

WIDA Test Booklet Search Request Information 2016-2017

As stated in the ‘General Instructions for Labels’ section of the District and School Test Coordinator Manual, all test booklets used by students must have a Pre-ID or District/School label applied to the front cover. If a District/School label is used, the student’s demographic information must be filled in on the front and back of the test booklet. Booklets that do not have a label will be processed as blank and the student will not receive a score.

DRC has incorporated the following Processing Rules when determining if a booklet returned incorrectly (without a label) is used or unused.

Processing Rules

- Test/Response books received with Pre-ID Labels will be processed as **USED**.
- Test/Response books received with District/School Labels will be processed as **USED**.
- Test/Response books received **without** Pre-ID or District/School Labels will be processed as **UNUSED**. This rule has some exceptions as follows; however, all of these scenarios are a manual process and they do not ensure that 100% of the booklets incorrectly returned (without a label) are caught and processed.

Scenarios	Processing/Reporting Rules(s)
Test/Response Booklet has District/School Label but NO student information bubbled on cover	<p>If processed as used, student information must be added during Data Validation or a report will be created with no student information.</p> <p>Otherwise, DRC applies Do Not Process label and processes as unused.</p>
Test/Response Booklet includes Student Information bubbled on the cover but NO District Label	<p>Has the student completed items inside?</p> <p>No: Process as unused</p> <p>Yes: Are the district and school names written on back cover?</p> <ul style="list-style-type: none"> • Yes: Print/apply label and process as used • No: Process as unused
Test/Response Booklet or Label damaged	<p>Can we repair without transcribing?</p> <p>Yes: Process as used</p> <p>No: Process as unused</p>
Soiled Booklets	<p>Blood/Hazardous: remove from missing materials report and securely destroy.</p> <p>Other fluids: If possible, process as used; otherwise, process as unused.</p>

If a Test Booklet Search is still needed (because the student was not included in reports and you suspect a label was not applied), please fill out the form on the next page and provide it to DRC. This form must be completed with as much student information as possible and returned to DRC to initiate the test booklet search request. The Security Barcode Number is an important piece to these requests. A \$100 fee applies to each search request when the security barcode number is known, and a \$200 fee applies to each search request with NO security barcode number, or when the security barcode number provided is incorrect. Please provide that number if it's known. Please print or type the information requested below and keep a copy for your records. Requests may take ***up to six weeks to process*** after DRC receives the request form.

Please contact **DRC Customer Service** if you have any questions:
WIDA@DataRecognitionCorp.com or **1-855-787-9615**.



Test Booklet Search Request Form
Data Recognition Corporation
13490 Bass Lake Road, Maple Grove, MN 55311
Phone: 1-855-787-9615 Fax: 763-268-2534
Email: wida@datarecognitioncorp.com

DIRECTIONS: Complete this form to request a Student Test Booklet Search by Data Recognition Corporation (DRC). This form must be completed with as much student information as possible and returned to DRC to initiate the test booklet search request. The Security Barcode Number is an important piece to these requests. A \$100 fee applies to each search request when the security barcode number is known, and a \$200 fee applies to each search request with NO security barcode number, or when the security number provided is incorrect. Please provide that number if it's known. Please print or type the information requested below and keep a copy for your records. Requests may take **up to six weeks to process** after DRC receives the request form.

District/School Information

District: _____ School: _____
District Code #: _____ School Code #: _____
Phone: _____
Fax: _____
Contact Name: _____ Contact Email: _____

Student Information

Student Name: _____ Grade: _____
State Student ID Number: _____ Date/Test Administration: _____

Test Booklet Information

Explanation for Request:

Security Barcode #: S596504- _____

(This information is on the left-hand side of the test booklet and begins with S596504)

The processing of this request may be delayed if NO security barcodes numbers are provided.