ADMINISTRATION OF SCANTRONS

Proctor / Faculty Instructions:
• Instructor should leave the room.

• Forms should be collected by a student, who has been given clear instructions, or a TA or member of Dept. staff should act as proctor.

• Instructors should never collect the forms and bring them to the Dept.

• Students should evaluate only one instructor per form.

Student Instructions:
• Use either blue or black ink or a #2 pencil.
  – Red, green, or light ink may not be read by the machine. Unread forms are invalid.

• Fill in each bubble completely.
  – A ✓ or ✗ mark may not be read.

• Mark only one bubble per question.
  – Crossouts or marks outside of the indicated bubbles invalidate the answer, as the machine reads 2 responses. A bubble-response can only be changed, by cleanly erasing the discarded choice, so that only one bubble is marked.

Afterwards - Proctors:

☐ Deliver all completed Scantron forms to your Department for processing. Proctors should not deliver Scantrons to Learning Technologies directly.

☐ If Section IV (the Department Specific Issues section) is used, check the appropriate box on the Cover Sheet.

☐ Arrange forms so that they are all in the same orientation.

Thank you for your participation.