

CAASPP Import Test Setup and Assessment Layout (California)

Last Modified on 03/11/2024 8:45 am CDT

[CAASPP Import Type](#) | [ELPAC Import Types](#) | [Assessment Layouts and Format Updates](#)

Tool Search: CAASPP Import

The CAASPP (California Assessment of Student Performance and Progress) consists of seven different layouts that are aimed to assist teachers, administrators, students and parents for success through quality teaching and learning using a variety of approaches and item types.

Infinite Campus is not responsible for the assessment layouts. Please refer to the [CAASPP](#) or [ELPAC](#) sites for specific layout information.

CAASPP Import ☆

[Student Information](#) > [Assessment Administration](#) > CAASPP Import

CAASPP Import Wizard

The CAASPP Import automates the creation of assessments to import test scores and store test data for all required layouts of the California Assessment of Student Performance and Progress.

CAASPP Import Options

Import Type

CAASPP 2023-2024

Work to Perform

Test

ELPAC 2019 Summative	Do not import these assessments
ELPAC 2020 Summative	Do not import these assessments
ELPAC 2021 Summative	Do not import these assessments
ELPAC 2022 Summative	Do not import these assessments
ELPAC 2023 Summative	Do not import these assessments
Initial ELPAC - Overall 2018-2019	Do not import these assessments
Initial ELPAC - Overall 2019-2020	Do not import these assessments
Initial ELPAC - Overall 2020-2021	Do not import these assessments
Initial ELPAC - Overall 21/22 - 22/23	Do not import these assessments
Initial ELPAC - Overall 2023 - 2024	Do not import these assessments
Import initial ELPAC with ELA status	<input checked="" type="checkbox"/>
Smarter Balanced for ELA 2017-2020	Do not import these assessments
Smarter Balanced for ELA 2021-2024	Do not import these assessments
Smarter Balanced for Math 2017-2020	Do not import these assessments
Smarter Balanced for Math 2021-2024	Do not import these assessments
California Alternate Assessment for ELA	Do not import these assessments
California Alternate Assessment for Mathematics	Do not import these assessments
California Alternate Assessment for Science 2018-2023	Do not import these assessments
California Alternate Assessment for Science 2023-2024	Do not import these assessments
California Science Test 2017-2018	Do not import these assessments
California Science Test 2018-2024	Do not import these assessments
California Spanish Assessment 2018-2019	Do not import these assessments
California Spanish Assessment 2021-2024	Do not import these assessments
Standards-based Tests in Spanish for Reading/Language Arts	Do not import these assessments

Find and Upload Source File

Browse...

No file selected.

Run Import

CAASPP Import Tool

Read - Import files and run the import.

Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

The CAASPP Import has logic to create Test Detail structure records when you do not already have the test available in [Assessment Center](#). It creates the basic fields required for import - Name, Code, Assessment Type, Test Type, Score Fields and Result Status. **When you would like more information for the Test Detail structure record, you can either modify the data after using the import or create your own record prior to using the CAASPP Import.**

See the [CAASPP Import](#) article for information on using the Import tool.

CAASPP Import Type

The following information details what fields are created when using the Import to create a Test Setup record for each assessment included in the CAASPP Import.

- [Smarter Balanced for ELA Test Setup](#)
- [Smarter Balanced for Math Test Setup](#)
- [California Alternate Assessments for ELA](#)
- [California Alternate Assessments for Math](#)
- [California Alternate Assessments for Science](#)
- [California Science Test](#)
- [California Spanish Assessment](#)
- [Standards-Based Tests in Spanish for Reading and Language Arts](#)

Smarter Balanced for ELA Test Setup

When importing assessments to a newly created [Assessment Center](#) record, the following items are marked on the Test Detail:

New Parent Test: Smarter Balanced for ELA

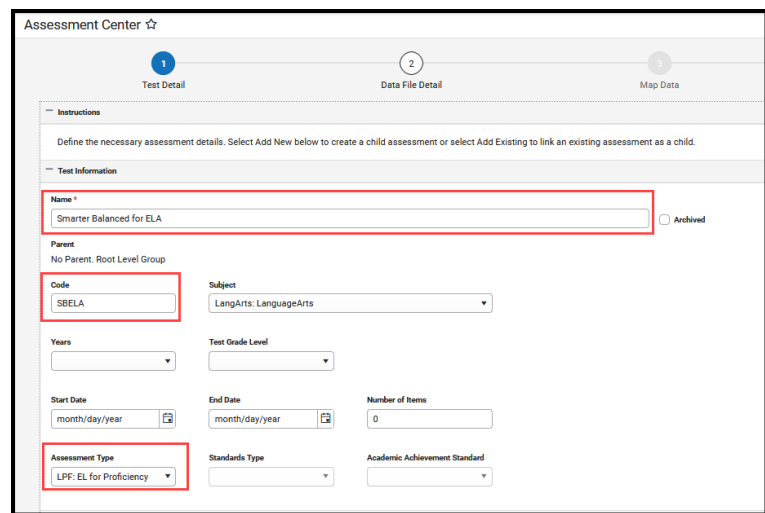
Assessment Data	Image
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Assessment Data

Test Information

- Name: Smarter Balanced for ELA
- Code: SBELA
- Assessment Type: LPF: EL for Proficiency

Image



Assessment Center ☆

1 Test Detail 2 Data File Detail 3 Map Data

Instructions

Define the necessary assessment details. Select Add New below to create a child assessment or select Add Existing to link an existing assessment as a child.

Test Information

Name * Smarter Balanced for ELA ☐ Archived

Parent

No Parent, Root Level Group

Code SBELA Subject LangArts: LanguageArts

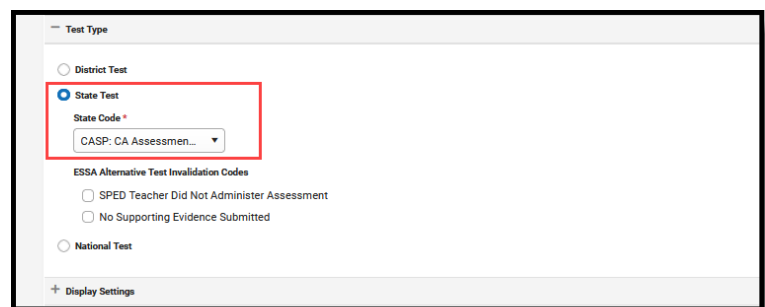
Years Test Grade Level

Start Date month/day/year End Date month/day/year Number of Items 0

Assessment Type LPF: EL for Proficiency Standards Type Academic Achievement Standard

Test Type

- State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)



Test Type

☐ District Test

☒ State Test

State Code * CASP: CA Assessment...

