



Field Definitions for the Student Registration/ Personal Needs Profile (SR/PNP) for the Spring 2023 MCAS Grade 8 Civics End-of-Course Pilot

April 2023

About this Document

This document is meant to be used together with the [Guide to the SR/PNP Process](#). Schools should follow steps described in the guide to complete the SR/PNP process for Civics and use the field definitions in this document (instead of the guide) for the spring 2023 MCAS Civics pilot.

The following pages contain a table showing the SR/PNP fields and definitions, as well as notes and validations (e.g., error messages that may appear if steps are not followed) and the expected value for each column.

The table includes the following sections:

- Student Registration/Personal Needs Profile
- Universal Accessibility Features
- Accommodations

Note: Rows shaded in gray are not available for the Civics pilot.

Field Definitions

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|--|---------------|--------------|---------------------|--|-----------------|--|---|
| Student Registration/Personal Needs Profile | | | | | | | |
| A | District Code | N | 8 | The Testing District responsible for administering the test to a student | | Non-public schools that do not have a parent organization should leave this field blank. | 0–9 A-Z |
| B | School Code | Y | 8 | The Testing School responsible for administering the test to a student | | If a school code does not already exist in PAN, an error message will appear. | Must match a valid organization code in PAN. Use the same codes that are in the Department’s School and District Profiles . |
| C | SASID | Y | 10 | A unique numeric code given to each Massachusetts publicly funded student If you do not have a student’s SASID (e.g., SASIDs cannot be newly assigned for students 22 years of age or older), create and assign to the student a 10-digit number starting with “88” (instead of “10”). If a valid SASID is eventually assigned to the student, correct the SASID in PAN. | | SASID must be 10-digits beginning with “10...” | 1–9 SASIDs must begin with “10” or “88” |
| D | Student Grade | Y | 2 | Student’s grade, as listed in most recent SIMS | | Spring 2023 MCAS Gr. 8 Civics Pilot 08 | |
| E | Last Name | Y | 25 | The student’s full legal last name that is borne in common by members of the family | | | A–Z a–z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|---------------|----------------|--------------|---------------------|--|-----------------|-----------------------------|--|
| F | First Name | Y | 25 | The student's full legal first name that was given at birth, baptism, or through legal change | | | A-Z a-z - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces |
| G | Middle Initial | N | 1 | The initial of the full middle name given to the student at birth, baptism, or through legal change | | | A-Z a-z Blank |
| H | Gender | N | 1 | Gender of the student | | | M = Male F = Female N = Non-Binary Blank |
| I | Date of Birth | Y | 10 | <p>The year, month, and day on which the student was born</p> <p>Note for Apple users: .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting.</p> <ol style="list-style-type: none"> 1. Select column I in the file and right-click (secondary click). 2. Select Format Cells from the menu. 3. Select the Custom option from the list. 4. In the Type text box, remove the text and enter "mm/dd/yyyy." 5. Click OK. | | | mm/dd/yyyy |

