

Attachment J: MI Data Validation Rules

Data validation means that fields that meet error indicator criteria will be checked to see if the suspected error can be corrected. An example of an error indicator is an asterisk in a demographic data field. This error indicator will be checked to see if the asterisk occurred due to an incomplete erasure of a bubble. If the field clearly contains a double bubble, then the asterisk is the correct entry and will remain in the field. Another example of an error indicator is an internal space in a name. This error indicator will be checked to see if the space was caused by a light bubble or a skipped bubble. Correcting this possible error is a judgment call. "JO HN" would become "JOHN". "SAMPSON JR" would remain "SAMPSON JR". Resolution of other cases may not be as clear.

The list of error indicators that will be checked include the following:

Last Name

For valid answer documents with a generic barcode, the LAST NAME

- (1) Has to have at least two letters;
- (2) Cannot have leading or internal spaces;
- (3) Cannot have an asterisk; and
- (4) Must be all capital alpha characters.

First Name

For valid answer documents with a generic barcode, the FIRST NAME

- (1) Has to have at least one letter;
- (2) Cannot have leading or internal spaces;
- (3) Cannot have an asterisk; and
- (4) Must be all capital alpha characters.

Middle Initial

For valid answer documents with a generic barcode, the MIDDLE INITIAL

- (1) Can be blank;
- (2) Cannot have an asterisk; and
- (3) If not blank, it must be a capital alpha character.

Month in Date of Birth

For valid answer documents with a generic barcode, the MONTH

- (1) Cannot contain spaces;
- (2) Cannot contain an asterisk;
- (3) Must be two digits with a leading zero as needed; and
- (4) Must be a two-digit number between 01 and 12.

Day in Date of Birth

For valid answer documents with a generic barcode, the DAY

- (1) Cannot contain spaces;
- (2) Cannot contain an asterisk;
- (3) Must be two digits with a leading zero as needed; and
- (4) Must be a two-digit number between 01 and 31.

Year in Date of Birth

For valid answer documents with a generic barcode, the YEAR

- (1) Cannot contain spaces;
- (2) Cannot contain an asterisk;
- (3) Must be two digits with a leading zero as needed; and
- (4) Must be a two-digit number between 00 and 99.

Attachment J: MI Data Validation Rules (continued)

Grade

For valid answer documents with a generic barcode, the GRADE

- (1) Cannot contain spaces or be blank;
- (2) Cannot contain an asterisk;
- (3) Must be two digits with a leading zero as needed; and
- (4) Must be a two-digit number between 04 and 12.

Gender

For valid answer documents with a generic barcode, the GENDER

- (1) Cannot be a blank;
- (2) Cannot be an asterisk;
- (3) Must be a capital "M" or capital "F".

Ethnic

For valid answer documents with a generic barcode, the ETHNIC designation

- (1) Cannot be a blank;
- (2) Cannot be an asterisk;
- (3) Must be a number between 1 and 5.

Large Print

For ALL valid answer documents, the LARGE PRINT designation

- (1) Cannot be a blank;
- (2) Cannot be an asterisk;
- (3) Must be a capital "Y" or capital "N", with the default (not bubbled) being "N"; and
- (4) Must be "N" if Braille is "Y".

Braille

For ALL valid answer documents, the BRAILLE designation

- (1) Cannot be a blank;
- (2) Cannot be an asterisk;
- (3) Must be a capital "Y" or capital "N", with the default (not bubbled) being "N"; and
- (4) Must be "N" if Large Print is "Y".

LEA

For valid answer documents with an MI generic barcode, the LEA (bubbled)

- (1) Cannot contain spaces;
- (2) Cannot contain an asterisk;
- (3) Must be two digits with a leading zero as needed;
- (4) Must match the LEA number in the header; and
- (5) Must be a two digit number between 01 and 24; or one of the numbers 30, 31, 55, 88.

School

For valid answer documents with an MI generic barcode, the SCHOOL (bubbled)

- (1) Cannot contain spaces;
- (2) Cannot contain an asterisk;
- (3) Must be four digits with leading zeros as needed;
- (4) Must match the school number in the header; and
- (5) The combination of bubbled LEA/School must be in the MSDE provided school list.

LEA and School in Header

For answer documents with a student specific barcode or a school generic barcode, the LEA and School associated with that barcode must match the LEA and School in the header.

Attachment J--MI Data Validation Rules (continued)

Section Number

For valid answer documents with a generic barcode,
the SECTION NUMBER

- (1) Can be blank (only check if student attempted to bubble SECTION); and
- (2) If not blank, then SECTION
 - (a) Cannot contain a blank;
 - (b) Cannot contain an asterisk;
 - (c) Must be a four-digit number with leading zeros as needed.

Teacher ID

For valid answer documents with a generic barcode,
the TEACHER ID

- (1) Can be blank (only check if student attempted to bubble TEACHER); and
- (2) If not blank, then TEACHER
 - (a) Cannot contain a blank;
 - (b) Cannot contain an asterisk;
 - (c) Must be a four-digit number with leading zeros as needed.

Home LEA

For valid answer documents that have the LEA number 24 in the header,
the HOME LEA

- (1) Cannot contain spaces;
- (2) Cannot contain an asterisk;
- (3) Must be two digits with a leading zero as needed; and
- (4) Must be a two digit number between 01 and 23; or 30, 31, 55.

Invalid Reason

For valid answer documents,
the three invalid bubbles must be blank.

Form

For valid answer documents,
the FORM CODE

- (1) Cannot be blank;
- (2) Cannot be an asterisk;
- (3) Must be a form letter and two digit number valid for the test administration;
- (4) Must match the form identified by the sheet marks on the document.

Litho Number Range

For valid answer documents,
the LITHO NUMBER on the document must be within the one unique range assigned to the document's form for the test administration.

Litho Number Integrity

For valid answer documents,
the LITHO NUMBERS on the document

- (1) Must all be the same number;
- (2) Must be unique for documents in the database; and
- (3) Must have the prescribed number of digits.

Student Barcode

For all barcodes,

- (1) The barcode must pass the check digit algorithm; and
- (2) The barcode must exist in the file of barcodes printed for that administration.

For valid answer documents with a student specific barcode, the barcode cannot have a duplicate in the same subject area. A generic barcode cannot have a duplicate in the database.

Attachment J--MI Data Validation Rules (continued)

Student ID

For valid answer documents with a generic barcode, the STUDENT ID (or local pupil number)

- (1) Can be blank (only check where student has attempted to bubble the ID); and
- (2) If the STUDENT ID is not totally blank, it
 - (a) Cannot have blanks;
 - (b) Cannot have asterisks;
 - (c) Must be a nine digit number with leading zeros where needed.

Security Barcode

For ALL math answer documents, the SECURITY BARCODE

- (1) Cannot be blank;
- (2) Must be two capital letters followed by a six digit number;
- (3) Must be unique in the database; and
- (4) Must exist in the file of barcodes for answer documents shipped this administration.

Blank Answer Documents

For valid answer documents with a generic barcode, the ANSWERS, LAST NAME, FIRST NAME, and STUDENT ID cannot all be blank.

Special Ed, ESL Services, Section 504, Title 1, F/RP Lunch

These fields will continue to have the default "N" in the files sent to ETS.