

## Home Base IIS: Test Naming Conventions

Audience: This document is intended for Assessment Coordinators.

Prior to entering the first test item, establish a structure and naming convention for tests and test windows. Consider these points when developing a system that works for you:

- Keep the test names reasonably short, since they will show up in Home Base IIS menus
- The order of benchmarks in the Classrooms and School & District Data menus is based on the tagging of the test, not the actual test name
- The menus list the tests first by grade level ascending and then by start date descending

The start date is appended to the test name automatically in Classrooms and School & District Data. To avoid duplication, leave the date out of the title.

- Incorporate the subject and grade level into the name
- Agree on conventions and abbreviations to use

For example, will you use Math or MA? How might you indicate a modified version of a test or a test given in a language other than English?

- For site-specific assessments, start the name with a location code to make it easier to select the desired test for reporting
- Define certain naming conventions for when you create test windows on the Plan page
- Create and post a document for reference that outlines your decisions

## Naming Example

