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Barcode User's Guide

for

The Iowa Tests®, Forms A, B, & C

CogAT® Form 6

Logramos® Second Edition

Qualls Early Learning Inventory®



THE
IOWA TESTS®

CogAT®


Logramos®

Barcode
User's
Guide

NOTES:

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Website: **riversidepublishing.com**

Customer Care: 1-800-323-9540 or
1-630-467-7000

Fax: 1-630-467-7192

Address: HMH Riverside
3800 Golf Rd. Suite 200
Rolling Meadows, IL 60008



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Table of Contents

Section 1: Barcode File Options.....	1
Section 2: Creating a Data File Using Riverside’s File Template.....	3
Section 3: Creating a Comma-Delimited File	5
Section 4: Checklists for Test Coordinators.....	9

Section 1: Barcode File Options

HMH-Riverside Barcode Services increases the accuracy of demographic and identification data on answer documents.

This *Barcode User's Guide* provides detailed instructions on submitting barcode data files to HMH-Riverside, as well as checklists to help local test coordinators take advantage of HMH-Riverside's barcode services.

HMH-Riverside offers you two options for creating a barcode data file:

Option 1: Use HMH-Riverside's File Template:

Simply load your data into a Microsoft® Excel® worksheet provided by HMH-Riverside using the header row as a guide. Only data for the required fields and any additional optional fields need to be included. The field names and field values must match the Barcode File Format **EXACTLY**.

If HMH-Riverside receives a file that is not formatted correctly, we will ask you to re-submit your data.

Option 2: Comma-Delimited File:

Create a comma-delimited text file containing data for all the required fields and any additional optional fields listed in Table 1: Barcode File Format (see page 6). The first record in the file must include the field names, which must match the Barcode File Format **EXACTLY**.

If HMH-Riverside receives a comma-delimited file that is not formatted correctly, we will ask you to re-submit your data using the File Template (see Option 1).

Whichever option you choose to use for submitting your data, please submit only **one** file per order, and each file must be accompanied by a completed **Transmittal Form**. You can request an electronic copy of the Transmittal Form by contacting HMH-Riverside's Barcode Administrator via e-mail at barcode@hnhco.com or fax at 1-630-578-1347.

Section 2: Creating a Data File Using the File Template

To obtain HMH-Riverside's File Template, along with an electronic copy of the Transmittal Form, contact the Barcode Administrator via e-mail at barcode@hnhco.com.

Once you receive the File Template, follow the steps below to create your barcode data file:

- Step 1:** **Open the File Template using Microsoft Excel.** All the field names are presented in the first row of the worksheet. You can obtain the field definitions and record value requirements by placing the cursor over the field name.
- Step 2:** **Enter or import your data into the worksheet.** Make sure you use the correct record values. You only need to include data for all the required fields (*LAST NAME, FIRST NAME, DATE OF BIRTH, GENDER, GRADE, and SCHOOL NAME*) and any additional optional fields you wish to use. See pages 6–7 for the proper formats of the record values. These formats must be followed **EXACTLY**.
- Step 3:** **Check the file.** Make sure only the required fields and any additional optional fields you are using contain any data. Make sure the data in those fields match the field value format **EXACTLY** (the correct format for a given field can be seen by placing the cursor over the field name).
- Step 4:** **Save the file.** Be sure to include the extension **.xls** in the file name.
- Step 5:** **Send the file, along with a completed Transmittal Form, via e-mail** to the Barcode Administrator at barcode@hnhco.com. If you are sending a large file, we recommend compressing it.

Section 3: Creating a Comma-Delimited File

A comma-delimited file is a text file consisting of only those fields that contain data: The fields of LAST NAME, FIRST NAME, DATE OF BIRTH, GENDER, GRADE, and SCHOOL NAME are required fields, and **MUST** be included in the file.

