

Scanning Answer Sheets

Scan the Test Forms

1. Login in to Scan Station as directed on Printing Answer Sheets
2. Select **DISTRICT TESTS**
3. Select desired test
4. Click **SCAN**
5. Put forms in the Scanner's Automatic Feeder. (Brother: Head first, Face up)
6. Click **START SCAN** on Scan Station
7. After each group of answer documents (maximum 50 sheets) have been scanned, look at the *symbol* by each form on Scan Station.
 - o A *Green Check Mark* means the form has been successfully transmitted. (Okay)
 - o *Two Red Dots* means an answer has multiple marks: Need to correct
 - o An *Open grey circle* means there is an omitted mark: Need to correct
 - o A *Red X* means the form has a major error. Rescan then correct if necessary.

Correcting Errors on Answer Sheets

Red X

Rescan the document. If screen still shows error, examine document using magnifying glass and manually enter correct information.

Red Dots or Grey Circle

Verify against original answer document or use the electronic magnifying glass. Mark the correct answer or check ***Skip*** if the answer was omitted or double marked.

IMPORTANT: After the answers are corrected for each student, you must click the **Update** button on Scan Station to officially make the change.

Once scanned records are marked with either a green or yellow check mark, you can click the close button and the information will be saved. Repeat process for each set of answer documents.

Quick Guide to Scanning

To Avoid Problems

1. Set up published tests for a minimum of 5 retakes in case re-scanning is necessary.
2. Set up Scantron software to wait at least 30 minutes before timing-out.
3. Set up one PC just for reports.
4. Always have at least two scanners working in tandem.
5. Insist that students use #2 pencils and completely **DARKEN** their answers.
6. Remind students that they should answer every question. Three out of four scanning errors are due to omissions ('O').
7. Do not load more than 20 sheets of paper in the tray at one time.
8. When red X's appear, feed those sheets back through the scanner again.
9. When done scanning, press the "Close" and "OK" buttons. Only green or yellow checks will be saved.

Troubleshooting

"Scanning Error" message – Restart PC.

Paper jam – Lift front cover over feed tray, lift teal lever, and remove paper. If still jammed, rotate white cog on right side until paper exits. If communication between scanner and software is disrupted, exit software and sign back in – if still out, exit software, pull plug on scanner for a minute, plug back in and log onto software.

Half or more of the **sheets are not scanning** (red X's or grey O's) – Restart PC.

"Can't Retake Test" message – Check the class report for an existing score.

FYI

Although reports usually are available in about 3-5 minutes, sometimes they will not include all students until 30 minutes after scanning.