

Entering Students into NCTest

Student and testing information is uploaded into NCTest through Student Upload spreadsheets. Teachers fill out the spreadsheets, and STCs upload them to NCTest.

Every student being tested must be recorded in a Student Upload spreadsheet in order to take state-mandated online tests. Students and teachers must be entered into NCTest prior to taking or administering tests.

Student Upload Spreadsheet

When filling out a Student Upload spreadsheet, there are two options:

- Complete a spreadsheet for each course being tested.
 - Each course must have its own spreadsheet. Spreadsheets with entries in multiple workbooks (tabs) will not upload properly.
- Complete a single spreadsheet that contains all courses, like in the example below.
 - Students taking multiple tests require a separate entry for each test. (See student ‘Jiminy’)

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@yool	1
1234507	Sarah	Jones	999001	3320	9	F	W	Hernandez@yc	2
87654321	Ben	Williams	999001	2007	7	M	H	Richards@yool	4
103456	Akia	Pershing	999001	1058	8	F	I	XKiriakis@yool	1
7654321	Jiminy	Cricket Jr.	999001	2005	5	M	M	Yan@yoohoo.c	3
7654321	Jiminy	Cricket Jr.	999001	3005	5	M	M	Yan@yoohoo.c	4
Acceptable values:									
Gender	M	F							
Ethnicity	B	W	H	I	M	A	P		

- Student ID – The student’s unique ID number.
 - Teachers will create and assign these numbers.
 - ID numbers must be 6–8 digits, contain only numbers, and be unique to each student.
 - Do not begin an ID number with zero(es).
- First name – The student’s first name.
 - Legal first name only. Nicknames, preferred names, middle initials/names, etc. are not needed.

- Last Name – The student’s last name and any suffixes.
 - Do not use commas in the student’s names, even in the case of prefixes and suffixes. See example ‘Jiminy,’ above.
- School Code – The school code will be provided with your materials.
- Course Code – The course codes are as follows:

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

- Students must be enrolled in the course they are testing for.
- Grade – The student’s current grade.
- Gender – The student’s gender, represented by a single character.
- 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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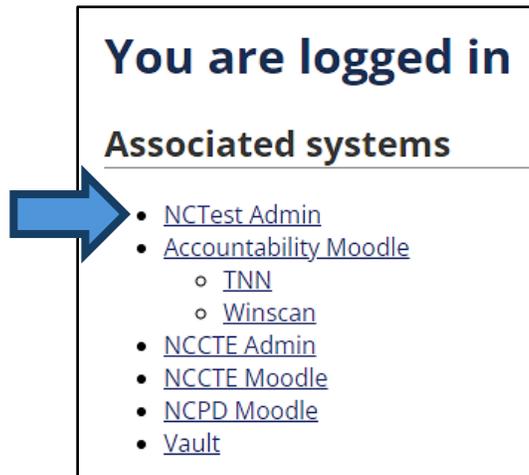
- Teacher email – Teacher’s email address.
- Class period – The period when the subject being tested (indicated by the course code) normally occurs on a regular school day.
 - If the class occurs outside of normal school hours (e.g. before/after school) leave the column blank.
- Once the spreadsheet is complete, save it as a **.CSV** filetype.
 - William McKinley Fall 2024 EOC.csv, Sunnydale 24 Bio Upload.csv

Please do not include additional information (accommodations, student middle name, test coordinator names, etc...) as it will interfere with the upload.

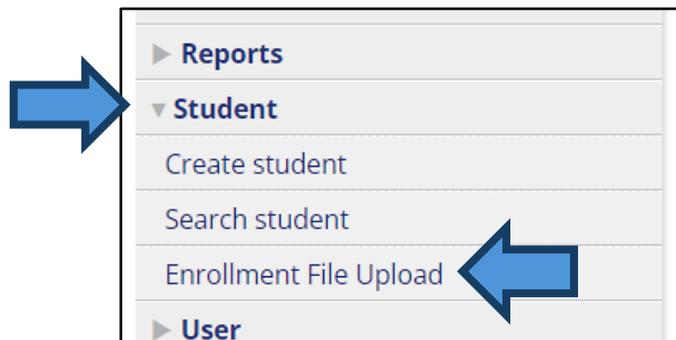
Uploading Students to NCAuth

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

1. Log in to <https://center.ncsu.edu/ncauth/> and select 'NCTest Admin' under Associated Systems.



2. In the Main menu select the 'Student' dropdown, and then 'Enrollment File Upload.'



3. Review the instructions on the Enrollment File Upload page and ensure your Student Upload spreadsheet is:
 - Filled out correctly and does not contain extraneous entries.
 - A **.CSV** filetype.
4. Click 'Choose File' and select the Student Upload spreadsheet.
5. Select the appropriate Semester from the dropdown menu.
6. Click 'Upload.'
 - If the upload is successful, a green box will appear above the 'Choose File' button. No more action needs to be taken.

- If there is an issue with the upload, the 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...)

Error

- The following errors must be addressed before the file *Test upload.csv* can be uploaded:
 - Unable to find a matching school for school code 996190 on line 2
 - Unable to find a matching school for school code 996190 on line 3

File: No file chosen

Semester:

- Make the necessary corrections to the spreadsheet, save the changes, and upload the updated spreadsheet.
 - If the problem is related to a student's ID number already being assigned to another student, change the ID number in the upload spreadsheet.
- Repeat this process as needed until all errors are resolved and the file is successfully submitted.