

**Iowa
Assessment/CogAT
Teacher
Information**

**Northern California Conference
Department of Education**

Bar Codes

Bar code information will be taken from student information on Dashboard. (If your school's data has not been updated into Renweb, you will not have bar codes and will need to bubble in student information.) These bar codes will be placed on each answer folder AFTER your student's have taken their Iowa tests, and BEFORE you return them to your principal for submission. Have each student print their name on their test as they take it (without bubbling it in). Then attach the bar code when they have finished taking all of the tests.

We hope this saves the teachers a lot of time, and also helps insure accuracy as to the student's name, ID number and date of birth. The bar code will contain the following information, so you won't have to bubble in these items:

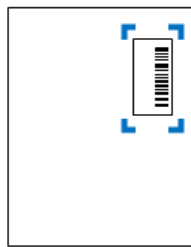
- First Name
- Last Name
- Date of Birth
- Gender
- Grade
- School/Building Name
- School/Building Code
- Student ID Number
- Iowa Form Number
- Iowa Level Number
- CogAT Form Number
- CogAT Level Number

Each student will still need to bubble in their ethnic information.

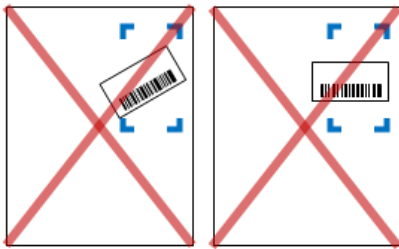
- If you have students that registered late, and there is no bar code for them, fill in and bubble in **ALL** of their information, and it will still be processed.
- If you have any students that are approved for exemption from being scored with the rest of the class, you will need to bubble in the "Z" on their answer folder, on the far left of the "Office Use Only" box.
- The student information will be taken from DASHBOARD. So if you have a student that you want to test on a different grade level than is listed in Dashboard, do NOT use the bar code on their answer folder.
- Feel free to contact the conference office if you have any questions.

INSTRUCTIONS FOR APPLYING BARCODE LABELS

- 1 Verify that the answer documents are the correct level.
- 2 On the answer document, locate the area labeled "Place barcode label in the space above."
- 3 Position the barcode label lengthwise within the four corners of the box. Press the label firmly to adhere it to the answer document.



Correct



Incorrect

Incorrect

- 4 Repeat the process for the remaining labels, stacking the labeled answer documents with the label-side down to keep answer documents in order.

If you have questions regarding barcode labels,
 please contact Data Integration Barcode Administration
 Email: barcode@hmhco.com



MOUSE MINNIE

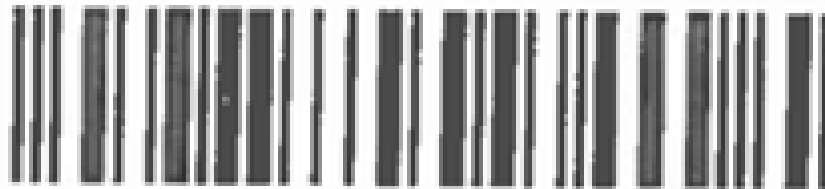
lowas/CogAT

School Name

DOB: 07/2008

Student ID:

Gender: F



Internal ID: 2567951185

Teachers! Take Note!

- **Directions for Administration:** Your administrator will provide you with a copy of the Directions for Administration. In addition to the hard copy, an electronic copy is available to you on DataManager. Please look it over to review the tests and times.
- **DataManager:** DataManager houses resources available for you to use including Directions for Administration, Score Interpretation Guides, Messages to Families, and Planning and Implementation guides. If you need assistance accessing the resources on DataManager, please contact your principal or the Office of Education. You will be using DataManager to look at reports of your students' scores after the IA results are available. (Usually sometime late in October. Copies of some of your paper reports are available here as well, if your parent-teacher conferences are scheduled to take place before the arrival of your paper reports.)
- **“Z” for Special Education:** Please make sure you notify and discuss with your principal any students you feel qualify to be left out of class averages due to special needs or language differences (ELL). Your principal will submit a Special Education Request for Exemption form (Located on the Iowa resource page on the NCC Education website) to the conference office **prior to testing**. The indication for this student on their Student Answer Folder is to mark “Z” in the “*Office Use Only*” box.
- **“E” Form:** All students take the IA “E” form. Please make sure your students are all indicating this on their Student Answer Folders. Those with a bar code have it included in the bar code.
- **Help Your Administrator:** Conference office staff will not be checking your students' answer folders. Please help your principal out by making sure all your student answer folders have quality marks. Double check birth month and **birth year** – for all elementary students without a bar code. Students often put birth month and date rather than year. (In the past, we have caught answer sheets showing the students age to be 100+ years!) Remember if there is an error in their birth date, there will be no predicted scores as the CogAT scores will be incorrect. In addition, make sure all Student IDs are accurate. Incorrect Student IDs result in the inability to produce longitudinal scores. **Those with a bar code already have this information on the bar code.**

As always...

