

## INSTRUCTIONS FOR ELECTONIC TEST SCORING SHEETS

Please read the following to your class before EACH test

The scanner **DOES NOT READ INK**  
**STUDENTS WILL NEED:**

**NUMBER 2 PENCIL**  
**A GOOD CLEAN ERASER**

(Faculty: you may want to have several pencils and erasers on hand)

**MAKE SOLID MARKS** dark enough so that the scoring sheet printed letter cannot be read through them.  
Marks that are too light or have open centers can or may be missed by the scanner.  
**ERASE COMPLETELY AND CLEANLY** any of your answer choice changes

### SIDE 1 (The NON Exam Side)

#### 1. Fill in your NAME on SIDE 1 for the first exam at every course

Start with the block at the far left and fill your name in:

**Lastname(LEAVE ONE SPACE)Firstname(LEAVE ONE SPACE)ONE MIDDLE INITIAL ONLY**

**DO NOT** leave spaces between letters in your last name (e.g. OBrian, duBois, AlAziz, SmithJones).

**DO** leave ONE space between last and first name, and first name and middle initial.

Examples: vanHalen Eddie C

OHara Scarlet B

Edison Thomas A

**DO NOT** use two middle initials

### SIDE 2 (Exam Side)

- Upper Left: **Student Last Name, Instructor, Class, Date, Test #.**
- MUST** Fill in the **TEST FORM** field, version **A, B, C, or D**
- STUDENT ID W# MUST BE FILLED IN ACCURATELY ON ALL EXAMS!**  
**DO NOT** use the **W**, use **ALL** your ID Numbers including the leading zeros  
Fill in **ALL EIGHT** digits of your student ID Number, make solid marks

### AFTER THE EXAM FOR THE FACULTY

**COMPLETELY FILL IN YOUR COVER SHEET** with **YOUR CONTACT INFORMATION**

Place in an envelope:

- The **Job Cover Sheet** completed by **YOU**, the instructor
- Answer Key(s)**
- Student **answer sheets** **ALL FACING THE SAME WAY**
- Deliver** to Scoring Services in Old Main 230  
**During the academic year, you may Scoring for courier pickup at your department Main Office.**
- Exam reports and results will be emailed to you immediately after scoring.  
Answer Sheets and keys will be returned by courier as soon as possible.  
**NEVER SEND YOUR EXAMS BY CAMPUS MAIL TO SCORING SERVICES**
- Report Selections: **New Faculty:** you can request one of each report to see what they reflect and you will then know for future exams which reports you want to utilize.

**NEVER RETURN THE EXAM SHEETS TO YOUR STUDENTS** - Exam Sheets are an original document that you will need to keep in the event there is any question on the scoring of the exam. If you wish to go over your exams with students in class, request the *Individual Student Test Report* on your Cover Sheet.

**CORRECTIONS** - If you wish to make any changes after an exam has been scored, please email the details to Scoring.

**ANSWER SHEETS** New answer sheets are available for pick up from Scoring Services.

### Scoring Services

Registrar's Office ■ 230 Old Main

**650- 3081**

[scoring.services@wwu.edu](mailto:scoring.services@wwu.edu)

Monday – Friday 8:30am – 5:00pm