

## Appendix A

### Record Layout for Non-IEP Third-Party Data Submission of Required Testing Accommodations

Required testing accommodations data entry into third-party applications must be based on information from the state-approved *Review of Accommodations Used During Testing* forms for 2017–2018. A hard copy of these forms must also remain on file at the school in students' accommodations documentation folders for monitoring purposes and to satisfy federal testing and reporting requirements. The forms are available for download at <http://www.ncpublicschools.org/accountability/policies/accom>.

**Format:** Tab delimited text file

**Filename:** 'ACCOM\_DATA\_###.TXT' where '###' = 3-character LEA Code

**Row Logic:** One row per student, per test code, per required testing accommodation. Note that if a student should take an alternate assessment, but with no accommodations specified, a row should still be included in this file by using the accommodation code 'STD'.

Column Name	Description	Valid Values
School Code	LEA/School code of student	6-character LEA/School code
Internal ID	Local use only, not required	Blank
Student ID	PowerSchool student ID	Number (up to 10 digits)
Plan Type	Reason for plan	S504 = Section 504 Plan LEP = EL Plan/Documentation TID = Transitory Impairment Documentation
Accommodation	Required testing accommodation code	3-character accommodation code (listed in separate chart below)
Test Code	Test code that conveys subject area (math, English language arts, etc.) and assessment type (End-of-Grade, <i>NCEXTENDI</i> , etc.).	3-5-character test code (listed in separate chart below)
Other Description	Description if 'OTH' accommodation code is used	60 Characters
Start Date	Starting date of testing accommodation requirement	YYYY-MM-DD
End Date	Ending date of testing accommodation requirement	YYYY-MM-DD

Accommodation Code	Description
AST	Assistive Technology Devices
<b>BRL</b> now EBAE	Braille Edition
BRW	Braille Writer/Slate and Stylus
CAB	Cranmer Abacus
DSC	Dictation to a Scribe
EXT	Scheduled Extended Time

ISC	Interpreter/Transliterator Signs/Cues Test
LPR	Large Print Edition
MAG	Magnification Devices
MAN	Adaptations to NCDPI Provided Manipulatives (EXT1 Only)
MLT	Multiple Testing Sessions
MRK	Student Marks Answers in Test Book
OIP	One Test Item per Page Edition
OTH	Other Accommodation (specify in comment)
RAS	Student Reads Test Aloud to Self
STD	Standard Administration
TRA	Test Read Aloud (in English)
TRD	Word-to-Word Bilingual Dictionary (EL Only)
TSG	Testing in a Separate Room – Small Group
TSO	Testing in a Separate Room – One-on-One

Test Code	Description
ACL	ACCESS - Listening
ACS	ACCESS - Speaking
ACR	ACCESS - Reading
ACW	ACCESS – Writing
AAL	Alternate ACCESS - Listening
AAS	Alternate ACCESS - Speaking
AAR	Alternate ACCESS - Reading
AAW	Alternate ACCESS – Writing
WTR	W-APT - Reading for K, WIDA Screener for 1–12
WTS	W-APT – Speaking for K, WIDA Screener for 1–12
WTW	W-APT – Writing for K, WIDA Screener for 1–12
WTL	W-APT – Listening for K, WIDA Screener for 1–12
<del>PLAN-PACT</del>	PreACT (accommodations must follow PreACT policy)
WK00	ACT WorkKeys (accommodations must follow ACT WorkKeys policy)
ACT	The ACT (accommodations must follow ACT policy)
NAEP	NAEP (grades 4,8,12)
CTE	CTE Post Assessments
ECM1	EOC – NC Math 1
BIO	EOC - Biology
ENG2	EOC – English II
LAB	Beginning of Grade 3 – English Language Arts/Reading
RTA	Read to Achieve Grade 3 ELA/Reading
LA1	EOG – English Language Arts
MA1	EOG - Math
SC1	EOG - Science
E1BI	NCEXTEND1 – Biology (Grade 10)
E1E2	NCEXTEND1 - English II (Grade 10)
E1LA	NCEXTEND1 – English Language Arts (Grades 3–8)
E1ACT	NCEXTEND1 – Grade11

