Adopt
PLAN
Administer
Finalize
Interpret
Implement

Barcode Ordering Guide

Barcode
Ordering Guide

Iowa Assessments™ FORM E AND F

Logramos® TERCERA EDICIÓN

CogAT® FORM 7

Acknowledgments

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Houghton
Mifflin
Harcourt

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Part 1 Introduction

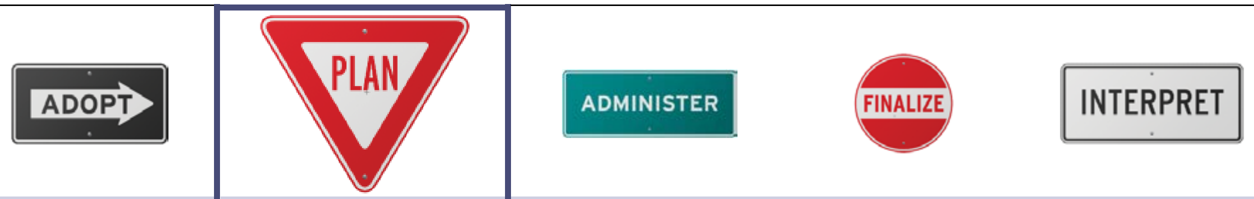
About This Guide

Purpose

Houghton Mifflin Harcourt Barcode Pre-Identification Services increases the accuracy of demographic and identification data on answer documents. This *Barcode Ordering Guide* provides detailed instructions for submitting *Iowa Assessments*™ Form E or Form F, *Cognitive Abilities Test*™ (*CogAT*®) Form 7, and *Logramos*® Third Edition barcode orders to HMH.

How to Use This Guide

This guide focuses on activities that occur in the **Plan** phase of the assessment life cycle.



Understand your options and make informed decisions	**Get organized and prepare for testing**	**Administer the tests according to the directions**	**Prepare answer documents for scoring**	**Analyze test results and communicate with students, parents, and staff**

Getting More Help

If you need help beyond the information provided in this guide, please make use of the following resources:

- Data Integration Barcode Administration
  E-mail: barcode@hmhco.com
  FAX: 1-630-578-1347
- To request the Barcode File Template or Barcode Form, or for questions regarding the secure FTP site, contact:
  HMH Customer Experience–Assessments
  E-mail: AssessmentsCS@hmhco.com
  TEL: 1-800-323-9540

Part 2 Getting Started

In Brief

The school district is responsible for the accuracy of all student information coded on assessment answer documents. One way to avoid coding by hand—and at the same time obtain highly accurate coding—is to use barcode labels. By using these preprinted labels on answer documents, students (or test administrators) do not need to mark student names, dates of birth, or other identifying information prior to the start of the first testing session. This shortens test administration time and promotes greater accuracy in the demographic information on reports and in score data files. It also saves time when testing is completed because the name and identification areas on the answer documents do not need to be checked for dark marks or double marks.

In addition to producing barcode labels for initial testing, HMH can provide barcode labels for subsequent testing. This service is particularly useful for schools that plan to pretest and posttest in the same academic year or order longitudinal reports in future years.

Roles and Responsibilities

Barcode ordering responsibilities can occur between two roles—test coordinator and technical contact. Different individuals usually fill these roles; however, in some testing situations, the same individual may fill both roles.

Role of a District or Building Test Coordinator

The district or building test coordinator is typically responsible for performing the following tasks as they relate to barcode labels.

- ✓ Confirm the schools and classes for which barcode labels will be ordered.
- ✓ Complete the Barcode Form and provide to technical contact.
- ✓ Confirm quantities of barcode labels needed.
- ✓ Receive and verify barcode label order from HMH.
- ✓ Determine who will affix barcode labels to answer documents and provide instructions for proper placement.

Role of a Technical Contact

The technical contact is responsible for creating the barcode data file and submitting it and the Barcode Form to HMH. We recommend ordering barcode labels at the same time you order your testing materials.

Overview of the Ordering Process

The tasks involved in the barcode ordering process depend on whether you are ordering labels based on new or updated student identification data or are reordering labels from a previous test administration.

The table below will help you identify the tasks you need to complete to order barcode labels.

If…	And…	Then you must…
This is the first time you are ordering barcode labels		1. Confirm your supplemental coding system (if applicable) 2. Create the barcode data file from the Barcode File Template 3. Complete the Barcode Form 4. Submit both the barcode data file and Barcode Form to HMH via the secure FTP site
You have ordered barcode labels in the past	You need to make changes to barcode data submitted previously	
You have ordered barcode labels in the past	You do not need to make changes to barcode data submitted previously	Complete and e-mail or fax the Barcode Form to HMH

Confirm Coding System. Barcode labels can include supplemental coding for tracking information such as ethnicity/race, free or reduced-price lunch eligibility, and participation in special programs. If you plan to use supplemental coding to provide additional student data, understand what is and what is not included in the coding on those labels.

For help in determining the supplemental coding you may want on your barcode labels, see the *Supplemental Coding Guide* available for download from *DataManager*™ for all *DataManager* customers.

Create the Barcode Data File. You must provide your student data to HMH in a format that is compatible with the barcode creation process. To do this, use the Barcode File Template to create the barcode file. The Barcode File Template is a customized Microsoft® Excel® spreadsheet provided by HMH. Part 3 of this guide, beginning on page 5, provides detailed instructions for using the template to create the barcode file.