The correct format for the field names and field values are listed in Table 1: Barcode File Format, beginning on page 6. The steps for creating a Named Field Comma-Delimited file are as follows:

Step 1: In the first line of the file, enter the field name values of the required fields and any optional fields that will contain data. Use the field name values provided in the Barcode File Format. *Separate each field name with a comma (do not include spaces around the comma).*

Step 2: Enter the student data in the same order as the field names. Each field value must be separated with a comma (do not include spaces around the comma). The field values must match the record values listed in the Barcode File Format EXACTLY. Enter only one student record per line, and end each line with a hard return. If a student record does not have data for a particular optional field, you must still insert a comma. Fields may be of any width up to the maximum specified in the Barcode File Format.

Step 3: Save the file. The extension **.txt** or **.csv** must be included in the file name.

Step 4: Send the file, along with a completed Transmittal Form, via e-mail to the Barcode Administrator at barcode@hnhco.com. If you are sending a large file, we recommend compressing it.

The example below is of a Named Field Comma-Delimited ASCII file that consists of three student records, and includes the following fields:

Last Name, First Name, Date of Birth, Gender, Grade, School/Building Name, Programs—Gifted/Talented, and Programs — English Language Learner.

EXAMPLE:

LAST NAME, FIRST NAME,BIRTH DATE,GENDER,GRADE,BUILDING NAME,PROG GT,PROG ELL
Brooks,Tamara,09/14/1989,F,07,Central,1,0
Jacob,Michael,07/21/1989,M,07,Central,,
Navarro,Luis,01/31/1989,M,07,Central,0,1

HMH-Riverside

Table 1: Barcode File Format

**REQUIRED FIELDS are in Bold and include Field Numbers
1, 2, 4, 5, 6, & 7**

FIELD NUMBER	FIELD NAME DESCRIPTION	FIELD NAME VALUE	FIELD START	FIELD END	FIELD LENGTH	TYPE*	RECORD VALUE AND DESCRIPTION
1	Last Name	LAST NAME	1	20	20	A	A–Z, including any ASCII non-numeric characters as: é, ñ, O', space; 20 characters maximum.
2	First Name	FIRST NAME	21	40	20	A	A–Z, including any ASCII non-numeric characters as: é, ñ, O', space; 20 characters maximum.
3	Middle Name	MIDDLE NAME	41	60	20	A	Middle Initial/Name or blank; A–Z, including any ASCII non-numeric characters as: é, ñ, O', space; 20 characters maximum.
4	Date of Birth	BIRTHDATE	61	70	10	N	mm/dd/yyyy, for example 01/06/1996 Include slashes Month = Jan = '01', Feb = '02', Mar = '03', Apr = '04', May = '05', June = '06', July = '07', Aug = '08', Sept = '09', Oct = '10', Nov = '11', Dec = '12' Day = 01 to 31 Year = Each position 0–9
5	Gender	GENDER	71	71	1	A	F = Female, M = Male
6	Grade	GRADE	72	73	2	N	00–12, as 00 = Kindergarten, 01 = Grade 1, etc.
7	School / Building Name	BUILDING NAME	74	93	20	A/N	0–9, A–Z
8	School / Building Code	BUILDING CODE	94	107	14	A/N	0–9, A–Z, or blank
9	Class Name	CLASS NAME	108	127	20	A/N	0–9, A–Z, or blank
10	Class Code	CLASS CODE	128	132	5	A/N	0–9, A–Z, or blank
11	Student ID Number	IDENTIFICATION	133	142	10	A/N	Each position: 0–9 or A–Z
12	Additional ID Number	IDENTIFICATION2	143	152	10	A/N	Each position: 0–9 or A–Z
13	ITBS or ITED or Logramos Form	IOWA_FORM	153	153	1	A	A, B or C For Logramos: A
14	ITBS or ITED or Logramos Level	IOWA_LEVEL	154	155	2	N	Levels 05 – 18 For Logramos: 5/6 = 5, 16–18 = 16
15	CogAT Form	COGAT_FORM	156	156	1	N	Form 6 only
16	CogAT Level	COGAT_LEVEL	157	157	1	A/N	A–H or K, 1, 2
17	Race / Ethnicity: American Indian or Alaskan Native	NATIVEIND	158	158	1	N	1 = Yes, 0 or blank = No
18	Race / Ethnicity: Asian	ASIAN	159	159	1	N	1 = Yes, 0 or blank = No
19	Race / Ethnicity: Black or African American	AFRICAN AMERICAN	160	160	1	N	1 = Yes, 0 or blank = No
20	Race / Ethnicity: Hispanic or Latino	HISPANIC LATINO	161	161	1	N	1 = Yes, 0 or blank = No
21	Race / Ethnicity: Native Hawaiian or Pacific Islander	HAW_PAC_ISLANDER	162	162	1	N	1 = Yes, 0 or blank = No
22	Race / Ethnicity: White	WHITE	163	163	1	N	1 = Yes, 0 or blank = No
23	Race / Ethnicity: Other	OTHER	164	164	1	N	1 = Yes, 0 or blank = No
24	Other Information: Field 1 / CogAT SAS Score	OI_FIELD_1	165	167	3	N	Each position: 0–9, for example 000, 111, 999
25	Other Information: Field 2	OI_FIELD_2	168	170	3	N	Each position: 0–9, for example 000, 111, 999
26	Other Information: Field 3	OI_FIELD_3	171	173	3	N	Each position: 0–9, for example 000, 111, 999
27	Test Administrator Use Only: Code A	ADM_CODE_A	174	174	1	N	1 = Yes, 0 or blank = No
28	Test Administrator Use Only: Code B	ADM_CODE_B	175	175	1	N	1 = Yes, 0 or blank = No
29	Test Administrator Use Only: Code C	ADM_CODE_C	176	176	1	N	1 = Yes, 0 or blank = No
30	Test Administrator Use Only: Code D	ADM_CODE_D	177	177	1	N	1 = Yes, 0 or blank = No

