Overview

A student record must exist in PearsonAccess^nextTM for all students who test. Use the Student Data Upload (SDU) file to easily import data for a group of students who will be taking the ACT® or ACT® WorkKeys®.

Important! Because the accuracy of student data is crucial, ACT recommends that you work with your technical coordinator to create and import these files.

After student records have been loaded, updated SDU files can be imported to:
- load corrected records that did not load initially due to errors
- add new examinees and update existing ones
- update demographic information used for reporting—for the ACT test only

Creating and Importing the SDU File

Create the SDU File

The SDU file is created as an Excel file and saved in comma-delimited (.csv) or fixed-width (.txt) format for importing into PearsonAccess^next. Separate SDU files are required for importing student data for the ACT and ACT WorkKeys.

Note: Preparing student data for import using a comma-delimited data file (.csv) is strongly recommended, because it is the simplest format to create. However, if you have the tools and knowledge necessary to create a fixed-width data file, it is a supported file format. "File Layout and Data Requirements" provides detailed information on the file content and layout.

1. Download the *Student Data Upload Header Template* file found on your ACT-hosted website. This files serves as a template for defining the SDU file using the comma-delimited file import format.
2. Enter your student records as described in "File Layout and Data Requirements."
3. Initially save the file in Excel format (.xls or .xlsx) and keep as your source file.
4. Save the file in comma-delimited (.csv) or fixed-width (.txt) format for importing into PearsonAccess^next.

Important! If students are taking **both** the ACT and WorkKeys, create one file to import into the ACT administration **and** one file to import into the WorkKeys administration.

File Layout and Data Requirements

The SDU file must include all fields in the order specified as described in the table.

Understanding the Table
This information is helpful to understand the conventions used in the following table:
- **Data Type**: The type of data supported, specified as: A = Alpha character, N = Numeric digit, and AN = Alphanumeric characters/digits.
- **Maximum Field Length**: The content of a field must not exceed the field length. Enter as much of the data as will fit in the space provided.
- **Overlay Student Record**: For important information on this column, see the note at the end of the table.
- **Shaded Rows**: Shading indicates rows associated with fields required the SDU file.

Field	Required?	Maximum Field Length	Starting Position	Ending Position	Data Type	Data Specifications	Overlay Student Record*
			Fixed-width file format only				*The ACT only*
Student Code	N/A	10	1	10	N	Blank; Generated by the system at time of initial file load. The student code is critical for matching the student's record through testing, accommodations, and reporting. *Note: When importing new students, leave the student code blank.*	N/A

Field	Required?	Maximum Field Length	Starting Position	Ending Position	Data Type	Data Specifications	Overlay Student Record*
			Fixed-width file format only				*The ACT only*
Organization Code	Yes	6	11	16	AN	Valid characters are A–Z, a–z, 0–9, and space. *Note: Use the ACT high school code where the student is enrolled to take the test.*	N/A
Filler	N/A	N/A	17	20	AN	Blank; Required for fixed-width file format only	N/A
Last Name	Yes	16	21	36	A	Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Conditional
First Name	Yes	12	37	48	A	Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Conditional
Middle Initial	No	1	49	49	A	Valid characters are A–Z or a–z.	Conditional
Grade	Yes	2	50	51	N	Valid values are 10, 11, or 12. *Note: This is the actual grade of the student.*	Always
Date of Birth	Yes	10	52	61	Date	Must be provided in MM/DD/YYYY format and date must be valid.	Conditional
State Student ID	Yes	20	62	81	AN	Valid characters are A–Z, a–z, 0–9, and space.	Always
Test Code	Yes	2	82	83	A	Valid values are • the ACT = MC or mc • the ACT with writing = MW or mw • WorkKeys = WK or wk	N/A
Delivery Format	Yes	1	84	84	A	Valid values depend on the test being administered. • the ACT = P or p (for paper); or O or o (for online) • WorkKeys = P or p (for paper).	N/A
Local Student ID	No	20	85	104	AN	Valid characters are A–Z, a–z, 0–9, and space.	Always
Gender	No	1	105	105	A	Valid values are M, m, F, or f.	Conditional
Address	No	25	106	130	AN	Valid characters are A–Z, a–z, 0–9, forward slash (/), and space.	Conditional
City	No	15	131	145	A	Valid characters are A–Z, a–z, and space.	Conditional
State	No	2	146	147	A	State abbreviation. Valid characters are A–Z.	Conditional
Zip Code	No	5	148	152	N	Valid characters are 0–9.	Conditional
State Use Question 1	No	1	153	153	A	Valid characters are A–L, a-l.	Always
State Use Question 2	No	1	154	154	A	Valid characters are A–L, a-l.	Always
State Use Question 3	No	1	155	155	A	Valid characters are A–L, a-l.	Always
State Use Question 4	No	1	156	156	A	Valid characters are A–L, a-l.	Always
State Use Question 5	No	1	157	157	A	Valid characters are A–L, a-l.	Always
State Use Question 6	No	1	158	158	A	Valid characters are A–L, a-l.	Always