Make sure you have reviewed the time limits for the subtests and have done adequate planning for scheduling. Make decisions in advance regarding the use of calculators and plan ahead for extra supplies – scratch paper, pencils, etc. Teach students the importance of quality marks and make sure all your student answer folders have the correct information for school, date, etc. Remember, this is a standardized test. It is important that you follow the standard procedures down to the letter – including a word-by-word reading of scripted directions. If you have questions, don't be afraid to ask!

For Teachers...

Prepare, Inform, and Motivate Students

Give basic reasons for testing

- To determine year to year progress
- To decide who needs more help
- To find who is advancing quickly
- To help the school with its curriculum



Reinforce test-taking skills

- Explain procedures
- Tell function of answer folder
- Explain how to mark answers
- Show how to pace within time available
- Share importance of honesty and independent work
- Reassure students and allay their fears

Share tips for success

Reinforce *Students! Take Note!*

Remind them...

- ✓ Eat a hearty breakfast
- ✓ Drink lots of water
- ✓ Request alternate seating if needed to sub-vocalize
- ✓ Read question carefully before guessing or leaving it blank
- ✓ Beware of random marks
- ✓ Ask God for help
- ✓ Don't give up

(Additional ideas and information in Directions for Administration found in "The Iowa Tests.")



ELEMENTARY AND SECONDARY Grade/Class Identification Sheet

(Blue)

(Helpful Information to Know)

One sheet each grade/each class

Grade/Class Identification Sheet

1. **Information Box:** (see example on next page for the following items)

<u>Testing Date</u>	(Please get the testing date from your principal)
<u>Building Name</u>	Use Building Name as supplied by Principal
<u>System Name</u>	Northern CA Conf
<u>City/State</u>	Pleasant Hill, CA

2. **Class Name Box:**

Elementary/Junior High:	Last name of teacher
Secondary:	Freshman, Junior, etc.
(Fill in bubbles at the top to indicate where there are no letters)	

3. **Class Code Box:** Leave blank.

4. **Grade Box:** Bubble in relevant grade level and print in box below

5. **Form Box:** Bubble in "E" for all Grade/Class Identification Sheets. Write "E" in the box below.

6. **Answer Document Count Box:** Bubble in # of student answer folders who are in one grade/class group. Place answer to the right of the box. Fill in zeros for any blank bubbles to the left of the number of answer folders. Example: 0023 if there are 23 answer folders.

7. **Scoring Service Only Box:** Leave blank

When filling the "bubbles" for names, be sure to start on the left and fill in the empty bubbles at the top to indicate there is no letter to fill in.

ELEMENTARY and SECONDARY Iowa Assessments® and CogAT® Student Answer Folder Instructions

**For students with a BAR CODE, they only need to fill in their ethnicity!
All other information is encoded in their bar code.**

Student Answer Folder (see example on the next page for the following items)

1. Make sure answer folder states “Iowa Assessments Complete/Core” AND “Cognitive Abilities Test.”
2. **Optional and Other Information Boxes inside student answer folder:** Leave blank
3. **Additional ID Number, Home Reporting, Programs and Test Administrator Use Only Boxes:** Leave blank
4. **Teacher/School Identification Box:**
 - Teacher: Teacher last name (elementary) Freshman, etc. (secondary)
 - Grade: Write appropriate grade level
 - School: Use Building Name as supplied by Principal
 - System/District Northern CA Conf
 - City: Must write **Pleasant Hill** on ALL answer folders
 - State: CA
5. **Student Information Boxes:**
 - Student Name: Student Last Name/First Name/M.I. (*Be sure to fill the empty bubbles at the top when there is no letter to fill in.*)
 - Student ID Number: Fill in bubbles with number provided by the NAD, starting from the left. It will be a 6 or 7 digit number; *do NOT fill in empty bubbles or squares for any columns at the end that have no number.*
 - Date of Birth: Student date of birth – Month, Day and Year **Make sure it is their year of BIRTH, and not their age or day of the month!** It is important for CogAT to show the correct BIRTH year.)
 - Race/Ethnicity: Bubble in **ALL that apply**
 - Gender: Student sex - Female or Male
 - IA Form: **“E”** for all answer folders
 - Office Use Only: Bubble in “Z” for exempt students (Student must be listed on the school’s Special Ed Request for Exemption form)
 - CogAT Level: Bubble in appropriate level (on top right **inside** page)
6. **Use of Calculators:** Calculators may be used in parts 1 and 2 of the Mathematics section (elementary) and the Mathematics section (secondary), but **May NOT be used during the Math Computation sections.**

When filling the “bubbles” for student names, be sure to start on the left. Fill in the empty bubbles at the top to indicate there is no letter to fill in. When filling in “bubbles” for student ID numbers, do NOT fill in empty bubbles at the end where there are blank spaces.

