

UTSC Centre for Teaching and Learning

Test Scanning Procedure: On Students incorrectly filling-in m/c scantron forms

The UTSC Centre for Teaching and Learning processes approximately 100,000 m/c scantron answer sheets per year. This is a high volume service with a strong track record of accuracy and speed. However, the system does require students to follow the clearly marked instructions when filling in the answer sheets and bubbling their answers. Occasionally students do not follow these guidelines. The resulting impact can lead to a reduced grade for that particular student on the given test.

In order to protect the robust integrity of our system, we have a specific policy on this matter. Although we are thorough to review the results of each scanned test, it is the responsibility of the student to ensure they are completing the scantron forms as indicated: using a No.2 HB pencil, making dark markings that fill the answer choice completely. However, we make every reasonable effort to correct these errors when made based on the following criteria:

After scanning a test, the results are manually reviewed to catch any significant trace of blank answers (e.g. system did not read answers due to poorly bubbled answer sheet). If multiple blank responses from a single student are observed, we will take the additional precaution of physically reviewing the answer sheet to detect/check for poorly bubbled answer choices.

When incorrectly bubbled choices are detected, we will do the following:

- The original answer sheet will be scanned then emailed to the Test Scanning manager
- We will manually darken the existing answer choices to ensure the machine can process accurately
- On classes with fewer than 100 students, we will rescan the entire batch, resulting in a single report to be sent to the faculty
- On classes with 100 or greater students, we will rescan only the affected student(s), resulting in a supplemental report which will be sent with the faculty along with the main report; in this scenario, the faculty will be informed of this issue and provided with the name of our Test Scanning manager for any follow-up questions
- The Test Scanning manager will then send to the affected student the scanned copy of the answer sheet, along with an important notice about correctly filling in scantron forms

If you have any questions or concerns on merging the supplemental reports, or about this service in general, please contact Adon Irani (airani@utsc.utoronto.ca), Academic Communication & Technology Specialist.

Thank-you
Scan-Services team