

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. The current price is \$40.11 per ream.

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 ink-read 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, SE corner cubicle): 2 scanners
- Manitou Hall Dropoff - Operations
- 010 LIB (inside the HelpDesk area)
- 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.
- 515 Michigan Street, Room 200**

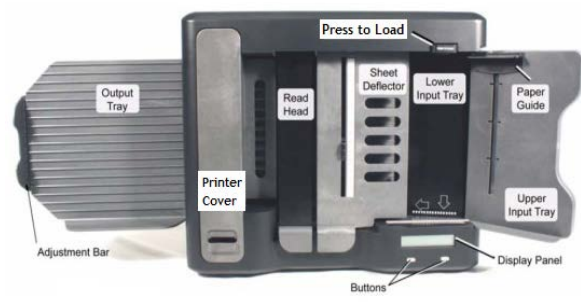


Figure 1 - Scatron iNSIGHT 4ES



Figure 2 - NCS Opscan 8