## **Optical Scanner Exam Sheet**

## **Student Instructions**

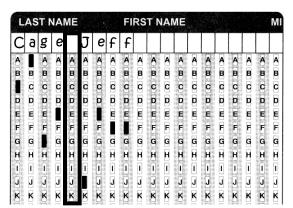
Follow the steps listed below when filling out your exam sheet. Failure to adhere to these procedures may result in incomplete scanning or incorrect scoring of your exam.

IMPORTANT: Only the original customized Scantron exam sheets (F18095-1-9) supplied by DoIT Scanning Services can be scanned on our machine. Photocopies or other exam sheets can **NOT** be scanned.

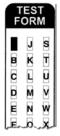
- 1. Use only a #2 pencil when filling out the exam (the scanner will **NOT** pick up ink).
- 2. Completely fill in the answer bubbles (the scanner will miss incomplete marks).
- 3. Cleanly and completely erase all unwanted marks.
- 4. Write your student EID number and then fill-in the corresponding bubbles.



5. Write your last and first name with a space between them and then fill-in the corresponding bubbles. Do **NOT** fill in the space.



6. Mark the **Test Form** field with the letter your professor provides, if applicable. (If one is not filled-in it will default to "A".).



- 7. Do **NOT** draw on the timing marks at the bottom of the exam sheet.
- 8. Do **NOT** fold or staple the exam sheet.
- 9. Keep the exam sheet dry and in good condition.