



Scantron Requirements

1. Use only a soft (No. 2) pencil when filling in the circles/blocks
2. Do NOT use ink or ballpoint pens when filling in the circles/blocks
3. Do not fold or put staples in the forms
4. Make heavy black marks that fill the circles/blocks completely
5. Do NOT make any stray marks
6. Any erasures must be completely erased
7. Do not put any marks between or near the black marks (timing marks) on the left side of the form
8. Do not put any marks above or near the first set of timing marks (the top ¼ inch) of the form
9. In general, do not write or type any information unless it is in specified areas
10. Questions will be marked wrong when a student leaves a question unanswered (blank)
11. On the Form F-289
 - a. Enter the students Banner Id in the “I.D. NUMBER” box
 - i. The Banner Id must be present (or the form will be rejected)
 - ii. The Banner Id must be valid (or the form will be rejected)
 - iii. The Banner Id must be unique (or the form will be rejected)
 - b. For the KEY,
 - i. Leave the “EXAM NUMBER” box empty
 - ii. In the “TEST FORM” box, one of the options must be marked
12. On the Form 221666
 - a. Enter the students Banner Id in the “IDENTIFICATION NUMBER” box
 - i. The Banner Id must be present (or the form will be rejected)
 - ii. The Banner Id must be valid (or the form will be rejected)
 - iii. The Banner Id must be unique (or the form will be rejected)
 - b. For the KEY,
 - i. Leave the “GRADE” box empty

13. For Course Evaluations, the INSTRUCTOR, COURSE, and SEMESTER information must be filled in. Also, the CRN number must be marked in the CRN box. Please have the Professor's Name, semester, and CRN number on a post-it note in an envelope or folder with the evaluations for that CRN. Sections need to be separated by their own CRN numbers.

For security reasons, exams should be delivered in person to the Scantron facility. They should **NOT** be sent through campus postal mail.