Field	Required?	Maximum Field Length	Starting Position	Ending Position	Data Type	Data Specifications	Overlay Student Record*
			Fixed-width file format only				*The ACT only*
State Use Question 7	No	1	159	159	A	Valid characters are A–L, a-l.	Always
State Use Question 8	No	1	160	160	A	Valid characters are A–L, a-l.	Always
State Use Question 9	No	1	161	161	A	Valid characters are A–L, a-l.	Always
State Use Question 10	N/A	1	162	162	A	Blank; Reserved for ACT use.	N/A
State Use Question 11	No	1	163	163	A	Valid characters are A–L, a-l.	Always
State Use Question 12	No	1	164	164	A	Valid characters are A–L, a-l.	Always
State Use Question 13	No	1	165	165	A	Valid characters are A–L, a-l.	Always
State Use Question 14	No	1	166	166	A	Valid characters are A–L, a-l.	Always
State Use Question 15	No	1	167	167	A	Valid characters are A–L, a-l.	Always
WorkKeys State Use Question 16	No	1	168	168	A	For WorkKeys only; Valid characters are A–L, a-l.	N/A
WorkKeys State Use Question 17	No	1	169	169	A	For WorkKeys only; Valid characters are A–L, a-l.	N/A
WorkKeys State Use Question 18	No	1	170	170	A	For WorkKeys only; Valid characters are A–L, a-l.	N/A
WorkKeys State Use Question 19	No	1	171	171	A	For WorkKeys only; Valid characters are A–L, a-l.	N/A
WorkKeys State Use Question 20	No	1	172	172	A	For WorkKeys only; Valid characters are A–L, a-l.	N/A
Reporting High School Code	No	6	173	178	N	Used only for online testing. Valid characters are 0–9. *Note: Reporting High School code is required only if it is different from the Testing High School code.*	N/A
Student Test Code Key (UUID)	N/A	36	179	214	AN	Blank. Reserved for ACT use.	N/A
Contract-ID-Enterprise	N/A	20	215	234	AN	Blank. Reserved for ACT use.	N/A
Contract Code	N/A	5	235	239	N	Blank. Reserved for ACT use.	N/A
Non-College Reportable	N/A	1	240	240	N	Blank. Reserved for ACT use.	N/A

Additional Information for Overlay Student Record*

Important! The Overlay Student Record column is used to control how student demographic data is processed for the ACT test only:

- **Conditional** indicates that if data is provided for this field in the data upload file, it is used **only if** the response from the student is blank.
- **Always** indicates that if data is provided for this field in the data upload file, it is used even if the student provides a different response. **These fields must be left blank if you do not wish to override student responses.**

Import the SDU File

An SDU file can be imported into PearsonAccess^next to add new or update existing student records for the ACT or WorkKeys.

Note: If students are taking both the ACT and WorkKeys, create one file to import into the ACT administration and one file to import into the WorkKeys administration.

1. Go to PearsonAccess^next at testadmin.act.org.
2. Select the **Sign In** button.
3. Enter your username and password, then select the **Login** button.
4. At the top right of the screen, select the **ACT** or **WorkKeys** administration.
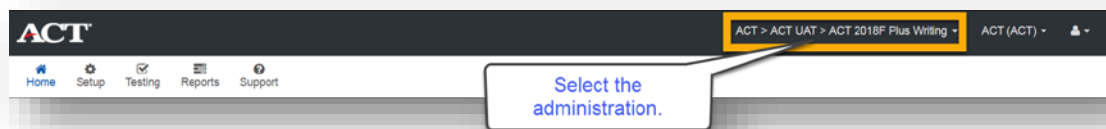
5. Select the **Setup** icon, then select the **Import/Export Data** option.
6. Select the dropdown on the **Start** button, then select **Import/Export Data**.
7. In the **Type** field, select **Student Registration Import**.
8. Select the **Browse** or **Choose File** button (depending on your browser) and navigate to the SDU file that you saved in comma-delimited format.
9. Select the file, then the **Open** button.
   Important! Ensure that the **Don't modify student tests** option is **not** selected. **When this box is checked, no student data is imported.**

