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 –

![Examples Image]

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.

![Timing Marks Along Critical Edge Image]
3. Make sure all the sheets are stacked in the same direction.

4. Check sheets before scanning to ensure that all students completed the **M # Student ID** field (see diagram below) or identifying number and have coded them appropriately, erase all stray marks.

5. If you are teaching different sections of the course, make sure the section number is filled in under the **SECTION** column (see diagram below).

6. If using multiple versions, make sure the correct version letter is filled in on the scan sheets under the **VERSION** column (see diagram below) on each student sheet and key sheet. (0-Version A, 1-Version B…, and so-on).

7. When appropriate, enter essay total score in **ESSAY** column (see diagram below) on the scan sheet.
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.