



## CCGI Test Grade Data Element Template for CaliforniaColleges.edu

The Test Grade Template is designed to enable the upload of students' various tests and test scores. **All field headers are required.** Please note the following:

- All fields with a “Y” in the “Data Required” column must contain a valid value.
- All fields with an “N” in the “Data Required” column can be left blank.

Field Name	Data Req'd	Description	Values	Notes
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.
TestName	N	Name of the test taken	Free Text	Alphanumeric.
TestDate	N	Date the test was administered	YYYYMM	
TestAttribute	N	Attribute of the test taken	Free Text	Alphanumeric.
TestScore	N	Score of the test taken	Free Text	Alphanumeric.

### File Structure Requirements

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must contain a **header row containing all field headers listed above.**
- Fields containing **commas** must be enclosed within double quotes.
- **File name format:** {districtname}\_TestGrade\_Template\_yyyymmdd.csv