Dear Faculty Member,

Please see below for some important information concerning the grading of examinations.

Kindly remind students of the following:

- Students should use a No. 2 HB pencil when shading/bubbling in answers on the scantron form. Although mechanical pencils accepted, we strongly encourage the use of the non-mechanical ones which have to be sharpened. We have found these to make darker and more solid marks which are easily read by the scanner.

- When shading/bubbling, students should fill in the boxes completely. Markings such as lines, ticks and dots will not be read by the machine. Also, shading/bubbling beyond boundaries will be read by the scanner as two answers. See example below.
In addition to filling in the name and ID information in the boxes of each block, students are also required to shade in the corresponding information in the boxes underneath each block.

Students should use a good eraser and completely erase an old answer if a new answer is selected. If the student fails to erase properly, the scanner may pick up the original mark in addition to the newly selected answer and it will show that the student has selected two answers to a question.

Students should not make additional markings on the form especially along the edges where the bar code is printed. Additional markings may result in the form being rejected by the scanner during scanning.

After the exam:

- Faculty should ensure that all scantron forms are stacked and stored properly. Scantron forms should not be bent or curved and should not be stored in moist or damp areas.

- Faculty are reminded of the importance of having a count of the number of scantron forms to be scanned prior to the grading appointment. This will ensure that at the end of the grading session, all scantron forms are accounted for.

- Faculty are also reminded to be on-time for grading appointments. If for some reason the faculty member will be delayed, he/she should call the grading office [ext 2591] to re-schedule an appointment.

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