E1M	NCEXTEND1 – Math (Grades 3–8)
E1A1	NCEXTEND1 – Math I (Grade 10)
E1S	NCEXTEND1 – Science (Grades 5 and8)
CCA	College and Career Readiness Alternate
FFM	NCFE Advanced Functions and Modeling
FH1	NCFE American History I
FH2	NCFE American History II
FCH	NCFE Chemistry
FCE	NCFE American History: The Founding Principles, Civics and Economics
FI3	NCFE Integrated Math III
FDM	NCFE Discrete Mathematics
FES	NCFE Earth/Environmental Science
FE1	NCFE English Language Arts I
FE3	NCFE English Language Arts III
FE4	NCFE English Language Arts IV
FEM2	NCFE NC Math 2
FEM3	NCFE NC Math 3
FPS	NCFE Physical Science
FPH	NCFE Physics
FPC	NCFE Precalculus
FSC	NCFE Science (grades 4, 6, 7)
FSS	NCFE Social Studies (grades 4–8)
FWH	NCFE World History

<b>Source Type</b>	<b>Description</b>
CECAS	Uses CECAS
PS	Uses PowerSchool
TPA	Uses third party and LEA TC submits to Accountability (ACCOMTP)
TPC	Uses third party and LEA/vendor submits to CECAS
TPM	Uses third party and vendor submits to Accountability (MQFTE)
TPP	Uses third party and bulk loads into PowerSchool

## Appendix B

### Possible Error and Warning Messages in 2018\_EOY\_ACCOMTP Status Viewer Report:

1. Error: file doesn't exist, aborting file check – Indicates the data collection system has not found a file to import. If this message appears, check to ensure you are submitting the file in your LEA's 2018 -> COLLECTEOY -> folder located on the Division of Accountability's secure shell server.
2. Error: not a text file, aborting file check – Indicates the file is an incorrect file type. Only text (.txt) files are accepted. Please refer to Appendix A for information on the record layout.
3. Warning: record possibly truncated or contains EOL char in data, skipping record – If you get this warning on every record, you may be using an incorrect file format that does not include the proper columns as required by the file specifications. If this is the case, check the export procedure from the third-party application to ensure it adheres to the file specifications. If you get this warning on just a few records, it may mean the file abruptly ended in the middle of a record, or that some data values contain a new line character, which prevents the remaining data values of the same record from being read in. If this is the case, make corrections to the affected records in the authoritative source and submit an updated file.
4. Error: empty file
5. Error: no usable records in file

### Possible Error and Warning Messages in 2018\_EOY\_ACCOM Status Viewer Report:

1. Error: invalid LEA code '####' – Indicates the LEA code attached to the record is not a valid (i.e., open) LEA or charter school. Third-party applications may contain invalid LEA codes. Check the authoritative source and correct errors in all records associated with unrecognized LEA codes.
2. Warning: invalid start date '#' (expecting YYYY-MM-DD), skipping record – Indicates the plan start date is not in the valid format. All plans must have a start and end date so the accommodations can be appropriately applied to the various testing windows. Third-party applications may store dates in different formats, which would require conversion before submitting a file.
3. Warning: invalid end date '#' (expecting YYYY-MM-DD), skipping record – Indicates the plan end date is not in the valid format. All plans must have a start and end date so the accommodations can be appropriately applied to the various testing windows. Third-party applications may store dates in different formats, which would require conversion before submitting a file.

