


Data File Descriptions



Data files and fields vary by program.

This page provides high-level descriptions of data files that you can import and export. When you import a file:

- You override existing data or create new records.
- You can use **Additional emails** option to notify other users of the import.

| File Name | File contains... | File Type | Options for Import Files | Options for Export Files |
|--|---|------------|---|---|
| Enrollment Transfer Import /Export | Enrollment transfer lists that include student details and names of the organizations to which a student is being transferred to and from. Click  to view a sample enrollment transfer file layout. Download an Enrollment Transfer File Layout.csv . | Fixed /CSV | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | |
| Organization Import /Export | Organization-specific information. <i>You should not update this information during a test administration.</i> | Fixed /CSV | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | |
| Organization Participation Import /Export | Organization-specific information, including test administration participation and enrollment counts. | Fixed /CSV | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | <p>Enrollment counts refer to the number of students who will take the test. You can view the enrollment counts used for initial orders (based on the student registration) by locking the enrollment count numbers.</p> <p>To export data, you can select from the following options:</p> <ul style="list-style-type: none"> • Lock Enrollment Counts • Unlock Enrollment Counts |
| Personal Needs Profile (PNP) Import /Export | Accommodations for both paper and online testing. However, only the online testing attributes are passed to TestNav. Some accommodations determine the forms assigned to the student. | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | <p>Based on the selected test criteria, you can select how you want to export data. You export by students with test assignments or by students currently testing. Additionally, you can select tests that should not be scored.</p> <p>To export data, you can select from the following options:</p> <ul style="list-style-type: none"> • Test Status Filters: Assign, Testing • Include tests with Do Not Score / Void Test Score Code |
| PreID Import /Export | PreID barcodes for students. | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | To export data, select Export Begin Date . |
| Registration Reporting Groups Import /Export | Student registration details for reporting groups. | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | |
| Student Test Reporting Groups Import /Export | Student test reporting groups information. | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | <p>To export data, you can select from the following options:</p> <ul style="list-style-type: none"> • Include Attempts • Include Test Assignments • Include Tests in Progress |

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|--------------------------------------|---|------------------------------|--|---|
| Student Import /Export | <p>Student information. <i>You should not update this information during a test administration.</i></p> <p>If your program uses permanent and temporary student categories:</p> <ul style="list-style-type: none"> • Use this import to create <i>permanent</i> student records. • Users do not commonly use student exports because the export file does not differentiate permanent and temporary students. | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | |
| Student Delete Import | <p>A list of student records that you must delete from the system.</p> <p><i>You cannot delete a student record if the student test has an <i>In Progress</i> or <i>Completed</i> status.</i></p> | Fixed /CSV | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | |
| Student Registration Delete | <p>Student registration and test data. It may also include student primary demographic data, if student data does not have to be managed separately from the registration and student test data.</p> <p>The system cannot delete data from existing completed student tests.</p> | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails • Delete all data: All data for listed students will be deleted, including all student tests. | |
| Student Registration Import /Export | <p>Student registration and test data. It may also include student primary demographic data, if student data is not managed separately from the registration and student test data.</p> | Fixed /CSV (only for export) | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails • Don't auto-create Test Session for online testing: Select this option to avoid auto-creation of a test session with this file import. • Don't modify student tests: When this option is selected, student tests will not be updated from the file import. Only student and student registration data is updated. | <p>You can export data based on students with test assignments or by students who are currently testing.</p> <p>Test Status Filters: Assign, Testing, Attempts</p> |
| Student Test Update Import /Export | <p>Mass post-test updates for completed student tests.</p> | Fixed /CSV | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | <p>You can export data based on student test participation criteria, such as:</p> <ul style="list-style-type: none"> • Number of test attempts • Whether a test is assigned to a student • Whether the test is in progress <p>To export data, you can select from the following options:</p> <ul style="list-style-type: none"> • Include Attempts • Include Test Assignments • Include Test In Progress |
| User Import /Export | <p>User information, authorized organizations, role assignments, and account active dates.</p> | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | <p>To include deleted users in a user file export, select Include Deleted Users.</p> |
| User Reporting Groups Import /Export | <p>Information of reporting group users.</p> | | <ul style="list-style-type: none"> • Ignore Error Threshold • Additional emails | |

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