

PURPOSE

This document will outline how to fill out an answer key correctly for exams submitted to the Testing Center for their Exam Scoring services.

PROCEDURES

The following procedures will need to be completed for an answer key to be correctly applied to submitted exams.

IDENTIFYING KEY VERSION

1. Bubble the first 3 columns of the NAME field with the letters **K**, **E**, and **Y**.
2. **Identifier Letter**
 - a. If you are submitting only one scoring key, print and bubble the letter **A** in the 5th column of the NAME field.
 - b. If you are submitting more than one batch of exams at a time, print and bubble **B** on the second scoring key, **C** on the third, and so forth.

FILLING OUT ANSWERS

Bubble the correct response for each item. To clarify options:

3. Our software detects which fields have been filled out, so each question with a response on the key will automatically be detected as a gradable item.
 - a. Filling in a form field with multiple options allows any student with any option filled in to receive credit for that question.
 - b. If you forget to fill a field, the question will not be graded, and a student will not receive credit for that question.
4. Keep the form free of marks made to the *Timing Marks* of the form. This includes both sides and all margins except for the top of each page. Any additional marks will cause in an error message and a failure to properly grade a student's exam.

Key Example

The below image shows each step of creating an answer key, with steps highlighted in red ink.

A
2

1

NAME (Last, First, M.I.)

KEY A

SEX (M) (F)

GRADE OR EDUC

BIRTHDATE

IDENTIFICATION NUMBER

SPECIAL CODES

4

SIDE 1

GENERAL PURPOSE - SCANTRON® - ANSWER SHEET
SEE IMPORTANT MARKING INSTRUCTIONS ON SIDE 2

3

3a

3b



USE A No. 2 PENCIL