

## Scanning Services

### *Assistance on how to fill out a key sheet for a test*

All scan sheets including keys should be filled in with pencil. The scanner cannot read ink. The scanner is very sensitive to erasures.

One and only one key sheet should be completed for each set of scan sheets that should be processed as a unit.

Every key sheet should have the following information bubbled in the **NAME** field on the sheet: The word **KEY** should be bubbled in the first 3 columns followed by a space and then the **INSTRUCTOR'S LAST NAME** should be bubbled in the following columns of the **NAME** field. This is the only information that needs to be bubbled in on the key sheet other than the correct responses for the test.

NAME (Last, First, M.I.)									
KEY				JONES					

- If each question has only one correct response, that response should be bubbled in the appropriate row.

	A	B	C	D	E
1	●	○	○	○	○

- If there is more than one correct response for a question, all correct responses for a question should be bubbled in the same row on the same key sheet.

	A	B	C	D	E
2	○	○	○	●	○

- If any single response is to be considered correct for a question, then all answers should be bubbled in for that question in the same row on the same key sheet.

	A	B	C	D	E
3	●	●	●	●	●

- If a question is to be omitted from the test, the appropriate row corresponding to that question should be left blank on the key sheet. That question will then not be used in computing student test scores.

	A	B	C	D	E
6	○	○	○	○	○