



# New Jersey Proficiency Assessments of State Standards, High School Edition

## Scannable Label Transmittal Form

SCORING SERVICE USE ONLY	
Process #	_____
Date Rec'd	_____
Date Sent	_____

for use with Bar Code Labels and Bar Code CDs.

Please complete this form and return it with your final datafile. Please keep a copy of this form for your records.

Today's Date ___/___/___	Date of Testing ___/___/___
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Send To:	
Contact Person	Phone #: (    )
School System Name	Fax #: (    )
Shipped Address	
City/State/Zip	
File Name	How many CDs are you sending?
Number of Schools in File (number must match the number on your CD)	

Charge To:	
Name	Position
School System Name	Telephone
Address	City/State/Zip
Purchase Order Number	Authorized Signature

**Data sent via e-mail to [barcodes@metritech.com](mailto:barcodes@metritech.com).** Please identify your school/district on the email. Fax this form to MetriTech at (217) 398-5798 when you e-mail your data.

**CD included.**

Check the grades included on your data file. Then enter the enrollment on your data file for each grade.		
Grade	Enrollment	Mathematics/English Language Arts
9/10 <input type="checkbox"/>		<input type="checkbox"/>
10/11 <input type="checkbox"/>		<input type="checkbox"/>

**See the back of this sheet for the file format description.**

**Return this completed form and your diskette to:** Riverside Scoring Service  
c/o MetriTech, Inc.  
4106 Fieldstone Road

## New Jersey Proficiency Assessments of State Standards, High School Edition

### Scannable Label Transmittal Service - File Format Description

Field	Field Position		Field Length	Description
	Start	End		
1	1	11	11	*Student's Last Name
2	12	19	8	*Student's First Name
3	20	39	20	*School
4	40	41	2	Grade (must be 09, 10 or 11)
5	42	45	4	Level (0910, 1011)
6	46	55	10	*Student Identification Number or Code
7	56	75	20	*ELA Class/Teacher Name (Default Name)
8	76	81	6	Date of Birth (MMDDYY)
9	82	82	1	Exclude Math (0=No, 1=Yes)
	83	83	1	Exclude ELA (0=No, 1=Yes)
10	84	92	9	Special Accommodations Math (1-9, any or all)
	93	101	9	Special Accommodations ELA (1-9, any or all)
	102	110	9	Special Groups Math (1-9, any or all)
	111	119	9	Special Groups ELA (1-9, any or all)
11	120	128	9	NCLB CODES (1-9, any or all) 1 = English Language Learner 2 = Economically Disadvantaged 3 = Students with Disabilities 4 = American Indian 5 = Asian 6 = African American 7 = Hispanic 8 = White 9 = Other
12	129	139	11	*Local Use
13	140	140	1	Gender ("M" or "F")
14	141	156	15	Math Class/Teacher Name

\*Alpha/Numeric field

When entering student data into this format on your diskette, please note the following:

- Enter all data in ASCII format.
- Data must appear in Field Positions noted.
- Special characters cannot be used and will be ignored.
- Enter a "1" in Field Position 82 is Math is to be excluded, all else enter a "0".
- Enter a "1" in Field Position 83 is English Language Arts is to be excluded, all else enter a "0".
- If reports are to be generated by grade level only, enter "ALL" in Class/Teacher Name (field positions 56-75).
- If reports are to be generated by class/teacher, include a teacher or class name for each student in field positions 56-75.
- A student can appear ONLY ONCE in the data set.
- All students in a school must be listed together. All students in a class must be listed together.
- The number of students on your file must match the number of students entered under "Enrollment" on Side 1 of this form. Reports will contain student, class (first listed class name only), and building names exactly as they appear on your file. If the data in your file is incorrect, do not use the incorrect bar codes. Instead, hand-enter all of the student's data onto the test booklet.



## NJPASS High School Edition

Data Record Description

Spring 2010

Field Position		Field Length	Description	Comments
Start	End			
1	20	20	District Name	
21	40	20	School Name	
41	55	15	ELA Class Name (Default)	ELA if Math Class Name is provided or Default
56	59	4	District Code	0001 - 9999
60	63	4	School	0001 - 9999
64	65	2	ELA Class Number (Default)	01 - 99
66	66	1	Filler	
67	68	2	Form	01, 02, 03, or 04
69	69	1	Gender	1=Male; 2=Female; 0=NR
70	70	1	Check Digit	1 - 7
71	75	5	Sequential Number	00001 - 99999
76	85	10	Student ID	
86	92	7	Ethnicity	1= Marked 0 = Omit (Blank) Alaskan Native/American Indian Asian/Pacific Islander Black/African American Hispanic White Other Blank
93	94	2	Grade	09 or 10
95	105	11	Local Use	Taken from 126-136 on bar-code file
106	113	8	Student First Name	
114	114	1	Student Middle Initial	
115	125	11	Student Last Name	
126	131	6	Birth Date	MMYY
132	132	1	ELA Exclusion	1=Exclude, 0 or Blank=Include
133	133	1	Math Exclusion	1=Exclude, 0 or Blank=Include
134	134	1	ELA Attempted	0=No Test
135	135	1	Math Attempted	1=Tested and Passed Attemptedness 2=Tested and Failed Attemptedness 9=Tested and Blank
136	179	44	ELA MC Items	1 - 4, 9=Blank or Multiple
180	227	48	Math MC Items	1 character per item

<b>Field Position Start</b>	<b>End</b>	<b>Field Length</b>	<b>Description</b>	<b>Comments</b>
228	271	44	ELA Scored MC Items	0=Incorrect
272	319	48	Math Scored MC Items	1=Correct
320	344	25	ELA Open-Ended Items	0 – 6, 9=Blank/Not Attempted
345	369	25	Math Open-Ended Items	0 – 3, 9=Blank/Not Attempted
370	371	2	ELA Raw Score	
372	373	2	Math Raw Score	
374	376	3	ELA Scale Score	
377	379	3	Math Scale Score	
380	381	2	ELA Skill 1 Score	Working with Text (WT)
382	383	2	ELA Skill 2 Score	Analyzing Text (AT)
384	385	2	ELA Skill 3 Score	Generating Text (GT)
386	387	2	ELA Filler	Blank
388	389	2	ELA Filler	Blank
390	391	2	ELA Filler	Blank
392	393	2	ELA Filler	Blank
394	395	2	ELA Filler	Blank
396	397	2	Math Skill 1 Score	Number Sense
398	399	2	Math Skill 2 Score	Spatial Sense & Geometry
400	401	2	Math Skill 3 Score	Patterns, Functions & Algebra
402	403	2	Math Skill 4 Score	Data Analysis, Probability, & Statistics
404	405	2	Math Filler	Blank
406	407	2	Math Filler	Blank
408	409	2	Math Filler	Blank
410	411	2	Math Filler	Blank
412	420	9	ELA Accommodations	X=Test not taken
421	429	9	Math Accommodations	0=Accommodation/Group not assigned
430	438	9	ELA Groups	1=Accommodation/Group assigned
439	447	9	Math Groups	
448	448	1	ELA Performance Level	1 - 4
449	449	1	Math Performance Level	1 – 4
450	464	15	Math Class Name	If provided