

Last Updated – August 21, 2025

It is the school's responsibility to ensure that every answer sheet submitted for scanning has been checked that:

1. The student's ID number in the box on Side 1 is exactly as it appears in Level 0.
2. Every question on Side 2 has only one completed score bubble.

Sheets that do not meet the above requirements will result in errors which will not be corrected and re-scanned. For every sheet with an error, the school will have to enter an Assessment Record in Level 0.

DO

- **SHARE WITH YOUR STAFF GUIDELINES AND SAMPLES FOR QUALITY CONTROL.**
 - These documents can also be found on our [website](#).
- **USE ONLY A STANDARD BLUE OR BLACK INK PEN AS DIRECTED ON THE SHEET.**
 - Go over score bubbles when other items were used (ex. pencil or red ink or pale blue pen).
- **CODE TEACHERS PROPERLY AS DIRECTED ON SIDE 2 OF THE SHEET.**
- **NEATLY WRITE WALK-IN STUDENT'S LEVEL 0 ID ON BOTH 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, submit the sheet for scanning in a separate batch and note the name of the correct school.
- **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 PENCIL, RED PEN, GEL PEN, OR MARKER TO SCORE ANSWER SHEETS!**
 - Markers, especially, bleed through to the other side and affect Side 1 scoring.
- **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 more than one completed score bubbles for a single question because scanning will indicate an error!

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