

Pre-Print Answer Sheet Info

Overview

Pre-printed answer sheets are used by students taking a variety of state-level assessments. These pre-printed answer sheets have barcodes with information including the student name, ID, grade level etc.

This document gives an overview of the process required to create the pre-printed answer sheets.

Follow this process approximately 10 days prior to the first day of testing. This will give USOE time to print the sheets and return them to your school.

In order to do the following steps, you must have a secure login to your SIS and to the Assessment webpage <https://cs.schools.utah.gov/assessment/>. Usually it is the school's Testing Director that is performing these steps. The Testing Director needs to contact Sharon Marsh at USOE to get a login to the Assessment webpage. **Print and review these three documents from the "Support" section of the webpage:**

- Assessment Website User Manual
- Preprint File Name Format Specification
- CBT Preprint Specification (all Computer Based Testing files use this)

Basic Steps

1. Extract the student information from your SIS (Student Information System).
2. Name the files according to the directions in the "[Preprint File Name Format Specification](#)" or "[CBT Preprint Specification](#)" documents available on the secure Assessment webpage <https://cs.schools.utah.gov/assessment/>
3. Validate the contents of the files using the "PrePrint File Validation.exe" (If you don't have a shortcut icon on your desktop, you need to set up this utility following the detailed steps below in item 3.)
4. Upload the files to the secure Assessment webpage <https://cs.schools.utah.gov/assessment/>
5. After ensuring there are no errors, Close the Session. This signals USOE that they can pre-print the answer sheets.

<h3>Detailed steps</h3>

1. Extract the student information from your SIS.
 - a. Each Student Information System (SIS 2000+, PowerSchool, Renweb, etc) has procedures for creating pre-print data files. In the USOE SIS 2000+ you go to the "UT Audit/Upload" tile and select "Testing Pre-Print Upload".
 - b. You will need a separate data file for each test that will be administered. For example, if your school is K-9 and you are giving the DWA (Direct Writing Assessment), you will need one data file for the 5th graders and another one for the 8th graders. If the assessment is broken down by grade and by subject (e.g. CRT), you will need a data file for each test.

- c. The data file will have a different format depending on if the test is administered paper-pencil or computer-based. Your SIS will have different extraction options to create these formats. For example SIS 2000+ allows you to create pre-print files using the following options:
- i. Grade Level (do NOT use this option for computer based tests)
 - ii. Individual Student (do NOT use this option for computer based tests)
 - iii. Class number or class name. If you are using this for computer based tests, there is a further selection of CACTUS/Period or Course/Section.
 - iv. UALPA (for English Language Learner students)
 - v. UAA (for certain students with disabilities)
 - vi. UBSCT (for students grades 10-12)
- d. Why are there so many options for extraction? These control how the answer sheets are sorted. If you create the extraction only by grade level, all students in that grade will be sorted alphabetically by their last name. It is probably more convenient to sort by the teacher CACTUS id and the class period.
- e. Here are some examples of extractions (altered for FERPA compliance). This shows the actual content of the data inside the extraction file depending on which option was used to create the file. You could use Notepad to edit the file and check its contents. The columns get a little messed up with Word, but I have highlighted the columns that are different. These are also referred to as the “9+2”.

By class number = 0002, section = 01, paper pencil = 99:

83200177 000201 9902ANDERSON JORDAN LMH991127 2719182

By class number = 0002, section = 01, NOT paper pencil:

83200177 0002 0102ANDERSON JORDAN LMH991127 2719182

By CACTUS number, paper pencil = 99:

83200177 542337 9902ANDERSON JORDAN LMH991127 2719182

By CACTUS number, section = 01, NOT paper pencil:

83200177 542337 0102ANDERSON JORDAN LMH991127 2719182

Individual Student or By Grade (the 9+2 columns are blank)

