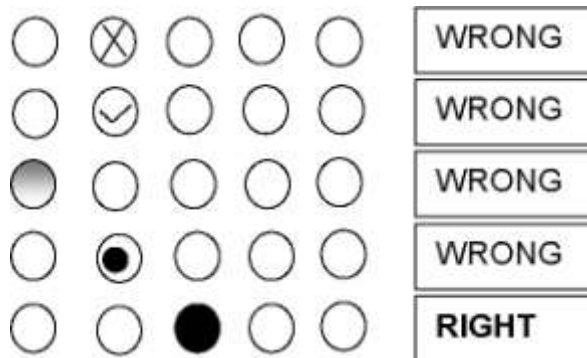


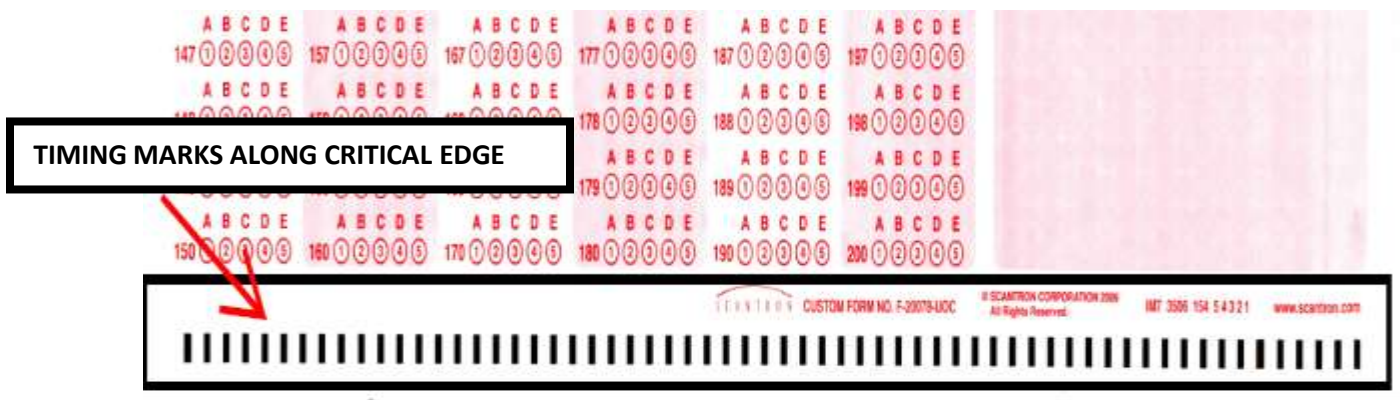
## Mandatory Procedures for Exams

1. Before administering an exam, provide students with instructions for completing it, such as –
  - use #2 pencil **only** - do not use ink or ballpoint pens
  - mark the correct identification number and fill the corresponding circles
  - fill in the versions if any
  - mark **heavy** black marks that fill the bubble completely
  - erase cleanly any answer they wish to change
  - avoid stray marks
  - fill in bubbles completely
  - select only one answer per question unless otherwise required by a specific question
  - do not write anything on the timing marks

Examples –



2. Before and after the exam, keep the sheets clean, flat, and unwrinkled, with special care given to the 'critical edge.' This is the edge with the timing marks (see diagram below). The scanner will reject sheets with tears or creases along the timing marks.





**Failure to adhere to mandatory procedures can cause the scanner to jam, or to reject response sheets, and result in the specific response sheet or exam not being processed.**