See important marking instructions on Side 2.

1 Buble the first 3 columns of the NAME field with the letters K, E, and Y. You may print (and bubble) other descriptors in this field, but the first three columns must be bubbled as K, E, Y.

2 Identifier Letter: If you are submitting only one scoring key, print the letter A in either the 5th column of the NAME field, or in the top margin. If you are submitting more than one batch of exams at a time, print B on the second scoring key, C on the third, and so forth.

3 In columns H, I, and J of the IDENTIFICATION NUMBER field, bubble the number of test items as a 3-digit number.

4 Buble the correct response for each item. Only one correct response per item is allowed. If more than one correct response exists, only two options are available:
   4a Bubbling ALL responses results in ALL students earning credit for that item.
   4b Bubbling NO responses results in NO student earning credit for that item.

5 Keep these marks free of writing, dirt, rips, and holes.