Complete the Barcode Form. The Barcode Form is the order form for barcode services. Part 4 of this guide, beginning on page 7, provides instructions for completing this form.

Submit Barcode Order. Part 5 of this guide, beginning on page 11, explains the process for sending the Barcode Form and, if applicable, barcode data file to HMH for fulfillment.

Apply Barcode Labels to Answer Documents. After you receive the barcode labels, you will apply the labels to answer documents according to the guidelines specified in this guide. See Part 6, beginning on page 13, for further instructions.

Part 3 Create the Barcode Data File

In Brief

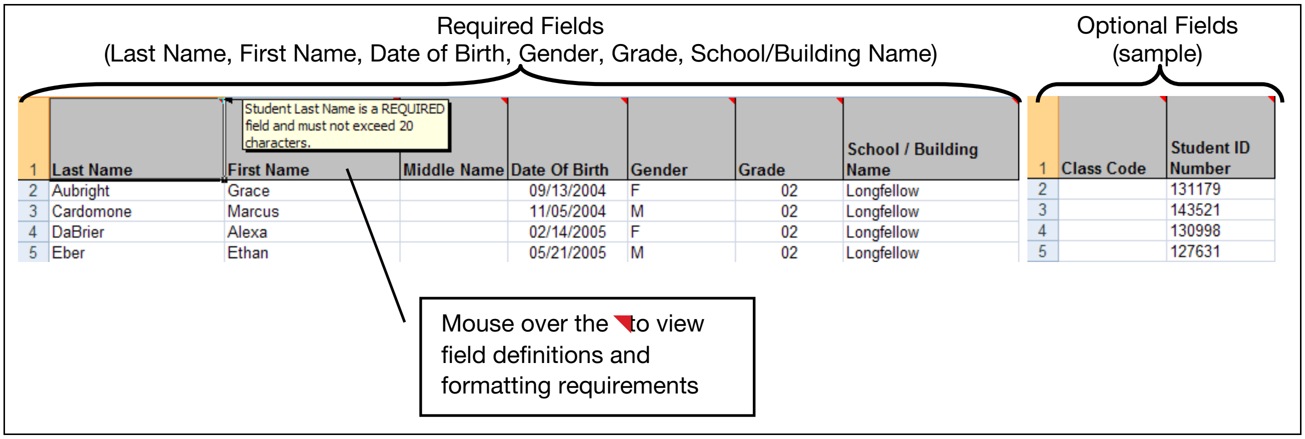
Information stored in a district's student database can often be used in preparing barcode labels. For example, if data about each student's ethnicity/race, free or reduced-price lunch eligibility, and participation in special programs are stored in the district's student database, the data can usually be exported and used to prepare the barcode data file.

HMH provides a template to guide you in correctly completing and formatting the required and optional barcode data fields. This section provides instructions for creating the barcode data file using the template.

Create the Data File

To create the data file, use the Barcode File Template, available for download through the *DataManager* Product Information page. To access the Product Information page, go to http://www.hmhco.com/hmh-assessments/data-and-learning-management/datamanager and click your *DataManager* Scoring Package.

A sample Barcode File Template is shown below.



Required Fields
(Last Name, First Name, Date of Birth, Gender, Grade, School/Building Name)

Optional Fields
(sample)

Student Last Name is a REQUIRED field and must not exceed 20 characters.

1	Last Name	First Name	Middle Name	Date Of Birth	Gender	Grade	School / Building Name
2	Aubright	Grace		09/13/2004	F	02	Longfellow
3	Cardomone	Marcus		11/05/2004	M	02	Longfellow
4	DaBrier	Alexa		02/14/2005	F	02	Longfellow
5	Eber	Ethan		05/21/2005	M	02	Longfellow

1	Class Code	Student ID Number
2		131179
3		143521
4		130998
5		127631

Mouse over the ◥ to view field definitions and formatting requirements

When creating the data file, note the following:

- Do not delete the required columns (in bold) or change the header text.
- Include data only for required fields and any additional optional fields in the Barcode File Template. You must complete all required fields.
- Be sure that data matches the field value format **exactly**. You can see the correct format for a given field by placing the cursor over the field name, or refer to Appendix A, beginning on page 15, for a list of accepted formats. Incomplete or improperly formatted files cannot be accepted.
- Submit only one data file per order.

To create a data file using the Barcode File Template:

1. Open the template in Microsoft Excel.
2. The first row of the template is the "header row" and contains the field names. Type required data and any optional data directly into the empty cells below the field names, ensuring you follow the accepted data formats **exactly**. See Appendix A, beginning on page 15, for a list of required and optional fields and accepted formats. You can also rest your mouse pointer on the ◥ in each header to view field definitions and formatting requirements.

   Note: You can export data from another system (such as your Student Information System) into Excel and then copy-and-paste the data into the appropriate column in the Barcode File Template. You must verify that all data has been formatted correctly.
3. When you have finished adding data to the template, click **File**, and then click **Save As**.
4. Select a location to save the file.
5. In the **File name** box, type a name for the file. The filename should include your organization's name (for example, Longfellow_barcode.xlsx).
6. Click **Save**.

   Note: You can save the completed data file and reuse it to add, update, or remove student data the next time you order labels.

