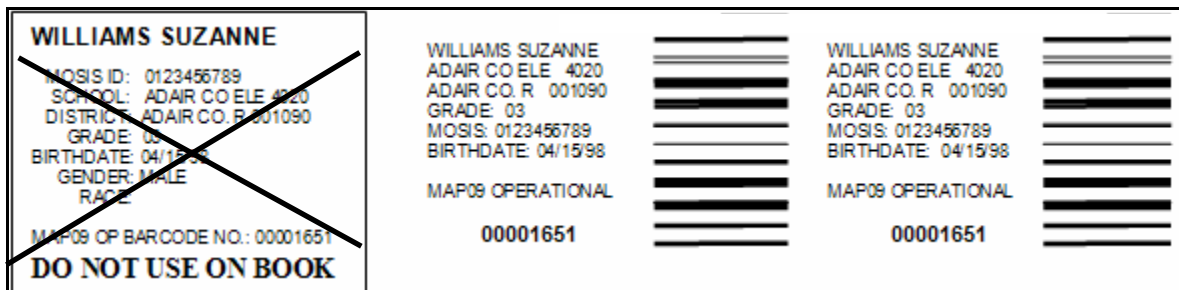


Spring 2009 Missouri Assessment Program Student Barcode Label Instructions

Please follow these instructions very carefully. Failure to do so could result in incorrect assessment results and inaccurate biographical information on reports.

⇒ ABOUT YOUR STUDENT BARCODE LABELS

Each row of labels contains three labels per student: One biographical label containing some basic student information and two identical student barcode labels. Each student will receive one row, or a total of two student barcode labels.



DO NOT APPLY THE BIOGRAPHICAL LABEL TO THE TEST BOOK!
Apply only the labels with barcodes as shown above.

⇒ VERIFY THE STUDENT DATA

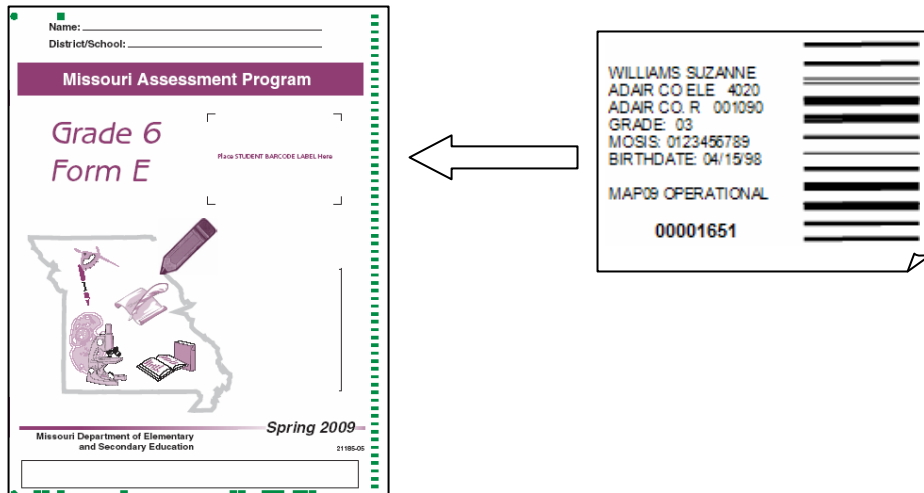
Check the student pre-code roster to confirm accuracy of student information.

Note: Not all student biographical data from the pre-code file is printed on the student label. The student pre-code roster should be used for a complete check of biographical data.

- Verify that the following information is accurate: Student Name, MOSIS State ID, Birth Date, Gender, Race.
- If all information is accurate, affix the student barcode label as instructed on the next page.
- If any of the preceding information is inaccurate, **do not use the student barcode label**. Instead, fill in **all** applicable sections of the SIS on the inside front cover of the test book.

⇒ APPLY THE STUDENT BARCODE LABEL

1. Affix one student barcode label to the designated area on the front cover of the student's test book.



2. To ensure that the student barcode label scans properly, it is important that you:
 - Place the label within the positioning marks. The barcode label will not scan if placed outside of the designated area located on the right side of the front cover.
 - Position the barcode label as straight as possible. Skewed (rotated) labels will not scan properly.
 - Do not affix the label to the test book if the barcode is damaged or torn. Instead, bubble in all of the requested information on the SIS on the inside front cover of the test book.
 - Do not affix the label over the Security Barcode that is printed vertically directly below the designated area.
3. Once the student barcode labels are affixed, they cannot be removed without damaging the test book and rendering the biographic information on the inside front cover of the test book unscannable.

⇒ EXCEPTIONS

- If a student barcode label has already been affixed to a test book and the label is subsequently determined to be inaccurate (incorrect Student Name, MOSIS State ID, Birth Date, Gender, Race), place **two** blank labels **over** the incorrect label. One blank label is not sufficient to obscure the barcode underneath. Then bubble all the information on the SIS.
- If a label for one student has been affixed to a test book completed by a different student, place one blank label over the incorrect label; then affix the correct student barcode label over the blank label.

Note: Blank labels have been provided within each package of student barcode labels and pre-code rosters for use in handling the exceptions described above.

- If a student has no barcode label, notify the local student data management person to enroll/submit the student in core data. Then bubble all the biographical information on the SIS and **leave the barcode area blank**. It is important that nothing be written in that area—no teacher name, no school name, etc. Ensure that the student's name, district, and school information are written on the front of the book.