Continued on next page...

FIELD NUMBER	FIELD NAME DESCRIPTION	FIELD NAME VALUE	FIELD START	FIELD END	FIELD LENGTH	TYPE*	RECORD VALUE AND DESCRIPTION
31	Test Administrator Use Only: Code E	ADM_CODE_E	178	178	1	N	1 = Yes, 0 or blank = No
32	Test Administrator Use Only: Code F	ADM_CODE_F	179	179	1	N	1 = Yes, 0 or blank = No
33	Test Administrator Use Only: Code G	ADM_CODE_G	180	180	1	N	1 = Yes, 0 or blank = No
34	Test Administrator Use Only: Code H	ADM_CODE_H	181	181	1	N	1 = Yes, 0 or blank = No
35	Test Administrator Use Only: Code I	ADM_CODE_I	182	182	1	N	1 = Yes, 0 or blank = No
36	Test Administrator Use Only: Code J	ADM_CODE_J	183	183	1	N	1 = Yes, 0 or blank = No
37	Test Administrator Use Only: Code K	ADM_CODE_K	184	184	1	N	1 = Yes, 0 or blank = No
38	Test Administrator Use Only: Code L	ADM_CODE_L	185	185	1	N	1 = Yes, 0 or blank = No
39	Test Administrator Use Only: Code M	ADM_CODE_M	186	186	1	N	1 = Yes, 0 or blank = No
40	Test Administrator Use Only: Code N	ADM_CODE_N	187	187	1	N	1 = Yes, 0 or blank = No
41	Test Administrator Use Only: Code O	ADM_CODE_O	188	188	1	N	1 = Yes, 0 or blank = No
42	Test Administrator Use Only: Code P	ADM_CODE_P	189	189	1	N	1 = Yes, 0 or blank = No
43	Test Administrator Use Only: Code Q	ADM_CODE_Q	190	190	1	N	1 = Yes, 0 or blank = No
44	Test Administrator Use Only: Code R	ADM_CODE_R	191	191	1	N	1 = Yes, 0 or blank = No
45	Test Administrator Use Only: Code S	ADM_CODE_S	192	192	1	N	1 = Yes, 0 or blank = No
46	Test Administrator Use Only: Code T	ADM_CODE_T	193	193	1	N	1 = Yes, 0 or blank = No
47	Test Administrator Use Only: Column A	ADM_COL_A	194	194	1	N	0-9 or blank
48	Test Administrator Use Only: Column B	ADM_COL_B	195	195	1	N	0-9 or blank
49	Test Administrator Use Only: Column C	ADM_COL_C	196	196	1	N	0-9 or blank
50	Test Administrator Use Only: Column D	ADM_COL_D	197	197	1	N	0-9 or blank
51	Test Administrator Use Only: Column E	ADM_COL_E	198	198	1	N	0-9 or blank
52	Test Administrator Use Only: Column F	ADM_COL_F	199	199	1	N	0-9 or blank
53	Test Administrator Use Only: Column G	ADM_COL_G	200	201	2	N	Each Position: 00-99, for example 00, 11, 99
54	Test Administrator Use Only: Column H	ADM_COL_H	202	203	2	N	Each Position: 00-99, for example 00, 11, 99
55	Test Administrator Use Only: Column I	ADM_COL_I	204	205	2	N	Each Position: 00-99, for example 00, 11, 99
56	Test Administrator Use Only: Column J	ADM_COL_J	206	207	2	N	Each Position: 00-99, for example 00, 11, 99
