

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 CTL directly.
- If **Section IV** (the Department Specific Issues section) is used, include the questions within the packet (either hand written or typed) and **check the appropriate box** on the Cover Sheet.
- Arrange forms so that they are all in the **same orientation**.

Thank you for your participation.