



Instructions for Placing STAR Pre-Identified Labels

The information contained in your pre-identified (Pre-ID) file has been printed on the bar-coded Pre-ID labels. It is recommended that the labels be affixed to test booklets (grades two and three) and answer documents (grades four through eleven) the day before testing begins.

Instructions for using Pre-ID labels are as follows:

1. Identify any demographic fields that were not pre-identified by the school district that will need to be hand-marked.
2. Remove the label from the sheet of labels by peeling the label from the top down rather than from one side to the other. Doing so will keep the label from curling.
3. On the front of the test booklet/answer document, find the box-shaped area with the notation "Place demographic bar code information inside the dashed lines." Position the test booklet/answer document horizontally so the crease is closest to you. Place the label within the dashed lines; proper placement will ensure accurate scanning. (See the sample on the back of this page.)
 - Note that the label can be scanned even if it is upside down (but still within the box). However, for efficient handling and distribution of the test booklets/answer documents, the labels should be affixed as shown in the sample on the pack of this page.
 - If a label has been applied incorrectly, **do not attempt** to remove or replace it. If the item is a test booklet, write "**VOID—New Document Coded**" on the booklet, hand-mark all demographic information on a blank test booklet, and return the voided test booklet with other unused and nonscorable test materials to the STAR Processing Center. If the item is an answer document, destroy it securely and hand-mark all demographic information on a blank answer document.
 - The test booklet/answer document can be correctly scanned if the label is slightly skewed, but be careful to place the label within the box. If there is any doubt about the document's scannability, hand-mark another booklet or answer document for the student to use.
4. If the demographic data have changed for the student, refer to the following, as appropriate:
 - If the student has moved to another group or teacher within a school, the Pre-ID label still can be used for that student.
 - If the student has moved to a new school in a new district, the Pre-ID label cannot be used. Destroy the label by secure means. (The new district is responsible for the new test materials for that student.)
 - If the student has moved to a new school within the same school district, either (1) the district may obtain a new Pre-ID label for the student by using the "Transfer" function of the STAR Management System; or (2) the Pre-ID label may be transferred to the new school. The test site coordinator should use the procedures established by the school district to advise the district STAR coordinator of the student's move and obtain instructions from the district STAR coordinator as to what should be done with the label (e.g., transfer the label to the new school or destroy the label by secure means).
 - If any demographic information has changed for the student, the Pre-ID label still can be used. The test site coordinator should use the procedures established by the school district to advise the district STAR coordinator of any demographic changes for the student. This is because the district STAR coordinator will need to update the information during extended Pre-ID data corrections.
 - If a label has been affixed to a test booklet/answer document for a student who has moved out of the district, write on the original document "**VOID—Student Moved Before Test.**" Return the voided document with nonscorable materials to the STAR Processing Center.
 - If a label has been affixed to a test booklet and the district STAR coordinator has advised the school to hand-mark a new test booklet, write on the original booklet "**VOID—New Document Coded.**" Return the voided document with nonscorable materials to the STAR Processing Center. If a label had been affixed to an answer document and the school was advised to hand-mark a new answer document, destroy it securely.
5. When the test booklets/answer documents are returned for scoring, the hand-marked and Pre-ID documents are to be packaged together under the same School and Grade Identification (SGID) sheet for each testing group.
6. Do not be concerned about minor inconsistencies in print quality; all care has been taken to ensure that the Pre-ID information is scannable.

Please direct any questions about using Pre-ID labels to your district STAR coordinator, who should contact the STAR Technical Assistance Center at 800-955-2954.