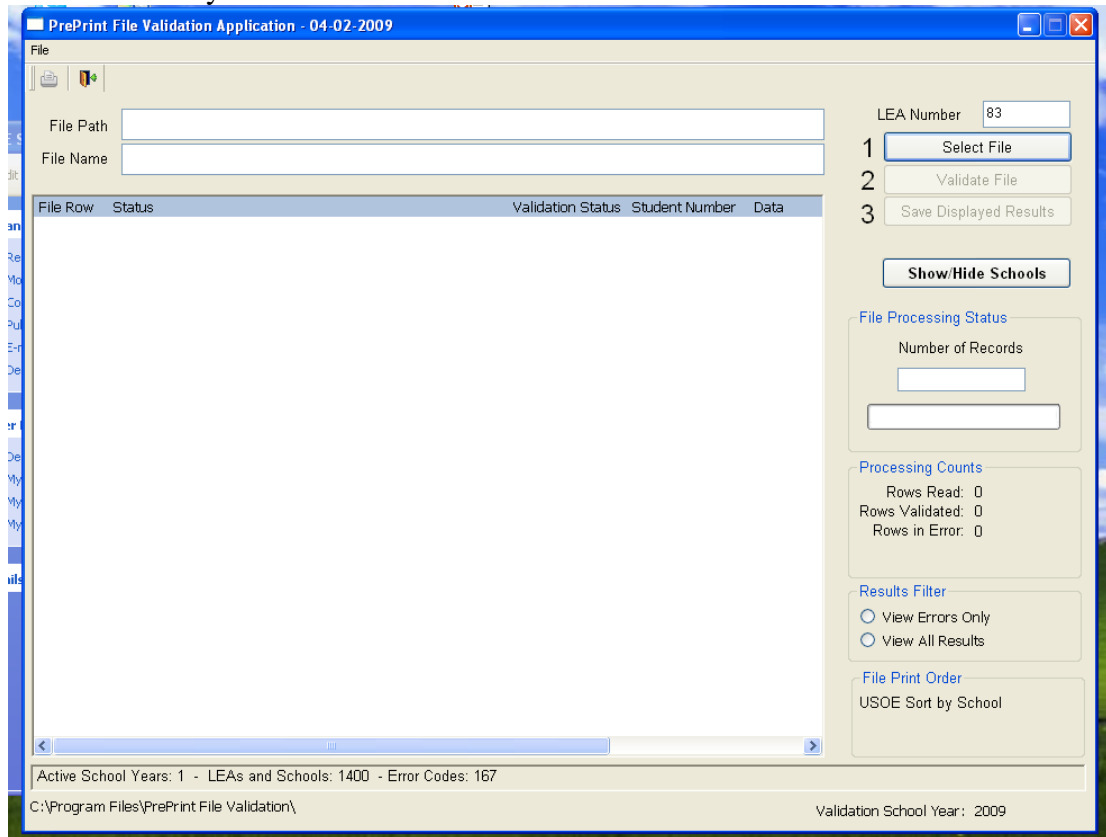
83200177 02ANDERSON JORDAN LMH991127 2719182

- f. More info about the data and column positions is found on pages 10-11 in the “Preprint_File_Name_Format_Specification” document.
- g. If the test is computer-based, either the course number or the CACTUS number and the section number **must** be in the “9+2” columns. Your SIS extraction software will automatically do this when you select the correction options.
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2. Name the files according to the directions in the “Preprint File Name Format Specification” or “CBT Preprint Specification” documents available on the secure Assessment webpage <https://cs.schools.utah.gov/assessment/>
 - a. Pre-print files for paper-pencil tests follow this filename template:
[PRE]_[LEANumber]_[TestingSession]_[TESTID]_[YYYYMMDD]_[Daily Sequence].TXT
 - b. Pre-print files for computer-based tests follow this filename template:
[CBT]_[LEANumber]_[TestingSession]_[TESTID]_[YYYYMMDD]_[Daily Sequence].TXT
 - c. The LEA Number is always three characters, so you *must* include a leading zero if your LEA number is only two characters.
 - d. The Daily Sequence is always two numbers, so you must include a leading zero if the sequence is 1 through 9.
 - e. When you create the file during the SIS extraction, do not actually include “.TXT” at the end of the name. Your computer will automatically include that file extension. If you include it, your file will actually have a name with “.TXT.TXT” at the end of it.

