

## Overview

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### In this Section

In this section, you'll find information on the following topics:

- purpose of the file
- student records in PearsonAccess<sup>next</sup>™
- Student Data Upload (SDU) file process overview
- purpose of using demographic overlay
- demographic overlay process overview
- providing updated SDU files

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### Purpose of the File

The SDU file is mandatory and identifies examinees eligible to test at participating schools. A unique identifying number is assigned to the student record upon the creation of the student in PearsonAccess<sup>next</sup>™. This is known as the student code and is used for matching purposes for reporting, accommodations, and testing. Multiple files can be loaded into the system to update demographic information and add new examinees.

*Note: Demographic information only pertains to the ACT® test. ACT WorkKeys® will continue to take information from the barcode label or answer document.*

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### Important! Student Records in PearsonAccess<sup>next</sup>

A student record must reside within PearsonAccess<sup>next</sup> for **all** examinees who are testing:

- the ACT on paper
- the ACT taken online
- ACT WorkKeys in a paper format

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### SDU File Process Overview

The process for the SDU file load (and barcode labels) is shown below.

Stage	Who	Does What
1	Client (this could be the state, district, school, or a combination)	Creates and loads the SDU file for both ACT and ACT WorkKeys into PearsonAccess <sup>next</sup> .  <i>Notes:</i> <ul style="list-style-type: none"> <li>• Information from this file generates barcode labels and derives the enrollment counts for your initial order.</li> <li>• If you have new students to add after the initial file, you can create a file to load only those students.</li> </ul>
2	ACT	Uses the information in the SDU file for internal processes related to accommodations and data quality assurance.
3	ACT	Uses the SDU file to print barcode labels and distributes to each test site in the initial shipment, if provided by the deadline.
4	Schools	Testing staff affix labels to answer documents (for paper testing) as part of the process to collect non-test information.
5	Schools	After testing, returns answer documents to ACT.
6	ACT	Sends answer documents to scoring. The student code, whether on the barcode label or gridded, is extracted when scanned and used to populate that information in the score record.  For online testing, the examinee's testing record retains the student code.
7	ACT	Matches examinee responses from online testing with demographic information, as well as non-cognitive and college choices.
8	ACT	Returns ACT Student Data Level file to the client.

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### Purpose of Using Demographic Overlay

If your program chooses to use demographic overlay, this process allows certain optional data to be inserted into the student record. The benefit of doing this allows student records to be more complete when the output is generated for your use.

You have three choices for providing the data:

1. When generating the SDU file, provide demographic information within the file at the same time. Only one file is loaded.
2. Load the SDU file, but provide the demographic information in an updated file later. This requires an export from PearsonAccess<sup>next</sup>, which includes the student code. Then modify the file with new or updated demographic information and reload the file.
3. Modify an individual student record within PearsonAccess<sup>next</sup>.

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### Demographic Overlay Process Overview (using the SDU file)

The table below shows the process for loading the demographic overlay information.

*Note: This is optional for those programs that choose to use demographic overlay. It is not required.*

Stage	Who	Does What
1	Client	If you require demographic updates after the initial SDU load for the ACT, exports a file from PearsonAccess <sup>next</sup> , which <i>captures each student code</i> . See the “How to Export the SDU File” section in this document.
2	Client	Modifies the exported SDU file, which still contains the student code, and includes new or updated demographic information for each student.  <i>Note: You may add new students to this file at this time, but leave the student code blank.</i>
3	Client	Loads the updated SDU file with demographic information into PearsonAccess <sup>next</sup> .

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### Providing Updated SDU Files

If your program chooses to provide an updated SDU file, the following information may be important to you:

1. Providing an updated SDU file *does not* affect the TAA PIN associated with a student’s record, if one is already assigned in PearsonAccess<sup>next</sup>.
2. If no student code is provided in the updated SDU file, ACT will match student records using this criteria:
  - a. Organization code, first name, first five characters of last name, and date of birth.
  - b. If no match is made with those criteria, a new student record will be created.