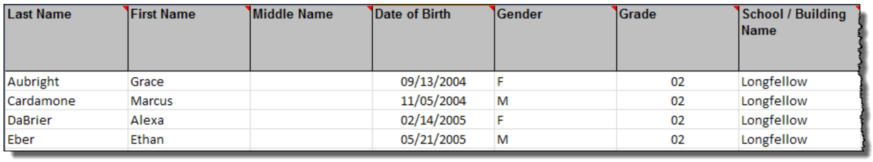
Example

The Technical Contact at Longfellow Elementary School is creating a barcode data file that includes the following required and optional data:

- **Required:** Last Name, First Name, Date of Birth, Gender, Grade, School/Building Name
- **Optional:** Programs—Gifted/Talented and Programs—English Language Learner

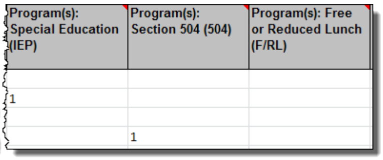
The example below shows the completed and correctly formatted data file.

Required Data



Last Name	First Name	Middle Name	Date of Birth	Gender	Grade	School / Building Name
Aubright	Grace		09/13/2004	F	02	Longfellow
Cardamone	Marcus		11/05/2004	M	02	Longfellow
DaBrier	Alexa		02/14/2005	F	02	Longfellow
Eber	Ethan		05/21/2005	M	02	Longfellow

Optional Data



Program(s): Special Education (IEP)	Program(s): Section 504 (504)	Program(s): Free or Reduced Lunch (F/RL)
1		
	1	

Technical Contact Checklist

✓ Confirm that all required and any additional optional fields are complete.

✓ Verify that all data has been formatted correctly.

Part 4 Complete the Barcode Form

In Brief

All barcode label orders must include the Barcode Form. You must ensure all information is current and correct before submitting your order. An incomplete or incorrect Barcode Form will delay the processing of your order.

This section provides instructions for completing the Barcode Form.

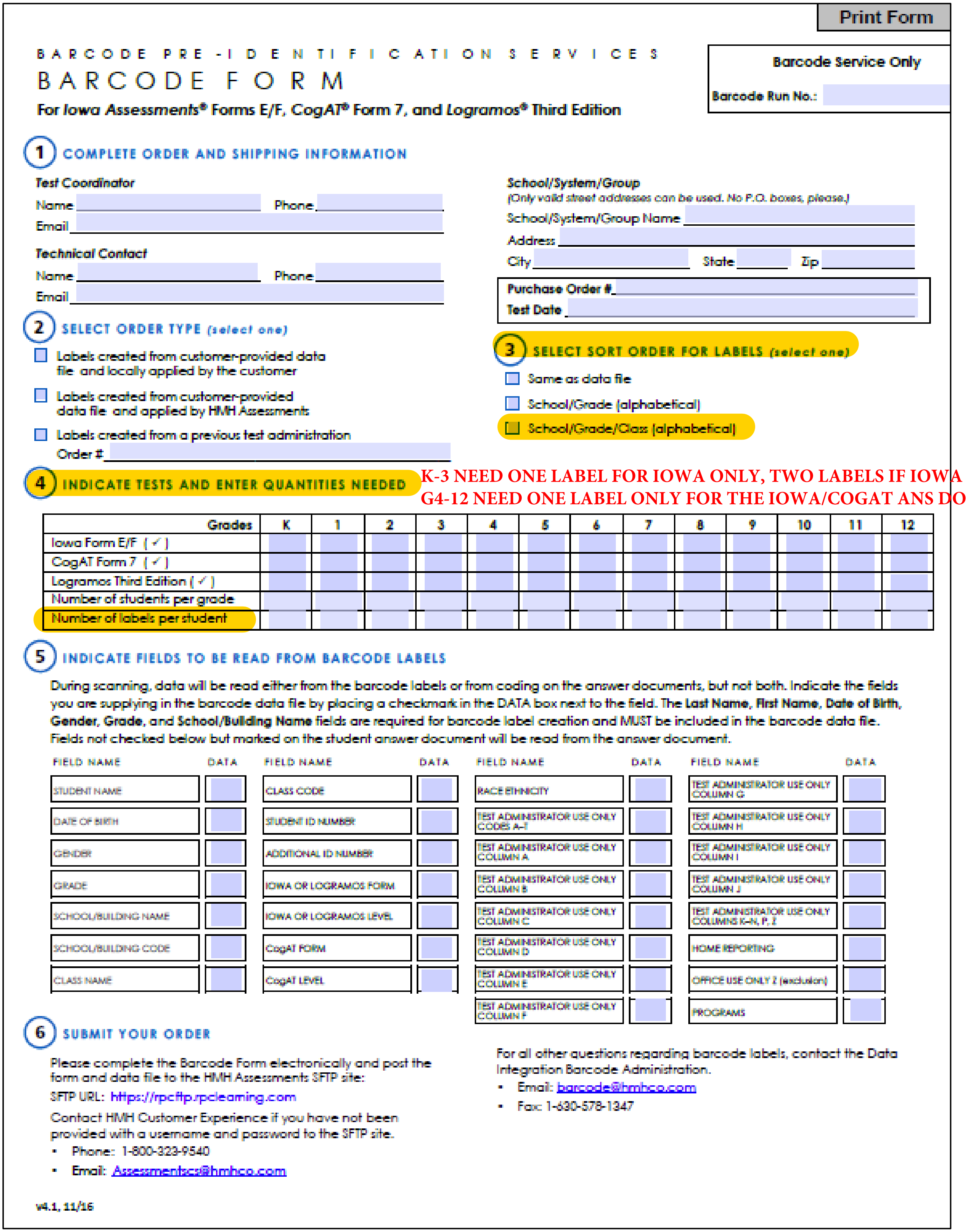
Complete the Barcode Form

The Barcode Form is available to download through the *DataManager* Product Information page. To access the Product Information page, go to http://www.hmhco.com/hmh-assessments/data-and-learning-management/datamanager and click your *DataManager* Scoring Package.

