

# How to use the Scantron machine

## Step 1: Make the answer key

1. On the very first row (marked by a black rectangle on the left side), make sure to mark the **% symbol**, the **number 2**, and the **number 5** under the Key column. This would indicate that this sheet is the answer key.

**PART 1**

**IMPORTANT**

USE ONLY PENCIL ONLY

TO USE SUBJECTIVE SCORE FEATURE:

- Mark total possible subjective points
- Only one mark per line on key
- 163 points maximum

EXAMPLE OF STUDENT SCORE:

1	A	10	20	30	40	50
2	B	10	20	30	40	50
3	C	10	20	30	40	50
4	D	10	20	30	40	50
5	E	10	20	30	40	50

Customer Service  
1-800-SCANTRON

FOR USE ON TEST SCORING MACHINE ONLY

FORM NO. 882-E

NAME		TEST NO.	
SUBJECT		PERIOD	
DATE			

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TEST RECORD	
PART 1	
PART 2	
TOTAL	

SUBJECTIVE SCORE INSTRUCTOR USE ONLY

100	90	80	70	60
50	40	30	20	10
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

1 -A- 2 -B- 3 -C- 4 -D- 5 -E-  
6 -A- 7 -B- 8 -C- 9 -D- 10 -E-  
11 -A- 12 -B- 13 -C- 14 -D- 15 -E-  
16 -A- 17 -B- 18 -C- 19 -D- 20 -E-  
21 -A- 22 -B- 23 -C- 24 -D- 25 -E-  
26 -A- 27 -B- 28 -C- 29 -D- 30 -E-  
31 -A- 32 -B- 33 -C- 34 -D- 35 -E-  
36 -A- 37 -B- 38 -C- 39 -D- 40 -E-  
41 -A- 42 -B- 43 -C- 44 -D- 45 -E-  
46 -A- 47 -B- 48 -C- 49 -D- 50 -E-

FEED THIS DIRECTION

2. On the same sheet, proceed by marking the correct answers to each one of your test questions.

## Step 2: Run answer key and student sheets

1. Run the answer key through the Scantron machine.
2. Run each of your student's answer sheet. A total of the correct answers will be printed on each of the student sheets as they are completed and processed by the Scantron machine.