

04.A. eDoctrina® Tips & Tricks:

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 may cross out mistakes. These questions will need to be checked by a teacher. Directions are found at the top of each answer sheet:

Pencil recommended. Mark each bubble fully. Cross out 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

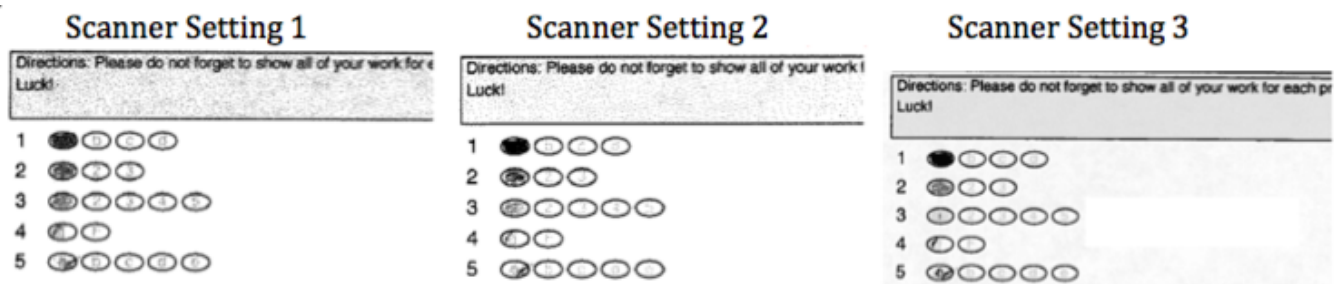
Ensure the entire sheet prints on the page — corner marks/barcodes cannot be cut-off

Bubbling / Scanning problems to watch out for!

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

1. 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 in 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:

- Have students answer EVERY question by filling in the bubbles DARK. Regardless of scanner or scanner settings, this will always provide the best results.
- 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.
- If you notice frequent problems, have your copier technician contact eDoctrina and we will work with them to optimize settings.








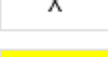




Checking Scans with Answer Entry

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.

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.

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

Key for Answer entry/verification Data ✕

-  This represents a question with NO DATA
-  This represents a question with data
-  This represents a question with data but not scored yet
-  This represents a CORRECT answer
-  This represents an INCORRECT answer
-  This represents a question where multiple answer choices were detected.
-  This represents a question where an answer choice was not selected.
-  This represents a question excluded from the assessment by teacher. Background is transparent until hovered.
-  This represents a question excluded from the assessment by student. Background is transparent until hovered.
-  This represents a question excluded from the assessment. Background is transparent until hovered.
-  This represents a question that is set as Full Credit from the assessment.
-  This represents a question that is set as Extra Credit from the assessment.

Close



Answer entry/verification #1374826 Multi-Part Questions

District: zz Cedar Cove Central School District

<input type="checkbox"/>	Student	Min	Max	Ans	Com	Ver	1a	1b	3	4	5	6
	ANSWER	By Ques		Sht	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a	a	a	FC	3	4
	Avg, %	5.22					50	25	25	0	33.33	33.33
<input type="checkbox"/>	ACOSTA, Rowan	20			<input checked="" type="checkbox"/>	<input type="checkbox"/>	a	c	b	0	3	4
<input type="checkbox"/>	ARIAS, Jaxon	100			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a	a	a	0	3	4
<input type="checkbox"/>	BALDWIN, Oliver	0			<input type="checkbox"/>	<input type="checkbox"/>	a	a	a	0	3	4
<input type="checkbox"/>	BECKER, Payton	0			<input checked="" type="checkbox"/>	<input type="checkbox"/>	b	b	b	0	1	1
<input type="checkbox"/>	BOWERS, Skyler	0			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				0		

For more information on using the "Answer Verification" screen, [Click Here](#)

If any assistance is needed after reviewing this guide please feel free to email help@edocrina.org