ESSA Alternative Test Invalidation Codes

☐ SPED Teacher Did Not Administer Assessment

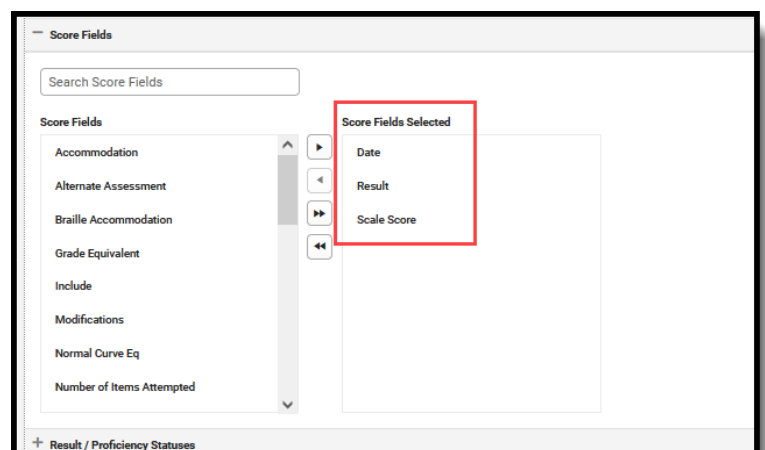
☐ No Supporting Evidence Submitted

☐ National Test

+ Display Settings

Score Fields

- Date
- Result
- Scale Score



Score Fields

Search Score Fields

Score Fields

Accommodation

Alternate Assessment

Braille Accommodation

Grade Equivalent

Include

Modifications

Normal Curve Eq

Number of Items Attempted

Score Fields Selected

Date

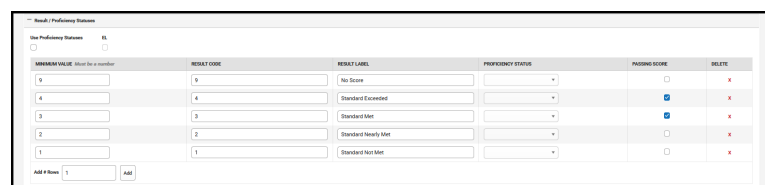
Result

Scale Score

+ Result / Proficiency Statuses

Result Statuses

- 9: No Score
- 4: Standard Exceeded
- 3: Standards Met
- 2: Standard Nearly Met
- 1: Standard Not Met



Result / Proficiency Statuses

REMARK VALUE, Remark for a number

REMARK VALUE	REMARK CODE	REMARK LABEL	PROFICIENCY STATUS	PENDING SCORE	DELETE
9	9	No Score		<input type="checkbox"/>	<input type="checkbox"/>
4	4	Standard Exceeded		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	3	Standard Met		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	2	Standard Nearly Met		<input type="checkbox"/>	<input type="checkbox"/>
1	1	Standard Not Met		<input type="checkbox"/>	<input type="checkbox"/>

Add a New:

New Child Test: Smarter Balanced for ELA

This layout applies to each of the Smarter Balanced for ELA child tests (Reading, Writing, Listening, Research/Inquiry)

The child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

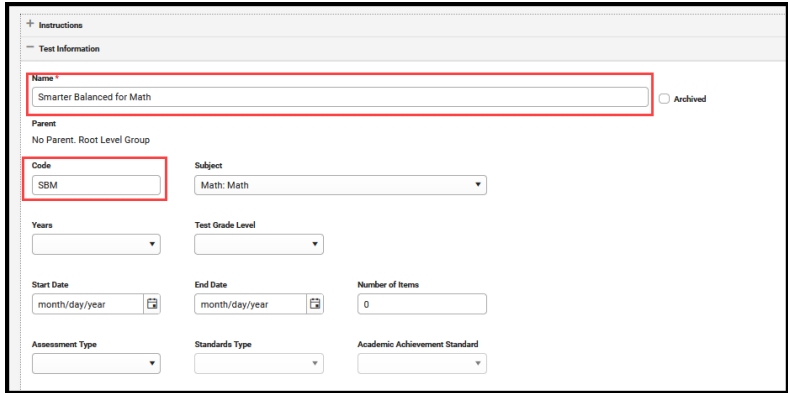
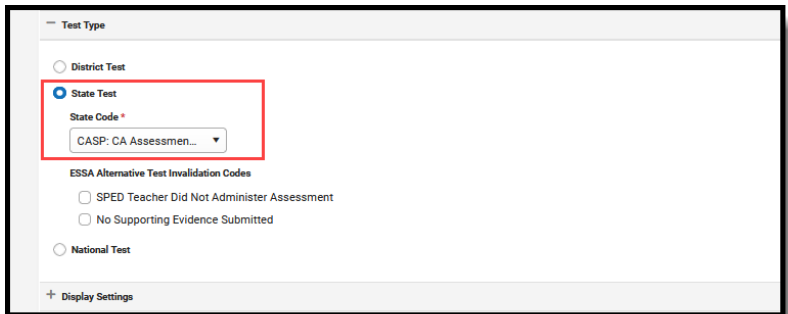
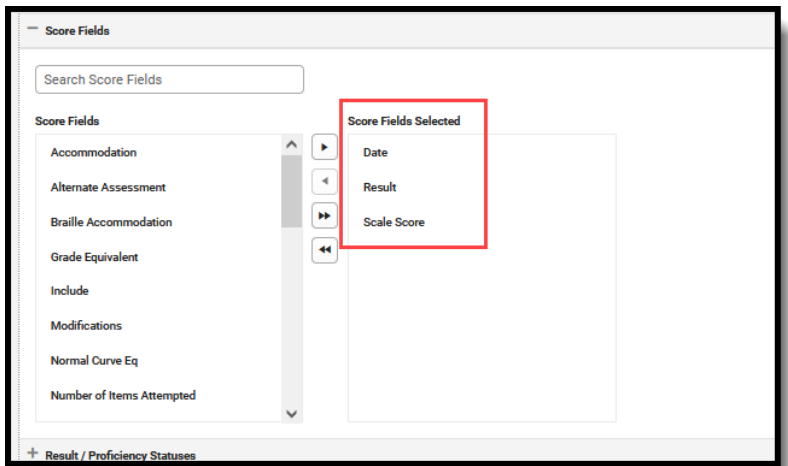
Each child test has the same Parent Test of **Smarter Balanced for ELA** and the same State Test Type of **CASP: CA Assessment of Student Performance and Progress**.

Smarter Balanced Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
Claim 1 - Reading	SBELAC1	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 2 - Writing	SBELAC2	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 3 - Listening	SBELAC3	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 4 - Research/Inquiry	SBELAC4	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard

Smarter Balanced for Math Test Setup

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Smarter Balanced for Math

Assessment Data	Image
<p>Test Information</p> <ul style="list-style-type: none"> Name: Smarter Balanced for ELA Code: SBM 	
<p>Test Type</p> <ul style="list-style-type: none"> State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP) 	
<p>Score Fields</p> <ul style="list-style-type: none"> Date Result Scale Score 	

Assessment Data	Image
<p>Result Statuses</p> <ul style="list-style-type: none"> 9: No Score 4: Standard Exceeded 3: Standards Met 2: Standard Nearly Met 1: Standard Not Met 	

New Child Test: Smarter Balanced for Math

This layout applies to each of the Smarter Balanced for Math child tests (Concepts and Procedures, Problem Solving and Modeling Data, Communicating Reasoning)

The child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **Smarter Balanced for Math** and the same State Test Type of **CASP: CA Assessment of Student Performance and Progress**.

