

KEY SHEET NUMBER 1 - REQUIRED SHEET - DEPARTMENT SHEET

(See Appendix 1)

SHEET LOCATION	FIELD INFORMATION
In the NAME AREA (required)	DEPARTMENT ACRONYM NAME - 4 digit ALPHA field Space COURSE TITLE (default spaced-filled)
In the BIRTHDAY DATE AREA (optional)	Enter date of exam: default is date exam is scored.
In the IDENTIFICATION NUMBER AREA (required)	COURSE NUMBER (cols A-C) 3 digit numeric field SECTION NUMBER (cols D-E) - 2 digit number field Enter "00" if you want your output sorted by section numbers. Otherwise, enter the section number of the course. KEY SHEET NUMBER (COL J) - 1 digit numeric field Enter 1, this is the scanner's key sheet identification code.
In the SPECIAL CODES AREA	VERSION NUMBER (col K) - 1 digit numeric field Enter a 1 when only one version is given. When multiple versions are used, enter total number used (2-5).

KEY SHEET NUMBER 2 - OPTIONAL SHEET - NETID SHEET

(See Appendix 2A) & (See Appendix 2B for NID Record Layout)

This sheet is only used if you want to receive the results of the exam through E-Mail.

SHEET LOCATION	FIELD INFORMATION
In the NAME AREA (required)	NID - constant (NID) Space NetID - must not exceed 8 characters.
In the IDENTIFICATION NUMBER AREA (required)	KEY SHEET NUMBER (col J) - 1 digit number field Enter 2, this is the scanner's key sheet identification code.

KEY SHEET NUMBER 3 - REQUIRED SHEET - INSTRUCTOR'S SHEET

(See Appendix 3)

A separate sheet must be filled out for EVERY VERSION of the exam.

SHEET LOCATION	FIELD INFORMATION
In the NAME AREA (required)	INSTRUCTOR'S NAME - must begin in first column.
In the IDENTIFICATION NUMBER AREA (required)	KEY SHEET NUMBER (COL J) - 1 digit numeric field Enter 3, this is the scanner's key sheet identification code.
In the SPECIAL CODES AREA (required)	VERSION NUMBER (col K) - 1 digit numeric field Enter a 1 when only one version is given. When multiple versions are used, instructor's sheets MUST be in numerical order (1-5).
ANSWER SECTION (required)	Fill in as many answers as desired. Answers left blank will not be graded against. Multiple answers are not allowed.

STUDENT ANSWER SHEET

(See Appendix 4)

SHEET LOCATION	FIELD INFORMATION
In the NAME AREA (required)	STUDENT'S NAME
In the IDENTIFICATION NUMBER AREA	9 digit numeric field (cols A - I) COLUMN J MUST NOT BE FILLED IN OR HAVE ANY STRAY MARKS IN IT. Scanner program will zero fill this area if it is left blank, and scanning will continue.
In the SPECIAL CODES AREA (required)	EXAM VERSION NUMBER (col K) If multiple versions, exam version must be coded in. If left blank, scanner will reject(select) form. If one version, exam version need not be filled in as scanner program will default to one. STUDENT SECTION NUMBER (cols L - M) If multiple sections, section number must be coded in or scanner program will default to 00. If one section, students need not fill in.