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| J | Test code | Y | N/A | Identifier assigned to the test name Use Test Codes exactly as they appear in the “Field Notes and Validation” column. | | Spring 2023 MCAS Gr. 8 Civics Pilot G8 Civics End of Course – CIVEOC | |
| K | Test Format | Y | 1 | Format of the test | | Spring 2023 MCAS Gr. 8 Civics Pilot The Civics pilot will be computer-based. No paper-based edition or any paper-based accommodations are available. | O = Online |
| L | First-year English learner (EL) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| M | Session Name | N | 50 | When creating PAN Sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test (e.g., G8 EOC SAMPSON 205). Note: Read-Aloud and Human Signer Sessions in PAN must be set up separately from other PAN Sessions. See Columns Y and AA for more information. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If this field is populated in the initial import, a PAN Session will automatically be created with the name entered in this field in PAN. Students who share the same PAN Session name will also be automatically placed into that Session. Note: If a student’s test has already been added to a PAN Session, it cannot be moved by changing this field and reimporting the file. Instead, remove the student’s test from the PAN Session and then reimport the file with this field populated. | A-Z a-z 0-9 - (Hyphen) . (Period) ' (Standard Apostrophe) Embedded Spaces Blank |
| N | Blank Field | | | Not applicable | | | |
| O | Blank Field | | | Not applicable | | | |
| P | Blank Field | | | Not applicable | | | |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|---|-------------------------------------|--------------|---------------------|---|--|--|---|
| Q | Cognia Organization ID | N | 10 | Schools and districts should ignore this field when importing the file into the system (i.e., leave this field blank). When exported, this field will be populated with the Cognia organization ID. | | | |
| Universal Accessibility Features | | | | | | | |
| R | Enlarged Cursor/Mouse Pointer (UF4) | N | 3 | Select an enlarged cursor/mouse size with or without a different color. Student must log out of the test to change the selected cursor/mouse. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If expected value equals "M," "L," "XL," "XLB," "XLG," or "XLY" then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Test format must be "O" | M = Medium L = Large XL = Extra Large XLB = Extra Large Black XLG = Extra Large Green XLY = Extra Large Yellow Blank |
| S | Color Contrast (UF2) | N | 2 | Selects an alternative color combination for the text (font color) and background. If selected, student may change the alternative color combination during testing. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If expected value equals "Y" or "01" – "06," then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Test format must be "O" | Y = 01 = Black on Cream 02 = Black on Light Blue 03 = Black on Light Magenta 04 = White on Black 05 = Yellow on Blue 06 = Dark Gray on Pale Green Blank |
| T | Answer Masking (UF6) | N | 1 | Response options (answer choices) are not visible; student clicks to reveal each response option | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Test format must be "O" | Y = Yes Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|-----------------------|--|--------------|---------------------|--|--|---|------------------|
| Accommodations | | | | | | | |
| U | Large Print Test Edition (A2) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| V | Screen Reader Edition (A3.1) | | | | Not available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| W | Compatible Assistive Technology | | | | Not available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| X | Braille Test Edition (A3.2) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| Y | Human Read-Aloud as a Standard Accommodation (A5; EL3.2) | N | 1 | <p>Standard Accommodation</p> <p>Test administrator reads aloud a test to a student with a disability.</p> <p>Note: Students requiring a human reader for the computer-based test must be placed in a separate human read-aloud Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator with a TestNav testing ticket to log in and read the test on a separate computer. To set up a human read-aloud Session in PAN, follow the steps below:</p> <ol style="list-style-type: none"> Find and select the appropriate session in PAN. Select the Create/Edit Sessions task. Next, select the Proctor Reads Aloud checkbox. Select Human Read-Aloud from the Form Group Type menu. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Human Signer as a Standard Accommodation must be left blank Text-to-Speech must be left blank | Y = Yes Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|---------------|--|--------------|---------------------|---|--|---|------------------|
