



COLLEGE OF EDUCATION

Iowa Testing Programs
Iowa Statewide Testing Program

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Dear Bar Code Customer:

This shipment contains the bar code labels you ordered for use with the Iowa Tests. **When distributing the labels or labeled documents to test administrators, please advise them that the directions for administration still require them to have students complete the form code on their answer folder before testing begins. Before answer folders are returned for scoring, they should be checked to ensure that the correct test form has been coded on each individual answer folder. We are using Form A this year for Levels 9-17/18, grades 3-12. The test form is NOT included in the bar code label.**

Use the following list to assist you in applying bar code labels properly to your answer documents.

1. Check that the correct test levels of the answer documents are being used for each grade and student.
2. Locate the area labeled "Place bar code label in the space above." This area is in the corner of each answer document.
3. Position the bar code label lengthwise (i.e., parallel to the statement "Place bar code label in the space above") and within the four marked corners of the box.
4. Carefully press the bar code label into position within the box.
5. Repeat this process until all the bar code labels for the group have been applied.
6. Do not try to remove a label that has already been affixed to an answer document. Contact Iowa Testing Programs (see below) if you need to address a potential problem.
7. Labels for students who have moved and will not be tested can be discarded.
8. If any information for a student has changed since the bar code file was sent to us, or you receive new students after your bar code file was submitted you will need to place a follow-up order for bar code labels. All documents must have a bar code label before processing.
9. Failure to use bar code labels will result in additional processing fees and delays in scoring of your documents.

If you have any questions regarding bar code labels, please contact us at (319) 335-5408.

Catherine Welch, Director
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