

NAMING CONVENTION TIPS AND TRICKS

Score File Names should contain:

If you need to delete an incorrect score file, it's important to be able to find the same file to correct score files. To help locate and pinpoint those files, please include the following in naming conventions:

- School Name
- Test Name and Subject
- Administration/Term
- Administration Year
- Grade Level
- Date of Upload (optional)NEW

Samples	Crestwood_EasyCBMread_Fall_gr3-10-13-13
	Crestwood_3_Fall_CBMR_10-13-13

Assessment Test Name 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:
 - Math/Read or Mathematics/Reading
 - Gr5 or 5 or Grade 5 or Gr 5 or G5
 - Fall or BOY or October or 1
 - Algebra or Alg
- Assessment Test Names should contain the following elements in the same order each time:
 - Test Name
 - Administration
 - Grade Level
 - Subject

Samples	EasyCBM Read gr2 Winter
	RBA 3 gr5
	Valley Elem 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 <ul style="list-style-type: none">▪ DIBELS Next LNF Gr1 Fall▪ DIBELS Next PSF Gr1 Fall
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