



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

***Instruction Book with Layout***



- **Important Dates for Precoded Barcode Labels**

Precode Data Files due to CTB	<b>12/16/09</b>
Precoded Barcode Labels sent to the Customer no later than	<b>01/15/10</b>

- **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 as continuous 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 Shirl Proctor at **1 (800)-428-2669**.

**Step 2**

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

<b>Position</b>	<b>Description</b>
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	<b>IEP (DO NOT USE)</b>
130	<b>504 (DO NOT USE)</b>
131	<b>LEP/ELL (DO NOT USE)</b>



- 132-134 Test ID, numeric.  
The test ID codes are as follows:  
*TerraNova, Third Edition Complete Battery* -----097  
*TerraNova, Third Edition Complete Battery Plus* -----098  
*TerraNova, Third Edition Complete Battery w/InView* -----099  
*TerraNova, Third Edition Complete Battery Plus w/InView* ---100
- 135-136 Test Form, alpha (G for *TerraNova, Third Edition*)
- 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  
8 = Other
- 145-146 Home Language, numeric. **(DO NOT USE)**
- 147 *InView* 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)**
- 170-250 Blank, CTB Use Only

**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:

**Shirl\_Proctor@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 January 8, 2010.**



## **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:

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

## **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 **February 1, 2010**.