



# Instructions for Verifying Precoded Student Information

---

Enclosed you will find precoded answer documents and/or labels that are based on your spring Public Education Information Management System (PEIMS) file on record at the Texas Education Agency or information provided to Pearson by your school district. Also enclosed is the Campus Precode Student List, which includes data on all students for whom precoded answer documents or labels have been produced.

Student identification information and data on the precoded materials must be verified (and, if necessary, corrected) before testing begins. Only school personnel selected by the campus coordinator, in cooperation with the school principal, are permitted to verify and correct this information.

## Verifying and Correcting Student Information on Precoded Answer Documents

Each student's name, PEIMS student identification number, and date of birth must be checked for accuracy and completeness, along with other information on the precoded answer documents (sex, enrolled grade, and demographic and program participation information). Use the coding instructions in Appendix A of the *2013 District and Campus Coordinator Manual* and the instructions below to carry out this task. If you have not received a precoded answer document for a student who needs to test, you will need to hand-grid an answer document for that student.

**If the information on a precoded answer document is correct and complete, that information should NOT be printed or hand-gridded on the front of the answer document.**

To make corrections or additions to the information provided on the precoded answer document, please follow these instructions.

**Inaccurate student name or PEIMS student identification number:**

- Step 1: Void the precoded answer document by writing "VOID" in **large, bold** letters across the student information grids.
- Step 2: On a blank answer document, print and hand-grid the correct information in the appropriate fields. You must also print and hand-grid all other information and data from the precoded document or the Campus Precode Student List. Use only a No. 2 pencil.
- Step 3: Place all voided answer documents under a Voided Answer Document Identification Sheet and return with the **scorable** materials.

**Any other inaccurate precoded information:**

- Step 1: Retain the answer document.
- Step 2: Hand-grid the correct information in the appropriate field on the answer document. Use only a No. 2 pencil. Do not hand-grid any field other than the one(s) being corrected.

(Continued on reverse side)

## Verifying and Correcting Student Information on Precoded Labels

Each student's name, PEIMS student identification number, and date of birth must be checked for accuracy and completeness, along with other information on the precoded labels (sex, enrolled grade, and demographic and program participation information). Use the coding instructions in Appendix A of the *2013 District and Campus Coordinator Manual* and the instructions below to carry out this task.

**If the information on a precoded label is correct and complete, that information should NOT be printed or hand-gridded on the front of the answer document.**

To make corrections or additions to the information provided on the precoded label, please follow these instructions.

❑ **Inaccurate student name or PEIMS student identification number:**

- Step 1: If the label is affixed to the answer document, void the label by writing "VOID" across it. In addition, you must void the answer document by writing "VOID" in **large, bold** letters across the student information grids and return it with the **scorable** materials. Voided (or unused) labels not affixed to an answer document should be returned with the **nonscorable** materials.
- Step 2: On a blank answer document, print and hand-grid the correct information in the appropriate fields. You must also print and hand-grid all other information and data from the label or the Campus Precode Student List. Use only a No. 2 pencil.
- Step 3: Voided answer documents must be placed under a Voided Answer Document Identification Sheet and returned with the **scorable** materials.

❑ **Any other inaccurate precoded information:**

- Step 1: Affix the label to a blank answer document.
- Step 2: Hand-grid the correct information in the appropriate field on the answer document. Use only a No. 2 pencil. Do not hand-grid any field other than the one(s) being corrected.

Precoded labels must be applied in the correct location on the answer documents. Directions on the answer document show the correct placement of the label. If a label is affixed improperly (for instance, across the name grids), the answer document must be voided and a new document must be hand-gridded. Return all voided answer documents to the district coordinator.

Except for the student name, PEIMS student identification number, date of birth, and sex, information that is hand-gridded will override information precoded on the labels or answer documents. Hand-gridded information does not change student information contained in a PEIMS file at the Texas Education Agency; it only updates information for the current test administration.

The STAAR and STAAR Modified results used by TEA will be based on the information provided on the answer documents as received by the testing contractor. After answer documents have been submitted for scoring, Student Test Warnings, Record Changes, and Test Taken Info windows allow for some updates. Districts will **NOT** be able to make corrections to score code status until after statewide results are available.

It is important that a student's identification information be the same for all test administrations. Any changes to the student's name, student ID, or date of birth may result in multiple records for the student.