



***Alaska State NRT
Complete Battery
Precoded Barcode Labels***

Instruction Book with Layout



- **Important Dates for Precoded Barcode Labels**

Correct Precode Data Files due to CTB	12/09/11
Precoded Barcode Labels sent to the District no later than	01/17/12

- **Why use the CTB/McGraw-Hill Precoding Service?**

Most of us who have administered tests are familiar with the task of filling in the "bubbles" on assessment answer sheets, student biographical data sheets, or other forms. Filling in these bubbles takes time for students, teachers, and administrators, yet this information is essential to the process and the information the bubbles represent must be absolutely correct.

This booklet describes CTB/McGraw-Hill's Precoding Service, in which the student-information on the answer document is electronically completed before the actual test administration itself. This service saves valuable time that hand-bubbling takes and offers the accuracy of your own database. It also saves teachers and administrators the time it takes to fill in and organize answer documents.

- **We think you will want precoding because:**

Precoding reduces the total time spent administering tests by relieving teachers and students of the need to write the biographical information and fill in the circles on answer documents at the time of testing. Furthermore, precoding eliminates coding errors because the data is filled in directly from your database. Reports thus reflect accurate biographical information for each student.

- **How does the CTB Precoding Service work?**

Once you send to CTB/McGraw-Hill a data file indicating what student information is to be precoded, the students' barcode labels are precoded or "pre-slugged" by a computer program that preprints the student's names and biographical data.

The barcode labels are printed on cut sheet forms. These forms break by school name to be packaged for shipment.



- **What about students new to the classroom?**

There will of course be no precoded barcode labels prepared for a student who is just entering the system at the time of testing. His or her biographical information will have to be entered and coded by hand on the answer document.

- **Are there any special requirements for precoding?**

Experience has shown that the following limitations and restrictions are necessary for efficient processing.

You must provide the precoding information in a SPECIFIC FORMAT. No deviation from this format is possible. (Before the precoding is done, we will run an edit program to verify that your data is valid and in the correct format; if critical errors are found, we will return the data file with a list of the errors.)

The data file that is sent to CTB/McGraw-Hill must be in the format described below. Because of the large volume of processing and the possibility of errors, CTB/McGraw-Hill **cannot reformat or correct data files.**

- **Data Format**

Record length must be 250 bytes.

Any file format that adds bytes beyond 250 is not accepted.

File must be in ASCII, space delimited, text format. Files can also be submitted via Excel spreadsheet and must match the specified configuration.

There can be only ONE DISTRICT on a data file, and ALL STUDENTS MUST BE **INCLUDED IN ONE FILE. CTB/McGraw-Hill does not have the facility to check for** certain critical errors across files.

For example, CTB/McGraw-Hill cannot check for duplicate student ID numbers across files.

NOTE: This layout is only to be used for students taking *TerraNova, Third Edition Complete Battery tests.*



- **What is the procedure for obtaining precoding?**

Step 1

Complete and return the Scoring Service Order Form to CTB/McGraw-Hill (if you haven't already done so). For additional information contact Gwyn Alford at **(800) 428-2669**.

Step 2

The following is a list of byte positions and the information to be in each:

Position	Description
1-13	District Name, alpha.
14-23	District Number, numeric.
24-25	State Name, alpha (2 character postal abbreviation).
26-40	School Name, alpha.
41-50	School Number, numeric.
51-52	Grade, numeric (for example 05 and 07).
53-67	Teacher Name, alpha.
68-87	Student Last Name, alpha.
88-102	Student First Name, alpha.
103	Student Middle Initial, alpha.
104-111	Birth Date, numeric: MMDDYYYY date format is required.
112	Gender, alpha: F for Female, M for Male.
113-122	State Student ID Number. This number should be right-justified with leading zeroes, if applicable.
123	0 = Low Income (Leave blank if this does not apply)
124	0 = LEP (Leave blank if this does not apply)
125	0 = Migrant Education (Leave blank if this does not apply)
126	0 = Students with Disabilities (Leave blank if this does not apply)
127-128	Blank
129	IEP (DO NOT USE)
130	504 (DO NOT USE)
131	LEP/ELL (DO NOT USE)



