

Scantron Scoresheet Directions

Must be given by Coordinators at the Beginning of each Contest

DIRECTIONS:

IMPORTANT!!!!

1. Students must possess a #2 pencil or a mechanical pencil with similar type lead. They must also have a hard surface to write on. All numbers, names, and answers must be DARK. If bubbles are not DARK and completely filled there is a chance that the Scantron Reader may not correctly read their answers, thus they may receive no points.
2. Students must not fold, bend, or roll the edges of the Scantron sheet. If they are using clipboards, students should not lift the Scantron sheet or they will bend the top portion of it. They should depress the clip and remove the sheet from the bottom of the clipboard to mark the back side if necessary.
3. Group leaders should check periodically to see that the students are placing his/her answers in the appropriate category or section of the Scantron sheet.

EXAMPLE: Make certain that they darken in the correct placing for the class they are evaluating...DON'T MARK CLASS 1 if you are starting with CLASS 2. All possible sections for placing each class are located from top to bottom under each CLASS.

Contest Coordinators must provide the ANSWER KEY to Dr. Boone in room 4417 of the Ag Science Building as soon as possible so he can set the Scoring Program. Coordinators must indicate the order for TIE BREAKERS (1ST, 2ND, 3RD, etc.).