4. Warning: start date is blank, skipping record – Indicates the plan is lacking a start date. All plans must have a start and end date so the accommodations can be appropriately applied to the various testing windows. It is possible to save a plan in PowerSchool and leave off the start date. Third-party applications may not require a start date be entered. Check the authoritative source records to ensure the start date is filled in.
5. Warning: end date is blank, skipping record – Indicates the plan is lacking an end date. All plans must have a start and end date so the accommodations can be appropriately applied to the various testing windows. It is possible to save a plan in PowerSchool and leave off the end date. Third-party applications may not require an end date be entered. Check the authoritative source records to ensure the end date is filled in.
6. Warning: student ID is null, skipping record – Indicates there was no student ID associated with a record. Student ID is essential for matching the data. The record is unusable and will be skipped. Use the other pieces of information associated with that record to identify the student and make corrections to the record in the authoritative source.
7. Warning: student ID is too long, skipping record – Indicates the student ID associated with a record was too long. Student ID is essential for matching the data. The record is unusable and will be skipped. Use the other pieces of information associated with that record to identify the student and make corrections to the record in the authoritative source.
8. Warning: student not enrolled in LEA (found in #####), skipping record – Indicates a student's PowerSchool record does not indicate he/she is enrolled in your LEA. Check the authoritative source records to ensure the proper school/LEA is entered. In third-party applications, ensure you are only selecting records for currently enrolled students.
9. Warning: school code too long, truncating – Indicates the school code is too long and must be cut down to the appropriate size per the third-party file specifications. Third-party applications might store differently formatted school codes. Action is optional and depends on how the school code is truncated. If the truncation correctly alters all school codes, then action is not necessary unless you wish to no longer see this warning message. If the truncation does not properly adjust the submitted school codes, then an adjustment to the third-party extract is required to ensure school codes are provided correctly.
10. Warning: unrecognized school code – Indicates the school code attached to the record is not a valid (i.e., open) NC public school or charter school. Third-party applications may contain invalid school codes. Check the authoritative source and correct errors in all records associated with unrecognized school codes.
11. Warning: invalid plan type '#', skipping record – Indicates the plan type used is not a current plan type, and the record will be skipped. Third-party applications might export different plan types. Action is optional. If you wish to no longer see this warning message, use the authoritative source to modify the affected records and remove the invalid accommodation. If you choose not to modify the records in the authoritative source, you will continue to see the warning, and the record will continue to be dropped.

12. Warning: invalid accom code '#', skipping record – Indicates the accommodation code used is not a current accommodation, and the record will be skipped. Third-party applications might export different accommodation codes. Action is optional. If you wish to no longer see this warning message, use the authoritative source to modify the affected records and remove the invalid accommodation. If you choose not to modify the records in the authoritative source, you will continue to see the warning, and the record will continue to be dropped.
13. Warning: invalid test code '#', skipping record – Indicates the test code used is not a current assessment, and the record will be skipped. Third-party applications might export different test codes. Action is optional. If you wish to no longer see this warning message, use the authoritative source to modify the affected records and remove the invalid test. If you choose not to modify the records in the authoritative source, you will continue to see the warning, and the record will continue to be dropped.
14. Warning: description length (#) over 512 char, truncating
15. Warning: invalid plan/accom/test combination '#' and '#', skipping record – Indicates a particular plan type, test and/or accommodation combination is invalid. For example, *Test Administrator Reads Test Aloud* (RAL) is not permitted with tests that measure reading comprehension. For a complete list of approved accommodations by test, refer to the *Testing Students with Disabilities* document available at <http://www.ncpublicschools.org/accountability/policies/tswd/> and the *Guidelines for Testing Students Identified as Limited English Proficient* document available at <http://www.ncpublicschools.org/accountability/policies/slep/>.
16. Warning: student has multiple plan types – Indicates that a student has accommodation records listed under more than one plan type. This may indicate a problem with outdated or conflicting accommodation information for the student. Even if a student is eligible for two different plan types, accommodations should only be recorded and submitted under a single plan type. This is to ensure that the source system for the primary plan type contains all necessary accommodations in one place.
17. Warning: plan type '#' has multiple sources – Indicates that a particular plan type has records being submitted from multiple sources, or from multiple submission methods. At a district level, it is assumed that only one source system is used for a given plan type. Having the same kind of data flowing from multiple sources may indicate that outdated or conflicting information is being used. For example, a district that migrated EL plans from PowerSchool to a third party system will see this warning if the records haven't been removed yet from PowerSchool.