

# 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 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 ONLY. 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!

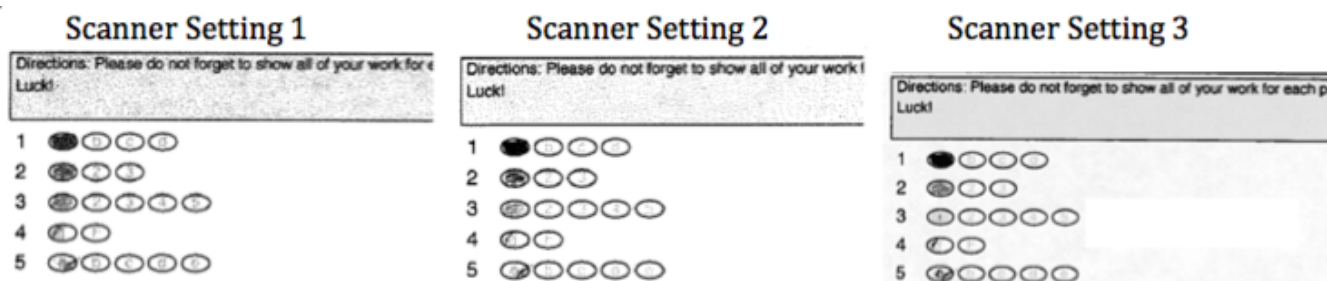
Below are examples of 3 different scanning settings that could cause 3 different results.

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 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 be processed 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

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.

## Help on answers



4

This represents a question with NO DATA

4

This represents a question with data

T

This represents a CORRECT answer

F

This represents an INCORRECT answer

X

Select this to EXCLUDE this question for this student

\*

This represents a question where multiple answer choices were detected.

4

This represents a question excluded from the assessment. Background is transparent until hovered.

Do not show this again

Close

# Answer entry/verification Gr 4 Math Unit 03

## End of Unit Assessment

Help All Correct All Incorrect

Scan answers via Web camera

Classes: Grade 4 math Section 1 Superteacher, Grade 4 Math Section 2 Brulser, Grade 4 Math Section 3 Cameleon, Grade 4 Math Section 4 Jones

Student	Score	Ans	Ver	Excl	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
<b>ANSWER</b>		Sht	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	a	a	d	b	c	c	d	b	a	b	a	
<b>Average</b>					76%	74%	85%	53%	80%	82%	89%	83%	64%	84%	87%	80%	79%	89%	89%	88%	
Aaron Colleen	0%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	a	a	d	b	c	c	d	b	a	b	a	
Acheson Jessie	88%		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	4	-	b	a	a	d	b	c	c	d	b	a	b	a	
Ainslie Ted	35%		<input type="checkbox"/>	<input checked="" type="checkbox"/>		2	2	T	a	d	a	c	d	b	c	d	c	b	e	f	
Arnwine Neil	81%		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3		b	a	a	d	b	c	c	d	b	a	b	a	
Avans Fernando	65%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	4	F	b	a	a	d	d	c	c	e	b	a	b	a	
Beadle Althea	88%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	a	a	d	d	c	c	d	b	a	b	a	
Beisner Rosalinda	88%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	b	a	d	b	c	c	a	c	a	b	a	
Belanger Jacqui	0%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	a	a	d	b	c	c	d	b	a	b	a	
Boos Sandra	90%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	b	a	d	b	c	c	d	b	a	b	a	
Boyers Nelson	71%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	3	3	F	c	a	a	d	b	a	c	d	b	a	b	a	
Briles Ted	79%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	b	b	a	d	d	c	c	d	b	b	a	a	
Buhl Tabatha	65%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	T	c	a	a	d	b	c	c	d	c	a	b	a	
Butter Marylou	85%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c	1	3	F	b	a	b	d	d	c	c	d	b	a	b	a	
Cedric Neil	88%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	

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