HOW MANY TOTAL QUESTIONS CAN A SCANTRON EXAM HAVE?

The answer form used by the Scantron system can accommodate up to 250 multiple choice or true/false questions. There is no minimum number of questions required.

HOW MANY POSSIBLE ANSWERS CAN YOU HAVE FOR EACH QUESTION?

For each question the answer form accommodates up to five alternative answers: A, B, C, D, and E. We recommend using four options for multiple choice format. True/false questions by definition will use only two alternatives, A and B, one designated "True" and the other "False".

You may assign multiple correct answers for each question; however, the student may only choose one answer and s/he will get only one point regardless of how many correct options s/he indicates (shades) on his/her answer sheet.

HOW MANY VERSIONS OF THE EXAM CAN THERE BE?

If you are concerned about cheating in your examinations and tests you might consider using more than one version of the examination. All versions contain the same questions but the correct answers for each question are presented in a different order on each version. Copying from the next student is almost guaranteed to give the wrong answer.

You must provide an answer key for each version. So long as the students’ answer sheets correctly identify the version of the examination used by the student the Scantron will select the appropriate answer key for scoring. It is not necessary to sort the students' answer sheets into separate bundles for scoring.

Important: If students do not fill in the exam version number on multi-version exam, or fill it incorrectly, for example: 02 instead of 2, etc., this may affect their mark and you need to examine all such cases carefully.

HOW DO YOU PREPARE THE ANSWER KEY(S)?

For each version of the examination you must prepare an answer key. Remember, different versions of the exam does not mean different questions; it means the correct answers to the same questions in a different order. Different answer keys reflect the different orders. The information fields will be the same for each answer key, except for the grade field.

Please follow the instructions below on how to fill out each field:

LAST NAME: Fill in (shade) the instructor’s last name.
FIRST NAME: Instead of the instructor's’ first name, fill in the word "KEY".
COURSE NO. & S: This field identifies the course code and section with no blank spaces. For example, 3800A.
DATE OF EXAM: Indicates the date of the examination.
STUDENT NUMBER: Leave blank or fill ‘000000000’
SEX: Leave blank.
EXAM VERSION NO.: Use this field to indicate which alternate version of the examination this particular key corresponds. The keys should be numbered starting from 1, up to a maximum of 16. Please use only 1, 2, 3, etc. to fill in this field. Do NOT fill in 01, 02, or version A, B, etc.