To complete the Barcode Form:

1. Open the form in Adobe® Reader®. You can download Adobe Reader free at http://get.adobe.com/reader/.
2. Click **File**, and then click **Save As**.

   Note: Do not complete the fields while viewing the form in your web browser. You must save the form to your computer first before uploading to the secure FTP to ensure data transmits correctly.
3. Select a location to save the file.
4. In the **File name** box, type a name for the file. The filename should include your organization’s name (for example, Longfellow_barcodeform.pdf).
5. Click **Save**.
6. Click inside a text field to type. See “Barcode Form Fields” on page 9 for an explanation of each field.



Print Form

BARCODE PRE-IDENTIFICATION SERVICES

BARCODE FORM

For *Iowa Assessments*® Forms E/F, *CogAT*® Form 7, and *Logramos*® Third Edition

Barcode Service Only

Barcode Run No.:

1 COMPLETE ORDER AND SHIPPING INFORMATION

Test Coordinator

Name Phone

Email

Technical Contact

Name Phone

Email

School/System/Group

(Only valid street addresses can be used. No P.O. boxes, please.)

School/System/Group Name

Address

City State Zip

Purchase Order #

Test Date

2 SELECT ORDER TYPE *(select one)*

☐ Labels created from customer-provided data file and locally applied by the customer

☐ Labels created from customer-provided data file and applied by HMH Assessments

☐ Labels created from a previous test administration
Order #

3 SELECT SORT ORDER FOR LABELS *(select one)*

☐ Same as data file

☐ School/Grade (alphabetical)

☐ School/Grade/Class (alphabetical)

4 INDICATE TESTS AND ENTER QUANTITIES NEEDED

K-3 NEED ONE LABEL FOR IOWA ONLY, TWO LABELS IF IOWA & COGAT
G4-12 NEED ONE LABEL ONLY FOR THE IOWA/COGAT ANS DOC

Grades	K	1	2	3	4	5	6	7	8	9	10	11	12
Iowa Form E/F (✓)													
CogAT Form 7 (✓)													
Logramos Third Edition (✓)													
Number of students per grade													
Number of labels per student													

5 INDICATE FIELDS TO BE READ FROM BARCODE LABELS

During scanning, data will be read either from the barcode labels or from coding on the answer documents, but not both. Indicate the fields you are supplying in the barcode data file by placing a checkmark in the DATA box next to the field. The **Last Name, First Name, Date of Birth, Gender, Grade,** and **School/Building Name** fields are required for barcode label creation and MUST be included in the barcode data file. Fields not checked below but marked on the student answer document will be read from the answer document.

FIELD NAME	DATA	FIELD NAME	DATA	FIELD NAME	DATA	FIELD NAME	DATA
STUDENT NAME		CLASS CODE		RACE ETHNICITY		TEST ADMINISTRATOR USE ONLY COLUMN G	
DATE OF BIRTH		STUDENT ID NUMBER		TEST ADMINISTRATOR USE ONLY CODES A–T		TEST ADMINISTRATOR USE ONLY COLUMN H	
GENDER		ADDITIONAL ID NUMBER		TEST ADMINISTRATOR USE ONLY COLUMN A		TEST ADMINISTRATOR USE ONLY COLUMN I	
GRADE		IOWA OR LOGRAMOS FORM		TEST ADMINISTRATOR USE ONLY COLUMN B		TEST ADMINISTRATOR USE ONLY COLUMN J	
SCHOOL/BUILDING NAME		IOWA OR LOGRAMOS LEVEL		TEST ADMINISTRATOR USE ONLY COLUMN C		TEST ADMINISTRATOR USE ONLY COLUMNS K–N, P, Z	
SCHOOL/BUILDING CODE		CogAT FORM		TEST ADMINISTRATOR USE ONLY COLUMN D		HOME REPORTING	
CLASS NAME		CogAT LEVEL		TEST ADMINISTRATOR USE ONLY COLUMN E		OFFICE USE ONLY Z (exclusion)	
				TEST ADMINISTRATOR USE ONLY COLUMN F		PROGRAMS	

6 SUBMIT YOUR ORDER

Please complete the Barcode Form electronically and post the form and data file to the HMH Assessments SFTP site:

SFTP URL: https://rpcftp.rpclearning.com

Contact HMH Customer Experience if you have not been provided with a username and password to the SFTP site.

- Phone: 1-800-323-9540
- Email: Assessmentscs@hmhco.com

For all other questions regarding barcode labels, contact the Data Integration Barcode Administration.

- Email: barcode@hmhco.com
- Fax: 1-630-578-1347

v4.1, 11/16

Barcode Form Fields

<table>
<tr><th>Section</th><th>Requested Information</th></tr>
<tr><td>①</td><td>

Order and Shipping Information

Provide contact information for both the test coordinator and technical contact. The technical contact is the person who created the barcode data file. Be sure to include phone numbers and e-mail addresses.

Provide the school/system/group name and complete address. Note that the shipping address must be a street address, not a P.O. Box number.