10. Optionally, enter additional email addresses in the **Additional e-mails** field, separated by semicolons (;).
    When the system finishes processing the file, the status of the import is emailed to you and any additional email addresses you provided.
11. Select the **Process** button to start the import process. The View File Details screen appears.
    Note: Depending on system load and the number of student records being processed, the import can take a while to complete.

12. Watch for information that the system has finished processing the file by doing the following:
    o Monitoring your email for a message from PearsonAccess[next] regarding the status of the import.
       or
    o Using the **Refresh** icon to the right of **Details** to refresh the page until the appropriate message appears.

       A status message indicates whether all records were imported successfully:
       - **Complete**. All records were imported and saved successfully.
       - **Complete with Issues**. Some records were not able to be imported and saved. For information on resolving import issues, see *"Resolve Import Issues."*
    Note: *Each time a file is imported and issues are encountered, the system will extract the records that failed to load and provide additional information to help resolve the issues.*
13. Continue resolving issues and importing the file until all student records are loaded.
Important! After successfully completing the file import for one administration, repeat the steps to complete the file import for the other administration (the ACT or WorkKeys), if applicable.

Using an Updated SDU File

If you import an SDU file that contains updated student information, consider the following:

- Student records associated with a TAA PIN will not be affected.
- If no student code is provided, the system will match student records using these criteria:
  organization code, first name, first five characters of last name, and date of birth
    o If a record matches using these criteria, the existing student record is updated.
    o If no records match using these criteria, a new student record is created.

View File Details for Finished Imports

PearsonAccess[next] enables you to view the details of student data imports that it has finished processing. This section describes how to locate information on a previous data import so that you can resolve any issues (i.e., when the details of the SDU import are no longer displayed on the View File Details page).

Note: *If you just finished running an SDU import that is displayed on the View File Details page, see the "Resolve Import Issues" section of this document.*

1. Sign in to PearsonAccess[next] at testadmin.act.org.
2. At the top right of the screen, select the **ACT** or **WorkKeys** administration.
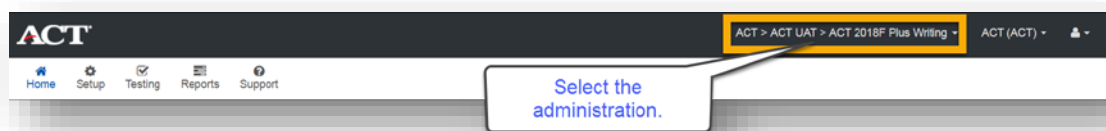
3. Select the **Setup** icon, then select the **Import/Export Data** option.
4. Optionally, select Status (e.g., Complete or Complete with issues) and Type (e.g., Student Registration Import) filters to limit the list of results.
5. Click the box associated with the SDU file import you want to view.
6. Select the dropdown on the **Start** button, then select **View File Details**. The View File Details screen appears with details about the import.

Resolve Import Issues

If you receive the message, "Complete with Issues," some of the records failed to be imported and saved. The system has extracted the records that failed to load and provided additional information to help you resolve the issues.

Note: If you need assistance locating information on a finished student data import, see "View File Details for Finished Imports."

1. On the View File Details screen in PearsonAccess^next under **Steps** and **Errors**, there are two download options available:

   - **Download Records in Error**–Downloads a file in comma-delimited format containing all the records that could not be imported due to errors. You can correct the errors and then import the data using this file.
   - **Download Error Messages**–Downloads a text file containing the record number and additional information for resolving each error.

   Note: It is recommend that you download both files.

2. Using the record number and error description in the error file, modify the data in the comma-delimited file to correct the errors. For additional information on the error messages, refer to "Import Error Messages."

3. Once all errors are corrected in the file, save it as an Excel spreadsheet (.xls or .xlsx). Then save it as a comma-delimited (.csv) file for importing into PearsonAccess^next.

