Optical Scanner Service

Faculty Instructions

Division of Information Technology (DoIT) provides an optical scanner service to scan and score bubble forms for exams. The forms – called “DoIT Exam Sheets” – are available at the exam scanning window. Some department secretaries also stock them.

If you wish to use the exam sheet scanning service, please request a “Test Processing Request” at the DoIT exam scanning window. Return all forms and exam sheets to DoIT Operations when they are filled out. We will be able to generate the following kinds of reports based on your request:

- Standard Item Analysis
- Roster Report
- Class Response Report

The reports may be in paper form, or the data sent as an e-mail attachment on request.

Student instruction sheets, available free of charge at the DoIT exam scanning window, should be passed out to each student, along with an exam sheet. Failure of students to adhere to these instructions may result in form rejection and incomplete scanning of their exam sheets.

Scanning Procedures

Please follow the nine steps listed below when filling out and turning in your forms. Failure to adhere to these procedures may result in incomplete scanning and incorrect scoring of your exam.

1. Turn in all student exam sheets, the “Test Processing Request” form, and all keys for your test. You may have as many as three keys per exam.

2. Align all exam sheets in the same direction before turning them in. The angled corner for all forms should be in the upper right, failure to do so will delay your results.

3. Use a #2 pencil only when filling out the forms. No pens at all. The scanner will not
pick up ink.

4. Do not photocopy the exam sheets. DoIT exam forms must be used. Extra forms are available from DoIT Operations, if needed. **Photocopies do not scan.**

5. Do not fold or staple the forms.

6. Keep all forms dry and in good condition.

7. Completely fill in the answer bubbles. The scanner will miss incomplete marks.

8. Cleanly and completely erase all marks.

9. Fill in the bubble for the Test Form field. Please instruct your students to do the same.

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⚠️ **Exam Sheet Rejection Note**

Individual test forms will be rejected by the scanner if they meet any of the following conditions:

- **EID Number** is not bubbled in
- **Name** field is not bubbled in
- **Test Form** field is not bubbled in when multiple keys are used.
- **DoIT Exam Sheet** is damaged (due to folding, stapling, ripping).

Please verify that all students have correctly filled in this information so the scanner does not reject their forms, possibly skewing your report.