57	Test Administrator Use Only: Column K	ADM_COL_K	208	209	2	N	Each Position: 00-99, for example 00, 11, 99
58	Test Administrator Use Only: Column L	ADM_COL_L	210	211	2	N	Each Position: 00-99, for example 00, 11, 99
59	Test Administrator Use Only: Column M	ADM_COL_M	212	213	2	N	Each Position: 00-99, for example 00, 11, 99
60	Test Administrator Use Only: Column N	ADM_COL_N	214	214	1	N	0-9 or blank
61	Test Administrator Use Only: Column O	ADM_COL_O	215	215	1	N	0-9 or blank
62	Test Administrator Use Only: Column P	ADM_COL_P	216	216	1	N	0-9 or blank
63	Test Administrator Use Only: Column Z	ADM_COL_Z	217	217	1	N	0-9 or blank
64	Program(s): Special Education (SE)	PROG_SE	218	218	1	N	1 = Yes, 0 or blank = No
65	Program(s): Section 504 (504)	PROG_504	219	219	1	N	1 = Yes, 0 or blank = No
66	Program(s): Free or Reduced Lunch (F/RL)	PROG_FRL	220	220	1	N	1 = Yes, 0 or blank = No
67	Program(s): Gifted and/or Talented (GT)	PROG_GT	221	221	1	N	1 = Yes, 0 or blank = No
68	Program(s): English Language Learner (ELL)	PROG_ELL	222	222	1	N	1 = Yes, 0 or blank = No
69	Program(s): Migrant (MG)	PROG_MG	223	223	1	N	1 = Yes, 0 or blank = No
70	Program(s): Title I Language (TI L)	PROG_TILANG	224	224	1	N	1 = Yes, 0 or blank = No
71	Program(s): Title I Math (TI M)	PROG_TIMATH	225	225	1	N	1 = Yes, 0 or blank = No
72	Program(s): Other 1	PROG_OTHER1	226	226	1	N	1 = Yes, 0 or blank = No
73	Program(s): Other 2	PROG_OTHER2	227	227	1	N	1 = Yes, 0 or blank = No
74	Calculator Use	CALCULATOR_USE	228	228	1	N	1 = Yes, 0 or blank = No

NOTES:

- * A = Alpha character field; any ASCII non-numeric character.
- * N = Numeric character field.
- * A/N = Either alpha or numeric characters are allowed in the field; any ASCII character.

In fields 24-26, use leading 0's with any two-digit numbers (e.g., "22" should be entered as "022").

Section 4: Checklists for Test Coordinators

The following checklists were designed to help the local test coordinator take advantage of HMH-Riverside's Barcode services.

For easy reference, a copy of the Barcode Transmittal Form and a blank demographics page from an *ITBS/CogAT* answer folder are provided. You can request an electronic copy of the Transmittal Form from HMH-Riverside's Barcode Administrator via e-mail at barcode@hnhco.com.

An incomplete Transmittal Form will delay processing of your order.

