

Scantron Common Scanning Errors and Fixes

Red "Xs" Appear for all tests scanned

Only accept test results for students listed on allowed class list or This student may not take this test

- Log out of scan station
- Log in to Achievement series
- Go to Scheduled Sessions and choose list
- Select test
- Click on students tab
- Click on allowed student option
- Click bubble for No student restrictions
- Click okay
- Click Close
- Log out of Achievement series and back into Scan station

Student only allowed to take test once

- Log out of scan station
- Log in to Achievement series
- Go to Published Test and choose list
- Select Test and click
- Click on edit test properties
- Click on Allow Retake – student may take.... And select unlimited
- Click Close
- Log out of Achievement series and back into Scan station

Invalid Test ID or There is an issue with form ID

- Click on box on left that reads "Block Test ID." This can occur when a test has been published more than once or test does not have a test id filled in on form
- Rescan tests

Test does not appear under District Tests tab

- Check with test creator to make sure they have shared scheduled test with you.

Red "Xs" Appear for some of tests scanned

Click on red x and read error code on right. Usually one of the following

- Student not entered into Scantron – contact location controller at school or Dianne
- Form skewed when entering scanner
- Student colored in parts of the registration marks or did not stay within the bubbled area or used wrong color ink/pencil

REMEMBER: Only tests with green or yellow check marks will be recorded by Scantron