## Creating the SDU File

### In this Section

In this section, you'll find information on the following topics:

- file requirements
- file layout and data specifications for fixed width
- file layout and data specifications for Excel/CSV file
- how to create the SDU file
- how to load the SDU file
- how to export data to create an updated SDU file

### File Requirements

The file should meet the following requirements:

- Include all fields in the specified order as listed in the File Layout and Data Specifications section below.
- Comply with all Data Specifications listed in the table below, including all required fields.
- Submit the file in a fixed width (.txt) or comma separated value (.csv) format.

### File Layout Data Specifications—Fixed Width

If you are going to generate the SDU using a fixed width layout, use the table below to identify the fields and data specifications needed to generate the file.

Field	Fixed Width Start	Fixed Width End	Data Type	Data Specifications	Can overlay student record?
Student Code	1	10	N	Blank; Generated at time of initial file load. <i>Note: This is a unique identifier assigned when the file is loaded.</i>	
Organization Code	11	16	N	Required; 0–9 <i>Note: Use the ACT high school code where the student is enrolled in to take the test.</i>	
Filler	17	20	AN	Blank	
Last Name	21	36	AN	Required; Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Yes*
First Name	37	48	AN	Required; Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Yes*
Middle Initial	49	49	A	Optional; Valid characters are A–Z or a–z.	Yes*
Grade	50	51	N	Required; Values are 10, 11, or 12. <i>Note: The actual grade of the student.</i>	Yes**
Date of Birth	52	61	Date	Required; Must be provided in MM/DD/CCYY format and date must be valid.	Yes*
State Student ID	62	74	AN	Required; Valid characters are A–Z, a–z, 0–9, and space.	Yes**
Filler	75	81	AN	Blank	
Local Student ID	82	91	AN	Optional; Valid characters are A–Z, a–z, 0–9, and space.	Yes**



## Student Data Upload (SDU) File Layout and Requirements State and District Testing

Field	Fixed Width Start	Fixed Width End	Data Type	Data Specifications	Can overlay student record?
Filler	92	101	AN	Blank	
Gender	102	102	AN	Optional; Values are M or F.	Yes*
Address	103	127	AN	Optional; Valid characters are A–Z, a–z, 0–9, forward slash (/), and space.	Yes*
City	128	142	AN	Optional; Valid characters are A–Z, a–z, and space.	Yes*
State	143	144	AN	Optional; Valid characters are A–Z.	Yes*
Zip Code	145	149	AN	Optional; Valid characters are 0–9.	Yes*
Test Code	150	151	AN	Required; Values are mc = The ACT, mw = The ACT with writing, w = The ACT writing only, wk = WorkKeys.	
Delivery Format	152	152	AN	Required; Values are p = paper, or o = online <i>Note: Case sensitive, use lower case.</i>	
State Use Question 1	153	153	A	Optional; Valid characters are A–L.	Yes**
State Use Question 2	154	154	A	Optional; Valid characters are A–L.	Yes**
State Use Question 3	155	155	A	Optional; Valid characters are A–L.	Yes**
State Use Question 4	156	156	A	Optional; Valid characters are A–L.	Yes**
State Use Question 5	157	157	A	Optional; Valid characters are A–L.	Yes**
State Use Question 6	158	158	A	Optional; Valid characters are A–L.	Yes**
State Use Question 7	159	159	A	Optional; Valid characters are A–L.	Yes**
State Use Question 8	160	160	A	Optional; Valid characters are A–L.	Yes**
State Use Question 9	161	161	A	Optional; Valid characters are A–L.	Yes**
State Use Question 10	162	162	A	Blank; Reserved for ACT use	
State Use Question 11	163	163	A	Optional; Valid characters are A–L.	Yes**
State Use Question 12	164	164	A	Optional; Valid characters are A–L.	Yes**
State Use Question 13	165	165	A	Optional; Valid characters are A–L.	Yes**
State Use Question 14	166	166	A	Optional; Valid characters are A–L.	Yes**
State Use Question 15	167	167	A	Optional; Valid characters are A–L.	Yes**
WorkKeys State Use Question 16	168	168	A	Optional for ACT WorkKeys only; Valid characters are A–L.	



