

CCGI Test Grade Template for California Colleges.edu

The Test Template is designed to enable the upload of students' various tests and test scores. Please note that while all field headers are required, those fields with a "Y" in the "Required" column must contain a valid value. Also note, students who have "opted-out" of data sharing should not have any information included in this file.

Field Name	Req'd	Definition	Values	Notes	Example
StateID	Y	Student State ID	10 digit #	Primary key for this student	1234567890
TestName	Y	This is the name of the primary test type.	Free Text		<p><u>ACT</u> – Each score must be in the range of 1-36 (However, the 'WRITING SUBSCORE' TEST_SCORE must be in the range of 2-12)</p> <p><u>AP</u> – Each TEST_SCORE must be in the range of 1-5</p> <p><u>EAP</u> – Each TEST_SCORE is a designation, rather than a score.</p> <p><u>IB</u> – Each TEST_SCORE must be in the range of 1-7</p> <p><u>PLAN</u> – Each TEST_SCORE must be in the range of 1-36</p> <p><u>PSAT</u> – Each TEST_SCORE must be in the range of 20-80</p> <p><u>SAT REASONING</u> – Each TEST_SCORE must be in the range of 200-800</p> <p><u>SAT SUBJECT</u> – Each TEST_SCORE must be in the range of 200-800 (Note – English Language Proficiency Test must be in the range of 901-999)</p>
TestDate	Y	Date test was administered	YYYYMM		201705
TestAttribute	Y		Free Text		English
TestScore	Y	Test Score	Free Text		100

To be CSV-Compliant

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must have a **header row**.
- Fields containing **commas** must be enclosed within double quotes.
- **File name format:** {districtname}_TestTemplate_yyyymmdd
 - Example: Sacramento_TestTemplate_20171125.csv