Quality Control Guidelines

Be sure you have checked each of the following guidelines.
If these guidelines are not followed, your test results may not be accurate.

	NEVER! EVER! make a copy of an extra scan sheet to give to a student! We will print or post whatever you need and .pdf extras to your e-mail address immediately at your request. Failure to comply with this request **can** result in inaccuracies in the scanned test results.
	DO NOT send back COPIES of answer sheets. You must return the ORIGINAL answer sheets.
	Blue or Black ink must be used for bubbling/scoring. **NO RED PENCIL or RED INK!**
	NO post-it notes, **paper clips**, or anything obscuring bubbled answers can be left on the answer sheets.
	To change an answer, cross out the first choice and fill in the new choice bubble. ○ ⊗ ○ ● **DO NOT HAND SCORE MULTIPLE CHOICE BUBBLES BY CROSSING OUT THE INCORRECT ANSWERS!**
	NO STRAY MARKS can be made on answer sheets, bubbles, or form number area.
	Torn or damaged answer sheets must have all responses and scores copied onto an extra answer sheet and complete student information entered in the heading. (Torn or damaged sheets cannot be processed.)
	Walk –In Answer sheets must have the 5 following items filled in on top. **1. Student Name** **4. School** **2. Teacher Name** **5. Grade** **3. Student ID Number** **Teachers must fill in the 9 digit student ID on the bottom of the form. If the student ID is only 4 or 5 digits, the first few boxes must have zeros.** → 0 0 0 0 0 5 6 7 9
	TOTALLY BLANK ANSWER SHEETS SHOULD NOT BE RETURNED – This includes students who were absent for the test. Do not return a blank sheet with the word "Absent" written on it.
	ALL TEACHER SCORES MUST BE BUBBLED IN on the back of the sheet.

Please e-mail Shelley Hill at The Jewish Education Project with any questions
Shill@JewishEdProject.org

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