Texas Assessment of Knowledge and Skills

Spring 2004

# Precoding
# Data File Format

**Grades 3 - 11**

***(Including Spanish)***

CONTENTS

Precoding Data File Specifications…….. 2
Instructions for Districts Supplying Precoding Data on Diskette/CD…… 3
Precoding Checklist……..… 4
Precoding Data File Format……. 5
Precoding Data File Format Cross-Reference……. 8
Labels for Data File……..... 9

# PRECODING DATA FILE SPECIFICATIONS

## DATA TAPES

Tapes should carry standard IBM labels.
DSN = TAKS.PRECODE.Y04
VOL = SER = aaabbb, where aaa = county number and bbb = district number
Record length = 265
Block factor = 10
Block size = 2650
Density = 1600 or 6250 BPI
Recording mode = EBCDIC or ASCII

## DATA DISKETTES

3 ½", 720 K; or 3 ½", 1.44M
Standard DOS/Windows text file format
Each record should end with a CRLF (carriage return, line feed).
File name = P followed by your county/district number followed by ".TXT" or ".ZIP".
Record Length = 265
Recording mode = ASCII

## COMPACT DISC

CD-R or CD-RW media (means: CD-Recordable, CD-ReWritable)
Standard DOS/Windows text file format
Each record should end with a CRLF (carriage return, line feed).
File name = P followed by your county/district number followed by ".TXT" or ".ZIP".
Record Length = 265
Recording mode = ASCII

## PEARSON EDUCATIONAL MEASUREMENT TEXAS ASSESSMENT WEB SITE

Standard DOS/Windows text file format
Each record should end with a CRLF (carriage return, line feed).
File name = P followed by your county/district number followed by ".TXT" or ".ZIP".
Record Length = 265
Recording mode = ASCII

PEIMS Data Element ID numbers and codes that correspond to TAKS precoding fields are listed on the enclosed TAKS Precoding Data File Format. All fields are alphanumeric (AN). Data that are missing or not applicable are represented by spaces (blanks).

# INSTRUCTIONS FOR DISTRICTS SUPPLYING PRECODING DATA ON DISKETTE/CD

1) If you have high density drives (1.44M for 3 ½”), you must use high density (HD) diskettes. The use of double density (DD) media in high density drives can result in unreadable data.

2) Do not use the BACKUP command or other backup programs such as FASTBACK to create the diskette. Use COPY instead. Backup files cannot be passed directly to the mainframe computer.

3) Data must be in standard ASCII text file format. This means that there cannot be delimiters such as commas, tabs, or apostrophes between the different data fields in a record. Also, each field must be the exact length specified in the section of this document entitled “Precoding Data File Format.” Spreadsheets, databases, word processors, or other commercial programs often use proprietary file formats. These will have file name extensions such as WK1, DBF, and DOC. If you are using such a program, you must invoke the appropriate command when copying or saving the data to produce a standard text file. This will vary from program to program. If you are uncertain of how to make your program write an ASCII text file, contact your district computer resource person, dealer, software vendor, or Pearson Educational Measurement.

4) When applying the identifying TAKS precoding labels to diskettes, do not cover the hub openings or shutter. Trim the label if necessary. To label a CD, place the identifying TAKS precoding label on the case, not on the CD.

5) As a quality control check, we strongly recommend that you list the directory of the diskette and several student records to be sure that the data format and sort order are correct.

6) Do not compress the file if you are submitting a data tape. Do not password protect files.

# PRECODING CHECKLIST

To avoid delays in the processing of your precoding files, use the following checklist before sending your data file to Pearson Educational Measurement.

1) Load data file and verify that –
   ____ file name is correct (P followed by your county/district number followed by ".TXT" or ".ZIP).
   ____ file is readable.
   ____ file is not blank.
   ____ record length is correct (must be 265).
   ____ all field lengths are correct.
   ____ file is complete (number of records on file must match total number of students).

2) ____ Multiple files cannot be accepted. Please call the Texas precoding coordinator if you have questions.

