If start time is specified, then end time is required.</li> </ul>

			<ul style="list-style-type: none"> <li>• For a new session, an end time only needs to be specified for the first student in the session</li> <li>• Must be in HH:MM format</li> <li>• If field is left blank and session does not match to an existing session, then default values are applied for the end time (8 am to 4 pm).</li> </ul>
14	Days of Testing	Optional	<ul style="list-style-type: none"> <li>• Optional.</li> <li>• If specified, valid values are Su M Tu W Th F Sa. You can skip days but they must be in the same order. For example: Su Tu Sa if you want the sessions to be only administered on Sunday, Tuesday and Saturday. Make sure to separate the days with a space.</li> <li>• For a new session, needs to only be specified for the first student in the session and can be blank for the others</li> <li>• If field is left blank and session does not match to an existing session, then default values are applied for the days of testing.</li> </ul>
15	Timezone	Optional	<ul style="list-style-type: none"> <li>• If not specified, timezone will default to Eastern Standard Time (New York, America)</li> <li>• If specified, set the timezone to the specified value</li> </ul>

- The system captures the count of:
  - the total number of records in the file
  - the total number of students successfully added to the session
  - the total number of students that failed to be added to the session
- System captures the individual records that failed and logs the reason why the failure occurred. The goal of recording the failure messages is so the user that requested the session import can see the error, fix the data and re-import it.