

**Education Information Systems**

**TerraNova Exams**

**Student Report Label Requirements**

**CONFIDENTIAL**

The information contained herein, including all related documents, drawings, software, etc., is confidential and is the property of Data Recognition Corporation and must be held in strict confidence and properly safeguarded by the recipient at all times. It may not be copied or reproduced, or disclosed to any other party, except with prior written authorization of Data Recognition Corporation. Any authorized copy or reproduction of this confidential information, in whole or in part, must include this legend.

**Contents**

[1 Document Management 3](#_Toc471301079)

[Contributors 3](#_Toc471301081)

[Reference Documentation 3](#_Toc471301082)

[Document Revisions 3](#_Toc471301083)

[Future Considerations 4](#_Toc471301084)

[Questions 4](#_Toc471301085)

[2 Deliverable Overview 5](#_Toc471301086)

[3 General Report Requirements 6](#_Toc471301087)

[4 Mockups 7](#_Toc471301088)

[4.1 Links to the Mockups: 7](#_Toc471301089)

[4.2 Student Report Labels 8](#_Toc471301090)

[Mock-up for TerraNova Only label: 8](#_Toc471301091)

[Mock-up for InView Only label: 9](#_Toc471301092)

[Mock-up Combination label: 9](#_Toc471301093)

[5 Printing and Distribution 15](#_Toc471301094)

[5.1 Printing and Shipping Order 15](#_Toc471301095)

[5.2 Collating 15](#_Toc471301096)

[5.3 Slipsheets 15](#_Toc471301097)

[5.4 Shipping Roster 15](#_Toc471301098)

[5.5 Bookmarks 15](#_Toc471301099)

# Document Management

## Contributors

| **Group/Role** | **Name** |
| --- | --- |
| EIS-Operations |  |
| EPM | B Williams, L Skarohlid |
| SQA |  |
| eRADS | T DeGraw |
| Psychometrics |  |

## Reference Documentation

| **Document Name** | **Description/Location** |
| --- | --- |
|  |  |
|  |  |

## Document Revisions

| **Chg Rqst #** | **Date** | **Author** | **Description** |
| --- | --- | --- | --- |
|  | 11/07/16 | K Jennings | Initial draft of the requirement. |
|  | 12/16/16 | K Jennings | Updated draft based on revised Labels. |
|  | 12/20/16 | A Jamarck | Updated draft based on revised Labels v3 |
|  | 12/21/16 | A Jamarck | Updated draft based on revised Label scores and order |
|  | 12/23/16 | A Jamarck | Updated draft to add links to combination label mock-up, removed repeat info Ref#1010 and #1040, clarification on wording 4.1, adjustment to label mock-up to remove extra INV and “---“ and reposition remaining one; relist order of mock-ups shown. |
|  | 12/29/16 | K Jennings | Updated draft based on 12/28/16 Walk-through meeting. |
|  | 01/04/17 | K Jennings | Final version (v1.0). Includes these updates based on 01/04/17 final walk-through meeting:   * Changed label stock from 11 x 17 to 8.5 x 11 (1 across). (#110) * Changed Analogies short name from “ANAL” to “ANLG” for InView ribbon. (#1520) * Changed “MONTHS” to “MONTH(S)” on TN ribbon for student Age. (#150, #510) * Change Grade Equivalent scores to include one decimal. (#140) * Changed InView ribbon to have one solid line that crosses both score grids. * Changed the TN scores on the Combination label by adding NP-NS and removing GE. (#530) * Clarified the determination of Total Score and removed a superfluous line. (#540) |

## Future Considerations

| **Chg Rqst #** | **Date** | **Author** | **Description** |
| --- | --- | --- | --- |
|  |  |  |  |

## Questions

| # | Description | Link(s) | Comment/Resolution |
| --- | --- | --- | --- |
| A | Hierarchy information is TBD as of 01/04/17. This includes determination of the following:  - Level(s) available for producing the labels  - Inclusion of slip-sheets  - How the labels will be grouped  - Form, Level, and Grade implications | [q120a](#q120a) |  |

# Deliverable Overview

The Labels provide a brief student record for attaching to permanent files. There are three print formats, based on the tests that are administered, but only one label form.

