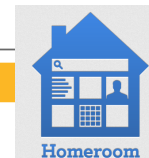




## NAMING CONVENTIONS TIPS AND TRICKS



### Assessment Test Name and Label Considerations:

- Assessments that are used over multiple years without the cut scores changing can have score files loaded to the same definitions each year, so it's best not to attach a school year to the Assessment Test Name or Label.
- The Label is how an assessment will show in the Assessment List dropdown menu in the Assessment Widget, Student Groups Filters, Student Profile, and Data Extracts. The Assessment Test Name is the name users will need to search for to add assessments to 'My Assessment Sets.' It's best if these names match or very closely mirror.
- Assessment Test Names should follow the same conventions for all district assessments to help with searches. Specifically consider:
  - Algebra or Alg
  - Math/Read or Mathematics/Reading
  - Grade 5 or Gr 5 or Gr5 or G5 or 5
  - Fall or BOY or October or 1
- Assessment Test Names should contain the following elements in the same order each time:
  - Test Name
  - Subject
  - Grade Level
  - Administration

**Samples:** EasyCBM Reading Grade 2 Winter  
RBA 3 gr5  
Common Assessment Read Gr4 Nov.
- Strand data should be easy to associate with the parent test so it can be found in the 'My Assessment Sets' list.
 

**Samples:** DIBELS Next Composite Gr1 Fall

  - *DIBELS Next LNF Gr1 Fall*
  - *DIBELS Next PSF Gr1 Fall*

### Score File Name Considerations:

- Score File Names should contain the following elements in the same order each time:
  - District or School Name
  - Test Name and Subject
  - Administration
  - Grade Level
  - Date of Upload

**Samples:** District\_EasyCBMread\_Fall\_gr3\_2014-10-13  
District\_3\_Fall\_CBMR\_2014-10-13