

Utah State Office of Education



Assessment Pre-print File Name Specification

Table of Contents

1	Change History	3
2	Introduction.....	4
3	File Naming Conventions	5
3.1	Pre-Print/All Student Filename Part Definitions.....	5
3.2	Test Type	6
3.3	Testing Session Codes	6
3.4	Character Definitions	6
4	Test ID's and Pre-Print File Name examples.....	7
4.1	CRT Test ID's.....	7
4.2	Iowa Test ID's.....	8
4.3	UAA Test File Example.....	8
4.4	UALPA Test ID's	8
4.5	UBSCT Test ID's.....	9
5	Pre-Print File Layout.....	10

1 Change History

Date	Version	Description
02/22/2006	1.0	Original version – missing complete DAR information.
03/16/2006	1.1	Removed assessment information that may be supported in the future.
04/03/2006	1.1a	Added CBT Testing Sessions.
04/19/2006	1.2	Modified Kindergarten from KA to KE.
08/02/2006	1.3	Added information for Iowa assessments
10/23/2006	1.4	Re-organized sections for testing session codes and test types to reflect current edits. Added DWA test type. Added UALPA test ID's.
1/4/2007	1.5	Removed POSTK test type, removed CRT Kindergarten example, added DWA test ID's, removed CRT Applied Math test ID's, added CRT Intermediate Algebra test ID.
8/17/2007	1.6	Revised UALPA test ID's for SY 2008. Removed references to IOWA ITED. Updated CRT test table (removed Applied Math and added pilot forms for Intermediate Algebra).
9/17/2007	1.7	Added UBSCT for SY 2008. Revised UALPA test ID's for SY 2008. Added pre-print file layout.
9/21/2007	1.8	Added multi-grade test ID's for 2008 UBSCT.
10/3/2007	1.9	Revised LEP codes.
10/5/2007	1.95	Revised LEP codes, rules and warnings.
10/18/2007	1.96	Corrected pre-print file layout definition for Teacher/Course Number
11/28/2007	1.97	Clarified Teacher/Course Number rules for CBT vs. Paper & Pencil (see Pre-Print File Layout)
12/3/2007	1.98	Added FALL session to CRT
1/3/2008	1.99	Changed UBSCT January session to February
1/24/2008	2.0	Updated CRT Test ID's for 2008
3/26/2008	2.01	Removed LA0101 and MA0101 from CRT Test ID list. Updated introduction and some examples.
4/11/2008	2.02	Added SPRING session to the list of valid sessions for IOWA
4/11/2008	2.03	Added YR, YRA, YRB, YRC, and YRD sessions to the list of valid sessions for IOWA
1/26/2009	2.04	Updated test list for CRT
12/07/2009	2.06	Updated test list for DWA
12/18/2009	2.07	Removed references to CBT testing including DWA since it is only CBT. Please use the CBT Pre-Print specification for CBT pre-loads.
02/02/2010	2.08	Updated test list for CRT
03/08/2010	2.09	Corrected session lists in section 3.3 Testing Session Codes
03/26/2010	2.10	Corrected test ID for CRT Pre-Algebra

2 Introduction

LEA's upload Pre-Print files to USOE using the Assessment website. The website requires that LEA's use a specific Pre-Print file naming convention. The naming convention is explained in detail in this document. Files that don't conform to this naming convention will not be accepted by the website.

Please note that the Pre-Print file naming convention requires that LEA's submit one Pre-Print file per test ID.

The contents of the Pre-Print file should comply with the current pre-print file specification sent out by USOE (included at the end of this document).

Prior to uploading the files on the web site, LEA's are required to *validate* their Pre-Print files using the latest Pre-Print File Validation Application. Files that are uploaded which fail validation may delay printing of test answer documents as these files will require additional attention from LEA's and USOE. Information about the Assessment website is located in the Assessment System website user manual.

<p>NOTE: The Pre-Print File Validation application is available on CD by contacting USOE or on the Assessment website (https://cs.schools.utah.gov/assessment) as a download link on the Support page.</p>
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3 File Naming Conventions

The following file naming convention is to be followed when naming Pre-Print upload files. To use this table find the file type in the **File** column and use the filename definition in the **Naming Convention** column. File names are broken up into literal text (e.g. underscores and periods) and **Filename Parts**. Use the **Filename Part Definitions** table below for further information on each part of the filename parts. Section 4.1 contains a list of valid CRT Test ID's for 2009.

