04.C.1. Scanning Answer Sheets

Scanning answer sheets using a copy machine or scanner is one of the most popular ways to collect assessment data using eDoctrina answer sheets.

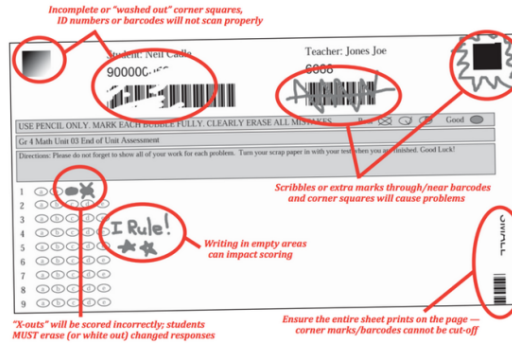**Listed below is some basic information about scanning answer sheets:**

- Scanning is typically done using a photo copy machine or scanner.

- It is important to follow district specific scanning instructions. There are often special settings to be selected on the copier to ensure best scanning results. *Failure to follow these scanning instructions can result in missing or incorrect data*.

- Each answer sheet MUST be completely filled out. Do **NOT** let students leave blank answers and be sure students clearly erase any mistakes or crossed out responses.

- Answer sheets can take up to 24 hours to process during high volume scanning times. However, turn around time is generally **much** quicker!

- An automated email will be generated once the data has processed. If this email is not received, verify the email address is in eDoctrina and that the assessment has been linked to the proper course. **Please DO NOT RESCAN without checking for the results on the Teacher Dashboard.**

- If the data has **not** processed after 24 hours **AND** this has been verified through the Teacher Dashboard, please contact the school's technology department to confirm the executed scanning procedures are correct. If there are further scanning issues, they can work with the eDoctrina team to troubleshoot any problems.**

- *WEB CAM Scanning: Don't forget that it is possible to scan web cam only answer sheets using a document camera or our mobile application for instant data. Please visit our help guide on [Web-Camera Answer Sheet Scanning](#) for more information on this option.

- For more information on answer sheet scanning and ensuring the highest quality of data, please review the images below.

Answer Sheet Scanning

1. Please review your answer sheet before you scan them. Be on the look out for extra marks, faded barcodes, etc.
2. Ensure the answer sheet prints clearly. DO NOT USE answer sheets if the copier's toner was low and the sheet looks faded; they will not scan properly.
3. Make sure the four squares in the corners of each sheet printed fully.
4. Students must select ONLY ONE answer choice. Do not allow "x-outs." Rather, have them clearly erase. Directions are found at the top of each answer sheet:

USE PENCIL. MARK EACH BUBBLE FULLY. CLEARLY ERASE ALL MISTAKES. Poor ⊗ ◌ ◌ Good ◌

5 Eliminate stray marks (doodles, student work, etc.) in any area of the answer sheet.

Incomplete or "washed out" corner squares,
ID numbers or barcodes will not scan properly

Scribbles or extra marks through/near barcodes
and corner squares will cause problems

Writing in empty areas
can impact scoring

"X-outs" will be scored incorrectly; students
MUST erase (or white out) changed responses

Ensure the entire sheet prints on the page —
corner marks/barcodes cannot be cut-off

Bubbling / Scanning problems to watch out for!

Below are examples of 3 different scanning settings that could cause 3 different results.

Question 1: Looks good in all three examples because the student filled in the bubble dark. If students fill in bubbles this way, it will work for almost any scanner settings.

Question 2: Looks good in all three examples, but not as good as question 1. Notice in the third setting that the bubbled answer is somewhat lighter. This shows the impact of students not filling the bubble dark enough. This still should be fine with almost any scanning settings.

Question 3: Each setting results in a different darkness of the bubble because the student did not fill in the bubble dark enough. In some cases, this could result in incorrect data. Notice for setting 3 that the marked bubble is very light and the system may miss it or actually may select one of the other bubbles as being darker. In this case results could may process as: a, a and another bubble (*), another bubble like c or d, or as blank.

Question 4 and 5: The same issues described above for question 3 can occur for questions 4 and 5. Again, there is a vast difference based on scanner settings, which could result in erroneous results.

Another source of error is BLANK ANSWERS. When students do not fill in a bubble for an answer, sometimes the system picks up one of the blank bubbles as the darkest bubble and reports this as the answer.

How to prevent these problems:

1. Have students answer EVERY question by filling in the bubbles DARK. Regardless of scanner or scanner settings, this will always provide the best results.

2. If you want to know which questions a student does not have any idea how to answer, add an additional answer choice and instruct students to fill in this answer if they are not sure, INSTEAD OF LEAVING THE QUESTION BLANK.

3. If you notice frequent problems, have your copier technician contact eDoctrina and we will work with them to optimize settings.

Checking Scans with Answer Entry

1. Open the "Answer Entry" tool to review scanned assessment results. For those users who receive an email when scanning is complete, the link in the email leads here.

2. Be on the lookout for incomplete data caused by issues with the answer sheets. These may include: unanswered questions, stray marks, printing that is too light or too dark, student "x-outs" (erasures are required), etc.

3. Familiarize yourself with the different icons located on the "Answer Entry" screen:

No Response.	**Multiple Responses.**	**Correct.**	**Incorrect.**	**No Data.**
Student didn't respond or his/her response was too lightly bubbled.	Student had more than one response for a question.	Student had the correct response.	Student had the incorrect response.	There is no data for this student. His/her answer sheet was not scanned.

4. If results include a large number of yellow responses, and the scanning process seemed to be smooth, check with your school's eDoctrina administrator or technology contact.