ObjectiveTestScoringServiceUserGuide

InformationSystemandTechnology DawsonCollege

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

AnswerSheets(alsocalled"Opscan"Sheets)maybe obtained at 2H.12 between 8:00 am and 6:00 pm.

3 Submitting Answers for Grading

Alongwith the completedanswersheets, you must fill in a submission form and an OpscarMaster require your input

- a) Identify that this sheet is the Master and the course name at the top
- b) Shadein 0000001in the student numberarea
- c) Shaden the group number if applicable
- d) Write yournameat the top
- e) Shadein the answersarea.

4 Getting Results

Depending on whether you indicated "Pickup" or "Send" on the submission form, results with bey internal mail or available at 2H.12.

We strive to have results available within the next businessday.

Dawson College - Opscan Submission Form

Last Name: Dept.: Course Title: Pickup 🗌 Send 🗌 e	First Name: exam (please check one)	Phone ext: Date: Version :
Total number of questions on the exam: (include omitted questions if any)		
Checklist before submitting Transmittal form All spaces are filled in correctly. Master 0000001 as student number is shaded in. Teacher's name is written.		Additional comments (if any)

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

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

https://www.dawsoncollege.gc.ca/information-systems-and-technology/docs-policies/forms/

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Name: (print)

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