File	Naming Convention and Example
Pre-Print files	[PRE]_[LEANumber]_[TestingSession]_[TESTID]_[YYYYMMDD]_[Daily Sequence].TXT Example: PRE_003_SPRING_MA0303_20080410_01.TXT
All Student files	[ALL]_[LEANumber]_[TestingSession]_[TESTTYPE]_[YYYYMMDD]_[Daily Sequence].TXT Example: ALL_003_SPRING_CRT_20080315_01.TXT

3.1 Pre-Print/All Student Filename Part Definitions

Filename Part	Description	Data Type Mask	Example
[LEA Number]	3 character LEA #	AAA (left zero padded)	007 or 0A1
[Test ID]	Alphanumeric Test ID	6 – 10 Alphanumeric	MA0303
[YYYYMMDD]	Upload Date	YYYYMMDD	20080330 (03/30/2008)
[Testing Session]	Valid values are found in the table below.	2 – 6 Alphanumeric, (see below table)	TRI2, SPRING, YR, YRB
[Test Type]	Type of assessment	See below table	CRT
[Daily Sequence]	Upload attempt number for a given date. This number is usually '01' but if you need to re-upload a file on the same day, increment this number to make the file name unique	NN (left zero padded)	01 (first upload for given Pre-Print test file for a given day) 02 (second upload for a file that has already been uploaded on that day) ...
_	Underscore to separate parts	_	_ underscore character

3.2 Test Type

The following table identifies the test types to be used in the pre-print file name.

Test Type	Description
CRT	Criterion Reference Test
IOWA	Iowa (ITBS)
UALPA	Utah Academic Language Proficiency Assessment
UAA	Utah Alternate Assessment
UBSCT	Utah Basic Skills Competency Test

3.3 Testing Session Codes

The following table identifies, by test type, the testing session codes used in the pre-print file name.

Test Type	Testing Session	Description
CRT & UAA	SPRING	Spring Paper and Pencil
	TRI1	1 st Trimester
	TRI2	2 nd Trimester
	TRI3	3 rd Trimester
	YRA	Year Round Track A
	YRB	Year Round Track B
	YRC	Year Round Track C
	YRD	Year Round Track D
	YR	Year Round All Tracks
	FALL	Fall
	SUMMER	Summer Paper and Pencil
IOWA	FALL	Fall Testing – Grades 3,5, and 8
	SPRING	Spring Testing - 3 rd Grade Only
	YRA	Year Round Track A - 3 rd Grade Only
	YRB	Year Round Track B - 3 rd Grade Only
	YRC	Year Round Track C - 3 rd Grade Only
	YRD	Year Round Track D - 3 rd Grade Only
	YR	Year Round All Tracks - 3 rd Grade Only
UALPA	JAN – DEC	Monthly Testing Cycle
UBSCT	OCT	October (retake)
	FEB	February

3.4 Character Definitions

The following table defines the codes used in the pre-print filename parts.

Character	Definition
A	Alphanumeric
N	Number (0-9)
YYYY	4 digit year +- 1 year from current school year.
MM	2 digit month 01-12
DD	2 digit day 01-31

4 Test ID's and Pre-Print File Name examples

The following sections contain examples for each test type that can be uploaded to the website as well as acceptable Test ID's for each test type.

4.1 CRT Test ID's

The following table defines the test ID's used in the filename parts.

NOTE: LEA's are required to upload a file for EACH test for which they wish to receive Pre-Prints.

Test ID	Definition	Comment
AG1712	Algebra I	
AG2912	Algebra II	
BI0912	Biology	
CH0912	Chemistry	
ES0912	Earth Systems Science	
GE0812	Geometry	
LA0202	2 nd Grade Language Arts	
LA0303	3rd Grade Language Arts	
LA0404	4th Grade Language Arts	
LA0505	5th Grade Language Arts	
LA0606	6th Grade Language Arts	
LA0707	7th Grade Language Arts	
LA0808	8th Grade Language Arts	
LA0909	9th Grade Language Arts	
LA1010	10 th Grade Language Arts	
LA1111	11 th Grade Language Arts	
MA0202	2 nd Grade Math	
MA0303	3rd Grade Math	
MA0404	4th Grade Math	
MA0505	5th Grade Math	
MA0606	6th Grade Math	
MA0707	7th Grade Math	
PA0708	Pre-Algebra	
PH0912	Physics	
SC0404	4th Grade Science	
SC0505	5th Grade Science	
SC0606	6th Grade Science	
SC0707	7th Grade Science	
SC0808	8th Grade Science	

4.2 Iowa Test ID's

Test ID	Definition
ITBS03	Iowa Test of Basic Skills Grade 3
ITBS05	Iowa Test of Basic Skills Grade 5
ITBS08	Iowa Test of Basic Skills Grade 8

4.3 UAA Test File Example

The following table identifies the file name to be used for UAA testing. Answer documents will be printed in Math, Science and Language arts for UAA students. The new system requires that three UAA files be uploaded to USOE for printing answer documents.

