California Community Colleges
Management Information System
Data Element Dictionary

Student Assessment Data Elements

DOMAIN	RECORD	
SA	**STUDENT ASSESSMENT DATA RECORD**	
DED#	**DATA ELEMENT NAME**	**FORMAT**
SA01	STUDENT-ASSESSMENT-INSTRUMENT	X(04)
SA02	STUDENT-ASSESSMENT-FORM	DELETED
SA03	STUDENT-ASSESSMENT-ACCOMMODATION	X(04)
SA04	STUDENT-ASSESSMENT-PURPOSE	X(02)
SA05	STUDENT-ASSESSMENT-DATE	9(06)
SA06	STUDENT-ASSESSMENT-RAW-SCORE	DELETED
SA07	STUDENT-EDUCATIONAL-FUNCTION-LEVEL	X(02)

California Community Colleges
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Data Element Dictionary

Student Assessment Data Elements

DOMAIN	RECORD	LENGTH
SA	**STUDENT ASSESSMENT DATA RECORD**	**40**
Reporting Domain		
The following record layout indicates the format in which the districts report information on student assessment tests administered during the prior year.		
The actual test dates (SA05) reported in the file should encompass the preceding fiscal year (July 1 - June 30). For example, report the Student Assessment file with the term type of '180' with assessment test dates of July 1, 2017 through June 30, 2018.		
The file with these records is submitted each October 1 for the previous year. This record is 40 characters long. The first two positions contain the record code "SA".		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SA	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SA01	STUDENT-ASSESSMENT-INSTRUMENT	X(04)	21-24
SA03	STUDENT-ASSESSMENT-ACCOMMODATION	X(04)	25-28
SA04	STUDENT-ASSESSMENT-PURPOSE	X(02)	29-30
SA05	STUDENT-ASSESSMENT-DATE	9(06)	31-36
SA07	STUDENT-EDUCATIONAL-FUNCTION-LEVEL	X(02)	37-38
	FILLER	X(02)	39-40

Processing Notes
These data elements may frequently need to be submitted when the student is no longer enrolled or when the student took the assessment test prior to enrolling. Such assessments should be reported with the term identifier indicating the term in which the reporting occurs (the year with an annual term type [see GI03]), and with the Assessment Date (SA05) indicating the actual date of the test.)

Student Assessment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SA01	**STUDENT-ASSESSMENT-INSTRUMENT**	**X(04)**
This element identifies the specific instrument used to assess the student.		

Coding
This data element is coded with a four digit code which refers to a table of assessment instrument names.
Refer to Appendix I for coding details.

SA01 STUDENT-ASSESSMENT-INSTRUMENT

Processing Edits	
FIELD CHECK	A valid code from Appendix I.

SA01 STUDENT-ASSESSMENT-INSTRUMENT

Change History
Revision: 08/01/93 Went from a 6 digit to a 4 digit. Changed definition.
Implement: 06/01/89

Student Assessment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SA02	**STUDENT-ASSESSMENT-FORM**	**X**
This element indicates the particular form used to administer the assessment test.		

Coding

DELETED

SA02   STUDENT-ASSESSMENT-FORM

Processing Edits	
FIELD CHECK	

DELETED

SA02   STUDENT-ASSESSMENT-FORM

Change History
Deleted: 08/01/93
Implement: 06/01/89

DELETED

Student Assessment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SA03	**STUDENT-ASSESSMENT-ACCOMMODATION**	**X(04)**
This element indicates the type of unusual circumstances distinguishing the administration of the assessment test.		

Coding	Meaning
NO SPECIAL ACCOMMODATION:	
N	The student received no special accommodation in the administration of this test.
SPECIAL ACCOMMODATION ASSOCIATED WITH THIS TEST:	
T	The student was allowed extended time.
D	The student was allowed to use an assistive device such as a calculator, dictionary, etc.
A	The student was assisted by an aide such as a translator, note taker, reader, interpreter, etc.
M	Modification of an existing instrument (by modifying the score, administration, or interpretation, etc, or by translating it to another language.)
Up to four types of special accommodation may be coded. If "N" is coded, or if less than four accommodations are coded, fill the remaining positions to the right with "Y"s. If Position 1 is coded as N, then positions 2 through 4 MUST be coded as Y. Valid codes must be entered left to right. IF less than 4 accommodations coded, fill remaining positions with Y's. Cannot have duplicate codes on any positions with Y's. Cannot have duplicate codes in any position except for Y in positions 2 through 4. All four positions must be valid according to the above specifications.	

