

INDIANA

Guidelines for Completing Student Data on Test Booklets ACCESS for ELLs Administration (2020-2021)

If a paper tester does not have a Pre-ID Label, a District/School Label must be used instead and the student's information bubbled in order for the test to be processed, scored, and/or matched to the student's record in WIDA AMS. IDOE requires the following information to be completed on the front and back covers of a student test booklet without a Pre-ID Label:

- State Student ID Number (STN)
- First Name
- Last Name
- Date of Birth
- State Name Abbreviation
- District Name
- School Name
- Date of Testing

Special handling is required for students who have an alphanumeric STN when coding the State Student ID Number on the cover of a test booklet. Students with a nine-digit numerical STN will be coded as is. For STNs that begin with a letter, a ten-digit numerical STN must be coded with the letter replaced by a two-digit number utilizing the following codes:

- A = 91
- B = 92
- C = 93
- D = 94
- E = 95
- N = 96

For example, STN C23456789 would be coded as 9323456789.