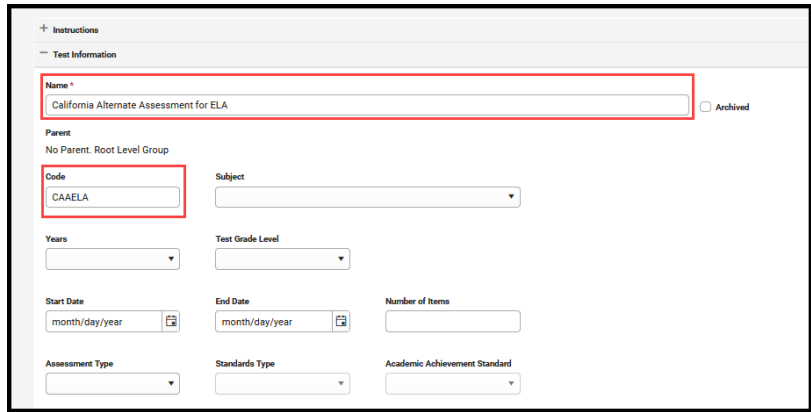

Smarter Balanced Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
Claim 1 - Concepts and Procedures	SBMC1	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 2 - Problem Solving and Modeling Data	SBMC2	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 3 - Communicating Reasoning	SBMC3	Result	9	9	No Score (claim not attempted)

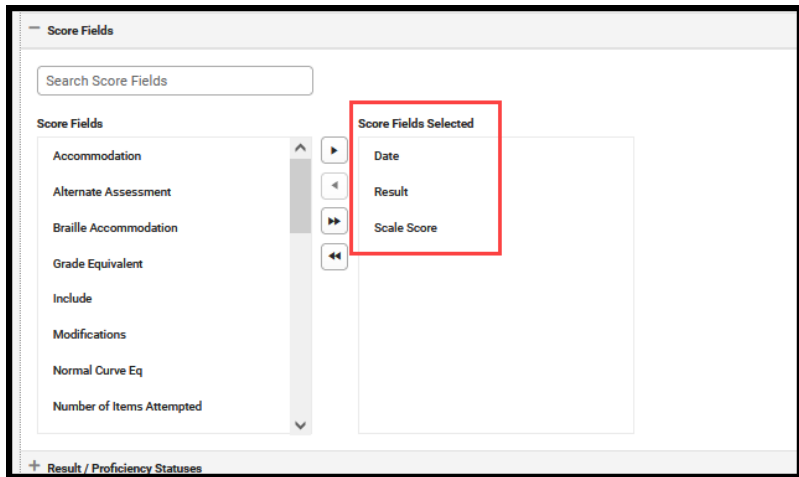
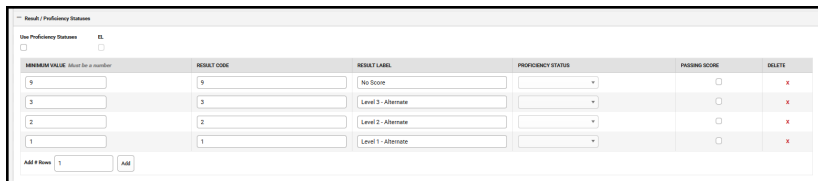
Smarter Balanced Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard

California Alternate Assessments for ELA

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Alternate Assessment for ELA

Assessment Data	Image
<p>Test Information:</p> <ul style="list-style-type: none"> Name: California Alternate Assessment for ELA Code: CAAELA 	
<p>Test Type:</p> <ul style="list-style-type: none"> State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP) 	

Assessment Data	Image
<p>Score Fields</p> <ul style="list-style-type: none"> Date Result Scale Score 	
<p>Result Statuses</p> <ul style="list-style-type: none"> 9: No Score 3: Level 3 - Alternate 2: Level 2 - Alternate 1: Level 1 - Alternate 	

California Alternate Assessments for Math

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Alternate Assessment for Math

Assessment Data	Image
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Assessment Data

Test Information

- Name: California Alternate Assessment for Math
- Code: CAAM

Image

Instructions

Test Information

Name *

California Alternate Assessment for Mathematics ☐ Archived

Parent

No Parent. Root Level Group

Code

CAAM

Subject

Years

Test Grade Level

Start Date

month/day/year

End Date

month/day/year

Number of Items

Assessment Type

Standards Type

Academic Achievement Standard

Test Type

- State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)

Test Type

☐ District Test

☒ State Test

State Code *

CASP: CA Assessment...

ESSA Alternative Test Invalidation Codes

☐ SPED Teacher Did Not Administer Assessment

☐ No Supporting Evidence Submitted

☐ National Test

Display Settings

Score Fields

- Date
- Result
- Scale Score

Score Fields

Search Score Fields

Score Fields

Accommodation

Alternate Assessment

Braille Accommodation

Grade Equivalent

Include

Modifications

Normal Curve Eq

Number of Items Attempted

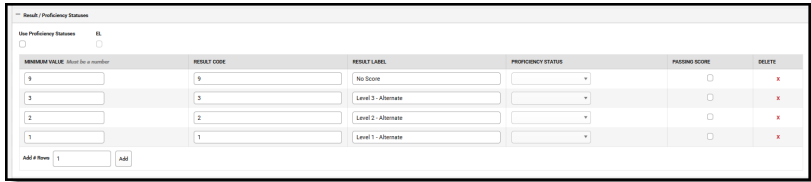
Score Fields Selected

Date

Result

Scale Score

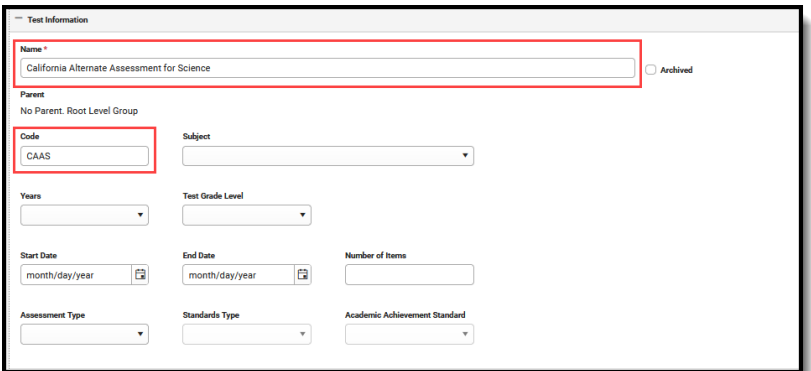
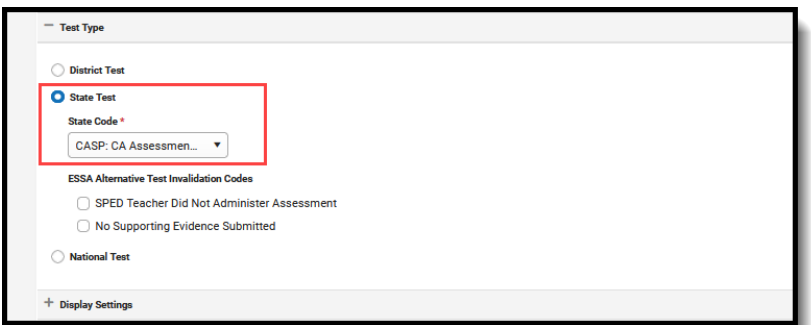
Result / Proficiency Statuses