**Test Types reported on Labels:**

Customers may administer a TerraNova Achievement test, or a Cognitive Skills test, or both a TerraNova Achievement test and a Cognitive Skills tests.

The TerraNova Achievement tests come in five versions:

* + TN CB: TerraNova Complete Battery
  + TN SV: TerraNova Survey
  + TN MA: TerraNova Multiple Assessments
  + TN CC1: TerraNova College & Career (form 1)
  + TN CC2: TerraNova College & Career (form 2)

The Cognitive Skills tests come in one version:

* + InView: Cognitive Skills test (grades 2-12)
  + (There was a second skills test called PTCS, but it was discontinued with migration to DRC.)

**Report Types:**

The Labels consists of a few formats, based on the tests that are administered:

|  |  |  |
| --- | --- | --- |
| **Test(s) Administered** | **Report Type** | **Report Format** |
| TerraNova Achievement only | TerraNova Only (with or without PLUS) | TN results only |
| TerraNova and Cognitive Skills | Combination | TN and InView results |
| Cognitive Skills only | InView Only | InView results only |

If PLUS was administered, the results for the PLUS content areas will be reported, else those content areas will show as blank.

**Report Parts for the Labels:**

For the three report formats, there are a total of 2 unique report parts.

* Data is only printed on the front side of the Label form.
* There is no “backer” page.
* The label design has two perforated parts, the top portion is reserved for InView, the lower portion reserved for the TerraNova Only portion.
* When both the TerraNova and InView test is taken the “Combination” score results are reported in both sections of the label.

# General Report Requirements

| **Ref #** | **Chg.** | **Rule or Requirement** |
| --- | --- | --- |
| 110 | C  01/04 | Labels are printed on “Cal-Stick Label” forms.   * The forms are 8.5” by 11”. * Labels are one across and 7 down on each form. * Each label is 1-9/16th inches high by 7-15/16th inches wide. * The form is 9/16th inch wider than the labels, and this additional space is all on the right of the labels. |
| 120 | C  01/04 | The labels are produced based on the following hierarchy:   * ~~Student~~ * Class (Produced by Class. Need to define collation requirements. (Possibly produce by School, group by Class, sort by Student? What about form and level?) * ~~School~~ * ~~District~~ |
| 130 |  | Grades to receive report: K, 1-12, UN (ungraded), AD (adult) |
| 140 | A  01/04 | All scores are reported at the whole number level, except for the Grade Equivalent (GE) which is reported with one decimal. |
| 150 | C  01/04 | The following were run-time options prior to 2016-17 school year, but are now fixed as defined below:   * Always report all test sections. * Always report students alphabetically. * Always print birthdate. If no birthdate then will be blank with separators, “ / / ”. * Always include chronological age. ~~Report in “## Years ## months” format. (Ex. Age: 7 Years 3 months).~~ Includes years and months. Specific formatting is shown on the mockups. * Do not print special codes.(Only Student ID Number in special codes A-J will print on label in a field titled “STUDENT ID”) * Always report in groups by Form, Level and Grade. |
| 160 |  | There is no concept of a left and right panel for the labels, as there is for other reports. |
| 170 |  | All student data is in upper case. |
| 180 |  | If space allotted for any data items do not allow for the entire value, then the value will be truncated to fit. |
| 190 |  | There is no concept of backer pages for the labels. Printing is only on the front side where the removable labels are located. |

# Mockups

The mockups show what each Label’s report part is to look like and what data is presented on them.

In the main, the mockups are self-explanatory as to what is to be reported. However, there are some data items that are not necessarily self-explanatory, and for those items, a numeric indicator shows on the mockup which links to text describing the data items in further detail. (To link to the text from a numeric indicator, first press and hold the <crtl> key, and then click the link.)