</td></tr>
<tr><td>②</td><td>

Order Type

Select one of the available order types.

- If you are providing a barcode data file with your order and your school will apply the labels, check the first box, **Labels created from customer-provided data file and applied by the customer**.
- If you are providing a barcode data file with your order and you would like HMH to apply the labels, check the second box, **Labels created from customer-provided data file and applied by HMH Assessments.**
- If you would like labels created from the data obtained from answer documents from a previous test administration and you are not submitting a barcode data file, check the third box, **Labels created from a previous test administration**. Write the previous test administration order number in the space provided. You can find your order number at the bottom-right corner of any score report.

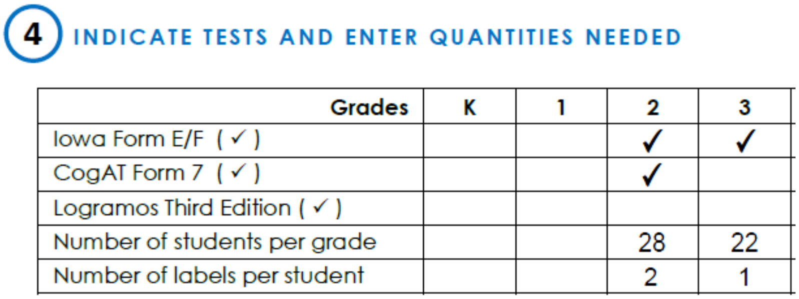
</td></tr>
<tr><td>④</td><td>

Tests and Quantities

For each grade, indicate the tests for which you want barcode labels by placing a check mark in the corresponding row. For each grade checked, write the number of students to be tested and the number of labels needed per student.

Example 1

Longfellow Elementary School is administering both *Iowa Assessments* and *CogAT* to grade 2, and only *Iowa Assessments* to grade 3. There are 28 students in grade 2 and 22 students in grade 3. Note that grade 2 requires two labels per student to accommodate both *Iowa Assessments* and *CogAT* test booklets.



4 INDICATE TESTS AND ENTER QUANTITIES NEEDED

<table>
<tr><th>Grades</th><th>K</th><th>1</th><th>2</th><th>3</th></tr>
<tr><td>Iowa Form E/F (✓)</td><td></td><td></td><td>✓</td><td>✓</td></tr>
<tr><td>CogAT Form 7 (✓)</td><td></td><td></td><td>✓</td><td></td></tr>
<tr><td>Logramos Third Edition (✓)</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Number of students per grade</td><td></td><td></td><td>28</td><td>22</td></tr>
<tr><td>Number of labels per student</td><td></td><td></td><td>2</td><td>1</td></tr>
</table>

Ordering labels from a previous test administration

Mark the grade that students were in during the previous test administration. The grade may be the same as the current grade or it may be different.

</td></tr>
<tr><td>③</td><td>

Sort Order for Labels SELECT BOX 3, SCHOOL/GRADE/CLASS (ALPHABETICAL)

Indicate barcode label sort order preference by selecting either data file order or alphabetical by school/grade or school/grade/class. If a sort order is not specified, labels will be sorted alphabetically by school/grade/class/student name.

</td></tr>
</table>

Continued on the next page…

Barcode Form Fields, *continued*

Section	Requested Information
⑤	**Fields to be Read from Barcode Labels** When HMH Scoring Service scans the answer documents after testing, data can be read from barcode labels or from coding on the answer documents, but not both. Indicate the fields you want read from the barcode labels by placing a checkmark in the **DATA** box next to the field. Fields not checked will be read from the student answer document, if used.
⑥	**Submit Your Order** Submit your completed Barcode Form electronically by posting the form and data file to the HMH secure FTP site. • Contact Customer Experience if you have not been provided with a username and password to the secure FTP site. • For all other questions regarding barcode labels, contact the Data Integration Barcode Administration.

Technical Contact Checklist

- ✓ Confirm that each section of the Barcode Form is complete.
- ✓ Verify that contact information is correct and current.
- ✓ Verify the order number (if reordering labels from a previous test administration).
- ✓ Save the Barcode Form for future use in obtaining labels.

Part 5 Submit Barcode Order

In Brief

This section provides instructions for submitting your completed Barcode Form and, if applicable, data file to HMH for order fulfillment.

Submit Barcode Order to HMH

Barcode order that does not include a data file

If you are ordering labels from a previous test administration, e-mail or fax the completed Barcode Form to the Data Integration Barcode Administration. See “Getting More Help” on page 1 for contact information. Check the completeness and accuracy of the Barcode Form before sending it for fulfillment; an incomplete or incorrect form will delay order processing.

Barcode order that includes a data file

If you are ordering new labels, upload your data file, along with the completed Barcode Form, to the secure FTP site for barcode order fulfillment. You should have received instructions for accessing the secure FTP site (including your login credentials) in an e-mail from HMH. If you do not have this information, contact Customer Experience.

When preparing your submission:

- Check the completeness and accuracy of the Barcode Form before sending it with the data file. An incomplete or incorrect Barcode Form will delay order processing.
- Submit only one barcode data file and one Barcode Form.

If HMH receives an incomplete or improperly formatted file, you will be asked to revise and resubmit the file. Allow ten business days after submission of an acceptable data file and Barcode Form to receive your order.