   Note: To ensure that the data is formatted properly for import, maintain the student data in the Excel file and save it in comma-delimited format only for importing.

4. Repeat the steps in "Import the SDU File" to upload this corrected file.

Important! If you continue to have problems after following the recommended steps, please contact ACT Customer Care:

- Phone: 800.553.6244, ext. 2800
- Email: statetesting@act.org

Import Error Messages

This table contains information on resolving common errors that can occur when importing student data. Use it in conjunction with the downloaded **Error Messages** file to correct errors in the records that failed to load.

Error Message	Resolution
An organization is required for a Student Test.	Enter an organization code as appropriate. Valid characters are 0–9. *Note: Use the ACT high school code where the student will take the test.*
No matching organization could be found with code: 123456.	Change organization code in SDU to match organization code in PearsonAccess^next. Organization code can be found beside the school name in the black bar at the top right, e.g. Bravo School (654321).
Last Name is required.	Enter student's last or first name as appropriate. Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.
First Name is required.	
Last Name is longer than the maximum of 16.	Reduce to maximum number of characters permitted. Enter as much of the name as will fit in the space provided.
First Name is longer than the maximum of 12.	
Middle Initial is longer than the maximum of 1.	
Last Name contains invalid characters.	Remove invalid characters from field. Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.
Middle Initial contains invalid characters.	
First Name contains invalid characters.	
Actual Grade of Student is required.	Enter student's actual grade level. Valid values are 10, 11, or 12.
Actual Grade of Student has an invalid option with value: 09 (for example).	Value must be 10, 11, or 12.
Actual Grade of Student is longer than the maximum 2 characters.	

Error Message	Resolution
Date of Birth is required.	Enter student's date of birth. Must be provided in mm/dd/yyyy format; date must be valid.
Date of Birth has an invalid value '1-22-2000' for a date field.	
Date of Birth has an invalid value '01-23-2000' for a date field.	
Date of Birth has an invalid value '11152001' for a date field.	
The student birthdate (mm/dd/yyyy) cannot be greater than or equal to the current date.	
State Student ID is required.	Enter student's State Student ID. Valid characters are A–Z, a–z, 0–9, and space. *Note: If the student does not have a State Student ID, then another type of ID may be used.*
State Student ID is longer than the maximum of 20.	Reduce to maximum number of characters permitted. Enter as much of the ID as will fit in the space provided.
Local Student ID is longer than the maximum of 20.	
State Student ID contains invalid characters.	Remove invalid characters from field. Valid characters are A–Z, a–z, 0–9, and space.
Local Student ID contains invalid characters.	
Test Code is required.	Enter test code. Valid values are MC or mc = the ACT, MW or mw = the ACT with writing, and WK or wk = WorkKeys.
'MC' is not a valid test.	For the WorkKeys administration, valid Test Code values are WK or wk.
'mc' is not a valid test.	
'MW' is not a valid test.	
'mw' is not a valid test.	
'W' is not a valid test.	
'w' is not a valid test.	
'WK' is not a valid test.	For the ACT administration, valid Test Code values are MC or mc = the ACT, MW or mw = the ACT with writing.
'wk' is not a valid test.	
Delivery Format is required.	Enter delivery format code. Valid values are P or p = paper and O or o = online.
The test 'WorkKeys' is not allowed in the online format.	For the WorkKeys administration, valid Delivery Format value is P or p.
Gender has an invalid option with value: MM.	Remove invalid characters from field. Valid values are M, F, m, f.
Gender is longer than the maximum 1 character.	
Address is longer than the maximum of 25.	Reduce to maximum number of characters permitted. Enter as much of the address as will fit in the spaces provided. Abbreviate where possible.
Address contains invalid characters.	Remove invalid characters from field. Valid characters are A–Z, a–z, 0–9, forward slash (/), and space.
City is longer than the maximum of 15.	Reduce to maximum number of characters permitted. Enter as much of the city as will fit in the spaces provided.
City contains invalid characters.	Remove invalid characters from field. Valid characters are A–Z, a–z, and space.
State is longer than the maximum of 2.	Enter two-letter state postal abbreviation.
State contains invalid characters; must be alpha.	
Zip Code is longer than the maximum of 5.	Enter only five-digit ZIP code.
Zip Code contains invalid characters. The field must be numeric.	Remove invalid characters from field. Valid characters are 0–9.
State Use Question [1–9, 11–15] has an invalid option with value: AA.	Enter single character. Valid characters are A–L, a-l.