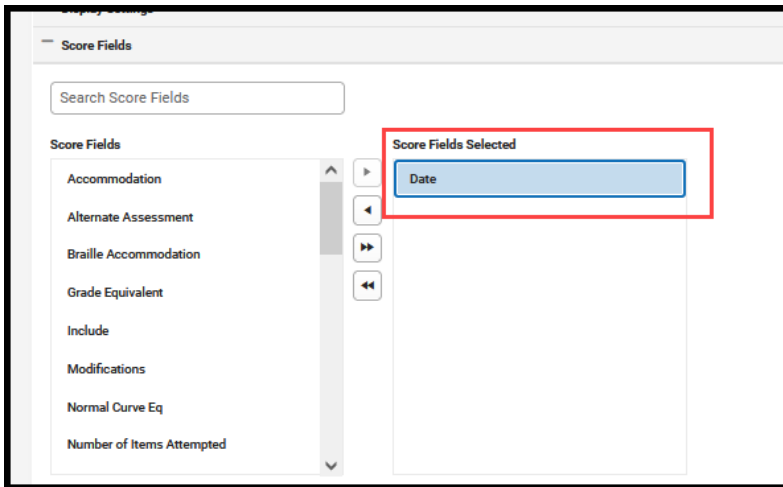
Assessment Data	Image
<p>Result Statuses</p> <ul style="list-style-type: none"> 9: No Score 3: Level 3 - Alternate 2: Level 2 - Alternate 1: Level 1 - Alternate 	

California Alternate Assessments for Science

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Alternate Assessment for Science

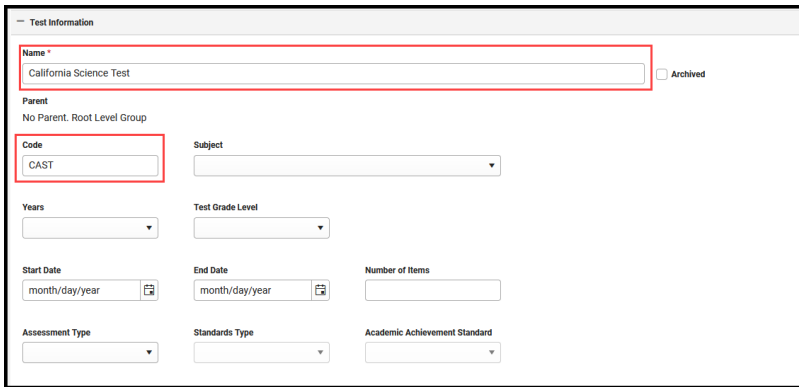
Assessment Data	Image
<p>Test Information</p> <ul style="list-style-type: none"> Name: California Alternate Assessment for Science Code: CAAS 	
<p>Test Type</p> <ul style="list-style-type: none"> State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP) 	


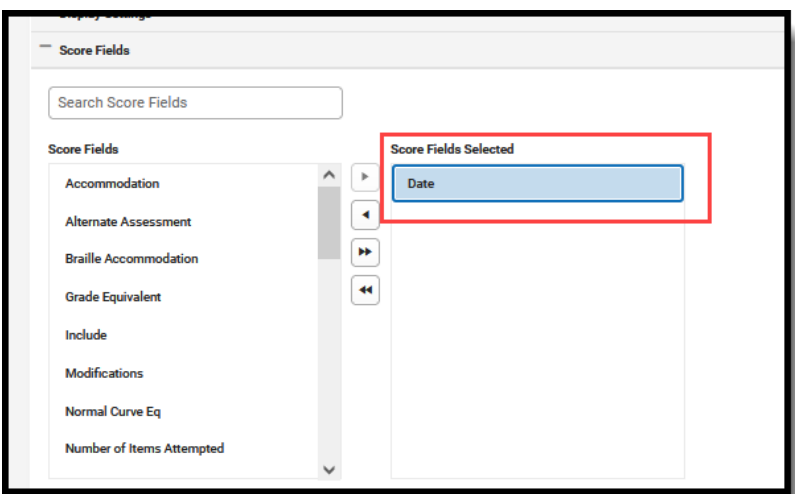
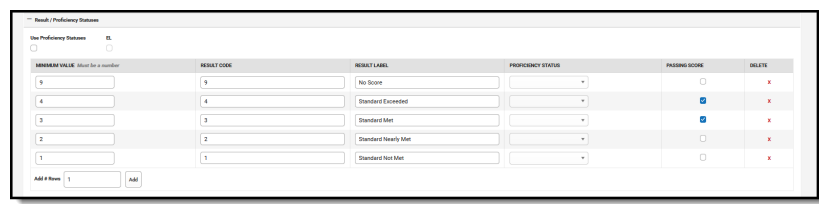
Assessment Data	Image
Score Fields <ul style="list-style-type: none"> Date 	

California Science Test

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Science Test

Assessment Data	Image
Test Information <ul style="list-style-type: none"> Name: California Science Test Code: CAST 	

Assessment Data	Image
<p>Test Type</p> <ul style="list-style-type: none"> State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP) 	
<p>Score Fields</p> <ul style="list-style-type: none"> Date 	
<p>Result Statuses</p> <ul style="list-style-type: none"> 9: No Score 4: Standard Exceeded 3: Standards Met 2: Standard Nearly Met 1: Standard Not Met 	

New Child Test: California Science Test

The California Science Test child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

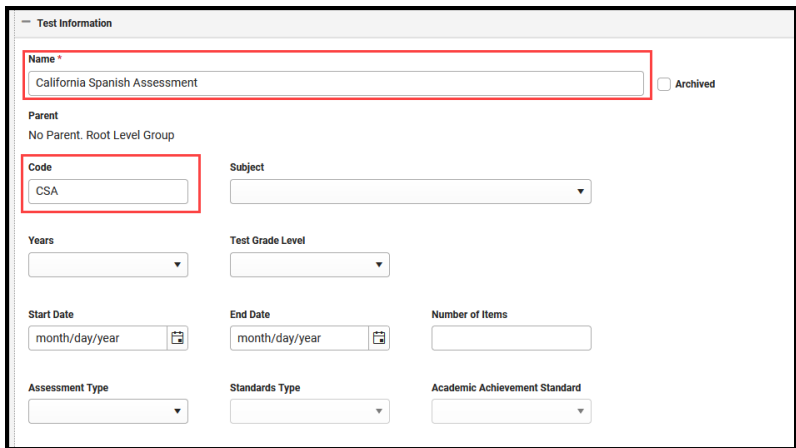
Each child test has the same Parent Test of **California Science Test** and the same State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)

