

ROSTER & TEST ANSWER SHEET INSTRUCTIONS

Samples of the **Official Team Roster** and the **Scantron Test Answer Sheet** are shown on pages 19 and 20. You will receive the actual forms in a special packet mailed at the end of October.

General Instructions:

1. Complete all information requested on your **Official Team Roster** and turn it in to the **TEST DIRECTOR** at your Local test site on Competition Day, along with the team **Competition Conduct Form** and the **Official Team Transcripts**. Your school's official identification number is on the printed label on your *Official Team Roster*.

All Scantron Test Answer Sheets are pre-slugged with each team's official identification number.
DO NOT CHANGE YOUR ASSIGNED ID NUMBER.

2. Print and bubble in student's name on each student's Scantron Test Answer Sheet **prior** to arriving at the test site, including demographic and ethnic information.

Each school is assigned a unique identification number – see your team roster label.

The number will identify your CESA, school, school size, and student. Look at the *Student ID* section on the "sample" Scantron Test Answer Sheet (see page 19 – upper right-hand corner). **The first seven digits (A through G) are identical for each of your nine team members.**



Scantron Test Answer Sheet								
IDENTIFICATION NO.								
A	B	C	D	E	F	G	H *	
							1-9	
}		}				}	}	
CESA #		4 DIGIT SCHOOL #				SCHOOL SIZE	STUDENT NUMBER	

Letters **AB** your **CESA** (same for each student) number (01 to 12)
Letters **CDEF** your assigned **school number** (same for each student)
Letter **G** your **school size** based on **2010-2011 school enrollment**:

- 1 = Division 1 — 1250 and over
- 2 = Division 2 — 700 – 1249
- 3 = Division 3 — 285 – 699
- 4 = Division 4 — Under 285

Letter **H** **your student number (1 thru 9 as on roster sheet)***
- this is the unique number for each student

***NOTE:** Each team has a roster form identifying each student on the team by name and number. The last digit of the Student ID number on the Scantron test answer sheet (**Column H, 1-9**) **must** coincide with the student number on the Official Team Roster form:

- Honor** or "A" students must be 1, 2 or 3.
- Scholastic** or "B" students must be 4, 5 or 6.
- Varsity** or "C" students must be 7, 8 or 9.