

- Blank Scantron test forms are available at your respective school offices and at the ITS Administrative Office located in D102.

1. Using the standard test form,
2. Be sure to use a #2 pencil to fill in the required information.
3. Name the key in the correct format: KEY_INSTRUCTOR'S USER NAME.
i.e.: KEY_SMITH
4. Complete the answer key by carefully filling in the correct bubbles.

- To submit more than one correct answer, fill in both corresponding bubbles.
i.e.: to accept either A or B, fill in both bubbles A and B.

- Make a note in the special instructions and indicate which question numbers for the question to be marked correct.

- Simply fill in all the bubbles for that question.

- To omit a question, leave all the bubbles blank for that question.

- For academic integrity purposes, corrections are necessary, faculty must make their own corrections and resubmit for rescoring. If

- Although the answer sheet indicates black or blue pen is acceptable, students should be encouraged to use a #2 pencil when completing their sheet.
- Students should fill in their NAME as instructed. LAST_FIRST and complete the corresponding bubbles. The system does not read the printed names, only the bubbles.

- Information Technology Services (ITS) will process your completed forms. Please deliver to ITS in D102, where forms and submission envelopes are available. There is also a mail slot for early/late drop off.
- We do not recommend that you place your tests in interoffice mail, as we cannot ensure confidentiality or timely delivery.
- Test scoring is done daily Monday – Friday – ~~Friday~~ ~~April-2 (or)-02 T4 Td()Tj-0.Cal-2 (or)-T4 Td()t-67~~ 11 0 (6