Scantron Test Scoring FAQ

Where can I pick up blank test forms?
• Blank Scantron test forms are available at your respective school offices and at the ITS
Administrative Office located in D102.
How do I get my test scored?
1. Using the standard test form, complete an answer key and label it accordingly.
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. Please note that
bubbles that are not filled in, or are light in color, may result in errors while
processing.
What if there is more than one possible correct answer for a question?
• 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.
What do I do if multiple answers are required for the answer to be considered correct?
• Make a note in the special instructions and indicate which question numbers must have
multiple answers filled in for the question to be marked correct.
What do I do if I want to accept any response?
• Simply fill in all the bubbles for that question.
How do I omit a question?
• To omit a question, leave all the bubbles blank for that question.
What if I want to make changes to the answer key?
• For academic integrity purposes, ITS cannot make changes to answer keys. If
corrections are necessary, faculty must make their own corrections and resubmit for
rescoring.
What do the students need to know about completing a test sheet?
• 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.
Failure to fill in the

Where do I go to get my test scored?

•
 Information Technology Services
 (ITS)
 will process your completed forms
.
 Please deliver

to ITS in
 D1
0
2
,
 where forms and submission envelopes are available. There is also a
mail slot for early/late
 drop off
.

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 We do not recommend that you place your tests in interoffice mail
,
 as we cannot ensure
confidentiality
 or timely delivery
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 Test scoring is done
 daily
 Monday
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 Friday. oor0 Tc 0orilr-2 (or)-602 T4 Td
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