

On-Site Pre-scanning Information Sheet

Thank you using our services! Please review the following information on how to place an order and prepare for scanning. For pricing information please refer to the separate pricing sheet, or visit our web site at www.vgscanning.com.



How to get started

Arranging for scanning: Please contact us at scanning@veritagroup.com at least **7 days** before the date you want your scanning order to be processed with the following information:

- The date and time (a 4 hour window) that you'd like us to come by
- The full address and parking information if any
- The contact details and the name of the individual to whom we will be handing the results

Ordering blank answer sheets: If you don't have your own blank answer sheets and would like to order them from us, please contact us at scanning@veritagroup.com at least **14 days** prior to your exam sitting. Cost is 0.22/sheet + tax + shipping (regular mail, usually around \$15.00).

Preparing your Exams

Our intention is to provide these services as quickly and inexpensively as possible. To minimize any additional costs and avoid delays, please review the tips below. For more detailed information please visit our web site at www.vgscanning.com, or give us a call and we'd be happy to answer any questions you might have.

Please confirm or check for the following...

The Answer Key must be the first sheet on the stack of exams: The Answer Key must be filled into the first sheet on the top of each exam batch otherwise we cannot score the exams. Note that only one correct answer is possible for each question. If you intend to allow for more than one answer, or wish to delete a question entirely, let us know and we'll tell you how to do this in the Excel scoring file once the scanning is done.

Pencil: Please check that all answers are filled in with **pencil**. Pen and felt-tip marks are invisible to the OMR scanner, and require that we perform additional data cleaning to correct. To fix this yourself and save on these costs, just pencil over the responses that were filled in with pen.

Orientation: Sort the answer sheets so they are all facing in the same direction and oriented the same way up. One corner of the answer sheets has been cut off to make this easier.

Terms and Definitions

Key / Answer Key:

The correct answers to all questions on the exam bubbled into a scannable answer sheet. (Note that only one answer per question is allowed on the Key.)

Sheet / Answer sheet / Exam sheet:

One scannable piece of paper (both sides). Also referred to as a "bubble sheet", "bubble form", "scannable form" or "Scantron form".

Exam / Exam Batch:

One set of exam sheets that use the same answer key. In other words, all Chemistry 101 exams in one pile using the same answer key are considered one exam, regardless of the number of sessions or classes.

Stray marks: Check for “stray marks” on the answer sheets – i.e. marks outside the “bubbles” or text boxes. If the marks are in pencil please erase. If the marks are in pen please transfer the examinee responses to a new answer sheet. Stray marks can result in an unscannable sheet and more data cleaning time. (Note that writing in the margins in pen, though potentially undetectable by the scanner, may yet result in an unreadable form.)

Damage, wrinkles, tears and staples: OMR scanners are very sensitive to imperfections in the physical sheets, which at times will make sheets unreadable or cause them to jam and tear. Please ensure that the answer sheets stay as flat and dry as possible before scanning, and are free of tears, staples or Post-its.

Photocopies: Photocopied Scantron forms will not scan due to the different nature of the toner vs. ink. Please ensure only original Scantron forms are used, otherwise this will require a transfer of the responses to a new answer sheet and result in additional data cleaning costs.

Multiple answers: Check that examinees have indicated **no more than one answer** to each question and that erasures have been made as completely as possible. Two or more responses to a question will result in a blank result in the data file and a score of zero for that question. (Other questions are unaffected.)

Important Notes and Policies:

- **Access to a desk or table and an electrical outlet:** We need access to an electrical outlet when we arrive, otherwise we will not be able to process the exams.
- **Results/scores and digital (PDF) scan:** We provide the scored results (Excel 2007 file) along with the digital scan on a CD or DVD and will hand it the person that was indicated as responsible for the final results when we took the order.
- **Acknowledgement:** Please make sure that we have acknowledged and accepted the processing date and time period - otherwise we cannot guarantee the turn-around time.
- **Item analysis:** Basic item analysis and statistics are provided within each Excel results file, and we would be happy to provide further assistance on this if needed.

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