Normal CRT Test	UAA Test_ID	Example Pre-Print File Name
Math	UM0112	PRE_003_SPRING_UM0112_20060315_01.TXT
Language Arts	UL0112	PRE_003_SPRING_UL0112_20060315_01.TXT
Science	US0112	PRE_003_SPRING_US0112_20060315_01.TXT

4.4 UALPA Test ID's

Test ID	Definition
UP0000	UALPA Kindergarten
UP0102	UALPA 1 st or 2 nd Grade (Level 1 or 2)
UP0306	UALPA 3 rd to 6 th Grades (Level 1 or 2)
UP0708	UALPA 7 th or 8 th Grade (Level 1 or 2)
UP0912	UALPA 9 th to 12 th Grades (Level 1 or 2)

4.5 UBSCT Test ID's

An LEA can choose to submit UBSCT pre-print files either by grade and test or by test alone.

If submitting **by grade and test**, the valid UBSCT test ID's are as follows:

Test ID	Definition
UBR10	UBSCT 10 th Grade Reading
UBM10	UBSCT 10 th Grade Math
UBW10	UBSCT 10 th Grade Writing
UBR11	UBSCT 11 th Grade Reading
UBM11	UBSCT 11 th Grade Math
UBW11	UBSCT 11 th Grade Writing
UBR12	UBSCT 12 th Grade Reading
UBM12	UBSCT 12 th Grade Math
UBW12	UBSCT 12 th Grade Writing

If submitting **by test alone**, the valid test ID's are as follows:

Test ID	Definition
UBR1012	UBSCT 10 th – 12 th Grade Reading
UBM1012	UBSCT 10 th – 12 th Grade Math
UBW1012	UBSCT 10 th – 12 th Grade Writing

5 Pre-Print File Layout

Name	Type	Length	Start	End	Notes														
District Number	Numeric	2	1	2															
School Number	Numeric	3	3	5															
Student Identifier	Numeric	10	6	15	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks														
Course Identifier	Numeric	9	16	24	Not required. For (optional) use by LEA in sorting the rows prior to creating the file.														
Course Sequence Identifier	Numeric	2	25	26	Valid values are 99 or blank. If a 99 is found on any row in the file, the 99 option is used. 99: Answer documents will be printed in the order used in the file. Blank: Answer documents will be printed in the following order: School Number, Student Last Name, and Student First Name.														
Grade Level	Numeric	2	27	28	Include a leading zero for grades K–9 (e.g. 00, 01, etc.)														
Student Last Name	Alpha	14	29	42															
Student First Name	Alpha	9	43	51															
Student Middle Initial	Alpha	1	52	52															
Student Gender	Alpha	1	53	53	Only M or F														
Student Ethnicity	Alpha	1	54	54	Only A, B, C, H, I, P, U														
Student Birth Date	Numeric	6	55	60	Format: YYMMDD														
Migrant Student Indicator	Alpha	1	61	61	Y or blank														
Special Ed. Indicator	Alpha	1	62	62	Y or blank														
Low Income	Alpha	1	63	63	F, R, Y or blank														
LEP code	Alpha	1	64	64	Starting April 1, 2008 LEP codes will be validated and stored by USOE. If a file containing an invalid code is validated using the Pre-Print Validation application, an error will be generated. A file containing an invalid code will not be accepted by the Assessment (Pre-Print) website. The following LEP codes will be accepted: <table border="1" data-bbox="922 1123 1383 1520"> <thead> <tr> <th>Code</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>The student is fluent</td> </tr> <tr> <td>A</td> <td>The student is advanced</td> </tr> <tr> <td>Y</td> <td>The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment</td> </tr> <tr> <td>N</td> <td>The student was tested using UALPA but was never an ELL student</td> </tr> <tr> <td>O</td> <td>The student opted not to be an ELL student</td> </tr> <tr> <td>Space</td> <td>The student is not nor ever was an ELL student</td> </tr> </tbody> </table>	Code	Meaning	F	The student is fluent	A	The student is advanced	Y	The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment	N	The student was tested using UALPA but was never an ELL student	O	The student opted not to be an ELL student	Space	The student is not nor ever was an ELL student
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Space	The student is not nor ever was an ELL student																		
Title 1 code	Alpha	1	65	65	R, M, B or blank														
Statewide Student Identifier (SSID)	Numeric	10	66	75	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks														