

## WorkKeys Student Data File Format

The downloaded file containing student test scores is a Comma Delimited File (CSV) with the following fields in order:

Excel Column	Field	Descriptor	Field Type (Length)	Format
A	TestCycle	MME Test Period	text(20)	
B	ISDCode	ISD code number	varchar(5)	99999
C	DistrictCode	District code number	varchar(5)	99999
D	SchoolCode	School code number	varchar(5)	99999
E	Grade	Student grade	varchar(2)	99
F	LastName	Student last name	varchar(25)	
G	FirstName	Student first name	varchar(25)	
H	MiddleInitial	Student middle initial	char(1)	
I	Gender	Student's gender M= male, F= female	char(1)	
J	Ethnicity	Student's ethnic code  Fall 2010 and after: 0=Native Hawaiian or Other Pacific Islander, 1=American Indian/Alaskan Native, 3=Black or African American, 4=Hispanic of Any Race, 5=White, 6=Two or More Races, 9=Asian  Additional ethnic codes Spring 2010 and before: 2=Asian or Pacific Islander, 4=Hispanic or Latino, 7=Other, 8=Unknown	char(1)	9
K	UIC	Student UIC	char(10)	9999999999
L	StudentNumber	Student number from local school district	varchar(20)	
M	BirthDate	Student's date of birth	datetime(8)	mm/dd/yyyy
N	Barcode	Student's barcode number	varchar(10)	9999999999
O	ED	Economically disadvantaged 1 = Yes, 0 = No	varchar(1)	
P	SE	Special education 1 = Yes, 0 = No	varchar(1)	
Q	LEP	Limited English proficient 1 = Yes, 0 = No	varchar(1)	
R	MS	Migrant status	varchar(1)	

Excel Column	Field	Descriptor	Field Type (Length)	Format
		1 = Yes, 0 = No		
S	FLEP	Formerly limited English proficient 1 = Yes, 0 = No	varchar(1)	
T	HomeSchool	Homeschooled 1 = Yes, 0 = No	varchar(1)	
U	Mobility	Mobility code 0 = Full academic year (FAY), 1 = Less than full academic year (LTFAY)	varchar(1)	
V	ACTHSCodeOf TestSite	ACT high school code of testing site	char(6)	999999 or Blank
W	ACTHSCodeOf Attending	ACT high school code where student attended	char(6)	999999 or Blank
X	WKMathAdmin Code	WorkKeys math timing code  Standard Time with accommodations: 400, 500, 501, 550, 600, 900, 950  Time and a Half: 130, 140, 150, 160, 170, 510, 511, 551, 610, 910, 951 Double Time - 200, 235, 245, 265, 275, 520, 521, 552, 620, 920, 952  Up to 3 hours: 291, 292, 293, 294, 300, 530, 531, 532, 533, 534, 553, 630, 730, 732, 930, 953, 954  Stop-the-Clock Breaks: 450, 451, 454, 453, 640, 740, 940, 942, 999  Blank: No Accommodated Timing Code	varchar(3)	999 or Blank
Y	WKMathLevel Score	WorkKeys math level score Values are 0, 3-7, or blank = not attempted	varchar(1)	9 or Blank
Z	WKMathScale Score	WorkKeys math scale score Values are 65-90 or blank = not attempted	varchar(2)	99 or Blank
AA	WKLocating Information AdminCode	WorkKeys locating information time code  Standard Time with accommodations: 400, 500, 501, 550, 600, 900, 950  Time and a Half: 130, 140, 150, 160, 170, 510, 511, 551, 610, 910, 951	varchar(3)	999 or Blank

Excel Column	Field	Descriptor	Field Type (Length)	Format
		<p>Double Time: 200, 235, 245, 265, 275, 520, 521, 552, 620, 920, 952</p> <p>Up to 3 hours: 291, 292, 293, 294, 300, 530, 531, 532, 533, 534, 553, 630, 730, 732, 930, 953, 954</p> <p>Stop-the-Clock Breaks: 450, 451, 454, 453, 640, 740, 940, 942, 999</p> <p>Blank: No Accommodated Timing Code</p>		
AB	WKLocating Information Level	<p>WorkKeys locating information level score</p> <p>Values are 0, 3-6, or blank = not attempted</p>	varchar(1)	9 or Blank
AC	WKLocating Information ScaleScore	<p>WorkKeys locating information scale score</p> <p>Values are 65-90 or blank = not attempted</p>	varchar(2)	99 or Blank
AD	WKReading AdminCode	<p>WorkKeys reading timing code</p> <p>Standard Time: 400, 500, 501, 550, 600, 900, 950</p> <p>Time and a Half: 130, 140, 150, 160, 170, 510, 511, 551, 610, 910, 951</p> <p>Double Time: 200, 235, 245, 265, 275, 520, 521, 552, 620, 920, 952</p> <p>Up to 3 hours: 291, 292, 293, 294, 300, 530, 531, 532, 533, 534, 553, 630, 730, 732, 930, 953</p>	varchar(3)	999 or Blank
AE	WKReadingLevel Score	<p>WorkKeys reading level score</p> <p>Values are 0, 3-7, or blank = not attempted</p>	varchar(1)	9 or Blank
AF	WKReadingScale Score	<p>WorkKeys reading scale score</p> <p>Values are 65-90 or blank = not attempted</p>	varchar(2)	99 or Blank
AG	NCRCIndicator	<p>WorkKeys NCRC indicator</p> <p>N = WK not prohibited</p> <p>M = WK misadministration</p>	varchar(1)	

Excel Column	Field	Descriptor	Field Type (Length)	Format
		I = WK use of 900-998 admin codes T = WK use of 700-799 admin codes L = attempted all 3 WK tests and at least one test has a low score A = not attempted on any WK test P = Platinum level G = Gold level S = Silver level B = Bronze level		
AH	WKValidMath	WorkKeys valid math Y = Yes, N = No, or Blank = when no document was returned	varchar(1)	
AI	WKValidLI	WorkKeys valid locating information Y = Yes, N = No, or Blank = when no document was returned	varchar(1)	
AJ	WKValidReading	WorkKeys valid reading Y = Yes, N = No, or Blank = when no document was returned	varchar(1)	
AK	WKNonStandard Math	Nonstandard accommodations math 1 = True, 0 = False	varchar(1)	
AL	WKNonStandard LI	Nonstandard accommodations locating information 1 = True, 0 = False	varchar(1)	
AM	WKNonStandard Reading	Nonstandard accommodations reading 1 = True, 0 = False	varchar(1)	
AN	WKEligible	WorkKeys Eligible to test Y = Yes, N = No, or Blank = when no document was returned	varchar(1)	
AO	CreatedDate	Report score creation date	datetime(8)	mm/dd/yyyy

### Modification Log:

1. Initial version Spring 2015 5/15/15
2. Formatting revisions made 6/22/15
3. Revised data fields 6/23/15
4. Formatting revisions made 7/19/16
5. Formatting revisions made 7/25/16