

## Appendix B Preparing the Teacher/Student Upload File

Prepare the Teacher/Student Upload file using the provided .csv file template. The template (or another .csv file with the same structure as the template) should be populated and sent back to Canadian Test Centre for uploading to the system. Please note the following regarding the template data structure:

### **School\_Number:**

This is the only field that is optional. If you don't provide school numbers, CTC will assign them.

### **Student\_Grade:**

Must be between 0 and 12 or 00 and 12. '0' represents 'Kindergarten'.

### **Student\_ID\_Number:**

Must have between 4 and 12 digits (e.g., 1001)

### **Student\_DOB\_Month:**

Can be Numeric (e.g., 2) or Text (e.g., 02, FEB, Feb, February)

### **Student\_DOB\_Day:**

Can be Numeric (e.g., 5) or Text (e.g., 05)

### **Student\_DOB\_Year:**

Must use format YYYY (e.g., 2008)

### **Student\_Gender:**

First letter must be M or m (M, Male, male), F or f (F, Female, female), or O (Other). Missing gender will be uploaded as "prefer not to answer"

### **Cat5\_Test:**

If the teacher will administer Language subtests for the class, enter 'Language'.

If the teacher will administer Math subtests, enter 'Math'.

If the teacher will administer both Language and Math subtests, enter 'Both'.