132-134	Test ID, numeric. The test ID codes are as follows: <i>TerraNova, Third Edition Complete Battery</i> -----097 <i>TerraNova, Third Edition Complete Battery Plus</i> -----098 <i>TerraNova, Third Edition Complete Battery w/InView</i> -----099 <i>TerraNova, Third Edition Complete Battery Plus w/InView</i> ---100
135-136	Test Form, alpha (G for <i>TerraNova, Third Edition</i>)
137-138	Test Level, numeric (15 for grade 5 and 17 for grade 7)
139-143	Blank
144	Ethnicity, numeric. (DO NOT USE) 1 = American Indian or Alaska Native 2 = African American or Black, Not Hispanic 3 = Asian 4 = Pacific Islander (including Native Hawaiian) 5 = Hispanic or Latino 6 = White, Not Hispanic 7 = Multi Ethnic
145-146	Home Language, numeric. (DO NOT USE)
147	<i>InView</i> Level (Level 1, 2, 3, 4, or 5 - Optional Testing)
148-151	Blank
152	Reading Accommodation Level 1 (DO NOT USE)
153	Reading Accommodation Level 2 (DO NOT USE)
154	Reading Accommodation Level 3 (DO NOT USE)
155	Language Accommodation Level 1 (DO NOT USE)
156	Language Accommodation Level 2 (DO NOT USE)
157	Language Accommodation Level 3 (DO NOT USE)
158	Mathematics Accommodation Level 1 (DO NOT USE)
159	Mathematics Accommodation Level 2 (DO NOT USE)
160	Mathematics Accommodation Level 3 (DO NOT USE)
161	Science Accommodation Level 1 (DO NOT USE)
162	Science Accommodation Level 2 (DO NOT USE)
163	Science Accommodation Level 3 (DO NOT USE)
164	Social Studies Accommodation Level 1 (DO NOT USE)
165	Social Studies Accommodation Level 2 (DO NOT USE)
166	Social Studies Accommodation Level 3 (DO NOT USE)



- 167 *InView* Accommodation Level 1 **(DO NOT USE)**
- 168 *InView* Accommodation Level 2 **(DO NOT USE)**
- 169 *InView* Accommodation Level 3 **(DO NOT USE)**
- 170-185 Blank, CTB Use Only
- 186-250 LAS Links **(DO NOT USE)**

All files are sorted by District Name, School Name, then by Teacher Name



Step 3

Send the following completed materials to CTB/McGraw-Hill:

- Your data file

Please send to the following email address:

gwyn_alford@ctb.com

Or contact CTB for the availability of a File Transfer Protocol (FTP) site.

Please allow at least three weeks before testing begins to receive your Barcode Labels. Your initial data file might fail the precoding edit, especially if you have not used the Precoding Service before. That is, the data file might contain critical errors, as explained below, and will have to be returned to you for correction. **Allow time for correction of any such errors in your file. All corrected data files must be received by December 9, 2011.**



Step 4

CTB/McGraw-Hill edits the data file you have sent.

If it fails the edit with any critical errors, CTB/McGraw-Hill will return the data file to you with a log of the errors. Please see the list of edit errors and their codes on the following page. If your file passes the edit without critical errors on a test run, CTB/McGraw-Hill will send you an edit log along with your data file so that you can review any errors.

If your file passes the edit and is a final file for production, CTB/McGraw-Hill will then precode your barcode labels.

The Edit Error Reference List

If the precoding data file is returned to you with an error log, please consult the following list to identify the corrections to be made:

Code	Meaning
F	Fatal. <ul style="list-style-type: none">• Fatal errors include missing district name, missing school name, missing grade, missing student name (last and first)
W	Warning. <ul style="list-style-type: none">• Warning error includes date of birth missing

Step 5

As soon as your file passes the edit without critical errors, CTB/McGraw-Hill will precode your barcode labels and separate them by school name within a district.

Step 6

Alaska State NRT precoded barcode labels will be shipped to the districts as they are processed, but are scheduled to arrive no later than **January 17, 2012**.