

## INSTRUCTION SHEET FOR SUBMITTING EXAMS

Below you will find instructions for submitting exams in the Opscan Office. These instructions must be adhered to in order for the Opscan Office to scan an examination properly.

### 1. REQUIREMENTS FOR STUDENT TEST FORMS

- (a) Every student's test form must have their NAME and SOLAR ID # bubbled in. This number must be darkened in. If the number is bubbled in lightly, a student's form will be passed over without scanning or scoring. The ID number is extremely important. The Opscan Office's software matches ID numbers from the downloaded roster with each individual form.
- (b) **TEST MUST BE BUBBLED IN #2 PENCIL ONLY.** The scanner **will not** accept anything else.

### 2. REQUIREMENTS FOR SUBMITTING EXAMS

Below is a checklist of what you will need to bring to the Opscan Office when you submit your exams:

- (a) Answer Key - an answer key must be submitted for each form/version of the test with word "ANSWER" written in under the "NAME (last)" section of the answer key. Under the "BIRTH DATE" column, specifically under "DAY" column, **left column only**, bubble in which form/version of the test this answer key corresponds with. If there is only one version of the exam just bubble in 0 (zero) on the answer key. The students do not have to bubble in anything on their forms. If there are two or more versions of the exam, see below:
- (b) The 1st column under "DAY" only has values 0 through 3, therefore the maximum # of versions is 4. For example:
  - Version A of the exam: bubble in 0
  - Version B of the exam: bubble in 1
  - Version C of the exam: bubble in 2
  - Version D of the exam: bubble in 3
- (c) If two or more answer keys:
  - Each answer key must be marked as stated above
  - Each student's form must be marked in the same manner as the corresponding answer keys.
  - Corresponding Answer Keys - If you were to submit two versions of an exam, two answer keys must be submitted marked 0 and 1, and then the student's forms must be marked with a 0 (zero) or 1 according to the matching answer key.
- (d) **DO NOT BUBBLE IN ANY NUMBER IN THE SECOND COLUMN OF "DAY"**  
The Opscan reader does not read the second column.

### 3. MULTIPLE ANSWERS (TWO OR MORE ANSWERS TO A QUESTION)

The new system supports up to five answers for one question. If you have more than one answer that is acceptable, bubble all acceptable answers on the answer key and let the Opscan Office know which question # it is when submitting your exam. Also let us know if it is an "OR" or an "AND" question. An "OR" question means only one of the answers is acceptable. For example, A or B, if the student bubbled in A or B then it is marked as correct. If the student marks A and B then it is incorrect.

An “AND” questions means that all answers must be bubbled to receive credit. For example, if the answer key is A and B, then to receive credit the student must have both A and B bubbled in for a correct answer.

#### **4. DROPPING A QUESTION**

When you need to drop a question, leave the answer key blank. You must then let the Opscan Office know the question number and how many questions you are omitting when submitting the exam for scoring.

#### **5. DIFFERENT POINTS PER QUESTION(S)**

If you have a question or questions that are worth more points than others, you must inform the Opscan Office of the question numbers and the amount of points each question is to be given.

#### **6. STANDARD PRINTOUTS FOR EACH EXAMINATION**

Alphabetical listing, SOLAR ID # listing (for posting), item analysis, individual student responses, score distribution and grade distribution. If you have any special requests for a printout, please ask us.

#### **7. ADDITIONAL EXAM/SCORE CAPABILITIES**

The Opscan Office can e-mail the roster if you request it, in either Text or Excel format, but you must request this. It is not done automatically.