## Student Data Upload (SDU) File Layout and Requirements State and District Testing

Field	Fixed Width Start	Fixed Width End	Data Type	Data Specifications	Can overlay student record?
WorkKeys State Use Question 17	169	169	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 18	170	170	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 19	171	171	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 20	172	172	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
Reporting High School Code	173	178	N	Optional; Valid characters are 0–9.	
Student Test Code Key (UUID)	179	214	AN	Blank; For export only.	

*Notes for the ACT test only:*

*\*Overlay will only occur if responses from the student are blank.*

*\*\*Overlay will always occur as long as data is provided in the file, even if the student provides information. If the provided response is preferred instead, then those positions must be blank in the file.*

### File Layout and Data Specifications—CSV File

If you are going to generate the SDU file using Excel and saving as CSV, use the table below to identify the fields and data specifications needed to generate the file.

Field	Length	Data Type	Data Specifications	Can overlay student record?
Student Code	10	N	Blank; Generated at time of initial file load. <i>Note: This is a unique identifier assigned when the file is loaded.</i>	
Organization Code	6	N	Required; 0–9 <i>Note: Use the ACT high school code where the student is enrolled in to take the test.</i>	
Last Name	16	AN	Required; Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Yes*
First Name	12	AN	Required; Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Yes*
Middle Initial	1	AN	Optional; Valid characters are A–Z or a–z.	Yes*
Grade	2	N	Required; Values are 10, 11, or 12. <i>Note: The actual grade of the student.</i>	Yes**
Date of Birth	10	Date	Required; Must be provided in MM/DD/CCYY format and date must be valid.	Yes*



## Student Data Upload (SDU) File Layout and Requirements State and District Testing

Field	Length	Data Type	Data Specifications	Can overlay student record?
State Student ID	13	AN	Required; Valid characters are A–Z, a–z, 0–9, and space.	Yes**
Local Student ID	10	AN	Optional; Valid characters are A–Z, a–z, 0–9, and space.	Yes**
Gender	1	AN	Optional; Values are M or F.	Yes*
Address	25	AN	Optional; Valid characters are A–Z, a–z, 0–9, forward slash (/), and space.	Yes*
City	15	AN	Optional; Valid characters are A–Z, a–z, and space.	Yes*
State	2	AN	Optional; Valid characters are A–Z.	Yes*
Zip Code	5	N	Optional; Valid characters are 0–9.	Yes*
Test Code	2	AN	Required; Values are mc = The ACT, mw = The ACT with writing, w = The ACT writing only, wk = WorkKeys.	
Delivery Format	1	AN	Required; Values are p = paper, or o = online <i>Note: Case sensitive, use lower case.</i>	
State Use Question 1	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 2	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 3	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 4	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 5	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 6	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 7	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 8	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 9	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 10	1	A	Blank; Reserved for ACT use	
State Use Question 11	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 12	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 13	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 14	1	A	Optional; Valid characters are A–L.	Yes**
State Use Question 15	1	A	Optional; Valid characters are A–L.	Yes**



## Student Data Upload (SDU) File Layout and Requirements State and District Testing

Field	Length	Data Type	Data Specifications	Can overlay student record?
WorkKeys State Use Question 16	1	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 17	1	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 18	1	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 19	1	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
WorkKeys State Use Question 20	1	A	Optional for ACT WorkKeys only; Valid characters are A–L.	
Reporting High School Code	6	N	Optional; Valid characters are 0–9.	
Student Test Code Key (UUID)	36	AN	Blank; For export only.	

### Notes for the ACT test only:

\*Overlay will only occur if responses from the student are blank.