HOUGHTON MIFFLIN HARCOURT

The purpose of this sheet is to identify the names of grades and classes in which the accompanying answer documents were used. If class reports ARE to be identified, please complete these sheets for each class in each grade, making sure that the CLASS NAME and GRADE are entered in the boxes below. If class reports ARE NOT required, you must complete these sheets for each grade in a building, leaving the CLASS NAME section blank, but entering the GRADE.

Use a #2 pencil to mark this sheet.

1. INFORMATION BOX

Print all of the information requested.

2. CLASS NAME

If a class is to be identified, print the class name in the boxes below as it must appear on all reports necessary.

Next, blacken the corresponding letter in each box. Blacken the blank circle at the boxes that are blank.

3. CLASS CODE

This optional grid is for customer use.

4. GRADE

At the bottom of this grid, enter the grade and then blacken the corresponding circle above it.

SAMPLE

In this grid, enter the test form and then blacken the corresponding circle above it.

6. ANSWER DOCUMENT COUNT

In this grid, enter the count of answer documents in each grade/class, using all four boxes. For example, if there are 28 answer documents, enter "0028." Then blacken the corresponding number circle in the column above each of the four boxes.

7. SCORING SERVICE ONLY

This is for Scoring Service use only. Do not mark in this screened section.

Place this completed Grade/Class Identification Sheet on top of the answer documents for this class. If class reports ARE NOT required, place this completed Grade/Class Identification Sheet on top of the answer documents for this grade.

1. INFORMATION BOX

Testing Date September 26, 2016
Building Name (Name supplied by principal) Northern CA Conf
System Name Pleasant Hill
City Pleasant Hill
State CA

2. CLASS NAME grid with letters A-Z and numbers 0-9. Example: JONES

3. CLASS CODE grid with letters A-Z and numbers 0-9. Marked with LEAVE BLANK.

4. GRADE grid with PRE K through 16. Marked with 3.

5. FORM grid with digits 0-9 and letters A-Z. Marked with E.

6. ANSWER DOCUMENT COUNT grid with digits 0-9. Marked with 0023.

7. SCORING SERVICE ONLY grid with digits 0-9. Marked with LEAVE BLANK.

SAMPLE – Elementary Student
without bar code label

LAST NAME											FIRST NAME											M.I.
H O W E											D E V O N											M
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

SAMPLE

Place barcode label in the space above.

ID NUMBER
 9 8 3 4 6 1 2

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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DATE OF BIRTH
 FEB 24 2003

<input type="radio"/> Jan	Day	Year
<input checked="" type="radio"/> Feb	0 0	19 0
<input type="radio"/> Mar	1 1	20 1
<input type="radio"/> Apr	2 2	21 2
<input type="radio"/> May	3 3	22 3
<input type="radio"/> Jun	4 4	23 4
<input type="radio"/> Jul	5 5	24 5
<input type="radio"/> Aug	6 6	25 6
<input type="radio"/> Sep	7 7	26 7
<input type="radio"/> Oct	8 8	27 8
<input type="radio"/> Nov	9 9	28 9
<input type="radio"/> Dec		29 9

ETHNICITY/RACE

ETHNICITY (Mark only one)

- Hispanic or Latino
- Not Hispanic or Latino

RACE (Mark one or more)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

ADDITIONAL ID NUMBER

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

HOME PHONE
 LEAVE BLANK

GENDER

- Female
- Male

IA FORM

- E
- F

PROGRAMS
 (Mark one)

- IEP
- 504
- MG
- TIL
- TIM
- Other 1
- Other 2

OFFICE USE ONLY
 Z 1 2 3 4 5 6 7 8 9 10 V Q N

TEST ADMINISTRATOR USE ONLY

CODE	A	B	C	D	E	F	G	H	I	J
A	K	0	0	0	0	0	0	0	0	0
B	L	1	1	1	1	1	1	1	1	1
C	M	2	2	2	2	2	2	2	2	2
D	N	3	3	3	3	3	3	3	3	3
E	O	4	4	4	4	4	4	4	4	4
F	P	5	5	5	5	5	5	5	5	5
G	Q	6	6	6	6	6	6	6	6	6
H	R	7	7	7	7	7	7	7	7	7
I	S	8	8	8	8	8	8	8	8	8
J	T	9	9	9	9	9	9	9	9	9

LEAVE BLANK

Teacher Jones Grade 5
 School My Adventist School
 System/District Northern CA Conf
 City/State Pleasant Hill, CA