SA03   STUDENT-ASSESSMENT-ACCOMMODATION

Processing Edits	
FIELD CHECK	Position 1: N, T, D, A, M
	Position 2: T, D, A, M, Y
	Position 3: T, D, A, M, Y
	Position 4: T, D, A, M, Y

Student Assessment Data Elements

SA03   STUDENT-ASSESSMENT-ACCOMMODATION

Change History
Implement: 06/01/89

Student Assessment Data Elements

	DATA ELEMENT NAME	FORMAT
SA04	**STUDENT-ASSESSMENT-PURPOSE**	**XX**
This element indicates the assessment purpose(s) identified at the time of administration of the test.		

Coding	Meaning
I	Initial placement
R	Re-test for initial placement
G	Graduation Competency (Reading, Writing, or Math)
O	Other
NOTE: Up to two purposes may be coded for each test score. Code the second position with a "Y" if only one purpose is coded. Report assessment testing for the purposes of career planning, study skills and/or aptitude assessment in data element (SM09 Student-Matric-Assessment-Services-Other).	

SA04   STUDENT-ASSESSMENT-PURPOSE

Processing Edits	
FIELD CHECK	Position 1: I, R, G, O
	Position 2: I, R, G, O, Y
	Valid codes must be entered left to right. If only one purpose, code position 2 with a Y. Cannot have duplicate codes in the two positions.

SA04   STUDENT-ASSESSMENT-PURPOSE

Change History
Revision: 05/01/94   Took out codes E, C, S and shorten note.
Revision: 08/01/93   Code E – Took out EOPS, ESL
Implement: 06/01/89

Student Assessment Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SA05	**STUDENT-ASSESSMENT-DATE**	**9(06)**
This element indicates the date on which the student took the assessment test.		

Coding	Meaning
YYMMDD	
YY	the final two-digits of the calendar year
MM	the two-digit month code, 01-12
DD	the two-digit day code, 01-28/29/30/31
Enter '999999' if the date is unknown	
Note: Except for unknown date, Assessment Date must be for the fiscal year submitted. If the Assessment Date is LESS than the TERM ID calendar year minus 1 and the month of July (07) or Is GREATER than the TERM ID calendar year and month of June (06), the Assessment Date is considered in exception because it is outside of the fiscal year submitted.	

SA05   STUDENT-ASSESSMENT-DATE

Processing Edits	
FIELD CHECK	Valid Date Format: YYMMDD, where: YY two-digit calendar year MM two-digit month code: 01-12 DD two-digit month code 01-31/ 30/ 29/ 28 or 999999 – Unknown assessment date

SA05   STUDENT-ASSESSMENT-DATE

Change History
Implement: 06/01/89

Student Assessment Data Elements

FADED#	DATA ELEMENT NAME	FORMAT
SA06	**STUDENT-ASSESSMENT-RAW-SCORE**	**9(04)**
This element indicates the raw score achieved by the student on the assessment test.		

DELETED

SA06   STUDENT-ASSESSMENT-RAW-SCORE

Processing Edits	
FIELD CHECK	

DELETED

SA06   STUDENT-ASSESSMENT-RAW-SCORE

Change History
Deleted: 08/01/93
Revision: 01/02/91 Note is updated
Implement: 06/01/89

DELETED

Student Assessment Data Elements

	DATA ELEMENT NAME	FORMAT
SA07	**STUDENT-EDUCATIONAL-FUNCTION-LEVEL**	**X(02)**

This element indicates the educational functioning level of the student as assessed using federally approved instruments.

Coding	Meaning
1B	Beginning ABE Literacy
2B	Beginning Basic Education
3B	Low Intermediate Basic Education
4B	High Intermediate Basic Education
5S	Low Adult Secondary Education
6S	High Adult Secondary Education
1E	Beginning ESL Literacy
2E	Low Beginning ESL
3E	High Beginning ESL
4E	Low Intermediate ESL
5E	High Intermediate ESL
6E	Advanced ESL
XX	Unknown / Not a Federal Instrument Assessment
Educational Functioning Level (EFL) definitions are outlined by the National Reporting System (NRS) and are evaluated using federally approved assessment instruments.	

SA07   STUDENT-EDUCATIONAL-FUNCTION-LEVEL

Processing Edits	
FIELD CHECK	1B, 2B, 3B, 4B, 5S, 6S, 1E, 2E, 3E, 4E, 5E, 6E, XX

SA07   STUDENT-EDUCATIONAL-FUNCTION-LEVEL

Change History
Implement: Summer 2018 term 185.