\*\*Overlay will always occur as long as data is provided in the file, even if the student provides information. If the provided response is preferred instead, then those positions must be blank in the file.

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### How to Create the SDU File

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There are two options for creating the SDU file:

- use the Excel file template to create the file; then change the file format from Excel to CSV
- use fixed width (this can't be created from an Excel file)

*Note: ACT recommends that you work with your technical coordinator to make sure you properly meet the file requirements. This also eliminates issues you may have during the loading process.*

#### Using the Excel File Template

Take the following steps to create the SDU file using the Excel template.

1. Enter your student records accordingly with the field names provided.
2. Save the file as an Excel document. Now you will convert it to a CSV format (all columns should be in text format).
3. Select **File**.
4. Select **Save As**.
5. From the *Save as Type* dropdown menu, select **CSV**.
6. Save the document with a similar name, but notice the extension on the document will now be .csv instead of .xls.
7. Save the file in a location on your computer to pick up and load to PearsonAccess<sup>next</sup> later.

*Note: If you experience errors on a record during the loading process, you may go back to the Excel file to edit and resave it before reloading again. You cannot edit a .csv file.*

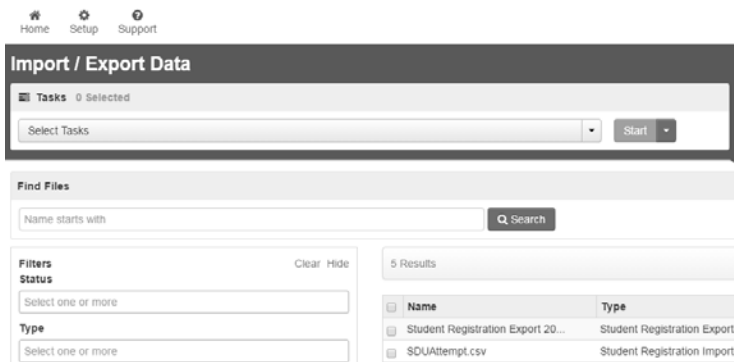
### How to Load the SDU File

Take the following steps to load the SDU file in PearsonAccess<sup>next</sup>.

1. Go to PearsonAccess<sup>next</sup> at <https://testadmin.act.org>.
2. Select the **Sign In** button near the right side of the screen.
3. Enter your username and password, and then select the **Sign In** button.
4. From the top right of the screen in your administration options, select either the ACT or the WorkKeys test event from the dropdown.

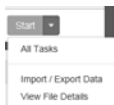
**Important!** *If you are testing both ACT and ACT WorkKeys, you will need to import your SDU file in both administrations. The files can contain different student records as appropriate.*

5. Select the **Setup** icon, and then choose **Import/Export Data**.



The *Import/Export Data* screen appears.

6. Select the arrow next to the **Start** button, and then select **Import/Export Data**.



The *Tasks for Importing and Exporting* screen appears.

7. From the **Type** field, select the **Student Registration Import** option from the dropdown list.





- Select the **Choose File** button and navigate to the folder on your computer where you placed the SDU file. Then select the file and select the **Open** button. **Important!** Do **not** select the box next to **Don't modify student tests**. If this box is checked, no information will be loaded for a student.

Type\*  
Student Registration Import

Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File: Choose File No file chosen

Additional e-mails: Enter a valid e-mail address

Process Cancel

- As an importer, you will automatically receive an email when the file finishes processing indicating the status of the upload. To send a notification to another person, enter any *additional* email addresses in the **Additional E-mails** field.
- Select the **Process** button. The *View File Details* screen appears.
- Select the *Refresh Arrow* next to **Details** until you see the status of your upload.

The example below shows a file that is *Complete* (meaning students were successfully loaded).