3) Load file and verify for each student record that –
   ____ student name is not blank and all character positions are filled when a name is longer than the allotted field length. A student's first and last name may contain a hyphen or an apostrophe; however, do not use other special characters within the first or last name field. As in PEIMS, use an equals sign (=) if the student has no middle name.
   ____ date of birth is correct and formatted as MMDDYY.
   ____ grade level is valid.
   ____ STUDENT-ID is valid. The value should be either the student's social security number or a state-approved alternative ID number consisting of an 'S' followed by eight digits. Do not leave this field blank, submit a value containing the same number in each position, or imbed any blank characters within the STUDENT-ID.
   ____ administration date and test administration identifier are correct and consistent in every record.

4) ____ Compare distribution of students on file to numbers on the enrollment worksheet that you submitted to Pearson Educational Measurement in October/November, 2003. If the distribution of students on the file is correct and is different from numbers on the worksheet, include a message with the file that tells Pearson Educational Measurement that counts from the worksheet should be ignored.

5) ____ Load file and verify that file is sorted by campus and then by grade/test version within campus.

6) In addition, when supplying data on diskette verify that –
   ____ when you have a HD drive, only a HD diskette is used.
   ____ data is standard ASCII text file.
   ____ no delimiters are between fields in a record.
   ____ the identifying precoding label is filled out correctly.
   ____ the identifying precoding label is applied correctly to each diskette.

# PRECODING DATA FILE FORMAT

| LOCATION FROM-TO | FIELD LENGTH | PEIMS DATA ELEMENT ID AND CODE | TAKS FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available) | TAKS ANSWER DOCUMENT COLUMN HEADINGS (AND CODES) |
|---|---|---|---|---|
| 1-4 | 4 | | **ADMINISTRATION DATE*** | |
| | | | 1504 = Spring 2004 | |
| 5-6 | 2 | E0017 | **GRADE-LEVEL-CODE** | |
| | | | Grades 03, 04, 05, 06, 07, 08, 09, 10, and 11 | |
| 7-8 | 2 | | **TEST ADMINISTRATION IDENTIFIER*** | |
| | | | TK = TAKS Administration | |
| 9-17 | 9 | E0782 | **CAMPUS-ID-OF-ENROLLMENT** | |
| 18-32 | 15 | E0213 | **DISTRICT-NAME** | |
| 33-47 | 15 | E0267 | **CAMPUS-NAME** | |
| 48-62 | 15 | E0705 | **LAST-NAME** | |
| 63-72 | 10 | E0703 | **FIRST-NAME** | |
| 73-73 | 1 | (E0704) | **MIDDLE INITIAL** | |
| | | | Take the first character from "MIDDLE-NAME" (PEIMS data element E0704). | |
| 74-82 | 9 | E0001 | **STUDENT-ID** (as used for PEIMS) | |
| | | | Either the student's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits. | |
| 83-83 | 1 | E0004 | **SEX-CODE** | SEX CODE |
| | | M | M = Male | (M) |
| | | F | F = Female | (F) |
| 84-89 | 6 | E0006 | **DATE-OF-BIRTH** (MMDDYY) | |
| 90-98 | 9 | | BLANK | |
| 99-99 | 1 | E0005 | **ETHNICITY-CODE** | E |
| | | 1 | 1 = American Indian or Alaskan Native | (1) |
| | | 2 | 2 = Asian or Pacific Islander | (2) |
| | | 3 | 3 = African American | (3) |
| | | 4 | 4 = Hispanic | (4) |
| | | 5 | 5 = White, not of Hispanic Origin | (5) |
| 100-100 | 1 | E0785 | **ECONOMIC-DISADVANTAGE-CODE** | ED |
| | | | (For precoding file use only the second digit.) | |
| | | 01 | 1 = Eligible for free meals under the National School Lunch and Child Nutrition Program | (01) |
| | | 02 | 2 = Eligible for reduced-price meals under the National School Lunch and Child Nutrition Program | (02) |
| | | 99 | 9 = Other economic disadvantages | (99) |
| | | 00 | 0 = Not identified as economically disadvantaged | (00) |

*This element is not part of the PEIMS data collection system.

