

## Student Answer Document-PURPLE BOX-Label Instructions

Even if your school uses Riverside printed barcode labels, you still need to fill in the blanks for Teacher, Grade, School, System/District (write ACSI on this line), and City/State where your school is located.



*Your school may choose to print up labels for each teacher to make the process easier. Just make sure the labels only cover this area of the answer document.*

In the event that something happens to your student documents in transit, this helps determine what school and program the documents belong to.

*Unfortunate event with a positive outcome!*


*Earlier this month a UPS truck ran over a box of documents. Needless to say, some of the contents were damaged, but we were able to put the customer's order back together for scoring.*

The image shows a screenshot of a student answer document form. A purple box highlights a specific area on the right side of the form, which is the label area. A red arrow points from this box to a separate form below.

Teacher \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_  
System/District **ACSI**  
City/State \_\_\_\_\_

### **What to expect when you receive your Riverside barcode labels?**

Here is an example of a student barcode label and as you can see the program information is not on the label. It contains the student biographical information only.

Smith, Taylor      lowas/CogAT  
SE Christian Sch      Class Name  
Grade 02      DOB: 01/01/10  
Student ID: 444333      Gender: F  
  
Internal ID: 2646099763

### Student Answer Document—Purple Box Label Design

We have created two label templates for your school to use, or you can use your own as long as it fits within the parameters below.

1. For the PURPLE BOX area, the space to place the label is 3.5” wide by 1.5” high. So, it may be best to use a 3” x 1.5” label, so the placement doesn’t need to be so exact horizontally.
2. Also, a matte finish is preferred so it doesn’t reflect light during scanning. Should not be “removable” to make sure they don’t come off.
3. The format would be exactly the same as those shown in the PURPLE BOX area:  
Teacher Name:                      Grade Level:  
School Name:  
System/District: (use ACSI here) City/State:  
(where school is located)