Checklist 1: Completing the Transmittal Form

- ___ 1. **Review the form and determine your order preferences.**
- ___ 2. **Include all identifying information, especially your e-mail address and phone number, so that HMH-Riverside's Barcode Administrator can reach you if questions arise.**
 - a. Shipping address must be a street address--not a P.O. Box number.
 - b. "Testing date" will help HMH-Riverside make every effort to deliver your barcodes in time to meet your testing schedule. HMH-Riverside typically ships locally applied barcode labels within 10 business days after receiving your order.
- ___ 3. **Check each category to denote your preferences for the following:**
 - a. Barcode application,
 - b. The sort order of your barcode labels (if a sort order is not specified, the labels will be sorted by school, by grade, by class, and student name alphabetically).
- ___ 4. **Accurately complete the quality assurance chart with the following:**
 - a. The number of barcodes needed by grade.
 - b. The number of students for whom barcode labels will be created at each grade.
- ___ 5. **Select which fields should be taken from the barcode file.**
 - a. Student name, date of birth, and gender must always be taken from the barcode file.
 - b. Each coded field can be read either from the barcode data file or from the documents-- not both.
 - c. Answer documents must be assembled for scoring with Building and Grade / Class Identification Sheets.

Checklist 2: Creating the Barcode Data File

- 1. Review the answer documents that you will be using for your test administration and determine your coding system.**
 - a. Codes should be either numeric if the field in which they will be designated is a numeric field, or alphabetic if the field offers letter codes.
 - b. Unless the field is designated to “Mark all that apply,” *only one code per student per field may be coded.*
 - c. A Standard Age Score from previous *CogAT* testing could be included as a 3-digit code in “Other Information - Field 1 / Coded SAS Score.” You can include **only** one SAS score (Verbal, Quantitative, Nonverbal, or Composite) in this field.
 - d. Column Z in the “Test Administrator Use Only” field should be used only to code students for exclusion from all averages.
 - e. If you participate in a program that includes more than your school or district, be certain your coding system does not conflict with coding designated for use with that program.
 - f. Keep a record of your coding system for future reference.

- 2. Design your data file format according to the instructions provided in Sections 1 &**
 - a. If you are creating either a comma-delimited file ***or*** an Excel file, define each field by including the description of the data in that field (using the field name values provided in the Barcode File Format) as the first record or header row.
 - b. ***The student’s last name, first name, date of birth, gender, grade, and school*** must be fields included in your barcode file.

- 3. Send your file, along with a completed Transmittal Form, via e-mail to the Barcode Administrator at barcode@hnhco.com.**
 - a. If you are sending a large file, we recommend compressing it.

Checklist 3: Applying Barcode Labels to Answer Documents

- ___ 1. Check that the grade printed on the barcode label and the level on the answer document are correct.

- ___ 2. Locate the area labeled “Place barcode label in the space above”. This area is in the corner of each answer document.

- ___ 3. Position the barcode label lengthwise (i.e., parallel to the statement “Place barcode label in the space above”) and within the four marked corners of the box.

- ___ 4. Carefully press the barcode label into position aligned at even right angles.

- ___ 5. Turn the document over to maintain the order for distribution.

- ___ 6. Repeat the process until all the barcode labels for the group have been applied.

Troubleshooting Barcode Label Application

INCORRECT DATA	If errors are discovered in the data embedded in the barcode...	Contact the Barcode Administrator
INCORRECT POSITION	If barcode application is slightly angled...	The barcode can still be scanned and read.
INCORRECT POSITION	If barcode application is slightly to the right or left of the 4 corners of the “Place barcode label in the space above” area...	The barcode can still be scanned and read.
INCORRECT POSITION	If barcode application is outside of the 4 corners of the designated barcode application area, but positioned parallel in the blank corner area...	The barcode can still be scanned and read.
INCORRECT POSITION	If the barcode is applied vertically or perpendicular, instead of horizontally, to the label stating “Place barcode label in the space above” area...	The barcode cannot be scanned and cannot be read.
INCORRECT POSITION	If the barcode is applied over demographic fields intended for bubble-gridding...	The barcode cannot be scanned and therefore cannot be read.
MISAPPLICATION	If the barcode is applied to the incorrect test booklet, or incorrect answer sheet, or incorrect answer folder...	Contact the Barcode Administrator.

NOTE: If discovered that the information printed on the barcode is incorrect *after* the barcode was applied and testing is done, contact the Barcode Administrator via e-mail at barcode@hnhco.com



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