| Z | Human Read-Aloud as a Special Access Accommodation (ELA) (SA1.2) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AA | Human Signer as a Standard Accommodation (A6.1) | N | 1 | <p>Standard Accommodation</p> <p>Test administrator signs a test to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group.</p> <p>Note: Students requiring a human signer on a computer-based test must be placed in a separate human signer Session in PAN. This ensures that all students are assigned the same test form and provides the test administrator a TestNav testing ticket to log in and sign the test using a separate computer. To set up a human signer Session in PAN, follow the steps below:</p> <ol style="list-style-type: none"> Find and select the appropriate session in PAN. Select the Create/Edit Sessions task. Next, select the Proctor Reads Aloud checkbox. Select Human Signer from the Form Group Type menu. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Human Read-Aloud as a Standard Accommodation must be left blank Text-to-Speech must be left blank | Y = Yes Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
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| AB | Human Signer as a Special Access Accommodation (ELA) (SA2) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AC | Text-to-Speech (TTS) (A4.1, EL3.1) | N | 1 | TTS-enabled version of computer-based test read aloud to student If using headphones, students may be tested in a typical-size group; if not using headphones, students must be tested individually in separate setting. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Test format must be “O” Human Reader as a Standard Accommodation must be left blank Human Signer as a Standard Accommodation must be left blank | Y =Yes Blank |
| AD | Kurzweil 3000 Special Edition as a Standard Accommodation (A4.2) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AE | BLANK 31 | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AF | ASL Edition (A6.2) | | | | Not available for: <ul style="list-style-type: none"> Grade 8 Civics | | |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|---------------|--|--------------|---------------------|--|---|---|------------------|
| AG | Human Scribe as a Standard Accommodation (A10.1, EL4.1) | N | 1 | <p>Standard Accommodation</p> <p>CBT: Scribe must record student's responses verbatim (as dictated by the student) into TestNav at the time of testing.</p> <p>The student must be tested individually in a separate setting.</p> <p>Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).</p> | <p>Available for:</p> <ul style="list-style-type: none"> Grade 8 Civics | <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Speech-to-Text as a Standard Accommodation must be left blank | Y = Yes Blank |
| AH | Human Scribe as a Special Access Accommodation (ELA) (SA3.1) | | | | <p>Not Available for:</p> <ul style="list-style-type: none"> Grade 8 Civics | | |
| AI | Speech-to-Text as a Standard Accommodation (A10.2; EL4.2) | N | 1 | <p>Standard Accommodation</p> <p>Only available using Web Extensions (column AQ)</p> | <p>Available for:</p> <ul style="list-style-type: none"> Grade 8 Civics | <p>If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear:</p> <ul style="list-style-type: none"> Human Scribe as a Standard Accommodation must be left blank Web Extensions must also be selected | Y = Yes Blank |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|---------------|--|--------------|---------------------|---|--|--|------------------|
| AJ | Speech-to-Text as a Special Access Accommodation (ELA) (SA3.2) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AK | Typed Responses (A12) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AL | Calculation Device on non-calculator test session (SA4) | | | | Not Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AM | Spell-Checker (SA5) | N | 1 | <p>Leave blank; available for all students</p> <p>Student uses spell-checker embedded in TestNav.</p> <p>Note: Spell-checker will be available automatically to all students taking the Civics pilot. Spell-checker (SA5) is not part of the SR/PNP for Civics.</p> | Available for: <ul style="list-style-type: none"> Grade 8 Civics | | |
| AN | Word Prediction (SA6) | N | 1 | Only available using Web Extensions (column AQ) | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Civics tests only Web extensions must also be selected | Y = Yes Blank |
| AO | Spanish/English Edition (EL7) | | | | Not Available for: Grade 8 Civics | | |
| AP | Graphic Organizer/ Reference Sheet (A9) | | | | Not Available for: Grade 8 Civics | | |

| Column Header | Field Name | Required Y/N | Fields Length (Max) | Field Definitions | Administrations | Field Notes and Validations | Expected Values |
|---------------|----------------|--------------|---------------------|---|--|--|------------------|
| AQ | Web Extensions | N | 1 | Students will have the option to select a compatible web extension tool (Co:writer or Read&Write) for the use of speech-to-text and/or word prediction assistive technologies. The speech-to-text and/or word prediction accommodation(s) must also be selected with the Web Extension test form. | Available for: <ul style="list-style-type: none"> Grade 8 Civics | If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: <ul style="list-style-type: none"> Test format must be “O” | Y = Yes Blank |
| AR | Blank Field | | | Not applicable | | | |
| AS | Blank Field | | | Not applicable | | | |
| AT | Blank Field | | | Not applicable | | | |
| AU | Blank Field | | | Not applicable | | | |
| AV | Blank Field | | | Not applicable | | | |
| AW | Blank Field | | | Not applicable | | | |
| AX | Blank Field | | | Not applicable | | | |
| AY | Blank Field | | | Not applicable | | | |
| AZ | Blank Field | | | Not applicable | | | |
| BA | Blank Field | | | Not applicable | | | |