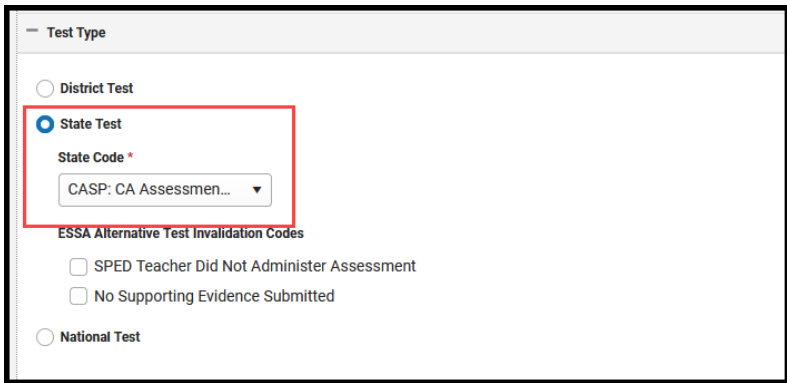
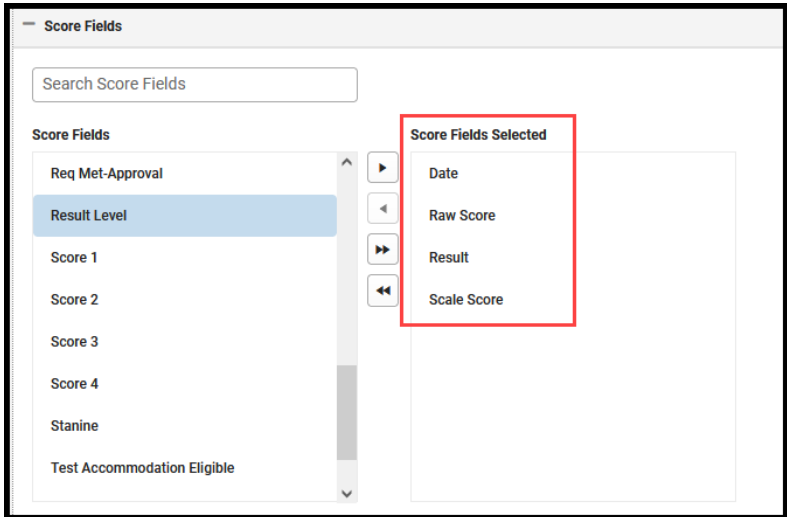
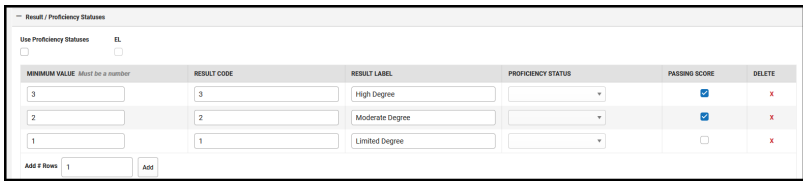
California Science Test Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
Domain 1 - Life Science	CASTD1	Result	3	3	Above Standard (Passing Checked)
Domain 2 - Physical Science	CASTD2		2	2	Near Standard
Domain 3 - Earth and Space Science	CASTD3		1	1	Below Standard

California Spanish Assessment

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Spanish Assessment

Assessment Data	Image
<p>Test Informaiton</p> <ul style="list-style-type: none"> Name: California Spanish Assessment Code: CSA 	

Assessment Data	Image
<p>Test Type:</p> <ul style="list-style-type: none"> State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP) 	
<p>Score Fields:</p> <ul style="list-style-type: none"> Date Raw Score Scale Score Result 	
<p>Result Statuses</p> <ul style="list-style-type: none"> 3 2 1 	

New Child Test: California Spanish Assessment

The California Spanish Assessment child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

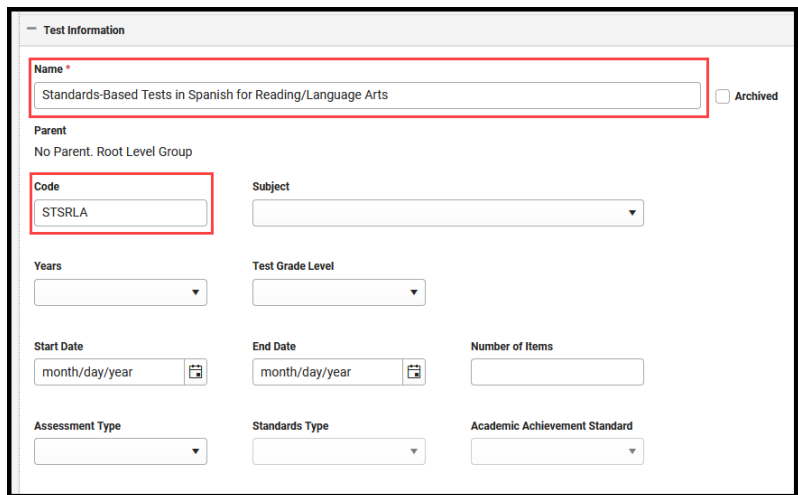
Each child test has the same Parent Test of **California Spanish Assessment** and the same State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)

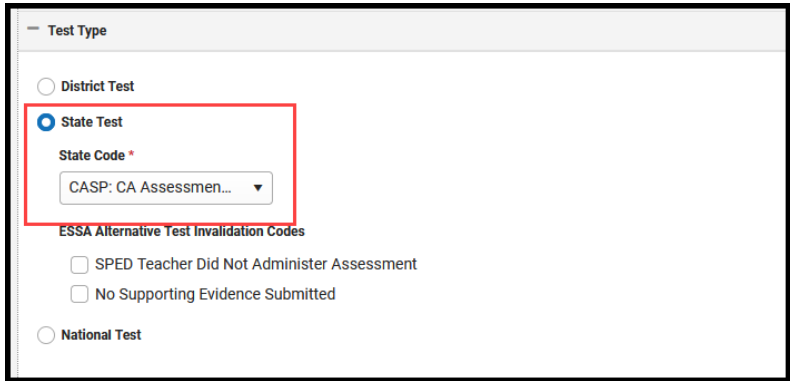
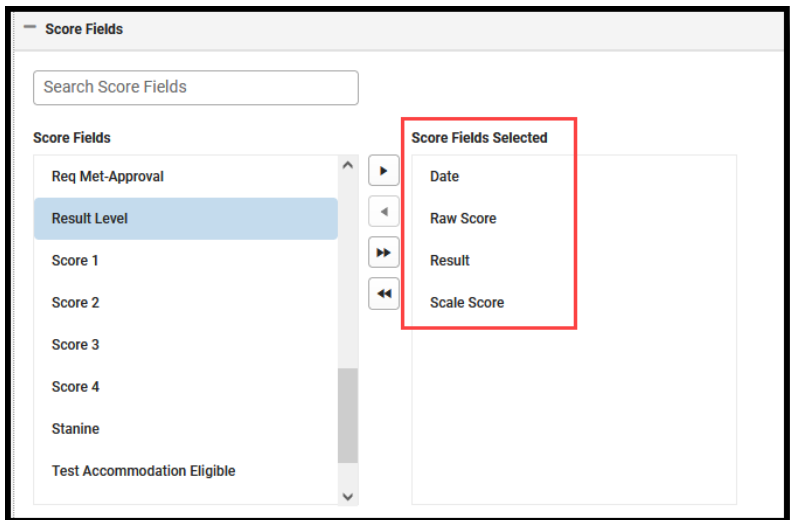
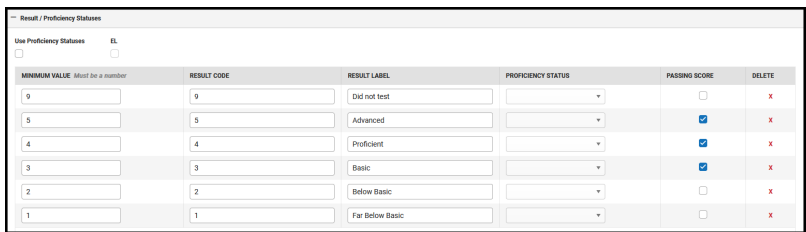
California Spanish Assessment Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
Domain 1 - Listening	CSAD1	Result	2	2	On Track(Passing Checked)
Domain 2 - Writing Mechanics	CSAD2		1	1	Not On Track
Domain 3 - Reading	CSAD3				

