Purpose: The purpose of this document is to communicate the naming conventions that items and tests/assessments created on Unify by all users should follow. These naming conventions are strongly recommended to make accessing items and tests easier for those that create them. PM Unify also recommends maintaining a document that records the item and test ID#s that are generated on Unify when an item or test is created.

Convention for Item:
(ContentArea) _ (Grade/Course) _ (Strand) _ (1-2 Word Descriptor of Content of Item) _ (Item#)_(LevelCreated(CPS/ or SchoolName/ or Teacher Last Name))

Examples:

- SocSt_AmGov_BasicPrinciples_FirstAmendment_42_Davidson
- Math_4th_Fractions_Comparing_44_CPS
- Sci_Bio_Evolution_Speciation_11_Woodward
- ELA_Eng-I_KeyIdeas_Inferences_29_CPS

Convention of Tests: (LevelCreated (CPS / or School Name / or Teacher Last Name)) _ (Grade/Course) _ (Name of Test) _ (Date)

- Davidson_AmGov_AmendmentsUnit_11/8/18
- CPS_Alg-I_EOCReadiness1_10/23/18
- Woodward_Bio_DeptUnitTest_04/01/19
- CPS_5th_AIRReadiness1_10/23/18