### Links to the Mockups:

[TerraNova Only Label](#_Mock-up_for_Standalone)

[InView Only Label](#_Mock-up_with_InView)

[Combination Label](#_Mock-up_with_TerraNova_1)

### Student Report Labels

All student report labels are printed on the same label stock. There is an upper ribbon for the InView data and a larger, lower ribbon for the TerraNova data. Printing is as follows:

* **TN Only**: If the group was administered only the TerraNova test, both with or without the PLUS test, then only the lower ribbon has printing and the upper ribbon is blank. For students in the group that did not complete TerraNova, no label will be printed.
* **InView Only**: If the group was administered only the InView test, then only the upper ribbon has printing and the lower ribbon is blank. For students in the group that did not complete InView, no label will be printed.
* **Combination**: If the group was administered both the TerraNova test (with or without the PLUS test) and the InView test, then both the upper and lower ribbons have printing.
  + Note that the TerraNova ribbon of the Combination label reports a few different scores than the TerraNova ribbon for the TN Only label.
  + If a student did not complete either TerraNova or InView, then the related ribbon on the label will be blank.
  + If a student did not complete InView, then some of the scores for the TerraNova ribbon will not be able to be calculated, and so those scores will show as blank.
  + For students in the group that did not complete both TerraNova and InView, no label will be printed.

The following mockups show how labels will look for each of the three types of administrations.

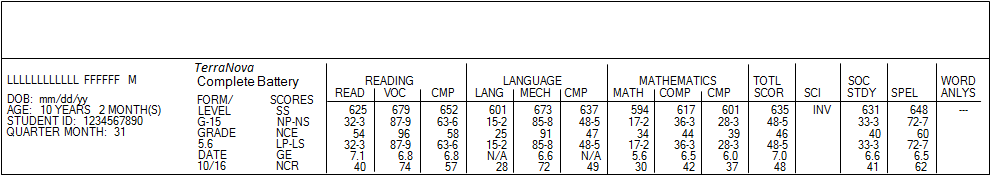
#### Mock-up for TerraNova Only label: (Updated 01/04/17.)

[530](#ref0530)

[520](#ref0520)

[510](#ref0510)

[540](#ref0540)



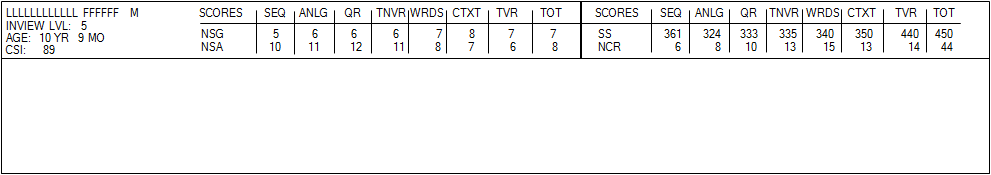
#### Mock-up for InView Only label:

The InView Only labels report the InView data in the same format as InView results are printed for the TN and Combination labels.

No TerraNova data is present in the lower section of the label. (Updated 01/04/17.)

[1510](#ref1510)

[1520](#ref1520)

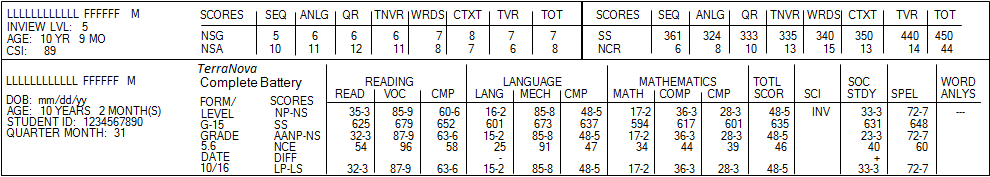


#### Mock-up Combination label:

The Combination labels report the following InView data above the student’s TerraNova results label section. (Updated 01/04/17.)