Error Message	Resolution
State Use Question 10 has an invalid option with value: AA.	Leave blank; reserved for ACT use.
State Use Question 10 has an invalid option with value: a.	
Reporting High School Code is longer than the maximum of 6.	Enter organization code as appropriate. Valid characters are 0–9. *Note: Use the ACT high school code where the student is enrolled. This field is not required for paper testing; complete Block K ("ACT High School Code") on the answer document if the reporting high school is different than the testing high school.*
Reporting High School Code does not meet the minimum length of 6.	
Reporting High School Code contains invalid characters.	Remove invalid characters from field. Valid characters are 0–9.
Incorrect number of tokens found on line 2, expected: 41 actual: 39.	For CSV format, the number of fields must be 41. Comply with all data specifications, including the number and order of fields. Comply with all data specifications, including the length and order of fields. For fixed-width format, each record must be exactly 240 characters.

Providing Demographic Overlay Data (for the ACT only)

Use the demographic overlay to add data to the student record, such as grade level or state student ID, that will be included in score reports for the ACT. The demographic overlay enables you to resolve issues with student-entered data (e.g., inaccurate or incomplete information) for reporting purposes.

There are three ways to provide demographic data for the ACT.

- Include demographic data in the SDU file used to initially create student records in PearsonAccess^next. With this method, only one file is loaded.
- Import the SDU file without the demographic data and import an updated SDU file that contains demographic data later.
- Modify an individual student record in PearsonAccess^next. This method is useful when a limited number of student records require updates.

If you wish to provide demographic information in an updated file after the initial SDU upload, this is the process.

Stage	Description
1	Export the Student Registration Export file from PearsonAccess^next. This step enables you to accurately capture student codes, so that no duplicate records are inadvertently created in the system.
2	Modify the exported SDU file to include new or changed information for each student. *Note: If you add new students to this file, leave the student code blank.*
3	Import the updated SDU file into PearsonAccess^next.

Important! "Exporting and Updating the SDU File" provides more information on this process.

Exporting and Updating the SDU File

You can export the SDU file to see which students have a record in PearsonAccess^next or to update and add student information (or new students) to the file and then reimport it. Whether testing with the ACT or WorkKeys, after student records have been loaded, updated SDU files can be imported to PearsonAccess^next to:

- update student data for students already loaded into the system
- add new students to the system
- update demographic information used for reporting (for the ACT test only)

Important! To avoid creating duplicates when reimporting student data, always start by exporting data from PearsonAccess^next and making updates to the downloaded data file.

This section describes the steps for exporting student data from PearsonAccess^next and updating it to add new student records or update existing ones.

Export a Data File for the ACT or WorkKeys

You can export the student data from PearsonAccess^next to verify the data in the system and use the exported data to accurately update student data.

1. Sign in to PearsonAccess^next at testadmin.act.org.
2. At the top right of the screen, select the **ACT** administration.
3. Select the **Setup** icon, then **Import/Export Data** option.

3. On the Import/Export Data screen, select the dropdown on the **Start** button, then select **Import/Export Data** option. The Import / Export data page appears.
4. In the **Type** field, select **Student Registration Export** option.
5. Delete "assign" and "testing" from Test Status filter field.
6. Select the box associated with **Include tests with Do Not Report**.
7. Select the **Process** button.
8. The View File Details screen appears.
   Note: Depending on system load and the number of student records being processed, the data import can take a while to complete.
9. Watch for information that the system has finished processing the file by doing the following:
   - Monitoring your email for a message from PearsonAccess[next] regarding the status of the export.
     or
   - Using the **Refresh** icon to the right of **Details** to refresh the page until the **Complete** message appears.
10. Select **Download File** and save the file on your computer.

Update the Student Data

1. Open the comma-delimited (.csv) file exported from PearsonAccess[next].
2. Refer to the "File Layout and Data Requirements" section of this document and make any necessary updates.
   Note: For the ACT only, demographic overlay data is indicated as "Always" or "Conditional" in the Overlay Student Record column of the "File Layout and Data Requirements."
3. When you have completed the updates, first save the file in Excel format (.xls or .xlsx) and keep this file as your source file.
4. Save the file as a comma-delimited (.csv) file for importing to PearsonAccess[next].

Complete the steps in "Import the SDU File" to import the updated file.