

## SCANTRON MASTER ANSWER KEY SHEET(S) GUIDE

At least one **Master Answer Key Sheet** must be submitted per each examination request. This sheet will contain the correct answers and will therefore have “CA” coded as the initials.

**Course code** (and section if any), **identification number with “0”** all across, and the **appropriate initials**, must be filled out as the example provided below (family name is optional for professors, but preferred).

Cote du cours Course Code	N° d'Identification Identification No.	Nom de Famille Surname	Initiales Initials
AAA2012B	0000000		CA
<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

In the case where **1)** more than one correct answer exist, or **2)** if an answer score weighs more than one point, then **additional Master Answer Key Sheets** must be submitted along with their appropriate initials.

**1)** For **questions having more than 1 right answer**, an additional sheet must be submitted for each additional right answer, and the appropriate initials would be coded as **CB** (for a second right answer), **CC** (for a third right answer), **CD** (for a fourth right answer), and **CE** (for a fifth right answer). Keep in mind that the Optical Reading machine cannot have more than one oval coded per one question and that is why additional answer key sheets must be submitted. In sum, the Scantron sheet offers a possibility of having 5 correct answers, thus in this case, there would be a total of 5 Answer Key Sheets.

For **example**, for question 2, there are three correct answers, A, C & E. Therefore, 2 additional Answer Key sheets are to be submitted with “CB” and “CC” coded as the initials. The Master Answer Key sheet (“CA”) would have answer A bubbled in, the “CB” Answer Key sheet would have C bubbled in, and the “CC” Answer Key sheet would have E bubbled in.

Cote du cours Course Code	N° d'Identification Identification No.	Nom de Famille Surname	Initiales Initials
AAA2012B	0000000		CB
<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

  

V/T	F	V/T	F	V/T	F
1	A B C D E	61	A B C D E	121	A B C D E
2	A B C D E	62	A B C D E	122	A B C D E
3	A B C D E	63	A B C D E	123	A B C D E
4	A B C D E	64	A B C D E	124	A B C D E

<b>Cote du cours</b> Course Code	<b>N° d'Identification</b> Identification No.	<b>Nom de Famille</b> Surname	<b>Initiales</b> Initials
AAA2012B	0000000		CC
1 A B C D E	61 A B C D E	121 A B C D E	
2 A B C D E	62 A B C D E	122 A B C D E	
3 A B C D E	63 A B C D E	123 A B C D E	
4 A B C D E	64 A B C D E	124 A B C D E	

2) For questions worth more than 1 point, an additional sheet must be submitted and the initials coded as "CW" (Correct Answer Weight).

The provided Scantron sheets have letter options A, B, C, D, & E ; Code B for questions that are worth 2 points, C for 3 points, D for 4, and E for 5 points.

For example, there are 10 questions on the test and they are weighed differently:

- Numbers 1-6 are worth 1 point (total = 6)
- Number 7 & 8 is worth 2 points (total = 4)
- Number 9 & 10 is worth 5 points (total = 10)

Total test score = 20points.

<b>Cote du cours</b> Course Code	<b>N° d'Identification</b> Identification No.	<b>Nom de Famille</b> Surname	<b>Initiales</b> Initials
AAA2012B	0000000		CW
1 A B C D E	61 A B C D E	121 A B C D E	
2 A B C D E	62 A B C D E	122 A B C D E	
3 A B C D E	63 A B C D E	123 A B C D E	
4 A B C D E	64 A B C D E	124 A B C D E	
5 A B C D E	65 A B C D E	125 A B C D E	
6 A B C D E	66 A B C D E	126 A B C D E	
7 A B C D E	67 A B C D E	127 A B C D E	
8 A B C D E	68 A B C D E	128 A B C D E	
9 A B C D E	69 A B C D E	129 A B C D E	
10 A B C D E	70 A B C D E	130 A B C D E	
11 A B C D E	71 A B C D E	131 A B C D E	

Handwritten annotations: "points" with arrows pointing to question numbers 2, 3, 4, and 5. In question 7, B is marked. In question 8, B is marked. In question 9, E is marked. In question 10, E is marked.

Let's say the test is worth 40% of the student's overall mark, then simply put 40% as the "Base %" on the "Request for Optical Reading form".

INDIQUER LA COTE DU COURS, S'IL Y A LIEU INDICATE THE COURSE CODE, IF APPLICABLE	NOMBRE DE QUESTIONS NUMBER OF QUESTIONS	BASE (%)	QUESTIONS À ÉLIMINER (S'IL Y A LIEU) QUESTIONS TO ELIMINATE (IF APPLICABLE)
	10	40%	