INSTRUCTIONS FOR STUDENTS

Please have your students fill out their Scantron sheets using the steps below.

1. Print their LAST and FIRST NAME and fill in (shade) the appropriate boxes below.
2. Starting at the left, print their entire STUDENT NUMBER, including the 100 or 110 (i.e., 100123456). Fill in (shade) the appropriate boxes below.
3. The EXAM VERSION NO. indicates which version of the exam they are writing. If you've handed out different versions of the exam, this field must be filled in. Otherwise, the exam cannot be graded accurately and/or students might get an F mark. If there is only one version of the exam, students should leave this box blank.
4. The COURSE NO. field is for the full course code (i.e., PSYC1001A). Have students print the course code and fill in the appropriate boxes below.
5. In the DATE OF EXAM boxes, students should print the date of the exam and fill in the appropriate boxes below.

It's important to remind them of the following:

- Use a dark lead pencil (HB #2 works well)
- Fill in (shade) answers firmly and neatly
- Completely erase any changed answers with a soft eraser
- Do NOT staple, fold, tear or crumple the form
- Do NOT draw or write on the bar code black lines on the left hand side of the exam

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