**ACT** - State and District - Fall 2016

Tasks for Importing and Exporting

Import | Upload Data | View File Details

FILES (1)

SDU Upload.csv

DETAILS (1)

**Complete**  
Upload information for all records in the file.

**File Information**

Type	Student Registration Import	Organization	ACT (ACT)
Name	SDU Upload.csv	User	ADMCDowder
Request Date	10/10/2016 10:10:28 AM	Download File	
Total Records	0	Download Students Created	
Successful Records	0		
Error Records	0		

**Steps**

Step	Message
Format Verification	Complete

The example below shows a file that is *Complete with Issues* (meaning there were errors in the file). You can view the errors and what lines in the file the errors occurred under **Steps** at the bottom of the screen.

**ACT** - State and District - Fall 2016

Tasks for Importing and Exporting

View File Details

FILES (1)

SDU Upload.csv

DETAILS (1)

**Complete with Issues**  
Some records were not saved, see the error list for details.

**File Information**

Type	Student Registration Import	Organization	ACT (ACT)
Name	SDU Upload.csv	User	ADMCDowder
Request Date	10/10/2016 11:54:36 AM	Download File	
Total Records	0		
Successful Records	0		
Error Records	0		

**Steps**

Step	Message
Format Verification	336 of 336 records did not match the expected format

**Errors**

Record Number	Message
1	incorrect number of blanks found on line 1, expected 30 actual 30
2	incorrect number of blanks found on line 2, expected 30 actual 30
3	incorrect number of blanks found on line 3, expected 30 actual 30
4	incorrect number of blanks found on line 4, expected 30 actual 30

- If you had errors in the file, you will need to fix the errors listed on the *View File Details* screen.

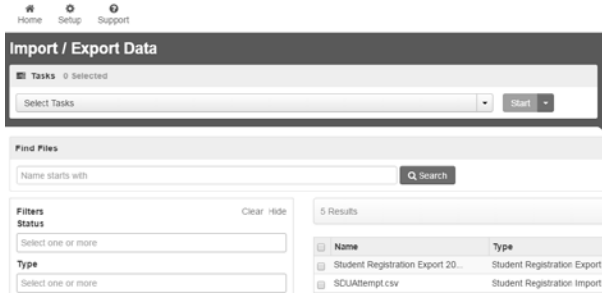
*Note: You won't be able to make edits to the .csv file, but you can use the .xls format you saved when creating the file to make the edits. Then resave as a .csv file.*

- Once all errors are fixed, repeat steps 4–11.

## How to Export Data to Create an Updated SDU File

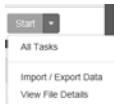
Take the following steps to export a file from PearsonAccess<sup>next</sup>, if you wish to submit an updated SDU file.

1. From the top right of the screen in your administration options, select either the ACT or the WorkKeys test event from the dropdown.
2. Select the **Setup** icon, and then choose **Import/Export Data**.



The *Import/Export Data* screen appears.

3. Select the arrow next to the **Start** button, and then select **Import/Export Data**.

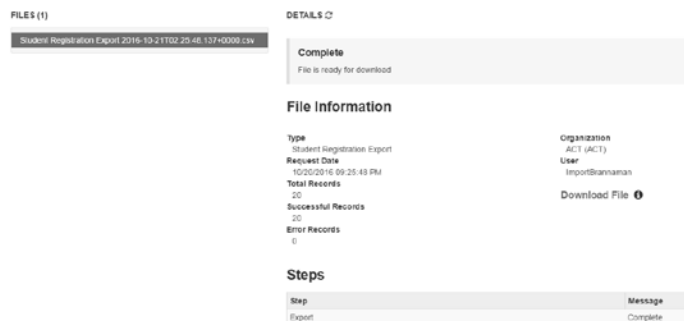


The *Tasks for Importing and Exporting* screen appears.

4. From the **Type** field, select the **Student Registration Export** option from the dropdown list.



5. Select the **Process** button. Do not select the box next to **Include tests with Do Not Report**.
6. Select the *Refresh Arrow* next to **Details** until you see the status of your export file.



7. Select the option to **Download File** from your screen to save the file on your computer.