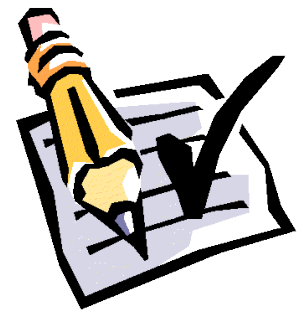# *** SCANTRONS***

THINGS TO REMEMBER

STUDENTS NEED TO:

- Use pencil on the scantrons.
- Fill in the bubble for their answer choice dark enough. If they fill it in too lightly, the scanner may not read it correctly.
- If you change your answer, make sure you erase your first choice sufficiently.
- If the student bubbles in two answer choices for a question, it will automatically be counted incorrect even if one of the answer choices is correct.
- If the student's name is not on the scantron, the student should write his or her first and last name along with their student i.d. (Make sure to use one of the blank scantrons. See more information about blank scantrons under Reminders for Teachers.)

STUDENTS AND TEACHERS: - **VERY IMPORTANT**

- Do not scratch through the answer choices of questions that will be skipped on a test. The scanner will read any mark that is made inside a bubble. If you want to mark a questions that you want to skip, **ONLY** mark through the question number. Put no marks inside the bubbles.

REMINDERS FOR TEACHERS:

- The students' names and student i.d. numbers are preprinted on the scantrons. You **CANNOT** have one student use another student's scantron to take their test. This will **NOT** work. If you do not find a preprinted scantron for a student in your class, you will need to use one of the blank scantrons.

THIS IS AN EXAMPLE OF WHAT NOT TO DO:

- BLANK SCANTRONS – For each test, blank scantrons are printed. <u>You will need to make sure that the student's name (first and last) and their student i.d. number is on the scantron before it is sent for scanning.</u> (Blank scantrons may not be with your class set of scantrons. If not, they can be found in the scantron tub for your grade level or subject on your campus.)

THIS IS AN EXAMPLE OF WHAT THE BLANK SCANTRONS LOOK LIKE. THE STUDENT SHOULD WRITE HIS OR HER FIRST AND LAST NAME ALONG WITH THEIR STUDENT I.D. ON THE SCANTRON. <u>(TEACHERS, PLEASE MAKE SURE THIS HAS BEEN DONE.)</u>

Gilmer ISD
Name: Ashley Holder (Student ID: 1234)
District Bmk 1 M08D01A -

1 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓐ Ⓑ Ⓒ Ⓓ

Test description could be here or here.

- A description of the test will be printed on the scantron. Make sure you are using the correct scantron for the test you are giving.
- Fill in the bubble for their answer choice dark enough. If they fill it in too lightly, the scanner may not read it correctly.
- Do not fold or staple anything to the scantron
- Do not send scantrons for scanning with post-it-notes on scantrons. If there is something we need to know, please put that note on the top of the stack of scantrons and not buried in the stack.

<u>MODIFIED VERSIONS OF TESTS</u>

- **<u>Students taking modified tests</u>** - If you plan to give a modified test, that answer key needs to be turned in before the test is given if you want that test scanned differently through Target. Students need scantrons to match the test they are taking.