FILLING OUT THE ASSESSMENT TEST TEMPLATE for 2019

Please only use Excel to fill in the template provided! **(tsas_data_spreadsheet.xlsx)**

Columns:

A: **G number** – Student's assigned 9-character ID only. Do not use SSN.

B: **CIP Code** – 6-digit number representing the student's major. Look up major in Banner form STVMAJR, or in *tsas_majlist_2019.xlsx*, to get this code. It must be one of the approved Programs of Study in order to be eligible for Perkins funding.

C: **Test Name** – Select from the list. *(tsas_assessment_test_names.xlsx)*

D: **Test Type** – Click in box to see list of types, or select from *tsas_test_types.docx*

E: **Test Date** – 8 characters only. Use current date if test date unknown; must be in this format: YYYYMMDD, ie, 20190631. Date cannot be older than 2 years from due date. NOTE: If you see '########' instead of the date, clear the formatting [right-click on Column E/Format Cells/General] from this column before entering the dates.

F: **Test Result** – 1 character only: 'M' for passed or 'D' for failed.

Save the file using the following naming convention:
>   tsas-[year]-[program or subject]-[your initials].xlsx
>   (or .xls)   example: tsas-2019-aviation-abc.xlsx

Please check your work!! The State won't accept records with errors. Send the completed form as an **attachment** to jwetzel@pcc.edu on or before **July 31**.