Test and Survey OMR Scanning Stations at GVSU

GVSU currently uses one standard form for tests and quizzes.

    Test Forms may be purchased by emailing **IT-Operations-Group** (IT-Operations-Group@gvsu.edu) and requesting one or more reams of the Green General Purpose Answer Sheets.

Additional scannable forms have been defined for various surveys.

    You may work directly with Scantron to design a special form or to purchase standard forms (http://www.scantron.com/scanners-forms/forms/omr-forms/overview). Then please contact Karen Burchard (burchark@gvsu.edu, 616-331-6500) for assistance with installing the new form at the scanning stations.

ANSWER KEY:

    Fill in the correct answers on one test form to be used as the Answer Key. Fill in all 9s in the G-Number section. If you have more than one Answer key for a test, then also fill in the TEST FORM (A,B,C,D,E). Each student test form should have the matching TEST FORM filled.

PENCIL ONLY:

    GVSU Test Forms must be completed with pencil only. (pen marks will not be read by the scanner).
    For Surveys, special forms can be used that will work with pen; the Scantron iNSIGHT Scanners can be set to inkread mode. Contact Karen Burchard for more information on this.

Login at computer with your standard office login and password.

    (Do not use @office, as in computer labs and classrooms.)

The Scanning Menu will appear.
The first time you login at a particular scanning station, you may need to click the **Enable Content** button if you see the bright red instruction to **Please click ENABLE CONTENT to continue…**.

Choose to scan a Test/Quiz, or Faculty Evaluations, or a Survey.
Follow the onscreen prompts to complete the scanning and to process the results.

    Options available after scanning include: modify the key, print or save score reports, upload results to Blackboard.

Be certain to log off before you leave the scanning station to protect confidential information.

Scanner Locations

Allendale Campus
- Manitou Hall computer lab (top floor, NE corner cubicle)
- 010 LIB (IT Services desk – ask at desk for access to back room)
- 2209 ASH (get key from Psychology office): NCS Opscan 8 Scanner*

Grand Rapids Pew Campus
- SCB 4th Floor (in room straight ahead from elevator, in front of compressed file room)
- 169 CHS (get key at information desk)
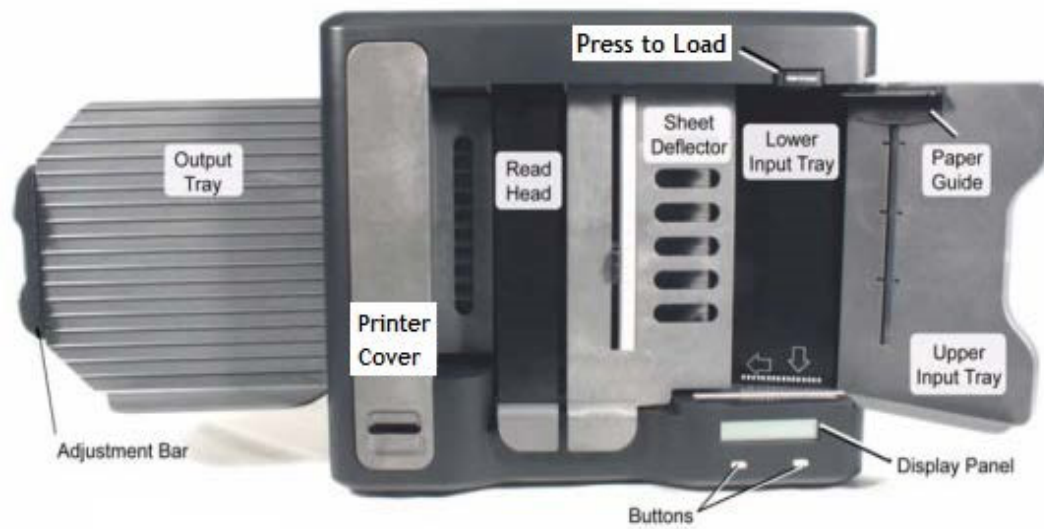- DeVos Center outside room 262C – at end of hall.

Figure 1 - Scantron iNSIGHT 4ES

Figure 2 - NCS Opscan 8