Optical Scanner Test Forms

Student Instructions
Follow the seven steps listed below when filling out your test forms. Failure to adhere to these procedures may result in incomplete scanning or incorrect scoring of your exam.

1. Use a #2 pencil only. The scanner will not pick up ink.

2. Do not fold or staple your form.

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

4. Cleanly and completely erase all marks.

5. All eight digits of the EID must be filled in with your student number. You must write it out and then fill in the corresponding bubble.

6. Last name and first name must be filled in. Leave a space between them.

7. Fill in the bubble for the Test Form field, if your instructor gave you one. If one is not entered, the scanner will default to test form A.