

# Memorandum

**To:** Faculty and Teaching Assistants  
**From:** Testing and Evaluation, Boca Raton Campus  
**Date:** 2/5/2008  
**Re:** Test scanning system

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This term has seen the advent of a new scanning system for use in professor given exams and SPOT evaluations. Barring minimal problems, everything is working out wonderfully. The more scan jobs we complete, the more definite advice we may give to professors and teaching assistants. Please pay close attention to the following details that will ensure a trouble free experience for all concerned with scanning exams. Failure to follow the guidelines will cause the entire scan job to be delayed or possibly terminated. Most errors are student derived, but can be easily reconciled by professors or teaching assistants. Due to security issues, our office can not alter any of the student supplied information by adding or erasing data. All changes must be made by the student or the professor. We will not even be able to bubble in the letters of the student's name or add characters to make the ID number one string.

The two most common student errors are bubbling errors and identification number errors. Bubbling in more than one bubble in a given row will cause an error. Failure to bubble anything for the ID number or name will also cause an error. Identification numbers must be left justified and must be one string of bubbles. **Skipping spaces in the identification number portion will cause an error. The ID number needs to be between 2-10 characters, non-repeating /duplicate (a unique student identifier), and left justified (started at A only) without any gaps between characters. Blanks at the end of the ID are acceptable as long as there aren't gaps.**

For your convenience, we've attached a checklist for professors/teaching assistants to go through prior to handing in any scans. This will ensure we do not have to hand back incomplete scans. Again, we will be unable to correct the scans we receive.

An additional handout has been supplied for students to inform them of how to fill out the scans properly. We suggest appending this document to your syllabi in the future, making it the first or last page of the exam using a scan, etc.

On a positive note, we are now able to offer raw score and analysis transmission via email, CD-R or USB Flash drive. One change to our system is the data file (.dat) is no longer available. However, now raw scores can be converted to excel for your convenience. These transmission options have become our office's preferred transmission method to save on resources. We are also providing a scantron shredding service to cut down on your trips to the office. We will retain your scans for a 2 week maximum. After 2 weeks, all left over scans will be shredded. An example of our new scan log sheet can be found with this memo.

We understand that for many, this is a lot of changes to a system that worked well. We agree that the change is significant, but also believe that this new scanning software we must use to be in compliance with Banner is of great benefit for professors. We hope this information is helpful and look forward to assisting with your grading needs.

Below are some examples of a correct ID Number and the most common errors with the ID Number

**CORRECT ID NUMBER**

IDENTIFICATION NUMBER									
A	B	C	D	E	F	G	H	I	J
0	1	2	3	4					
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

**INCORRECT ID NUMBER  
(GAP IN NUMBER)**

IDENTIFICATION NUMBER									
A	B	C	D	E	F	G	H	I	J
0		1	2	3	4				
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7

**INCORRECT ID NUMBER  
(NOT LEFT JUSTIFIED)**

IDENTIFICATION NUMBER									
A	B	C	D	E	F	G	H	I	J
					0	1	2	3	4
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7

**INCORRECT ID NUMBER  
(2 BUBBLES IN SAME COLUMN)**

IDENTIFICATION NUMBER									
A	B	C	D	E	F	G	H	I	J
0	1	2	3	4					
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7