

## Entering Students into NCTest

Student and testing information is uploaded into NCTest through Student Upload spreadsheets. Every student being tested must be recorded and uploaded through a Student Upload spreadsheet before they can take state-mandated online tests.

Test administrators fill out the spreadsheets, and STCs upload them to NCTest.

### Student Upload Spreadsheet

Schools can choose to upload a single spreadsheet that contains all courses, or fill out and upload a separate spreadsheet for each course. Schools should use whichever entry method they find most convenient and manageable.

- All courses in one spreadsheet:
  - Enter courses and students into a single Excel sheet, like in the example below. **Do not** use multiple sheets (tabs.)
  - Students taking multiple tests require a separate entry for each test. (See student 'Jiminy' in the example.)

Student ID	First Name	Last Name	School Code	Course Code	Grade	Gender	Ethnicity	Teacher Email	Class Period
12345678	Joe	Hernandez	999001	2109	9	M	B	Simpson@yoohc	1
1234507	Sarah	Jones	999001	3320	9	F	W	Hernandez@yoo	2
87654321	Ben	Williams	999001	2007	7	M	H	Richards@yoohc	4
103456	Akia	Pershing	999001	2005	8	F	I	Yan@yoohoo.co	1
7654321	Jiminy	Cricket Jr.	999001	2005	5	M	M	Yan@yoohoo.co	3
7654321	Jiminy	Cricket Jr.	999001	3005	5	M	M	XKiriakis@yoohc	4

- One spreadsheet for each course:
  - Create and fill out a separate Excel spreadsheet for each course. Each spreadsheet should contain all student and course information for that course.
  - **Do not** use multiple sheets (tabs) within a single file to record multiple courses.

Excel files with multiple sheets/tabs **will not upload.**



Record all course information in **one** sheet/tab,

or create a **separate file** for each course.

## Student and Course Information

Below are guidelines for entering the required student and course information. Do not include any extra information (accommodations, student middle name, test coordinator names, etc...) as it will interfere with uploading the spreadsheet.

- Student ID
  - Must be 6–8 digits, contain only numbers, and be unique to each student.
    - Numbers only. No letters, periods, dashes, or symbols.
    - Do not begin an ID number with zero(s) as Excel automatically removes leading zeros.
  - The Test Administrator or School Test Coordinator create and assign ID numbers to students.
- First name
  - The student's legal first name.
- Last Name
  - The student's legal last name and any suffixes.
  - Do not use commas in the students' names, even in the case of prefixes or suffixes. Periods ok.
    - See 'Jiminy' in the example.
- School Code
  - The school code is provided with the school's testing materials.
- Course Code
  - The code associated with the course. See below.
  - Students must be enrolled in the course they are testing for.

Math Grade 3	2003
Math Grade 4	2004
Math Grade 5	2005
Math Grade 6	2006
Math Grade 7	2007
Math Grade 8	2008

Reading Grade 3	1053
Reading Grade 4	1054
Reading Grade 5	1055
Reading Grade 6	1056
Reading Grade 7	1057
Reading Grade 8	1058

Science Grade 5	3005
Science Grade 8	3008
NC Math 1	2109
NC Math 3	2309
Biology	3320
English II	1022

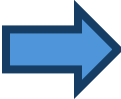
- Grade
  - The student's current grade.
- Gender\*
  - The student's gender, represented by a single character. (M or F)
- Ethnicity\*
  - The student's ethnicity, represented by a single character. The following are the acceptable characters and their meanings:

Black: <u>B</u>	White: <u>W</u>	Hispanic: <u>H</u>	Indigenous (Native American): <u>I</u>	Mixed: <u>M</u>	Asian: <u>A</u>	Pacific Islander: <u>P</u>
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- Teacher email
  - Teacher's email address.
- Class period\*
  - The period when the subject being tested (indicated by the course code) normally occurs on a regular school day.
  - If the class occurs outside of normal school hours (e.g. before/after school) leave the column blank.

**NOTE:** The \* indicates an optional field. If you choose not to fill out an optional column, delete the column from the spreadsheet (including the header.)

Grade	Gender	Ethnicity	Teacher Email
3	F		test@email.com
4	F		test@email.com
4	F		test@email.com



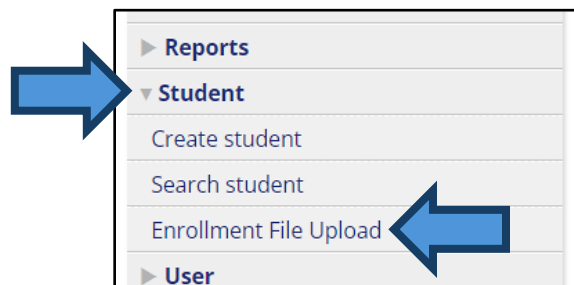
Grade	Gender	Teacher Email
3	F	test@email.com
4	F	test@email.com
4	F	test@email.com

## Uploading Students to NCTest

STCs are responsible for uploading completed spreadsheets into NCTest. This is the only way to enter student and course information into NCTest.

Students and teachers must be entered into NCTest prior to taking or administering tests.

1. Student Upload Spreadsheets must be a **.CSV** (comma separated value) filetype.
  - William McKinley Spring 2026 EOC.csv, Sunnydale 24 Bio Upload.csv...
2. Review the spreadsheet to ensure the information follows the guidelines in the 'Student and Course Information' section.
3. Click 'NCTest Admin' under Associated Systems.
4. Select the 'Student' dropdown in the Main menu, and then 'Enrollment File Upload.'



5. Review the instructions on the Enrollment File Upload page.
6. Click 'Choose File' and select the/a Student Upload Spreadsheet to upload.
  - Spreadsheets must be uploaded one at a time.
7. Select the appropriate Semester from the dropdown menu.
8. Click 'Upload.'
  - If the upload is successful, a green box will appear above the 'Choose File' button.

### Success

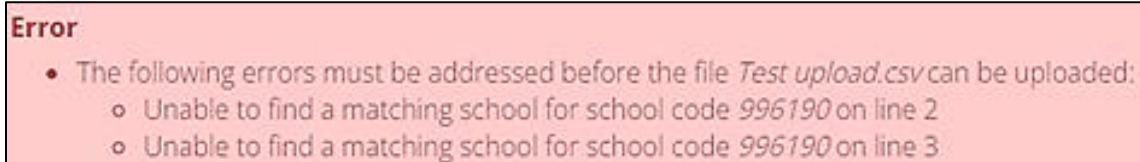
✓ Student enrollments in file *CSA1 Math EOG Testing 2025.csv* have been successfully created and/or updated.

- If there is an error, refer to the 'Uploading Errors' section.
9. If the school has chosen to use one file for all courses, the upload is complete. If the school has chosen to use separate files for each course, repeat steps 6 – 8 until each course file has been uploaded.

## Uploading Errors

If there is an issue, such as an invalid entry, multiple sheets/tabs in a file, or incorrect filetype, the upload will fail. If this occurs...

1. The upload page will return a red box with the word 'Error' and a description of the issue(s) (e.g.: improper column headings, invalid entries, invalid school code, etc...)



2. Locate and correct the indicated errors, save the changes, and attempt the upload again.
3. Continue making corrections as needed until all errors are resolved and the file is successfully submitted.
  - An error resembling the image below will occur if the spreadsheet is not a .CSV filetype. Re-save it as a .CSV and upload the .CSV version.

