Classroom Tests
Scanning Directions

Using only BLUE bubble sheets:

Answer Key:
- **Name Box**
  - Enter Faculty Last Name in boxes and fill in bubbles
  - Enter Department Name (abbreviate)

Identification Box
- Under “ABCD”, enter course prefix and number
- Under “IJ”, enter course section number

Special Code Box
- Under “K”, enter number of response options (1 – 5)
- Under “NOP”, enter total number of questions
  If desired, enter semester and year (201010 for fall 2009)

Student Answer Sheets:
- **Name Box** Faculty: please ensure name has been bubbled
  - Enter Student Last Name, First Name in boxes
  - Fill in bubbles

Identification Box
- Under “ABCD”, enter course prefix and number
- Under “IJ”, enter course section number

PREPARE: COVER SHEET
- Place ANSWER KEY on top of answer sheets.
- Place in envelope

Office Address: Testing Services, Humphreys 216

Availability of Scanned Classroom Tests: Please allow 24 to 48 business hours. Results of scanned classroom tests will be emailed to faculty member listed on cover sheet. REMINDER: UCM ID is required to pick up scanned answer sheets to ensure confidentiality and security.

Contact Testing Services
Humphreys Building 216
testingservices@ucmo.edu
660-543-4919