UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN

Measurement & Evaluation
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Scantron Preparation for Multiple-Choice Exams

Scantron forms are machine-readable answer sheets for multiple-choice exams. They save instructors considerable time and effort because students' test responses are quickly graded according to the instructor's specifications, usually within 24-48 hours. An analysis of your results is sent as a PDF via PEAR along with a CSV file containing student scores.
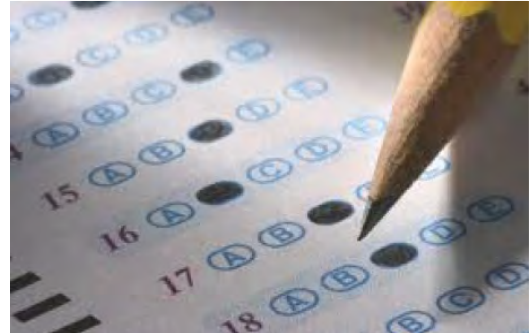
Scantron forms are FREE for in-class testing purposes! They come in packets of 50 or 500 sheets. Drop by 151A Armory or ask us to send them to you via campus mail.

Which form is right for me?
a) The blue half-sheet (5 ½" x 8 ½") holds 96 items and allows up to five responses.
   - Note: We can still process orange half-sheets, but only one type of half-sheet can be used per exam (i.e., do not mix orange and blue half-sheets).
b) The green full sheet (8 ½" x 11") holds 170 items and allows up to five responses.
   - Note: This form has four score boxes that you can use to add other scores (essay, lab, discussion, etc.) to the student's score on the multiple-choice exam.
c) The brown full sheet (8 ½" x 11") holds 100 items and allows up to 10 responses.
   - Note: There is no NetID field on this form.

Any special instructions for my students?
a) Fill in *only one* response to each question.
b) Use a number 2 pencil. The scanner cannot read ink.
c) If your instructor wants you to mark your class section, fill in *all* digits in the section field of your answer sheet (e.g., section 111, 222, or section 11111, 22222). The section number does NOT have to correspond to the official number in the course catalog. It is simply a unique number used to generate statistics for each section of the course.

What do I do when I'm ready to bring in the completed forms?
a) Prepare an answer key for each version of the exam. Take a blank Scantron form, write "KEY" in the Last Name field, write "999999999" in the Student Number field and NetID field, and bubble this information in. Then bubble in the correct answers.
b) If you want section statistics, fill in all 9's in the section field too.
c) If you gave more than one version of the test, separate the answer sheets by test form.
d) Use the cut corner to make sure that all answer sheets are facing the same direction.
e) Decide how you want the exam to be scored. We will ask you:
   - how many points each item is worth
   - whether you want subscore breakdowns (e.g., Q1-40 and then Q41-50)
   - whether you wish to omit any items
   - whether there are items that have more than one correct response
   - whose email address(es) we should send the data files to