Standards-Based Tests in Spanish for Reading and Language Arts

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Standards-Based Tests in Spanish for Reading/Language Arts

Assessment Data	Image
<p>Test Informaiton</p> <ul style="list-style-type: none"> Name: Standards-Based Tests in Spanish for Reading/Language Arts Code: STSRLA 	

Assessment Data	Image
<p>Test Type:</p> <ul style="list-style-type: none"> State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP) 	
<p>Score Fields:</p> <ul style="list-style-type: none"> Date Raw Score Scale Score Result 	
<p>Result Statuses</p> <ul style="list-style-type: none"> 9 5 4 3 2 1 	

ELPAC Import Types

[ELPAC Summative Import Type](#) | [ELPAC Initial Import Type](#)

The ELPAC (English Language Proficiency Assessments for California) is used to assess English proficiency for students whose Primary Home Language is NOT English for students in grades K-12. This assessment replaces the CELDT as of 2018, and is aligned with the 2012 California English

Language Development Standards.

This assessment is two separate tests - (1) initial identification of students as English Learners, referred to as the **ELPAC Initial**; (2) annual summative assessment to measure a student's progress in English and to identify the student's proficiency, referred to as the **ELPAC Summative**.

Both ELPAC and IELPAC includes six "child" layouts - Listening, Oral, Reading, Speaking, Writing and Written.

When the Import file contains an English Learners (EL) record for the student, but there is no such record in Campus, an English Learners (EL) record is created for that student. Existing EL data is NOT overwritten.

When a student does not have an assigned Primary Home Language on their EL record, the import process also adds this value for the student when it exists in the import file.

The following information details the what fields are created when using the Import to create a Test Setup record for each assessment included in the ELPAC Import.

ELPAC Summative Import Type

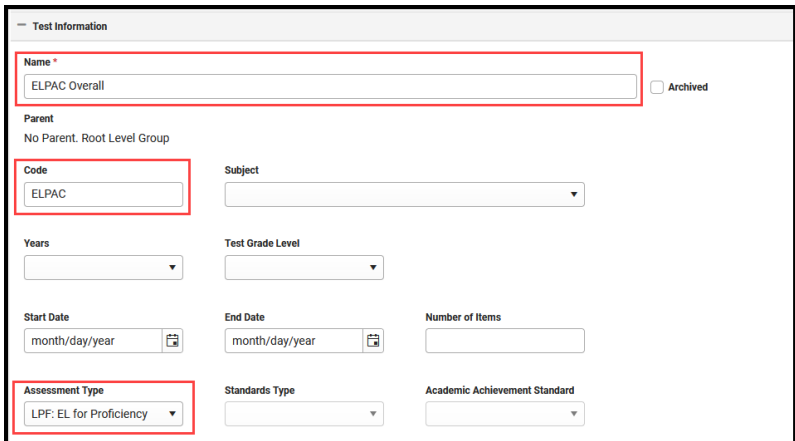
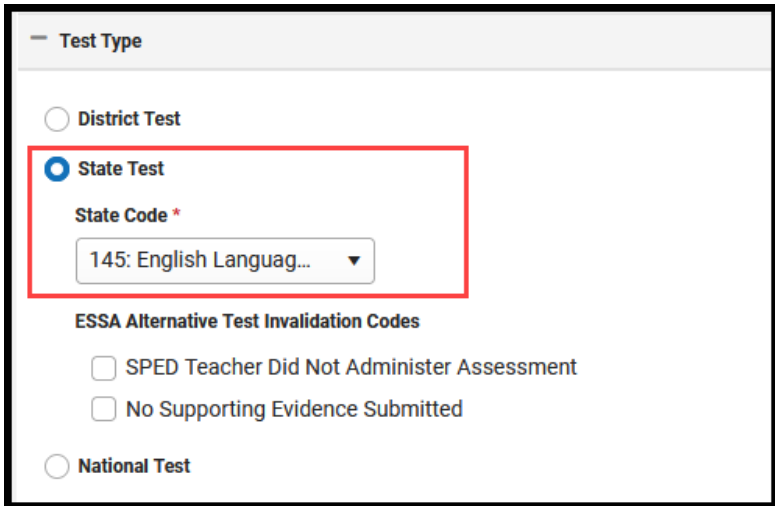
When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

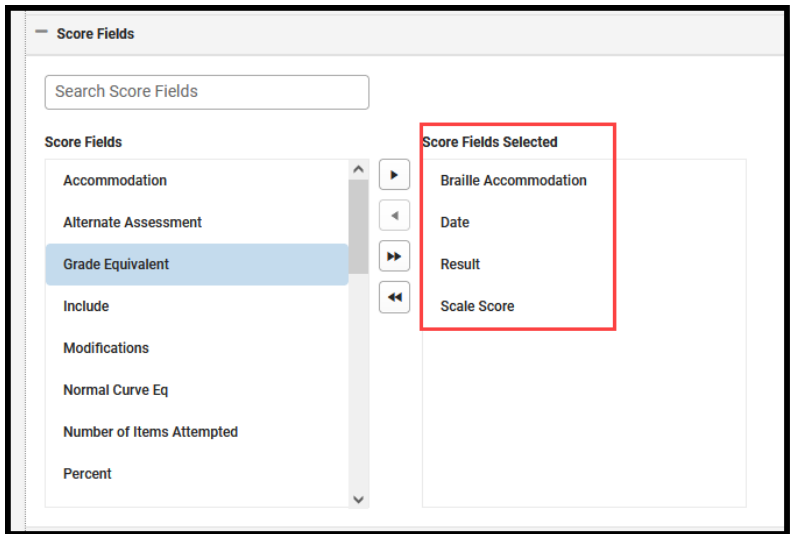
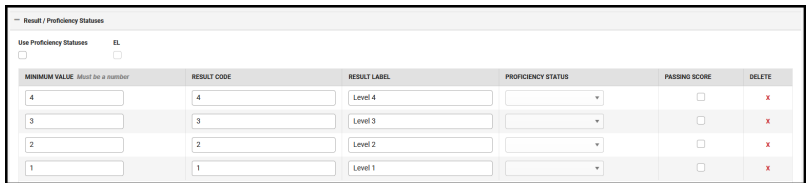
Note that including the year in the test name is a district preference. Tests can be set up as a single parent test to categorize EVERY version of the test. To break the tests out by a specific year, include the year in the title of the parent test. The layouts below do not include the year.

The ELPAC child tests do not include dates in the import file, but dates are an option on the Test Setup editor, when districts choose to add that information manually.

