The INFO Sheet

Enter this information on a BLANK answer sheet:

The NAME grid: (begin in the first grid square on the left in the top-left corner of Side 1)

- Write the word INFO -- fill in the corresponding bubbles below each letter
- Skip the next column in the NAME grid
- Enter a unique Name for this exam within the 15 remaining spaces in the NAME grid -- fill in the bubbles corresponding to each letter
- The first word of the exam name becomes the first part of the text output file names

Write your name and phone number in the space above the NAME grid

The IDENTIFICATION NUMBER grid:

- Columns A, B, and C - Enter the course number
- Columns D and E - Enter the section number
- Column F - Enter the version number if there are several versions of the same test
- Column G - leave EMPTY
- Columns H, I, and J - Enter the number of the last question used on the test (usually equal to the total number of questions unless you decide to omit some questions)

The ANSWERS area (the numbered questions)

- Question 1 - Enter the type of grading to be used:
  
  "A" = conventional grading
  "B" = weighted grading

- Question 2 - The number of printed copies of the report results needed (be sure to tell the Help Desk consultant you would like to receive printed copies as well - printed results cannot be sent via Campus Mail):
  
  "A" = 1 copy
  "B" = 2 copies
  "C" = 3 copies
  "D" = 4 copies
  "E" = 5 copies

- Question 3 - Mark "A" to have student names printed on the right edge of the Report 7 printout (the Student Summary). The name can be cut off the summary for public posting

- Question 4 - controls the sorting of results prior to printing (Report 7 - the posting report - is always printed in numerical order to provide confidentiality)
  
  "A" = sorted alphabetically
"B" = sorted by Student ID

- Question 5 - allows combinations of answer choices to be scored as correct:
  "A" = all questions have a single correct answer
  "B" = score the exam using the "AND" option
  "C" = score the exam using the "OR" option

- Question 6 - the test type category: (needed to generate the tab-delimited output files suitable for import into Blackboard or any spreadsheet or word processor)
  "A" = category 1: Test
  "B" = category 2: Final
  "C" = category 3: Quiz
  "D" = category 4: Other

- Questions 7 - 9 allow you to write additional optional information to the scores output file as described below:
  Use "A" for Question 7 for "test" #1
  Use "B" for Question 7 for "test" #2
  Use "C" for Question 7 for "test" #3
  Use "D" for Question 7 for "test" #4
  Use "E" for Question 7 for "test" #5
  Use "A" for Question 8 for "test" #6
  Use "B" for Question 8 for "test" #7
  Use "C" for Question 8 for "test" #8
  Use "D" for Question 8 for "test" #9
  Use "E" for Question 8 for "test" #10
  Use "A" for Question 9 for "test" #11
  Use "B" for Question 9 for "test" #12
  Use "C" for Question 9 for "test" #13
  Use "D" for Question 9 for "test" #14
  Use "E" for Question 9 for "test" #15

The INFO sheet should be the top sheet in the stack of sheets submitted for each scan run.