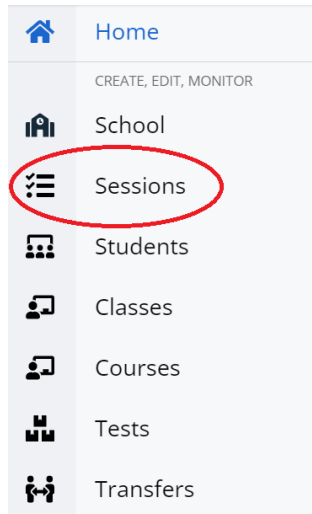


How to Import Test Sessions into Pearson Access

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

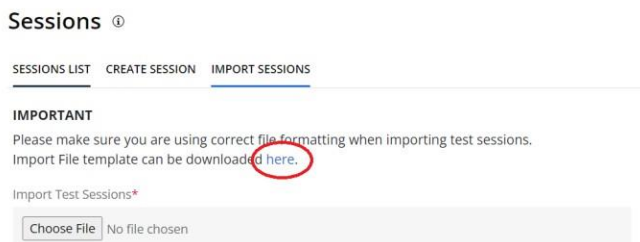


3. Select the **IMPORT SESSIONS** tab.



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**

DoDEA Spring 2023 Summative Test Codes

Test Name	Testing Mode	Test Code
ELA Summative - Online		
Grade 3 ELA	Online	ELA03ddpcspr23E
Grade 4 ELA	Online	ELA04ddpcspr23E
Grade 5 ELA	Online	ELA05ddpcspr23E
Grade 6 ELA	Online	ELA06ddpcspr23E
Grade 7 ELA	Online	ELA07ddpcspr23E
Grade 8 ELA	Online	ELA08ddpcspr23E
Grade 10 ELA	Online	ELA10ddpcspr23E

Test Name	Testing Mode	Test Code
ELA Summative - Paper		
Grade 3 ELA	Paper	ELA03ddpcspr23P
Grade 4 ELA	Paper	ELA04ddpcspr23P
Grade 5 ELA	Paper	ELA05ddpcspr23P
Grade 6 ELA	Paper	ELA06ddpcspr23P
Grade 7 ELA	Paper	ELA07ddpcspr23P
Grade 8 ELA	Paper	ELA08ddpcspr23P
Grade 10 ELA	Paper	ELA10ddpcspr23P

Test Name	Testing Mode	Test Code
Math Summative - Online		
Grade 3 Math	Online	MAT03ddpcspr23E
Grade 4 Math	Online	MAT04ddpcspr23E
Grade 5 Math	Online	MAT05ddpcspr23E
Grade 6 Math	Online	MAT06ddpcspr23E
Grade 7 Math	Online	MAT07ddpcspr23E
Grade 8 Math	Online	MAT08ddpcspr23E
Geometry	Online	GEO01ddpcspr23E
Algebra I	Online	ALG01ddpcspr23E
Algebra II	Online	ALG02ddpcspr23E

Test Name	Testing Mode	Test Code
Math Summative - Paper		
Grade 3 Math	Paper	MAT03ddpcspr23P
Grade 4 Math	Paper	MAT04ddpcspr23P
Grade 5 Math	Paper	MAT05ddpcspr23P
Grade 6 Math	Paper	MAT06ddpcspr23P
Grade 7 Math	Paper	MAT07ddpcspr23P
Grade 8 Math	Paper	MAT08ddpcspr23P
Geometry	Paper	GEO01ddpcspr23P

Algebra I	Paper	ALG01ddpcspr23P
Algebra II	Paper	ALG02ddpcspr23P