



August 2011

Dear Bar Code Customer:

This shipment contains the bar code labels you ordered for use with the Iowa Assessments. **When distributing the labels or labeled documents to test administrators, please advise them that the directions for administration still require them to have students complete the form code on their answer folder before testing begins. Before answer folders are returned for scoring, they should be checked to ensure that the correct test form has been coded on each individual answer folder. We are using Form E this year for Levels 5/6-17/18, grades 1-12, and Form A for grade K. The test form is NOT included in the bar code label.**

Use the following list to assist you in applying bar code labels properly to your answer documents.

1. Check that the correct test levels of the answer documents are being used for each grade and student.
2. Locate the area labeled "Place bar code label in the space above." This area is in the corner of each answer document.
3. Position the bar code label lengthwise (i.e., parallel to the statement "Place bar code label in the space above") and within the four marked corners of the box.
4. Carefully press the bar code label into position within the box.
5. Repeat this process until all the bar code labels for the group have been applied.
6. Do not try to remove a label that has already been affixed to an answer document. Contact Iowa Testing Programs (see below) if you need to address a potential problem. If you need to replace a label you should place the new label directly over the old label.
7. Labels for students who have moved and will not be tested can be discarded.
8. If any information for a student has changed since the bar code file was sent to us, or you receive new students after your bar code file was submitted you will need to place a follow-up order for bar code labels on our Online Tools website. **All documents must have a bar code label before processing.**

NOTE: Grade, Class Name, and Building Name are listed on the bar code label for sorting the labels only. This information is not used for scoring. When scoring documents the grade and class name are taken from the blue, Grade/Class Identification Sheet and the building name is taken from the maroon, Building Identification Sheet. Therefore if this information is incorrect on the bar code label you can use the original label as long as the document is placed under the correct Grade/Class and Building Identification Sheet.

9. **Documents received without bar code labels will be charged an additional \$50.00 processing fee per order. Your entire order will be held at the scoring center until bar code labels are ordered and will result in delays in scoring of your documents.**

If you have any questions regarding bar code labels, please contact us at (319) 335-5408.

Catherine Welch, Director
Iowa Statewide Testing Program