

MARKING INSTRUCTIONS

- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the bubbles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

CORRECT MARK



INCORRECT MARKS



SCHOOL/GRADE HEADER SHEET

1 PLEASE PRINT

Name of Person Completing This Form

District Name

School Name

INSTRUCTIONS

1. Write the name of the person completing this form, the district name, and the school name on the lines provided.
2. In the boxes under District Code, indicate the district number. Grid the corresponding bubbles. If this information is preprinted, make sure the information is correct. If the information is not correct, contact your district coordinator.
3. In the boxes under School Code, indicate the school number. Grid the corresponding bubbles. If this information is preprinted, make sure the information is correct. If the information is not correct, contact your district coordinator.
4. In the box under Grade, grid the appropriate grade of the students whose documents are under this header sheet. Grid only one grade per header sheet.
5. In the box under Content Area, fill in the appropriate bubble for the documents under this header. Fill in only one content area per header sheet.
6. In the boxes under Answer Document Count, write the appropriate number of used answer documents that are under this header sheet. Grid the corresponding bubbles.

2 DISTRICT CODE					3 SCHOOL CODE				
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Please be sure all fields are completed.

4 GRADE
<input type="radio"/> 3
<input type="radio"/> 4
<input type="radio"/> 5
<input type="radio"/> 6
<input type="radio"/> 7
<input type="radio"/> 8

6 ANSWER DOCUMENT COUNT		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

5 CONTENT AREA
<input type="radio"/> Mathematics
<input type="radio"/> Reading
<input type="radio"/> Reading - Writing

FOR SCORING COMPANY USE ONLY		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9



QA105758