Scantron Instructions for Faculty/Staff

- 2025-06-23 - [Comments (0)](#) - [Scantron](#)

Service Summary: The Exam Grading Service of the Service Center will score and summarize input (multiple choice) examinations/surveys of up to 200 questions.

- Questions must be answered on a special Scantron ParScore sheet.
- The sheets have five choices for each question marked A through E.
- Different point values can be assigned to groups of questions if desired.
- Up to four different keys may be used for any examination.
- Exam sheets are available to departments at the Service Center receptionist desk.
- Exam sheets will be billed to departments by JV ($65/ream)
- Exam processing time is normally 24 hours.
- Output consists of various reports that will be emailed in .pdf format. Full explanations of reports can be found [here](#).
  - Answer Key Report
  - Class Response Report (Listed by ID in ascending order)
  - Error Log Report
  - Item Analysis Reports
  - Score Distribution Report (select Percentile or Histogram)
  - Student Profile Report (Listed by ID in ascending order)
  - Student Test Report (available in Excel format)

Exam needs to be submitted in the following order:

- Cover Sheet
- Key(s)
- Student answer sheets

Exam Cover Sheet: Can be found [here](#). Please fill out as instructed on cover sheet. Also, please be sure to include an email address so reports can be emailed.

Exam Key Sheet(s):

- Use a #2 Pencil.
- Fill in the correct answers to the examination in the appropriate bubbles.
- **Name:** Mark the area name KEY KEY or KEE KEE (but not any other variation). **Note: A space must always be placed between the first and last name.**
- The I.D. Number on the Key Sheet can be left blank.
- Mark **"A"** in the Text Form box. **Note: All students exam sheets must also have "A" in the Test Form box so that they match up with the answer key.**
- If more than one version of the examination form has been submitted (up to four are allowed), a key sheet for each must be completed in the same manner as described, with the key marked in the Test Form. (Example: "A" for one key, "B" for a second key, etc.). Instructor's Keys and students exams must have the Test Form box marked with the appropriate key.
- "Subj Score" field must be entered "000" on Key and all students' exam sheets. Do not use any other combinations of numbers.
- When there are multiple answers marked per any question on the key, please indicate whether **EITHER** answer is correct, or **ALL** answers need to be marked to score the question correct.
- A blank on a student exam will count as an incorrect answer.
- Please instruct students that an "X" over an incorrect answer along with a correct answer will be counted incorrect. They must erase the incorrect answer, not cross it out.

Exam answer sheets:

- All markings **must be entered with a #2 pencil;** the scanner **will not** read other pencil or ink markings.
- **Please be sure that the bubble area is completely filled. Do not use "X" marks.**
- Student's identification number must be entered completely. **Nine and only nine numbers are**

required. If a student does not wish to furnish this information, any unique combination of nine digits need to be put in this field.

- Student must indicate the Key Option as A, B, C, or D.
- "Subj Score" field **must** be filled out with **"000"**. This is required - no other combination of numbers can be in this field.
- Random marks in the black scanner-timing marks (bottom of the page that looks similar to a bar code) will cause an error in the reading of the exams and the entire batch will not run. Please do a quick check on this before sending forms to be scanned.

Submission of Examination: To ensure security, exam sheets should be put into a sealed envelope and delivered to the Service Center reception desk (third floor of Britt Hall), or sent via campus mail.

- Each envelope should be labeled with the instructor's name, department, and phone number.
- Please be sure that the envelope is clean except for information mentioned.
- Do not submit exams in old or marked up envelopes.
- Exam sheets will be returned to instructors via campus mail, unless other arrangements are made.
- Test results will be sent to instructors by email in .pdf format.