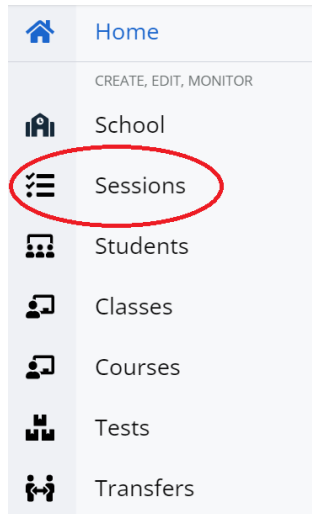


How to Import Test Sessions into Pearson Access

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

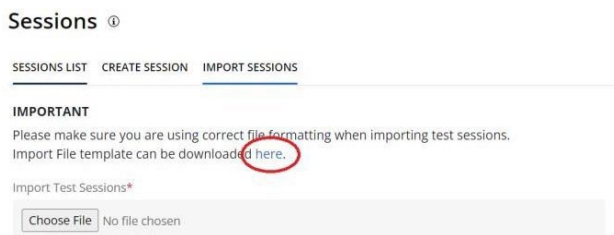


3. Select the **IMPORT SESSIONS** tab.



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 2023-2024 DoDEA Summative **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 2024 Summative Test Codes

| Test Name | Testing Mode | Test Code |
|-------------------------------|--------------|-----------------|
| ELA Summative - Online | | |
| Grade 3 ELA | Online | ELA03ddpcspr24E |
| Grade 4 ELA | Online | ELA04ddpcspr24E |
| Grade 5 ELA | Online | ELA05ddpcspr24E |
| Grade 6 ELA | Online | ELA06ddpcspr24E |
| Grade 7 ELA | Online | ELA07ddpcspr24E |
| Grade 8 ELA | Online | ELA08ddpcspr24E |
| Grade 10 ELA | Online | ELA10ddpcspr24E |

| Test Name | Testing Mode | Test Code |
|------------------------------|--------------|-----------------|
| ELA Summative - Paper | | |
| Grade 3 ELA | Paper | ELA03ddpcspr24P |
| Grade 4 ELA | Paper | ELA04ddpcspr24P |
| Grade 5 ELA | Paper | ELA05ddpcspr24P |
| Grade 6 ELA | Paper | ELA06ddpcspr24P |
| Grade 7 ELA | Paper | ELA07ddpcspr24P |
| Grade 8 ELA | Paper | ELA08ddpcspr24P |
| Grade 10 ELA | Paper | ELA10ddpcspr24P |

| Test Name | Testing Mode | Test Code |
|--------------------------------|--------------|-----------------|
| Math Summative - Online | | |
| Grade 3 Math | Online | MAT03ddpcspr24E |
| Grade 4 Math | Online | MAT04ddpcspr24E |
| Grade 5 Math | Online | MAT05ddpcspr24E |
| Grade 6 Math | Online | MAT06ddpcspr24E |
| Grade 7 Math | Online | MAT07ddpcspr24E |
| Grade 8 Math | Online | MAT08ddpcspr24E |
| Geometry | Online | GEO01ddpcspr24E |
| Algebra I | Online | ALG01ddpcspr24E |
| Algebra II | Online | ALG02ddpcspr24E |

| Test Name | Testing Mode | Test Code |
|-------------------------------|--------------|-----------------|
| Math Summative - Paper | | |
| Grade 3 Math | Paper | MAT03ddpcspr24P |
| Grade 4 Math | Paper | MAT04ddpcspr24P |
| Grade 5 Math | Paper | MAT05ddpcspr24P |
| Grade 6 Math | Paper | MAT06ddpcspr24P |
| Grade 7 Math | Paper | MAT07ddpcspr24P |
| Grade 8 Math | Paper | MAT08ddpcspr24P |
| Geometry | Paper | GEO01ddpcspr24P |

| | | |
|------------|-------|-----------------|
| Algebra I | Paper | ALG01ddpcspr24P |
| Algebra II | Paper | ALG02ddpcspr24P |