3. Validate the contents of the files using the “PrePrint File Validation.exe” (If you don’t have a shortcut icon on your desktop, you need to set up this utility following these detailed steps.)
 - a. Logon to the secure Assessment webpage <https://cs.schools.utah.gov/assessment/>
 - b. Click on “Support” (lower left corner)
 - c. Click on “Application Setup” under “Preprint File Validation Application” heading.
 - d. Click on “Run” the setup application. This will download the application and other files to your computer “C” drive. (If this errors out, check with your school IT person. You may not have the necessary privileges on your network and the computer admin might have to do this step.)
 - e. Click on “Run” again when the PrePrint File Validation Installation window displays.
 - f. Click on “Next”
 - g. Accept the terms of license agreement and click “Install”
 - h. Uncheck “Run PrePrint File Validation” and “Show Readme” and click “Finish”
 - i. Return to the secure Assessment webpage and click on “Latest Data Files”
 - j. This will download a ZIP file that contains three files.
 - k. Extract the three files and put them into the “C:\Program Files\PrePrint File Validation” folder. Say “Yes” if you are asked about overwriting existing files.
 - l. Check your desktop. You should now have an icon for “PrePrint File Validation”

m. Click on it and you will see this screen:



- n. Put your LEA Number in the upper right cell, Select File, and then Validate. **Note: If some other LEA number is in the upper right cell, you will get an error message about your filenames being wrong.**
- o. When the file passes validation, it can be uploaded to the Assessment webpage, step 4 below.
- p. If you have errors, contact Sharon Marsh at USOE.

4. Upload the files to the secure Assessment webpage <https://cs.schools.utah.gov/assessment/>
- This process is thoroughly documented in the Assessment Website User Manual available in the Support section of the webpage. See section 4 of the manual.
 - Do NOT use FireFox.** You must use Internet Explorer to see all the button options on the File Processing screen. If your screen does not show the “File Summary” button as is shown below, you do not have the correct web browser. Contact your school IT person.

Utah State Assessment Website - Windows Internet Explorer
 https://cs.schools.utah.gov/assessment/default.aspx?loc=FileMaint

Utah State Office of Education | Assessment v2.5.3
 User Rebecca Raybould
 LEA ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES) (63)

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File Processing

Filename	TESTID	File Status	# of Students	Testing Session	Upload Datetime
PRE_083_SPRING_LA1111_20080401_01.TXT	LA1111	Queued	97	Spring Paper and Pencil	04/02/2009 08:51:19 AM
PRE_083_SPRING_LA1010_20080401_01.TXT	LA1010	Queued	127	Spring Paper and Pencil	04/02/2009 08:51:10 AM
PRE_083_SPRING_LA0909_20080401_01.TXT	LA0909	Queued	128	Spring Paper and Pencil	04/02/2009 08:50:59 AM
PRE_083_FEB_UBR10_20080108_01.TXT	UBR10	Shipped	128	February	01/08/2009 02:40:51 PM
PRE_083_FEB_UBW11_20080108_01.TXT	UBW11	Shipped	1	February	01/08/2009 02:41:21 PM
PRE_083_OCT_UBM11_20080930_01.TXT	UBM11	Shipped	15	October	09/30/2008 11:07:37 AM
PRE_083_FEB_UBR11_20080108_01.TXT	UBR11	Shipped	1	February	01/08/2009 02:41:02 PM
PRE_083_OCT_UBW11_20080930_01.TXT	UBW11	Shipped	20	October	09/30/2008 11:07:16 AM
PRE_083_OCT_UBW12_20080930_01.TXT	UBW12	Shipped	2	October	09/30/2008 11:08:51 AM
PRE_083_FEB_UBW10_20080108_01.TXT	UBW10	Shipped	128	February	01/08/2009 02:41:13 PM
PRE_083_FEB_UBM11_20080108_01.TXT	UBM11	Shipped	4	February	01/08/2009 02:41:02 PM

Refresh Cancel File File Summary Disaggregation Report

Received Loading Queued Released to Print Printing Print Verified Shipped

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 Assessment Support Email | (801) 538-7500

5. After ensuring there are no errors, Close the Session. This signals USOE that they can pre-print the answer sheets.
 - a. This process is thoroughly documented in the Assessment Website User Manual available in the Support section of the webpage. See section 5 of the manual.

Note: Each time you return answer sheets to be graded, you should also create and submit what is known as an “All Students File”. Sharon needs this file to reconcile any missing answer documents or answer documents you had to “hand bubble” because they were not in the pre-print. Here are the steps:

1. Using your SIS pre-print extract software, select “all grades” and include “inactive students”.
2. Name the file using this template:
 [ALL]_[LEANumber]_[TestingSession]_[TESTTYPE]_[YYYYMMDD]_[Daily Sequence].TXT
 - a. The Testing Types are specified in section 3.2 of the Preprint File Name Format Specification manual.
3. Upload the file to the secure Assessment webpage. There is no session to close.
4. Send Sharon.marsh@schools.utah.gov and email and tell her you’ve submitted your “All Students” file.