New Parent Test: ELPAC - Overall

Assessment Data	Image
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Assessment Data	Image
<p>Test Informaiton</p> <ul style="list-style-type: none"> Name: ELPAC Overall Code: ELPAC Assessment Type: LPF: EL for Proficiency 	
<p>Test Type:</p> <ul style="list-style-type: none"> State Test: 145 - English Language Proficiency Assessment for California (ELPAC) 	

Assessment Data	Image
<p>Score Fields:</p> <ul style="list-style-type: none"> • Braille Accommodation • Date • Result • Scale Score 	
<p>Result Statuses</p> <ul style="list-style-type: none"> • 4: Level 4 • 3: Level 3 • 2: Level 2 • 1: Level 1 	

New Child Test: ELPAC

This layout applies to each of the ELPAC Overall child tests (Oral, Listening, etc.)

The ELPAC child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **ELPAC Overall** and the same State Test Type of **145: English Language Proficiency Assessments for California**.

- ELPAC Oral and ELPAC Written have the same score fields and result statuses imported.
- ELPAC Listening, ELPAC Speaking, ELPAC Reading, and ELPAC Writing have the same score

fields and result statuses imported.

ELPAC Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
ELPAC - Oral	ELPACOral	Date Scale Score Result	4	4	Level 4
			3	3	Level 3
ELPAC - Written	ELPACWritten		2	2	Level 2
			1	1	Level 1
ELPAC - Listening	ELPACListening	Date Raw Score Result Accommodation Alternate Assessment	3	3	Well Developed
ELPAC - Speaking	ELPACSpeaking		2	2	Somewhat/Moderately
ELPAC - Reading	ELPACReading		1	1	Beginning
ELPAC - Writing	ELPACWriting		0	E	Exempt

ELPAC Initial Import Type

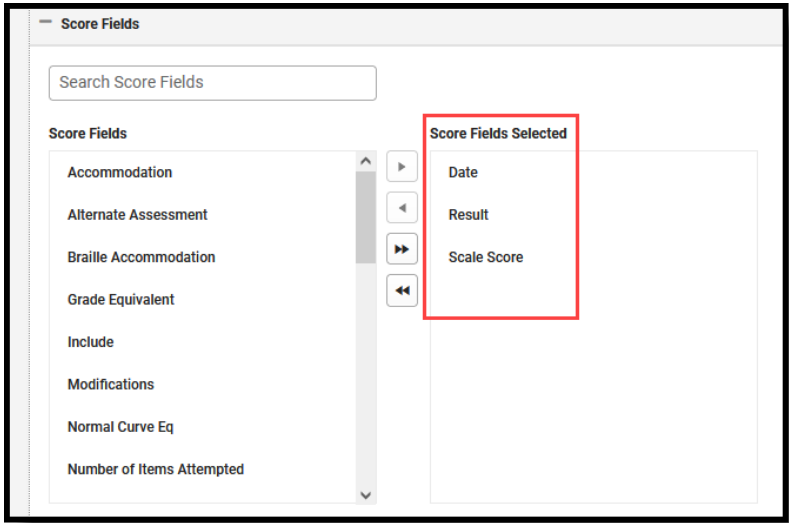
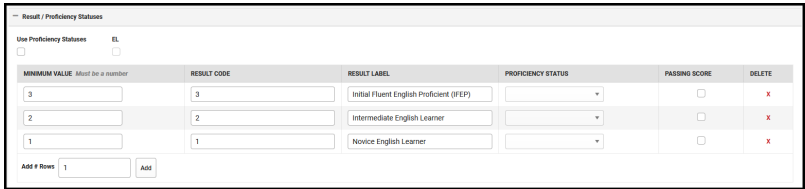
When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Initial ELPAC - Overall

- Name - Initial ELPAC Overall
- Code - IELPAC
- Assessment Type - LID: EL for Identification
- Test Type - State Test: 145 - English Language Proficiency Assessment for California (ELPAC)
- Score Fields: Date, Scale Score, Result
- Result Statuses - Values 1, 2, 3

Assessment Data	Image
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Assessment Data	Image
<p>Test Informaiton</p> <ul style="list-style-type: none"> Name: ELPAC Overall Code: ELPAC Assessment Type: LID: EL for Identification 	<p>Test Information</p> <p>Name * Initial ELPAC - Overall <input type="checkbox"/> Archived</p> <p>Parent No Parent, Root Level Group</p> <p>Code IELPAC</p> <p>Subject ▼</p> <p>Years ▼</p> <p>Test Grade Level ▼</p> <p>Start Date month/day/year <input type="text"/></p> <p>End Date month/day/year <input type="text"/></p> <p>Number of Items <input type="text"/></p> <p>Assessment Type LID: EL for Identification ▼</p> <p>Standards Type ▼</p> <p>Academic Achievement Standard ▼</p>
<p>Test Type:</p> <ul style="list-style-type: none"> State Test: 145 - English Language Proficiency Assessment for California (ELPAC) 	<p>Test Type</p> <p><input type="radio"/> District Test</p> <p><input checked="" type="radio"/> State Test</p> <p>State Code * 145: English Language... ▼</p> <p>ESSA Alternative Test Invalidation Codes</p> <p><input type="checkbox"/> SPED Teacher Did Not Administer Assessment</p> <p><input type="checkbox"/> No Supporting Evidence Submitted</p> <p><input type="radio"/> National Test</p>

Assessment Data	Image
<p>Score Fields:</p> <ul style="list-style-type: none"> • Braille Accommodation • Date • Result • Scale Score 	
<p>Result Statuses</p> <ul style="list-style-type: none"> • 3: Initial Fluent English Proficient (IFEP) • 2: Intermediate English Learner • 1: Novice English Learner 	

New Child Test: Initial ELPAC

This layout applies to each of the ELPAC Overall child tests (Oral, Listening, etc.)

The IELPAC child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **IELPAC Overall** and the same State Test Type of **145: English Language Proficiency Assessments for California**.

IELPAC Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
IELPAC - Oral	IELPACOral	Date	3	3	Well developed
		Result	2	2	Somewhat to moderately developed

IELPAC Child Test Name	Code	Score Fields	Result Statuses		
			Values	Result Code	Label
			1	1	Minimally developed
IELPAC - Writing	IELPACWritten	Date	3	3	Well developed
		Raw Score	2	2	Somewhat to moderately developed
		Alternate Assessment	1	1	Minimally developed
		Testing Irregularities			
IELPAC - Listening	IELPACListening	Date	N/A	N/A	N/A
		Raw Score	N/A	N/A	N/A
		Alternate Assessment	N/A	N/A	N/A
		Testing Irregularities	N/A	N/A	N/A
IELPAC - Speaking	IELPACSpeaking	Date	N/A	N/A	N/A
		Raw Score	N/A	N/A	N/A
		Alternate Assessment	N/A	N/A	N/A
		Testing Irregularities	N/A	N/A	N/A
IELPAC - Reading	IELPACReading	Date	N/A	N/A	N/A
		Raw Score	N/A	N/A	N/A
		Alternate Assessment	N/A	N/A	N/A
		Testing Irregularities	N/A	N/A	N/A