[1520](#ref1520)

[1510](#ref1510)



[510](#ref0510)

[520](#ref0520)

[530](#ref0530)

[540](#ref0540)

| **Ref #** | **Chg.** | **Rule or Requirement** |
| --- | --- | --- |
| 510 | C  01/04 | **First column - TerraNova ribbon:**  The first column from the left consists of the following data for every student on the TerraNova ribbon:   |  |  |  | | --- | --- | --- | | # | Data Item | Comment | | 1 | Student Name | Format:   * Last Name (11 characters – last name prints up to 11) * Comma and space * First Name (6 characters – first name prints up to 6) * One space * Middle Initial (1 character) | | 2 | DOB: | Format: mm/dd/yy, if no birth date will be blank as, “ / / “ | | 3 | AGE: | Calculated based on the Test Date and Student DOB.  TerraNova Format: YY YEARS MM MONTH(S) | | 4 | STUDENT ID: | (10 characters, only 6 used for ACSI) Populated from special codes A-J. A-F used for ACSI, remaining 4 of 10 will be blank. | | 5 | QUARTER MONTH: | Quarter month that was used in scoring. Value ranges from 01-39. Typically 07 for fall tests and 31 for spring tests. | |
| 520 |  | **Second column - TerraNova ribbon:**  The second column from the left consists of the following data for every student:   |  |  |  | | --- | --- | --- | | # | Data Item | Comment | | 1 | Test Name | Value is always “*TerraNova*” for standalone and combination Labels. | | 2 | Test Type | This is based on the type of test, and is a shortened version on the test type name:   |  |  | | --- | --- | | Test Type | Value to Report | | Complete Battery | Complete Battery | | Multiple Assessments | Multi Assessments | | Survey | Survey | | College and Career Ready #1 | College & Career | | College and Career Ready #2 | College & Career | | | 3 | FORM/  LEVEL | Format: Test Form, dash, Test Level  This value is blank if the student did not attempt the test. | | 4 | GRADE | **Grade:** The value is set differently depending on the hierarchy level being reported. (What hierarchy levels will be allowed for printing of labels? Will the Grade be different depending on hierarchy level of the print job, or will it always be the grade-month?)   * For hierarchy levels above the class level, it is the grade of the students being reported.Values to report are KG (for K), 1-12, UNGRADED (for UN), ADULT (for AD). * For student and class level printing, it is the calculated “grade-month” which is <Grade>||”.”||<#>.   + # is the numeral related to the month in which the test was administered:  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Month | Aug/Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun/Jul | | Numeral | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  * + Example: For grade 4 class with a test date of 11/20/16, the grade-month is 4.2. * This value is blank if the student did not attempt the test. | | 5 | DATE | This is the Test Date as provided in the input file that was produced by the Scoring function. Report this date in mm/yy format.  This value is blank if the student did not attempt the test. | |
| 530 | C  01/04 | **Third column - TerraNova ribbon:**  The third column from the left consists of the shortened name of the scores that are to be reported. The following table lists the scores and their shortened names to report for Standalone labels and for the Combination labels:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | # | Score | Shortened Name | TerraNova Only | Combination | Comments | | 1 | Scale Score | SS |  |  |  | | 2 | National Percentile – National Stanine (2 values) | NP-NS |  |  | (added 01/04/17) | | 3 | Anticipated Achievement National Percentile – Anticipated Achievement National Stanine | AANP-NS |  |  | (See #540 for more info.) | | 4 | Normal Curve Equivalent | NCE |  |  |  | | 5 | Local Percentile – Local Stanine (2 values) | LP-LS |  |  |  | | 6 | Difference | DIFF |  |  |  | | 7 | Grade Equivalent | GE |  |  | (removed 01/04/17) | | 8 | Number Correct | NCR |  |  |  | |
| 540 | C  01/04 | **Scores for each Subtest - TerraNova ribbon:**  The values for each score are reported for all 10 subtests and the 4 related composites.  The shortened names of the subtests and composites are printed on the label. The following table lists the subtests and their shortened names for printing on the labels:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | # | Subtest | Shortened Name | # | Subtest | Shortened Name | | 1 | Reading | READ | 8 | Mathematics Computation | COMP | | 2 | Vocabulary | VOC | 9 | Mathematics Composite | CMP | | 3 | Reading Composite | CMP | 10 | Total Score Composite | TOTL  SCOR | | 4 | Language | LANG | 11 | Science | SCI | | 5 | Language Mechanics | MECH | 12 | Social Studies | SOC  STDY | | 6 | Language Composite | CMP | 13 | Spelling | SPEL | | 7 | Mathematics | MATH | 14 | Word Analysis | WORD  ANLYS |   The scores are reported below each subtest and composite as seen on the mockup.   * AANP is based on the student’s NP for the TN subtest and the overall CSI score from the InView test. A table lookup using those two values will provide the related AANP. * AANS is based on the student’s NS for the TN subtest and the overall CSI score from the InView test. A table lookup using those two values will provide the related AANS. * If student scored the highest or lowest possible score for any subtest, precede the score with an asterisk (\*). * If student did not attempt a subtest, or if subtest is not available, report 3 dashes (---) for the top score and blanks for the rest. * If student had a subtest invalidated, report “INV” for the top score and blanks for the rest. * If the group did not take the PLUS test, then there will be no scores for the PLUS subtests, and each student’s label will report 3 dashes (---) for the top score for each PLUS subtest, and blanks for the rest of the scores. * If a specific score is not available for a subtest, report blank for that score. * For the TerraNova ribbon, Total Score Composite is reported in this manner:   + For students that did not take PLUS, it is based on Reading, Language and Mathematics.   + For students that did take PLUS, it is based on Reading Composite, Language Composite and Mathematics Composite.   + If any of the scores that Total Score is based on are not available for a student, then Total Score is blank. * ~~A dash in the top score row will print when a content area isn’t taken (also if the content area is not available for the level).~~ |

