

Pre-ID Students

If you received Pre-ID labels from your LEA, place each student label in the appropriate box on the demographics page on the Answer Book and ensure the following boxes on the front and back of the Answer Book are also completed, meaning letters and numbers must be entered and legible and option circles must be marked completely:

- Box 1 (Student Name—written at minimum)
- Box 2 (Teacher, School, Local Educational Agency, Local Use)
- Box 8 (Date Testing Completed)
- Box 9 (Testing Irregularities)—Only one to be completed, if applicable
- Box 10 (Accommodations)—Only one to be completed, if applicable
- Box 11 (Alternate Assessment)—Only one to be completed, if applicable

No additional marking is required.

Non Pre-ID Students

If you did not receive Pre-ID labels from your LEA, or if a Pre-ID label for a student is missing, you must ensure the demographics pages are completed **in their entirety**. The proper recording of student demographic information is essential for accurate reporting of student results. Site ELPAC Coordinators or Test Examiners should review the demographic information to ensure it is accurate and complete for each student. Under certain circumstances, or with younger students, the Site ELPAC Coordinator or Test Examiner may opt to complete the demographics information for the student, in order to ensure it is legible and accurate. This information must be completed **before** returning the Answer Books for scoring.