

# CCGI Test Grade Data Element Template for CaliforniaColleges.edu

The Test Grade Template is designed to enable the upload of students' various tests and test scores. **All field headers are required.** Please note the following:

- All fields with a “Y” in the “Data Required” column must contain a valid value.
- All fields with an “N” in the “Data Required” column can be left blank.

| Field Name    | Data Req'd | Description                    | Values     | Notes         |
|---------------|------------|--------------------------------|------------|---------------|
| StateID       | Y          | Student State ID (SSID)        | 10 digit # | Numeric.      |
| TestName      | N          | Name of the test taken         | Free Text  | Alphanumeric. |
| TestDate      | N          | Date the test was administered | YYYYMM     |               |
| TestAttribute | N          | Attribute of the test taken    | Free Text  | Alphanumeric. |
| TestScore     | N          | Score of the test taken        | Free Text  | Alphanumeric. |

## File Structure Requirements

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must contain a **header row containing all field headers listed above.**
- Fields containing **commas** must be enclosed within double quotes.
- **File name format:** {districtname}\_TestGrade\_Template\_yyyymmdd.csv