On-Site Pre-scanning Information Sheet

Thank you using our services! Please review the following information on how to place an order. For pricing information please refer to the separate document "On-Site Exam Scanning Price 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 **10 days** before the date you want us to arrive with the following information:

- The date and time (a 4-hour window) that you'd like us to come by (we will need to confirm our availability).
- The full address and parking information if any.
- The contact details (incl. phone number) of the individual to whom we will be meeting and handing the final results.
- If we are supplying the blank answer sheets please indicate the amount required and the mailing address. (We use XpressPost.)

Terms and Definitions

Key / Answer Key:
The correct answers to all the questions on the exam, bubbled into a Scantron form. (Note that only one answer per question is allowed on the Key.)

Sheet / Answer sheet: One scannable piece of paper (both sides) - also referred to as a "*Scantron form*" "*bubble sheet*", "*bubble form*" or "*scannable form*".

Exam:
One batch of exam sheets that use the same answer key and are scored together. 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.

Preparing your Exams

Our intention is to provide these services to you as quickly and inexpensively as possible. To help us with this we ask that you please review the tips below and contact us if you have any questions.

Please check for or confirm the following...

The Answer Key must be the first sheet on the stack of exams: The Answer Key must be filled in to 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 wish to delete a question from the results leave the answer blank on the answer key and it will not be marked or included in the total.

Scantron Forms: The forms we use for this service are ***"Scantron General Purpose Blue Answer Sheets"*** - stock no. 4521, double-sided, 200 items, 5-response (A-E), pencil. Visit our website at ***www.vgscanning.com*** for an example. If the exam forms you wish us to scan are NOT "Scantron *General Purpose Blue*" forms, please contact us for an estimate.

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.

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 you might have to 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 quite 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 possibly 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.)

Other Notes and Policies:

- **Acknowledgement**: Please ensure that we have acknowledged and accepted the processing date and time period - otherwise we cannot guarantee the turn-around time.
- **Access to a desk or table and an electrical outlet**: We will need access to a table or desk and an electrical outlet in order to process the exams.
- **Results/scores and digital (PDF) scan**: We provide the scored results (in an Excel 2007 file) along with the digital scan on a CD or DVD, and will hand this the person that was indicated as responsible for the results when the order was placed.
- **Item analysis**: Basic item analysis and statistics are provided within each scored results file, and we would be happy to provide further assistance on this if needed.
- **Returned blank sheets:** We will reimburse you for any unused sheets that you wish to return to us when we are on-site. The reimbursement will be reflected in the invoice at $0.10 per page.

If you have any further questions at all please email us or call us at the number below and we'd be happy to assist you in any way we can!