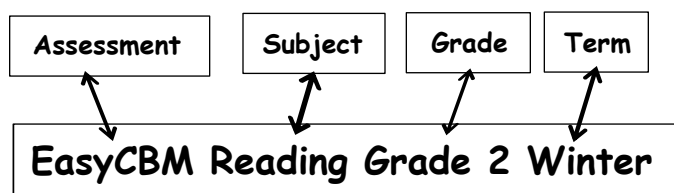


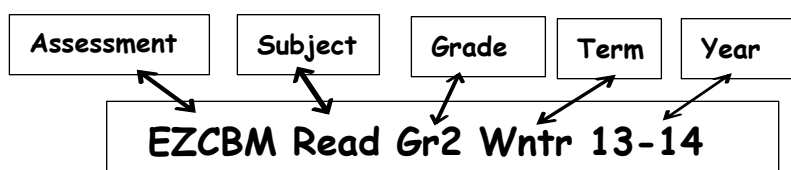
## Naming Conventions - Sample Test Name, Label, & Score File Name

Naming conventions should be consistent for all related assessments

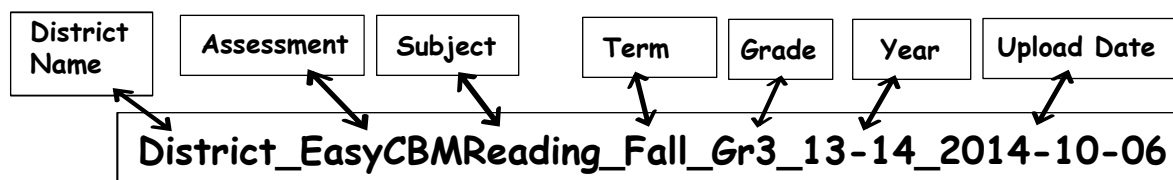
### Sample Assessment Test Name:



### Sample Assessment Test Label:



### Sample Score File Name:



### NOTES:

- For Assessments that are administered several times a year, it's strongly recommended that the administration term be included in the name.
- For Assessments that are administered over multiple years, without the cut scores (or performance levels) changing can use the same FATS from year to year. In that instance it's best not to include the year in the name.
- Special Characters (ie: '&', ',', '[' , ']', etc.) are not recommended. Periods, dashes, underscores, and forward slashes (/) seem to be ok, for assessment test names and labels, but not score file names.
- Using the 'Subject' or 'Content Area' and the 'Grade Level' in the name are strongly recommended. For score files, adding the file upload date is also recommended
- **Consistency** in naming conventions is strongly recommended. For example, you don't want to name one easyCBM and another EZCBM, or one named CCSS and another named Common Core State Standards. However, make sure the names you select will be meaningful to your staff.