Diocese of Allentown

Directions for Supplemental Coding

### BAR CODE DATA

Students in grades 4 and 6 will use bar codes. Data for the bar codes was taken from the previous year’s testing.

**If you receive a bar code for a student who is in another Catholic school in the Diocese, please send the bar code to that** **school.**

The bar code label includes the following information.

Name – Last Name, First Name

Date of Birth (DOB)–month, day, and year

Gender

Students using a bar code label in grades 4 and 6 do not have to bubble in the name, birth date or gender. That is embedded in the barcode label.

Students new to your school in grades 4 and 6 will not have a bar code; therefore, the name, birth date and gender must be bubbled.

If there is an error on a bar code, you may use the label; however, your school must submit the corrections to Riverside Publishing on or before March 3, 2017. A data change request will be submitted for your school. You will not receive a new bar code label.

Students in grades 2, 3, 5, and 7, must complete the following information:

Name: The student’s last name and first name (no nicknames)

Date of Birth: Month and year of the student’s birth (not the current year)

Gender: Male or female

**Bubble the following information on a yearly basis. See note below.**

***Grade******IA®*Form** ***CogAT®* Level**

|  |  |  |  |
| --- | --- | --- | --- |
| Grade 2 | Form E |  | See note below |
| Grade 3 | **Form F** | Level 9 | See note below |
| Grade 4 | Form E |  |  |
| Grade 5 | **Form F** |  Level 11 | Inside folder of answer document |
| Grade 6 | Form E |  |  |
| Grade 7 | **Form F** | Level 13/14 | Inside folder of answer document |

**Please Note**

Grade 2 does not need to bubble the Form on the answer document. Since it is a booklet, the scanner will know based on the document code that it is Form E. You must bubble Form E on the Grade/Class ID Sheet (blue).

Grade 3, ***CogAT*** Level 9 does not need to be bubbled. The scanner will know based on the document code that it is level 9. The CogAT Form does not need to be bubbled on the Grade/Class ID Sheet (blue).

Grade 5 ***CogAT level 11*** and Grade 7 ***CogAT level 13/14 need to bubbled in on the Cogat document***

 Cognitive Ability Test Grade 5 Grade 7

 10 11 12 13/14 15/16 17/18

**Purpose of Supplemental Coding on Test Booklets/Answer Documents**

Supplemental coding allows schools to further disaggregate or ”break down” information by subgroup or by individual students with regard to criteria established by the school site.

# PROGRAMS

1. IEP (Special Education): For students who have formal IEPs on record (Aquinas Program students)
	1. St. Margaret and St. John Vianney Aquinas Program students
2. TI L (Title 1): Reading/Language
3. TI M (Title 1): Mathematics

#### TEST ADMINISTRATOR USE ONLY

**Code Column**: Documentation of a student’s accommodation must be on file at the school. Mark the types of accommodations that were used with particular students. You will find coding information and descriptions of each accommodation in the *Iowa* *Assessments™ Directions for Administration*, Levels 9-14, pages 6 and 7. More than one letter may be coded.

* + A: Read Aloud
	+ B: Repeated Directions
	+ C: Assistance with the answer document
	+ D: Extended Time
	+ E: Separate Location
	+ F: Large Print
	+ G: Answers Recorded
	+ H: Transferred Answers
	+ I: Other Accommodations

Communication Assistance (A test administrator who is fluent in signing or cueing methods used by the student may need to repeat directions or certain portions of a test administration to clarify procedures for the student. Signs conveying answers to test questions should not be used, and no portion of the Reading Comprehension or Vocabulary tests should be cued in any way.)

#### TEST ADMINISTRATOR USE ONLY

**Column A: Language (Optional)**

* Bubble 1 for Spanish spoken at home.
* Bubble 2 for another language spoken at home.

**Column B**: **Grade the Student entered the current school (REQUIRED)**

* Bubble 0 if the student entered in Kindergarten or Grade 1
* Bubble 2 if the student entered in Grade 2
* Bubble 3 if the student entered in Grade 3

**Column C: FIRST IN MATH (Grade 4 Only)**

* Bubble 1 if you used FIRST IN MATH last year
* Bubble 2 if you used FIRST IN MATH current year

**Calculators**

* Calculators may be used on both Part 1 and Part 2 of the Mathematics Test. No additional coding is needed when students use calculators.

**Math Computation**

* All schools **must** administer Math Computation. It is not optional for the Diocese of Allentown. Calculators **MAY NOT** be used on this portion of the test.

**Student Profile Narrative (Spanish available)**

* Students needing a Student Profile Narrative in SPANISH, please follow the directions below:

Locate the HOME REPORTING section on the demographic page of the answer sheet.

Bubble the number 2

Students with the number 2 bubbled will receive a Student Profile Narrative in Spanish. ALL other students will receive an ENGLISH Profile Narrative.