Completing and Submitting Scantron Exam Scanning
Sheets

This article is for students who need to fill out a student answer sheet, and for instructors who need to fill out answer key sheets and submit exams for scanning.

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Students

Completing the Student Answer Sheet

1. In the "NAME" area, enter the student's name.
2. In the "IDENTIFICATION NUMBER" area, enter the student's 7-digit PeopleSoft number in columns A–I.
3. In the "SPECIAL CODES" area, enter the exam version number in column K, and the student's section number in columns L and M.

Instructors

Completing Key Sheets
Key Sheet Number 1 – Department Sheet

Watch a video of how to complete key sheet 1

1. In the "NAME" area, enter the 4-character abbreviated name of the academic department, e.g. Political Science (POLS), or Accounting (ACCT).
2. In the "IDENTIFICATION NUMBER" area, enter the 3-digit numeric course number in columns A-C. Our current program only allows three (3) digits. Any three (3) digits of your course number may be used. E.g. for 2072Q, Quantitative Analysis in Political Science, one could use "207" in this field.
3. In the "IDENTIFICATION NUMBER" area, enter the 2-digit section number in columns D-E.
   • For exams already sorted by section, enter "00".
   • For exams of a single section, enter the section number.
4. In the "IDENTIFICATION NUMBER" area, enter the number "1" in column J.
5. In the "SPECIAL CODES" area, enter the version number in column K.
   • For only one (1) version of an exam, enter the number "1".
   • For multiple versions of an exam, enter the total number of versions. The number must be between 2 and 5. The Scantron grading program will only accept up to five versions of an exam.

Key Sheet Number 2 – Instructor NetID Sheet
Watch a video of how to complete key sheet 2.

1. In the NAME area, enter the characters "NID" followed by a space, and then the first three alphabetic characters of the instructor's NetID. In the example above, the instructor's NetID is "abc23456".
2. Enter the numeric part of the instructor's Net ID in columns B through F. The numeric portion of the NetID must begin in column B at the bottom portion of the sheet in the "IDENTIFICATION NUMBER" area.
3. In the "IDENTIFICATION NUMBER" area, enter the number "2" in column J. This differentiates this Key Sheet Number 2 as the Instructor Net ID Sheet.

Key Sheet Number 3 – Instructor/Answer Sheet

Watch a video of how to complete key sheet 3.
1. In the "NAME" area, enter the instructor’s last name.
2. In the "IDENTIFICATION NUMBER" Area, enter the number “3” in column J.
3. In the "SPECIAL CODES" area, enter the version number in column K. Enter a “1” if only one version is given. If there are multiple versions of an exam, a separate answer key sheet must be completed out for each version with the corresponding version number in column K.
4. In the "ANSWER" area, fill in the correct answers. Instructors can leave questions blank. The Scantron machine will not grade questions with no answers. Multiple answers for a single question will result in an error. Above is an example of a 10-question quiz in which number 6 is an essay question.

Be sure these requirements have been met before attempting to scan the exam:

- No ink, stray marks, or correction fluid are on any of the sheets, including the key sheets. This could cause damage to the machine and/or incorrect scoring of the exams. If ink or stray marks are discovered, the exam will not be processed.
- Completed answer sheets must all be facing the same direction.
- Exams must be placed in clean, large envelopes with a clasp for secure closure.

Related articles

- Restoring HuskyCT Content from Prior Semesters
- Requesting Microphones for Classroom Use
- Adding Remote Viewers to Your Class or Conference and Allowing Interaction
- Setting up NetID Password Recovery Options
- Changing or Resetting a Google Password