# Input file guidelines for TOD-C, TOD-E OES lookup tables

* All files should be .csv (no multi-tabbed .xlsx)
* Name all files using this format: "[test]-[norm-group]-lookup.csv"
  + e.g., "DRIW-age-lookup.csv"
* Column names
  + Use "raw" for lookup input column (e.g., the raw score, the ability score, the sum of scores, etc.)
  + Non "raw" columns
    - These contain lookup output (e.g., standard scores, t-scores, etc).
    - All names should have age/grade reference (e.g., "5.0-5.3", "adult-index", etc.)
    - In a non-stratified table (e.g., one with only a single lookup output column), do not use "ss" or any other name that lacks an age/grade reference (e.g., "adult\_index" is a good name).
* For any input tables that reference a score range (e.g., descriptive ranges, age equivalents, etc).
  + Put upper and lower bounds of each range in separate, adjacent columns as single numeric entries
  + Do not express ranges as strings
    - "40 – 60" = bad
    - "40" and "60" in separate, adjacent columns = good!