

A Guide to Multiple Choice Scanning Services

Software Limitations When Designing Your Test

Test must be designed so that answers are either 'true' or 'false' (a or b) or 'multiple choice' up to five answer selections (a, b, c, d or e). The scanning program is not able to deduct marks for wrong answers. When designing your test questions please keep in mind that each question should be valued at 1 mark each. A maximum of 180 questions can be accommodated.

What the Students Should Know When Writing the Test

- Students **must** use a pencil, black or blue ink.
- Students must fill in their **student ID number** in the bubble section and their **full name** in the information box. The student ID number is generally a 7 digit number. Include the '0' if there is one. Start in the left column when filling in the ID.
- Circles should be filled completely and any corrections should be crossed out.

Submission Guidelines

In order to expedite your Multiple Choice Scanning requests, FASS would like to recommend that you submit your scanning sheets in the following manner:

- Ensure that all student forms are submitted in the same direction (i.e. student number in the top left).
- If you plan to use the scanning services for multiple choice questions, you must submit your answer key when you submit the students answer sheets. For your convenience, you can use our yellow instructor answer sheets. There is a place for your name, special instructions and which reports you want and whether you would like them electronically or printed.
- If you have determined that a question is invalid, please leave the response blank on your master answer key and indicate which question(s) have been left blank on the request form.
- Emails will be sent to your Nipissing email account unless an alternate email is provided.

Please note: Scanning will be completed on a first come, first served basis.

Feel free to contact us at fass@nipissingu.ca or at extension 4373 for further clarification.

Thank you for your cooperation with this matter.