

Scanning Services Guidelines

To ensure accurate and timely processing of test scores, please follow the guidelines listed below:

1. Please include identifying information on the key in the lined areas designated, instructor name, course, and section. Please do not fill in any of the bubbles under name, date, and social security number on the answer key.
2. An answer key must be provided for each form with the correct responses filled in completely with a #2 pencil.
3. There can only be one correct response per question.
4. If you wish to have a question omitted, please leave that item blank on the answer key. Please discourage the students from marking a line across that question or questions on their sheets. These lines must all be erased when we process the test.
5. All unused forms should be removed before we receive your test as they will receive a score of zero, thus lowering the class average.
6. Answer sheets coded in ink will be returned to you to be scored by hand as the machine will not read ink.
7. If a multiple form test is to be processed for a single printout of scores, the student must code the appropriate form letter in the designated area at the top of the answer sheet. The keys also must be coded with the appropriate form letter.
8. The timing mark areas on the left and top of the sheet should be free of any marks.
9. It should be stressed to students that the response bubbles should be completely filled in with a #2 pencil. Do not use ink, or felt tip markers. Make heavy black marks that fill the circle completely. Light marks, ink, and incomplete circles might not be read by the scanner. Erase cleanly any marks you wish to change, do not cross them out.
10. Please do not damage the forms with folds, staples, white out, grease, or holes, as the machine will not read damaged sheets.