| **Ref #** | **Chg.** | **Rule or Requirement** |
| --- | --- | --- |
| 1510 |  | **First column – InView ribbon:**  The first column from the left consists of the following data for every student on the InView ribbon:   |  |  |  | | --- | --- | --- | | # | Data Item | Comment | | 1 | Student Name | Format:   * Last Name (11 characters – blank fill if last name is less than 11; truncate if more than 11) * One space * First Name (6 characters – blank fill if first name is less than 6; truncate if more than 6) * One space * Middle Initial | | 2 | InView Lvl: | This is the level of the InView assessment that was administered. Values are 1-6. | | 3 | Age: | This is the student’s chronological age as of the Test Date. It is reported in “YY YR MM MO” format. | | ~~4~~ | CSI: | This is the student’s Cognitive Skills Index value. If the student did not complete the InView assessment and has no scores, then CSI is blank. | |
| 1520 | C  01/04 | **InView Scores – InView ribbon:**  Four score types are reported for InView skills and composites. Two scores types are reported in the first (left-most) grid, and the remaining two score types are reported in the second (right-most) grid.  The header row lists the shortened name of the skills and composites that are reported. The following table lists all available, along with indication as to which are reported on this label part:   |  |  |  | | --- | --- | --- | | # | Skill / Composite | Shortened Name to Report | | 1 | Sequences | SEQ | | 2 | Analogies | ~~ANAL~~ ANLG | | 3 | Quantitative Reasoning | QR | | 4 | Total Nonverbal composite | TNVR | | 5 | Verbal Reasoning-Words | WRDS | | 6 | Verbal Reasoning-Context | CTXT | | 7 | Total Verbal composite | TVR | | 8 | Total Score composite | TOT |   The following table lists the score types that are reported, along with their shortened names:   |  |  |  | | --- | --- | --- | | # | Reportable Scores | Shortened Name | | 1 | National Stanine Grade | NSG | | 2 | National Stanine Age | NSA | | 3 | Aptitude Scale Score | SS | | 4 | Aptitude Number Correct | NCR | |

# Printing and Distribution

### Printing and Shipping Order

This is specific to each customer. A separate document for this will be produced as needed.

### Collating

There are no special requirements for collation. Only one copy of each level’s Labels will be produced.

### Slipsheets

This is specific to each customer. A separate document for this will be produced as needed.

### Shipping Roster

This is specific to each customer. A separate document for this will be produced as needed.

### Bookmarks

This is specific to the online versions of the reports. A separate document details the manner in which reports will be produced for the online environment.