

2018-19 Adult General Education Test Record Edits

NOTE: This format is not required for Survey G or X.

1. Each Adult General Education Test record must be unique based on **District Number, Current Instruction/Services; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; WDIS Reporting Year; Adult Test Name; Test Date; Adult Test Subject Content; Adult Test Form; and Adult Test Level.**

-first record accepted, all other duplicate records rejected-

2. Blank.

3. The first nine positions of **Student Number Identifier, Florida** must be numeric. The tenth position of **Student Number Identifier, Florida** must either be an "X" or numeric. If the tenth position of **Student Number Identifier, Florida** is numeric, the first two digits must be a valid district number in the range 01-76. If the tenth position of the **Student Number Identifier, Florida** is an "X", the first three positions may not all be zeroes.

Note: For more information on **Student Number Identifier, Florida** refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.

-record rejected-

4. **Survey Period Code** must be F, W, or S and must be correct for the submission specified by the district. -record rejected-

5. **WDIS Reporting Year** must be correct for the submission specified by the district.

-record rejected-

6. **District Number, Current Instruction/Services** must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

7. **School Number, Current Instruction/Service** must be numeric in the range 0001 to 9899.

-record rejected-

8. **Adult Test Name** must be TAB, TBE, CAS, BSP, or BSL. -record rejected-

9. **Adult Test Subject Content** must be M, N, O, R, S, or W. -record rejected-

10. **Adult Test Form** must be left justified with trailing blanks, and must be valid for the test reported. -record rejected-

11. **Adult Test Level** must be left justified with trailing blanks, and must be valid for the test reported. -record rejected-

12. **(REVISED 1819) If Adult Test Score is within the allowable range for Adult Test Form and Adult Test Level, including those that begin with a "+" or "-", the score must be numeric, right justified with leading zeroes. If Adult Test Name is TAB and Adult Test Form is 11 or 12 and Adult Test Score is Out of Range - Low, the score must be numeric, right justified with a leading "1".** -record rejected-

EXAMPLES

In-range Scores

Please use the following procedures when a test administration results in a score, including those that begin with a "+" or "-", that is within the allowable range for the Test Level and Form:

2018-19 Adult General Education Test Record Edits

- Agency should report a “0” in the first field of the four character data element followed by the three digit score. For example, if a student receives a score of 485 on the Reading Level M Form 11 test, your agency would report 0485 for the test score.

Out of Range (OOR) Score- Low

Please use the following procedures when a test administration results in a score that is lower than the allowable range for the Test Level and Form:

- If a student tests and no score is provided or the score indicates a score of N/A, the student should be reported with a “1” followed by the lowest score value for the TABE Level and Form. For example, if a student receives a score of N/A on the Math Level M Form 11 test, your agency would report 1454 for the test score. For instances where there is a difference in the lowest score value between the paper based test and the online, agencies should report the lowest score possible between the two versions value. Please see the table on page two for the correct score to report.
- To assist with determining the correct out of range score to report, please use the following table

Subject	Level	Form	Written Version Lowest Score	Online Version Lowest Score	Score Reported for OOR Low or N/A
Math	M	11	454	454	1454
Math	M	12	454	454	1454
Reading	M	11	442	442	1442
Reading	M	12	442	442	1442
Language	M	11	460	459	1459
Language	M	12	459	459	1459
Math	D	11	501	497	1497
Math	D	12	496	496	1496
Reading	D	11	501	501	1501
Reading	D	12	501	503	1501
Language	D	11	513	512	1512
Language	D	12	514	514	1514
Math	A	11	537	540	1537
Math	A	12	541	537	1537
Reading	A	11	538	539	1538
Reading	A	12	539	539	1539
Language	A	11	551	551	1551
Language	A	12	549	548	1548

Note: Levels L and E do not have an OOR Low score. In instances where there are differences in the lowest score possible between the online version and the written version (see yellow rows), the lowest score between the two versions is reported.

2018-19 Adult General Education Test Record Edits

13. **Florida Education Identifier (FLEID)** is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits and must be greater than FL000000002000. No blanks or spaces are allowable. -record rejected-

14. **Test Date** must be numeric, in the format MMDDYYYY, and a valid date that is not in the future. -record rejected-

15. If **Adult Test Name** is TAB and **Adult Test Form** is 11 or 12, then **Test Date** must be greater than or equal to February 20, 2018. -record rejected-

16. **(NEW 1819)** If **Adult Test Name** is TAB and **Adult Test Form** is 9 or 10, then **Test Date** must be less than or equal to December 31, 2018. -record rejected-

20. The **Transaction Code** must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database. -record rejected-