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|---|---|---|---|---|
| 101-101 | 1 | E0894 | **TITLE-I-PART-A-INDICATOR-CODE** | TIA |
| | | 6 | 6 = Student attends campus with schoolwide program | (6) |
| | | 7 | 7 = Student participates in program at targeted assistance school | (7) |
| | | 8 | 8 = Student is previous participant in program at targeted assistance school (not a current participant) | (8) |
| | | 9 | 9 = Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless | (9) |
| | | 0 | 0 = Student does not currently participate in and has not previously participated in program at current campus | (0) |
| 102-102 | 1 | E0984 | **MIGRANT-INDICATOR-CODE** | MS |
| | | | Student has been identified as a migrant student. | |
| | | 1 | 1 = Yes | (1) |
| | | 0 | 0 = No | (0) |
| 103-105 | 3 | | BLANK | |
| 106-106 | 1 | | **TEST VERSION** (grades 3 – 6)* | |
| | | | E = English | |
| | | | S = Spanish | |
| 107-107 | 1 | E0790 | **LEP-INDICATOR-CODE** | L |
| | | | Student has been identified as Limited English Proficient by the Language Proficiency Assessment Committee (LPAC). | |
| | | 1 | 1 = Yes | (1) |
| | | 0 | 0 = No | (0) |
| 108-108 | 1 | E0032 | **BILINGUAL-INDICATOR-CODE** | B |
| | | 1 | 1 = Student is participating in a state-approved full bilingual program | (1) |
| | | 0 | 0 = Student is not participating in a state-approved full bilingual program | (0) |
| 109-109 | 1 | E0800 | **ESL-INDICATOR-CODE** | ESL |
| | | | Student participates only in an English as a Second Language (ESL) program. | |
| | | 1 | 1 = Student is participating in a state-approved ESL program | (1) |
| | | 0 | 0 = Student is not participating in a state-approved ESL program | (0) |
| | | | **Note:** For bilingual or ESL students, program information should reflect enrollment in either a bilingual or an ESL program, not both. | |
| 110-110 | 1 | | BLANK | |
| 111-111 | 1 | E0794 | **SPECIAL-ED-INDICATOR-CODE** | SE |
| | | 1 | 1 = Student is participating in a special education program | (1) |
| | | 0 | 0 = Student is not participating in a special education program | (0) |
| 112-116 | 5 | | BLANK | |
| 117-117 | 1 | E0034 | **GIFTED-TALENTED-INDICATOR-CODE** | G/T |
| | | | Student is participating in a state-approved Gifted/Talented program. | |
| | | 1 | 1 = Yes | (1) |
| | | 0 | 0 = No | (0) |

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# PRECODING DATA FILE FORMAT

