

Objective Test Scoring Service User Guide

Information Systems and Technology
Dawson College

V 3.0 Nov. 28, 2022

1 Overview

IST offers a service for scanning and grading objective tests. This document outlines the procedure to be followed.

2 Obtaining Blank Answer Sheets

Answer Sheets (also called "OpScan" Sheets) may be obtained at 2H.12 between 8:00am and 6:00pm.

3 Submitting Answers for Grading

Along with the completed answer sheets you must fill in a submission form and an OpScan Master

Dawson College - Opscan Submission Form

Last Name:	First Name:	Phone ext:
Dept. :		Date:
Course Title:		Version :
Pickup <input type="checkbox"/> Send <input type="checkbox"/> exam (please check one)		

Total number of questions on the exam:
(include omitted questions if any)

<p>Checklist before submitting</p> <p>Transmittal form</p> <p><input type="checkbox"/> All spaces are filled in correctly.</p> <p>Master</p> <p><input type="checkbox"/> 0000001 as student number is shaded in.</p> <p><input type="checkbox"/> Teacher's name is written.</p>	<p>Additional comments (if any)</p>
---	-------------------------------------

For any questions or inquiries please call extension HELP (4357)

This "Opscan Submission Form" can be obtained online at:

<https://www.dawsoncollege.qc.ca/information-systems-and-technology/docs-policies/forms/>

Name: (print) _____

From _____
Group _____

Student ID number _____

Derivation