To upload the data file and Barcode Form to the secure FTP site:

1. Open the secure FTP address in a browser and login using the credentials provided in the e-mail from Customer Experience.
2. Click the **Barcode** folder.
3. Click **Upload Files**. The **Upload Files** page appears.
4. Click **Browse**. The **Choose file** dialog box appears.
5. Locate and select your barcode data (.xlsx) file.
6. Click **Open**.
7. Repeat steps 3–6 to include the completed Barcode Form (.pdf) file.
8. Click **Upload**. Your files appear in the main page.
9. Log off the secure FTP by clicking **Logoff** in the upper-right corner of the screen.

Part 6 Apply Barcode Labels

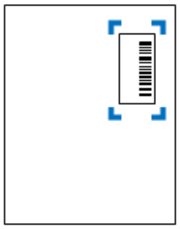
In Brief

After you receive your labels, you will need to apply them to the answer documents before testing. This section provides instructions for correctly affixing barcode labels to the answer documents.

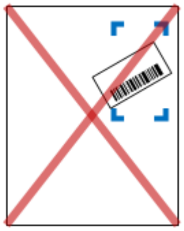
Instructions for Applying Barcode Labels

Follow the steps below to affix barcode labels to answer documents.

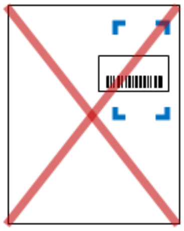
1. Verify that the answer documents are for the correct test and level.
2. On the answer document, locate the area labeled “Place barcode label in the space above.”
3. Position the barcode label lengthwise (parallel to the statement “Place barcode label in the space above”) and within the four marked corners of the box (area shaded for emphasis in the illustration below).



Correct

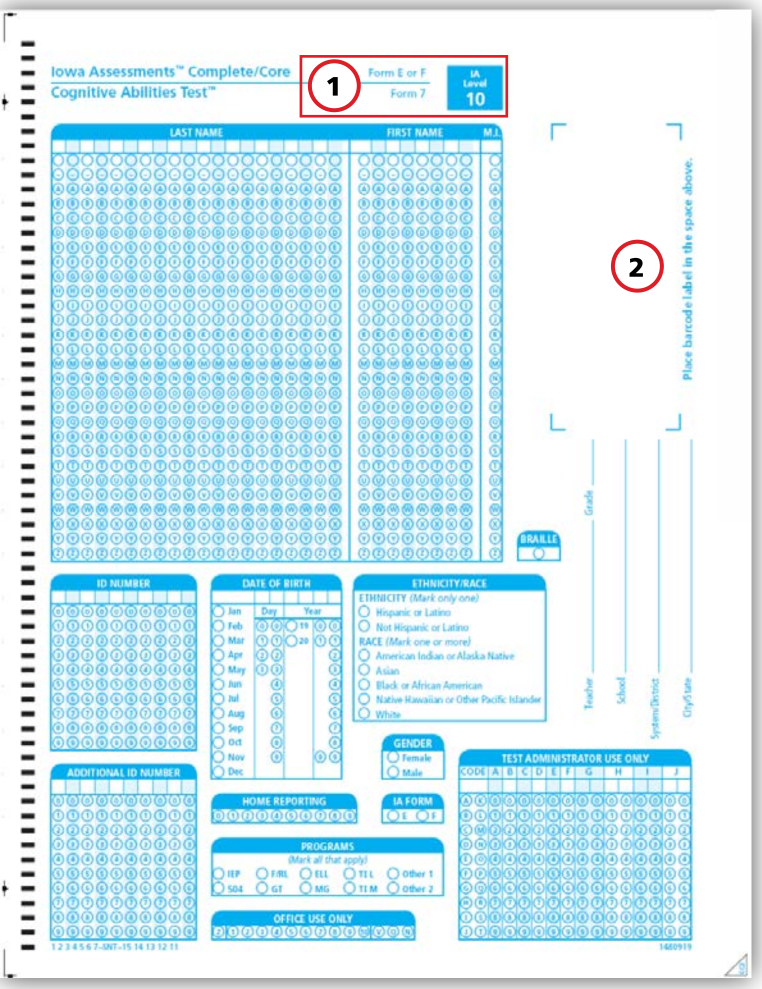


Incorrect



Incorrect

4. Repeat the process for the remaining labels.


Iowa Assessments™ Complete/Core
Cognitive Abilities Test™
1
Form E or F
Form 7
IA Level
10
LAST NAME
FIRST NAME
M.I.
2
Place barcode label in the space above.
BRAILLE
ID NUMBER
DATE OF BIRTH
ETHNICITY/RACE
GENDER
ADDITIONAL ID NUMBER
HOME REPORTING
IA FORM
PROGRAMS
OFFICE USE ONLY
TEST ADMINISTRATOR USE ONLY
Grade
Teacher
School
System/District
City/State

Appendix A Barcode File Format

The table beginning on the following page lists acceptable formatting for all data fields in the data file. Note the following when entering data into the Barcode File Template:

- **Last Name**, **First Name**, **Date of Birth**, **Gender**, **Grade**, and **School/Building Name** fields (fields 1, 2, 4–7) are required. Middle Name (field 3) is optional. Required fields are shown in bold in the table that begins on the following page.
- **School/Building Code** through **Race/Ethnicity: Other** (fields 8–23) are optional fields for supplemental coding needs.
- **Test Administrator Use Only: Code A** through **Test Administrator Use Only: Code T** (fields 24–43) are optional, user-defined fields for supplemental coding needs and must be one digit.
- **Test Administrator Use Only: Column A** through **Test Administrator Use Only: Column F** (fields 44–49) are optional, user-defined fields for supplemental coding needs and must be one digit.
- **Test Administrator Use Only: Column G** through **Test Administrator Use Only: Column J** (fields 50–53) are optional, user-defined fields for supplemental coding needs and must be two digits. Use a leading zero with any single-digit number. For example, "2" should be entered "02."
- **Home Reporting** and **Program(s):** (fields 54 and 56–65) are optional fields for supplemental coding and must be one digit.
- **Office Use Only Z (exclusion)** (field 55) is an optional, user-defined field for supplemental coding. Note that any entries in this field will exclude the student from averages.
- The following abbreviations appear in the **Type** column.
  - A = alpha and any ASCII 7-bit non-numeric characters are allowed in the field
  - N = numeric characters only are allowed in the field
  - A/N = alpha, numeric, and any 7-bit ASCII non-numeric characters are allowed in the field

Field Number	**Field Name Description**	**Field Name Value**	**Field Start**	**Field End**	**Field Length**	**Type**	**Record Value and Description**
1	**Last Name**	LAST_NAME	1	20	20	A	A–Z, including 7-bit ASCII characters; 20 characters maximum
2	**First Name**	FIRST_NAME	21	40	20	A	A–Z, including 7-bit ASCII characters; 20 characters maximum
3	Middle Name	MIDDLE_NAME	41	60	20	A	A–Z, including 7-bit ASCII characters; 20 characters maximum
4	**Date of Birth**	BIRTH_DATE	61	70	10	N	mm/dd/yyyy, for example 01/06/1996 Include slashes January = 01 February = 02 March = 03 April = 04 May = 05 June = 06 July = 07 August = 08 September = 09 October = 10 November = 11 December = 12 Day = 01 to 31 Year = Each position 0–9
5	**Gender**	GENDER	71	71	1	A	Female = F Male = M
6	**Grade**	GRADE	72	73	2	N	0–12, for example: 00 = Kindergarten, 01 = Grade 1, etc.
7	**School/Building Name**	BUILDING_NAME	74	93	20	A/N	0–9, A–Z
8	School/Building Code	BUILDING_CODE	94	107	14	A/N	0–9, A–Z, or blank
9	Class Name	CLASS_NAME	108	127	20	A/N	0–9, A–Z, or blank
10	Class Code	CLASS_CODE	128	132	5	A/N	0–9, A–Z, or blank
11	Student ID Number	IDENTIFICATION	133	142	10	A/N	Each position: 0–9 or A–Z
12	Additional ID Number	IDENTIFICATION2	143	152	10	A/N	Each position: 0–9 or A–Z
13	Iowa or Logramos Form	IOWA_FORM	153	153	1	A	Iowa: E or F Logramos: use A

Continued on next page…

Field Number	Field Name Description	Field Name Value	Field Start	Field End	Field Length	Type	Record Value and Description
14	Iowa or Logramos Level	IOWA_LEVEL	154	155	2	N	Levels 05–18, for example: Level 5/6 = 05 Level 17/18 = 17
15	CogAT Form	COGAT_FORM	156	156	1	N	7
16	CogAT Level	COGAT_LEVEL	157	158	2	N	Levels 05–18, for example: Level 5/6 = 05 Level 17/18 = 17
17	Race/Ethnicity: American Indian or Alaska Native	NATIVEIND	159	159	1	N	Yes = 1 No = 0 or blank
18	Race/Ethnicity: Asian	ASIAN	160	160	1	N	Yes = 1 No = 0 or blank
19	Race/Ethnicity: Black or African American	AFRICANAMERICAN	161	161	1	N	Yes = 1 No = 0 or blank
20	Race/Ethnicity: Hispanic or Latino	HISPANIC_LATINO	162	162	1	N	Yes = 1 No = 0 or blank
21	Race/Ethnicity: Native Hawaiian or Pacific Islander	HAW_PAC_ISLANDER	163	163	1	N	Yes = 1 No = 0 or blank
22	Race/Ethnicity: White	WHITE	164	164	1	N	Yes = 1 No = 0 or blank
23	Race/Ethnicity: Other	OTHER	165	165	1	N	Yes = 1 No = 0 or blank
24	Test Administrator Use Only: Code A	ADM_CODE_A	166	166	1	N	Yes = 1 No = 0 or blank
25	Test Administrator Use Only: Code B	ADM_CODE_B	167	167	1	N	Yes = 1 No = 0 or blank
26	Test Administrator Use Only: Code C	ADM_CODE_C	168	168	1	N	Yes = 1 No = 0 or blank
27	Test Administrator Use Only: Code D	ADM_CODE_D	169	169	1	N	Yes = 1 No = 0 or blank
28	Test Administrator Use Only: Code E	ADM_CODE_E	170	170	1	N	Yes = 1 No = 0 or blank
29	Test Administrator Use Only: Code F	ADM_CODE_F	171	171	1	N	Yes = 1 No = 0 or blank
30	Test Administrator Use Only: Code G	ADM_CODE_G	172	172	1	N	Yes = 1 No = 0 or blank

