

## Scan Sheet Preparation for Regents In-District Scanning

*Failure to follow these procedures could cause inaccurate test results!*

### \*\*\*SCAN SHEET PREPARATION BEFORE SCANNING\*\*\*

PROCEDURE/GUIDELINE	MEANING									
<p><b>NEVER MAKE COPIES OF ANSWER SHEETS!</b></p> <p>Each answer sheet has a unique registration code that identifies the front and back of the same answer sheet</p>	<p>During exams, if you need extra answer sheets we will create .pdf extras and send them by e-mail. You must print them on a two sided printer.</p>									
<p><b>Blue or Black ink must be used for ALL bubbles</b></p>	<p>Student responses <b>and</b> teacher scores front and back of answer sheet need <b>blue</b> or <b>black</b> ink</p> <p><b><u>NONE OF THE FOLLOWING MAY BE USED</u></b></p> <p>No Pencils of any kind (black or red)</p> <p>No red ink or gel pens!</p>									
<p><b>CHANGING AN ANSWER</b> - this applies to students <b><u>and</u></b> teachers scoring the exam</p>	<p><b>To change an answer, cross out the first choice and fill in the new choice bubble.</b>    ○ ● ○ <del>●</del></p>									
<p><b>CHECK for Missing <u>Teacher Score Bubbles</u></b></p>	<p><b><u>ALL</u> TEACHER SCORES MUST BE BUBBLED IN on the back of the sheet - INCLUDING <u>ZEROS</u>! No lines and arrows pointing down.</b></p> <p><b>Missing score bubbles will prevent the sheet from being processed.</b></p>									
<p><b>Check for Multiple <u>Teacher Score Bubbles</u> where only ONE is permitted</b></p>	<p>A scoring item with more than one score bubble must be fixed so that only one bubble is valid – the wrong score must be crossed out.</p> <p>● <del>●</del></p>									
<p><b>BLANK ANSWER SHEET PROCEDURE</b></p>	<p>Blank sheets must have the following items filled in on top.</p> <p>1. Student Name</p> <p>2. Student ID Number</p> <p>3. Grade</p> <p>Teachers <u>must</u> fill in the 9 digit student ID on the front bottom left and back of the form. If the student ID is only 4 or 5 digits the first few → <table><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>5</td><td>6</td><td>7</td><td>9</td></tr></table> boxes must have zeros. Student ID Numbers without leading zeros cannot be processed</p>	0	0	0	0	0	5	6	7	9
0	0	0	0	0	5	6	7	9		

<b>CHECK for 9 digit Student ID numbers written in on All Walk-In Answer Sheets</b>	Answer sheets missing a student ID number or a partial Student ID number cannot be processed. It must be filled in with leading zeros to make 9 digits.
<b>Torn or damaged answer sheets must be copied onto an extra blank answer sheet</b>	All responses and scores must be copied onto an extra blank answer sheet and complete student information entered in the heading. (Torn or damaged sheets cannot be processed.) This is a two person operation, one copies it over, one checks it as per state regulations.
<b><u>DO NOT</u> scan blank answer sheets</b>	This includes students who were <u>absent for the test</u> . Do not scan a blank sheet with the word “Absent” written on it.
<b>NO post-it notes or paper clips on answer sheets</b>	No foreign objects obscuring bubbled answers can be left on the answer sheets and staples or paper clips will damage the scanner.
<b>NO STRAY MARKS</b>	No scoring marks or other marks can be made <u>anywhere</u> on answer sheets - State regulations.

### \*\*\*AT THE SCANNER\*\*\*

<b>FAN The Sheets <u>Before</u> Scanning</b>	Make sure no sheets are stuck together or have any foreign objects attached to them.
<b>CHECK For Uniform Sheet Position</b> <b>Answer Sheets Now Have Bottom Right Corner Cuts To Make this Easier!</b>	<b><u>ALL</u> Answer sheets must be face down and upside down when inserted into the scanner (like a fax machine).</b>
<b>Put <u>All</u> Walk-In Answer Sheets at the <u>Beginning</u> of the Batch</b>	All answer sheets that were <b>not pre-printed</b> should be at the <b>top</b> of the pile of answer sheets.

### \*\*\*REMINDER\*\*\*

Batches should be no more than **400** answer sheets!

Please contact [dwts@esboces.org](mailto:dwts@esboces.org) if you have any questions.