

SCANNING OPTICAL SCAN SHEETS AT WILFRID LAURIER UNIVERSITY

INSTRUCTIONS FOR STUDENTS when filling out optical scan sheets FOR EXAM PURPOSES

General Instructions:

1. **PENCIL only.** If pen is used the scanner will not scan your card.
2. Always **make dark marks.** (*Rectangles completely not filled in can affect your mark!*)
3. All cards need have a nine-digit ID number and Name
4. University of Waterloo Students must fill in a nine-digit ID number (UofW ID + 0)
5. ID numbers are flushed left
6. All corresponding rectangles/circles below the ID number need to be filled in with pencil
7. A Staedtler Eraser is recommended for erasing if needed. This will ensure that the answer will be only one entry instead of two.

For Form F-288-PAR-L:

1. On the front of the sheet fill in Last Name, followed by a space, First Name. Completely fill in the corresponding rectangles below your name.
2. On the back of the sheet, fill out your ID number and corresponding rectangles below.
3. If one exam is given, always completely fill out "A" under the Test Form section.
4. If there are multiple exams, fill in the appropriate "B", "C" or "D" under the Test Form section.
5. Always completely fill in the rectangles on the sheet. Failure to do so may result in the scanner not reading in your answers correctly.
6. If you are in a section, you can fill in the CODE, chose the first column of A, B, C,D, E, F, ...

For NCS MM7845-2 – ParSCORE Test Form - 200:

1. Even if one version of the test is given, the "A" letter is completely filled in with pencil under the Test Form allocation

NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT AND THE PROFESSOR TO HAVE SHEETS FILLED OUT IN A PROPER MANNER. IF SHEETS ARE NOT FILLED OUT SO, INFORMATION TECHNOLOGY SERVICES WILL RETURN THE SHEETS IN QUESTION UNMARKED FOR THE FOLLOWING REASONS:

1. ID numbers on side 1 and side 2 are different.
2. PEN was used in filling out the card.
3. A *READ ERROR* occurred as a pencil mark was placed in the area of the black printed optical marks on the page.

4. The ID number including the corresponding rectangles was not completely filled out on the back side of the sheet or they were faint.
5. Test Form "A", "B", "C" or "D" was not filled in.
6. University of Waterloo student did not fill in a nine-digit ID number.