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Field Number	Field Name Description	Field Name Value	Field Start	Field End	Field Length	Type	Record Value and Description
31	Test Administrator Use Only: Code H	ADM_CODE_H	173	173	1	N	Yes = 1 No = 0 or blank
32	Test Administrator Use Only: Code I	ADM_CODE_I	174	174	1	N	Yes = 1 No = 0 or blank
33	Test Administrator Use Only: Code J	ADM_CODE_J	175	175	1	N	Yes = 1 No = 0 or blank
34	Test Administrator Use Only: Code K	ADM_CODE_K	176	176	1	N	Yes = 1 No = 0 or blank
35	Test Administrator Use Only: Code L	ADM_CODE_L	177	177	1	N	Yes = 1 No = 0 or blank
36	Test Administrator Use Only: Code M	ADM_CODE_M	178	178	1	N	Yes = 1 No = 0 or blank
37	Test Administrator Use Only: Code N	ADM_CODE_N	179	179	1	N	Yes = 1 No = 0 or blank
38	Test Administrator Use Only: Code O	ADM_CODE_O	180	180	1	N	Yes = 1 No = 0 or blank
39	Test Administrator Use Only: Code P	ADM_CODE_P	181	181	1	N	Yes = 1 No = 0 or blank
40	Test Administrator Use Only: Code Q	ADM_CODE_Q	182	182	1	N	Yes = 1 No = 0 or blank
41	Test Administrator Use Only: Code R	ADM_CODE_R	183	183	1	N	Yes = 1 No = 0 or blank
42	Test Administrator Use Only: Code S	ADM_CODE_S	184	184	1	N	Yes = 1 No = 0 or blank
43	Test Administrator Use Only: Code T	ADM_CODE_T	185	185	1	N	Yes = 1 No = 0 or blank
44	Test Administrator Use Only: Column A	ADM_A	186	186	1	N	0–9 or blank
45	Test Administrator Use Only: Column B	ADM_B	187	187	1	N	0–9 or blank
46	Test Administrator Use Only: Column C	ADM_C	188	188	1	N	0–9 or blank
47	Test Administrator Use Only: Column D	ADM_D	189	189	1	N	0–9 or blank

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Field Number	Field Name Description	Field Name Value	Field Start	Field End	Field Length	Type	Record Value and Description
48	Test Administrator Use Only: Column E	ADM_E	190	190	1	N	0–9 or blank
49	Test Administrator Use Only: Column F	ADM_F	191	191	1	N	0–9 or blank
50	Test Administrator Use Only: Column G	ADM_G	192	193	2	N	Each position: 00–99 For example: 00, 11, 99
51	Test Administrator Use Only: Column H	ADM_H	194	195	2	N	Each position: 00–99 For example: 00, 11, 99
52	Test Administrator Use Only: Column I	ADM_I	196	197	2	N	Each position: 00–99 For example: 00, 11, 99
53	Test Administrator Use Only: Column J	ADM_J	198	199	2	N	Each position: 00–99 For example: 00, 11, 99
54	Home Reporting	ADM_O	200	200	1	N	English = 1 Spanish = 2
55	Office Use Only Z (exclusion)	ADM_Z	201	201	1	N	0–9 or blank
56	Program(s): Individual Education Plan (IEP)	PROG_IEP	202	202	1	N	Yes = 1 No = 0 or blank
57	Program(s): Section 504 (504)	PROG_504	203	203	1	N	Yes = 1 No = 0 or blank
58	Program(s): Free or Reduced Lunch (F/RL)	PROG_FRL	204	204	1	N	Yes = 1 No = 0 or blank
59	Program(s): Gifted and/or Talented (GT)	PROG_GT	205	205	1	N	Yes = 1 No = 0 or blank
60	Program(s): English Language Learner (ELL)	PROG_ELL	206	206	1	N	Yes = 1 No = 0 or blank
61	Program(s): Migrant (MG)	PROG_MG	207	207	1	N	Yes = 1 No = 0 or blank

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Field Number	Field Name Description	Field Name Value	Field Start	Field End	Field Length	Type	Record Value and Description
62	Program(s): Title I Language (TI L)	PROG_T1LANG	208	208	1	N	Yes = 1 No = 0 or blank
63	Program(s): Title I Math (TI M)	PROG_T1MATH	209	209	1	N	Yes = 1 No = 0 or blank
64	Program(s): Other 1	PROG_OTHER1	210	210	1	N	Yes = 1 No = 0 or blank
65	Program(s): Other 2	PROG_OTHER2	211	211	1	N	Yes = 1 No = 0 or blank

Appendix B Troubleshooting

If you encounter a problem with barcode labels before testing begins, use the chart below to determine what action is needed to resolve the problem.

Problem Type	Problem Details	Resolution
Incorrect Data	You discover errors in the data printed in a barcode label.	Contact the Data Integration Barcode Administration. See page 1 for contact information.
Missing Label	You did not receive a barcode label for a particular student or the barcode label is missing.	Mark the student identification and demographic information by hand on the correct type of answer document.
Misapplication	A barcode label is applied to the wrong type of answer document.	Discard the incorrect answer document and the barcode label. Mark the student identification and demographic information by hand on the correct type of answer document.
Incorrect Position	The barcode label is affixed at a slight angle to or slightly outside of the four corners of the designated label area.	No action required—the barcode label can still be scanned and read.
Incorrect Position	The barcode label is affixed perpendicular (vertically instead of horizontally) to the designated label area.	The barcode cannot be scanned and read. Cover the barcode label with a blank white label and mark the student identification and demographic information by hand on the correct type of answer document.
Incorrect Position	The barcode label is affixed over demographic fields intended for hand marking.	The barcode cannot be scanned and read. Discard the answer document and the barcode label. Mark the student identification and demographic information by hand on a new answer document.

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