

## Instructions for filling out Exam System II Headers

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<b>*Test Name:</b>	This can be any name you wish. It would replace what you once entered on the header as "MTH 111 01"
<b>*Test ID:</b>	Any 6 digit number to uniquely identify the test.
<b>Sub Tests:</b>	If running subtests with the same students, enter number here. <b>Usually "01"</b> .
<b>*Formula Scoring:</b>	<b>Usually NO.</b> If you wish to use this, review the Instructions or contact one of our Statistical Consultants before using.
<b>*Printer:</b>	Select <b>OFF</b> only
<b>*Performance Assmt:</b>	Select <b>NO</b> only
<b>*Versions:</b>	Select <b>NO</b> only
<b>*Instructor's Last Name: and First Name:</b>	You can use these fields, however, if you choose to leave them blank, please fill in the first "blank" bubble for both Last Name and First Name.
<b>Test Date:</b>	You can specify the date the test was given. For example: You give the test on a Friday, but submit it on a Monday and you wish the date on the report to reflect the actual date taken.
<b>School/District: Grade/Group: Class/Subgroup:</b>	These are optional fields you may use for personal classification of the exam.

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**\* Designates required fields**