Assessment Layouts and Format Updates

Assessment from ETS are given to districts in a CSV file, usually in a caret-delimited format. It may

look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Assessment Type	^	UIN (Unique Identification Number)	^	Blank 1	^	Blank 2	^	Statewide Student Identifier (SSID)	^	Student ID Number (Local ID)	^	Optional-Local Us	
2	SA^1124876	^	123456789^123456	^	STUDENT^ANDREW^S^2010-11-16	^	Male^01^01	^	50710430000000	^	50710436112338	^	^	^
3	SA^2556214	^	123456789^123456	^	STUDENT^ANDREA^A^2010-12-01	^	Male^01^01	^	50710430000000	^	50710436112338	^	^	^
4	SA^2380066	^	123456789^123456	^	STUDENT^BARTHOLOMEW^2011-07-11	^	Male^01^01	^	50710430000000	^	50710436112338	^	^	^
5	SA^2976606	^	123456789^123456	^	STUDENT^BRIANA^2011-07-11	^	Female^01^01	^	50710430000000	^	50710436112338	^	^	^
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

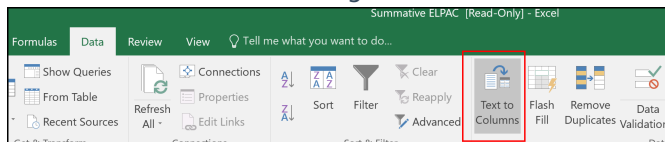
Sample Assessment File Layout

Conversion or mapping does not need to be done to use the CAASPP Import. When you do want to convert the caret-delimited file to a more readable format, follow these steps:

1. In the file, highlight **Column A**.

	A	B	C	D	E	F	G
1	Assessment Type	^	UIN (Unique Identification Number)	^	Blank 1	^	Blank 2
2	SA^1124876	^	123456789^123456	^	STUDENT^ANDREW^S^2010-11-16	^	Male^01^01
3	SA^2556214	^	123456789^123456	^	STUDENT^ANDREA^A^2010-12-01	^	Male^01^01
4	SA^2380066	^	123456789^123456	^	STUDENT^BARTHOLOMEW^2011-07-11	^	Male^01^01
5	SA^2976606	^	123456789^123456	^	STUDENT^BRIANA^2011-07-11	^	Female^01^01
6							
7							

2. In the header of Excel, navigate to the **Data** tab and choose **Text to Columns**.



3. On the pop-up editor, select the **Delimited** radio button, and click **Next**.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1 Assessment Type^UIN (Unique Identification Number)^Blank 1^Blank 2^Statewide Student Identifier (SSID)^Student ID Number (Local ID)^Optional-Local Us
 2 SA^1124876^123456789^123456^STUDENT^ANDREW^S^2010-11-16^Male^01^01^50710430000000^50710436112338^
 3 SA^2556214^123456789^123456^STUDENT^ANDREA^A^2010-12-01^Male^01^01^50710430000000^50710436112338^
 4 SA^2380066^123456789^123456^STUDENT^BARTHOLOMEW^2011-07-11^Male^01^01^50710430000000^50710436112338^
 5 SA^2976606^123456789^123456^STUDENT^BRIANA^2011-07-11^Female^01^01^50710430000000^50710436112338^
 6
 7

Cancel

< Back

Next >

Finish

4. Change the Delimiter from **Tab** to **Other** and enter ^ into the text field. Click **Next**.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☐ Semicolon

☐ Comma

☐ Space

☒ Other: ^

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Assessment Type	UIN (Unique Identification Number)	Blank 1	Blank 2	Statewide
SA	1124876			123456789
SA	2556214			23456789
SA	2380066			434567890
SA	2976606			456789012

Cancel < Back Next > Finish

5. Leave all options as is on the next screen and click **Finish**.

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$1

Data preview

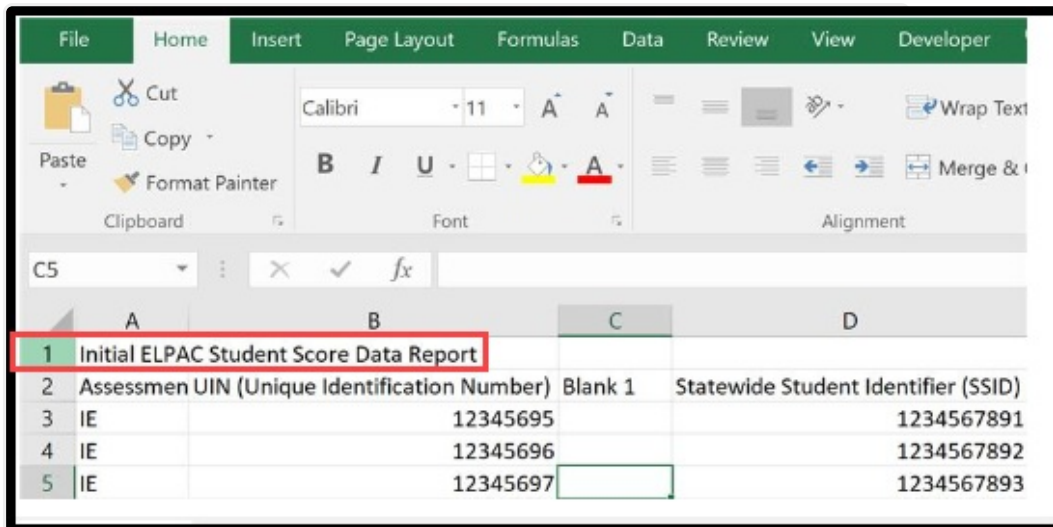
General	General	General	General	General
Assessment Type	UIN (Unique Identification Number)	Blank 1	Blank 2	Statewide
SA	1124876			123456789
SA	2556214			23456789
SA	2380066			434567890
SA	2976606			456789012

Cancel < Back Next > Finish

6. The data is reformatted into columns, making it easier to locate student information. This can be used for trouble-shooting or verifying data after using the import.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Assesmen	UIN (Uniqu	Blank 1	Blank 2	Statewide	'Student ID	Optional-L	Student La	Student Fir	Student Mi	Date of Bir	Gender	CALPA
2	SA	1124876			1.23E+08	123456	STUDENT	ANDREW	S	#####	Male		
3	SA	2556214			23456789	23456	STUDENT	ANDREA	A	#####	Male		
4	SA	2380066			4.35E+08	3	STUDENT	BARTHOLOMEW		#####	Male		
5	SA	2976606			4.57E+08	456789	STUDENT	BRIANA		#####	Female		
6													
7													

The ELPAC Initial file is sent in an Excel file. Before importing, the first row (see highlighted text in the image below) needs to be removed.



Initial ELPAC File

Then, the file can be saved to a CSV format.

1. In Excel, go to the **File** tab and choose **Save As**.
2. Select the desired location for where the file should be saved.
3. In the Save As dialog, rename the **File Name** if desired, and change the Save as Type to be **CSV (Comma delimited)**. There are other CSV options that may be listed - CSV (Macintosh) and CSV (MS-DOS).
4. Click **Save**.
5. Once in CSV format, it can be imported.

Previous Versions

[CAASPP Import Test Setup and Assessment Layout \(California\) \[.2239 - .2343\]](#)