THE JEWISH EDUCATION PROJECT

**REGENTS – QUALITY CONTROL
DO'S AND DON'TS**

PROUD PARTNER
UJA Federation
NEW YORK

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==It is the school's responsibility to make sure that every answer sheet submitted for scanning has been first reviewed to make sure that:==
1. The student's ID number is exactly as it appears in Level 0
2. <u>Every</u> question on Side 2 has <u>one</u> completed score bubble.

DO

- **SHARE WITH YOUR STAFF GUIDELINES AND SAMPLES FOR QUALITY CONTROL.**
  - These documents can also be found on our **website**.
- **USE ONLY BLUE OR BLACK INK AS DIRECTED ON BOTH SIDES OF THE SHEET.**
  - Go over the bubbles if any other item was used (ex. pencil or red ink).
- **CODE TEACHERS PROPERLY AS DIRECTED ON SIDE 2 OF THE SHEET.**
- **NEATLY WRITE WALK-IN STUDENT'S LEVEL 0 ID ON <u>BOTH</u> SIDES OF THE SHEET:**
  - Side 1 – In the box in the lower left.
  - Side 2 – On the line in the upper right.
- **COMPLETE ONE SCORE BUBBLE PER QUESTION ON SIDE 2 OF THE SHEET.**
- **ASSIGN A STAFF MEMBER TO REVIEW EACH SHEET PRIOR TO SHIPPING FOR SCANNING.**

DO NOT

- **DO NOT CROSS OUT ANY BAR CODES!**
  - Student's pre-printed Level 0 ID in the box on Side 1 -
    - If the ID is incorrect, use a white mailing label and cover the entire bar code. Then, neatly write the student's correct Level 0 ID.
  - School's pre-printed ID (bar code in lower right of Side 1) -
    - If your student used a different school's answer sheet, <u>submit the sheet for scanning in a separate batch and note the name of the correct school</u>.
- **DO NOT USE LIQUID WHITE OUT!**
  - Follow the answer sheet's directions for correctly changing a choice of bubble.
  - For scoring total changes, neatly cross out the incorrect total and neatly write the correct total next to it.
- **DO NOT USE A MARKER TO SCORE ANSWER SHEETS!**
  - Markers bleed through to the other side and will be an issue when scanning.
- **DO NOT SUBMIT AN ANSWER SHEET THAT, ON SIDE 2:**
  - Is missing even a single score bubble because scanning will indicate an error!
  - Has improperly completed score bubbles because scanning will indicate an error!
    - This refers to putting a small dot in the bubble or a scribble in the bubble.
  - Has multiple completed score bubbles for a single question because scanning will indicate an error!
    - This refers to completing more than one bubble for the same question.

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