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|---|---|---|---|---|
| 118-118 | 1 | E0919 | **AT-RISK-INDICATOR-CODE**<br>Student is designated as being at risk of dropping out of school under state-mandated academic criteria only. | AR |
| | | 1 | 1 = Yes | (1) |
| | | 0 | 0 = No | (0) |
| 119-121 | 3 | | BLANK | |
| 122-122 | 1 | E0031 | **CAREER-AND-TECHNOLOGY-ED-IND-CD** (grades 7 – 11)<br>Indicates whether student is enrolled in one or more state-approved vocational education courses. | CT |
| | | 1 | 1 = Enrolled in one or more state-approved career and technology courses as an elective | (1) |
| | | 2 | 2 = Participant in the district's career and technology coherent sequence of courses program | (2) |
| | | 3 | 3 = Participant in district's tech prep courses | (3) |
| | | 0 | 0 = No participation in career and technology courses | (0) |
| 123-126 | 4 | | **LOCAL USE*** (February or March administrations) | |
| 127-130 | 4 | | **LOCAL USE*** (April administration except gr. 3 reading) | |
| 131-131 | 1 | | **SCIENCE SCORE CODE*** (grades 5, 10, and 11) | S |
| | | | L = Student is Exempt-LEP, do not score (grades 5 and 10) | (L) |
| | | | X = Student is Exempt-ARD, do not score | (X) |
| 132-137 | 6 | | BLANK | |
| 138-138 | 1 | | **SOCIAL STUDIES SCORE CODE*** (grades 8, 10, and 11) | SS |
| | | | L = Student is Exempt-LEP, do not score (grades 8 and 10) | (L) |
| | | | X = Student is Exempt-ARD, do not score | (X) |
| 139-139 | 1 | | **WRITING SCORE CODE*** (grades 4 and 7) | W |
| | | | L = Student is Exempt-LEP, do not score | (L) |
| 140-140 | 1 | | **READING / ELA SCORE CODE*** | R / ELA |
| | | | L = Student is Exempt-LEP, do not score (grades 3 – 10) | (L) |
| | | | X = Student is Exempt-ARD, do not score (grades 9 – 11) | (X) |
| 141-141 | 1 | | **MATHEMATICS SCORE CODE*** | M |
| | | | L = Student is Exempt-LEP, do not score (grades 3 – 10) | (L) |
| | | | X = Student is Exempt-ARD, do not score (grades 9 – 11) | (X) |
| 142-144 | 3 | | BLANK | |
| 145-154 | 10 | E0923 | **LOCAL-STUDENT-ID**<br>Optional, assigned by the school district. | |
| 155-265 | 111 | | BLANK | |

*This element is not part of the PEIMS data collection system.

# PRECODING DATA FILE FORMAT CROSS-REFERENCE

## DISTRICT INFORMATION

| | |
|---|---|
| Campus-ID-of-Enrollment | 9-17 |
| District-Name | 18-32 |
| Campus-Name | 33-47 |

## STUDENT INFORMATION

| | |
|---|---|
| Grade-Level-Code | 5-6 |
| Last-Name | 48-62 |
| First-Name | 63-72 |
| Middle Initial | 73-73 |
| Student-ID (as used for PEIMS) | 74-82 |
| Sex-Code | 83-83 |
| Date-of-Birth | 84-89 |
| Ethnicity-Code | 99-99 |
| Local-Student-ID (assigned by district) | 145-154 |

## PROGRAM INFORMATION

| | |
|---|---|
| Economic-Disadvantage-Code | 100-100 |
| Title-I-Part-A-Indicator-Code | 101-101 |
| Migrant-Indicator-Code | 102-102 |
| LEP-Indicator-Code | 107-107 |
| Bilingual-Indicator-Code | 108-108 |
| ESL-Indicator-Code | 109-109 |
| Special-Ed-Indicator-Code | 111-111 |
| Gifted-Talented-Indicator-Code | 117-117 |
| At-Risk-Indicator-Code | 118-118 |
| Career-And-Technology-Ed-Ind-Code | 122-122 |

## TEST ADMINISTRATION INFORMATION

| | |
|---|---|
| Administration Date | 1-4 |
| Test Administration Identifier | 7-8 |
| Test Version | 106-106 |
| Local Use (February or March administration) | 123-126 |
| Local Use (April administration) | 127-130 |
| Science Score Code | 131-131 |
| Social Studies Score Code | 138-138 |
| Writing Score Code | 139-139 |
| Reading / ELA Score Code | 140-140 |
| Mathematics Score Code | 141-141 |

District Name

County District #

Tape/Disk/CD Created by:

NAME

TELEPHONE ( ) - EXT

If tape, circle density: 1600 / 6250 bpi
Circle Grades: 3 4 5 6 7 8 9 10 11

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NAME

TELEPHONE ( ) - EXT

If tape, circle density: 1600 / 6250 bpi
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Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245

Attn: Data Prep-TAKS

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