

## 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 bubbles under the corresponding letters will result in a report with no name associated with that answer sheet.**
- When changing answers, make clean erasures. Smudges can result in incorrect scoring.
- Answers crossed out on the answer sheet will be scored as incorrect.
- DO NOT USE WHITE-OUT under ANY circumstances.

### Where do I go to get my test scored?

- Information Technology Services (ITS) will process your completed forms. Please deliver to ITS in D102, where forms and submission envelopes are available. There is also a mail slot for early/late drop off.
- We do not recommend that you place your tests in interoffice mail, as we cannot ensure confidentiality or timely delivery.
- Test scoring is done daily Monday – Friday.
- Test results will only be sent via Stockton email to the faculty member. **Reports will no longer be printed in ITS.** Instructors can print the results of the test from their email if desired.

### IMPORTANT REMINDERS.

- **Provide separate keys for each course/section and do not place multiple courses/sections in the same envelope.**
- **When making changes to an answer key, it is extremely important to thoroughly erase the old answer. Smudges can result in incorrect scans and result in incorrect scores.**
- Be sure to remove all blank sheets. Blank sheets affect the test statistics report.
- Test sheets that are wrinkled, ripped, water damaged, folded or otherwise physically altered have a high likelihood of jamming or causing read errors. These sheets may require manual scoring.

Please be sure to retrieve your scanned forms after they have been processed and you have received the results email.