Assessments > Score Tests > Answer Sheet Scanning

Answer Sheet Scanning

Use Answer Sheet Scanning to scan student answer sheets using a webcam or document camera. You will be prompted to install the application the first time you access it. Answer Sheet Scanning is available only if it is supported in your system. Scanners are supported for all users, but camera scanning is only available if used in your system. If you are not sure if the scanner or webcam you are using is supported, please refer to the Schoolnet System Requirements.

You can access the Answer Sheet Scanning solution in one of the following ways:

- Go to Assessments > Answer Sheet Scanning
- Go to Test Detail > Scan Answer Sheets

Note: Chrome, Firefox, and Safari are supported. If you are using Safari, see the notes in the FAQ below.

Watch a video

Scanning Answer Sheets
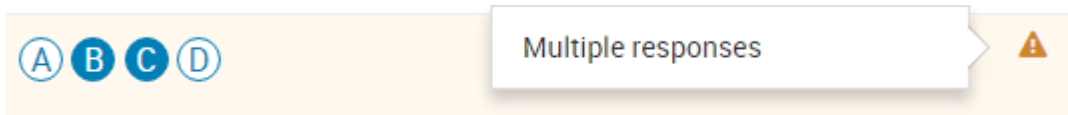
To scan answer sheets with a document camera

1. Make sure that your document camera is connected and the latest driver installed.
2. Go to **Assessments** > **Answer Sheet Scanning**. You will be prompted to install the software if it is not installed. See Installing the Answer Sheet Scanning Solution.
3. Position the answer sheet where the camera can scan it. Answer Sheet Scanning automatically detects the orientation of the answer sheet. If orientation cannot be detected (for example, if the answer sheet is not entirely within the area that can be scanned, or if the QR code cannot be

detected), an error message will let you know. When the image is successfully captured, you will hear a beep, and the student name and answer bubbles will be populated on the right side of the screen. If necessary, click **Mirror View** to view a mirror image of the answer sheet. After a sheet has been captured, you can rescan it by clicking **Rescan**.

> **Note:** When you position an answer sheet, green boxes will appear around areas on the answer sheet that are successfully captured. A red box with an X through it indicates an invalid QR code or invalid student ID.

4. Check any warnings that appear. Hover over the warning icon or bubbles for a particular question to view a warning message. For open response questions with rubrics, the rubric name appears when you hover over the column number, and the trait name appears when you hover over the trait weight or any of the bubbles.

5. Click the answer bubbles to modify answers as needed, and then click **Finish Editing**. You will not be able to make additional edits after you finish editing, but teachers can make changes on the Score page in Schoolnet.
6. Position the next answer sheet to scan it, and continue until all answer sheets are scanned.
7. After you have scanned all the answer sheets, click **Scanning Progress Log** to check for errors. The Full Log tab lists every test that has been scanned. The Incomplete Tests Only tab shows a list of incomplete tests (tests that are missing pages). Tests that are incomplete or have errors will not be submitted to Schoolnet.
8. Click **Close Scanner** at the top of the page to exit. The student answers will automatically be submitted to Schoolnet.

> **Tip:** If you have multiple devices, you can switch between them in the **Scan using** dropdown menu.

Note: The Document Camera tracks invalid responses (for example, too many bubbles filled in on a multiple choice question) and uses this information on some Schoolnet reports, notably, the Standards Mastery report in Classrooms. When a teacher updates or deletes a response that was marked as invalid, or when test results with invalid responses are deleted, then the response or test results are no longer tracked as invalid.

Error Messages

See error messages

The following table lists the errors and warnings you may encounter. Tests with warnings will be submitted to Schoolnet, but tests with errors will not be submitted. Invalid student responses are submitted to Schoolnet as empty responses. Submitted tests can be viewed and modified on the Score page in Schoolnet. Tests that could not be scanned or submitted can be scored on the Score page.

An answer sheet requires the following for a successful scan:

- Valid page markers (the eight black circles that border an answer sheet) - If they are not found after 30 seconds, the following error will appear: "Unable to detect answer sheet markers."
- Valid QR code - An invalid QR code is indicated by a red box with an X through it.
- Valid student ID - An invalid student ID is indicated by a red box with an X through it.

Message	Type	Notes
[X] warning(s). Invalid student responses are stored as empty responses. Update the student's response to a valid answer to store a student response.	Warning	This warning message appears above the answer bubbles if there are any warnings. Check the specific answers with warning symbols and modify them as needed. Hover over a warning symbol for more information.
Blank sheet	Error	The answer sheet is blank. This error will not occur with answer sheets that include Teacher Use Only bubbles so that tests that have a blank page because a teacher did not enter grades are not rejected.
Blank response.	Warning	No bubbles are filled in, or an answer could not be read. You can edit the answer or submit the test with a blank answer.
Error: Document camera is not supported for this assessment.	Error	The ability to score the test with a camera has been disabled for this test in Test Properties.
Enrollment could not be found for this student.	Error	The student no longer has a current enrollment at the school.
Exceeded maximum allowed responses.	Warning	The student filled in more bubbles than allowed for a Checklist question. (Most question types allow one response, but Checklist questions may allow multiple responses up to a maximum number.)
Exceeded maximum points [X].	Warning	The score bubbled in by the teacher exceeds the maximum score allowed for the item, where [X] is the maximum points.
Incomplete	Error	In the Scanning Error Log, this error indicates that answer pages are missing for the test. Tests for students with missing answer sheets will not be submitted to Schoolnet.

Invalid QR code.	Error	This error is visually indicated by a red box around the QR code. The QR code may be damaged or the page markers may be missing. If the QR code looks good, try to rescan the answer sheet.
Invalid section ID.	Error	The section ID was not found in Schoolnet.
Invalid student ID.	Error	This error is visually indicated by a red box around the student ID. This may occur when extra bubbles are found.
Missing score.	Warning	The score bubbles have not been filled in by the teacher.
Multiple bubbles are marked in a column.	Warning	Multiple bubbles are marked in a column but only one is expected.
Multiple bubbles are marked in fraction / decimal row.	Warning	Multiple bubbles are marked in a row where only one fraction or decimal bubble is expected.
Multiple responses.	Warning	More than one bubble is marked for an answer but only one is expected.
Multiple responses - on row [X].	Warning	More than one bubble is marked for the indicated row for a rubric.
Multiple responses - score possible is [X].	Warning	Multiple bubbles are filled in on a Teacher Use Only row for scoring. [X] indicates the maximum score.
Not eligible: 'Score Due Date' must be in the future.	Error	The score due date for the test is in the past, and the test has been configured to prevent the scanning of answer sheets after the score due date.
Partially scored - on row [X].	Warning	More than one bubble is filled in on the indicated row for a rubric.
Student ID does not exist.	Error	The student ID does not exist in Schoolnet. This error is visually indicated by a red box around the student ID.
Student ID is blank.	Error	The student ID bubbles are not filled in. Fill in the bubbles and rescan. This error is visually indicated by a red box around the student ID.
Test ID was not recognized.		The test ID was not found in Schoolnet.

Test ID was not recognized.	Error	The test ID was not found in Schoolnet.
Unable to detect answer sheet markers.	Error	This message will appear in the answer sheet window after 30 seconds if the answer sheet page markers cannot be read. Make sure the eight page markers on the borders of the answer sheet are visible and within the corner markers on the video display.

Frequently Asked Questions (FAQ)

What are some tips for scanning?

- Align the eight answer sheet markers to the corners of the video capture display as closely as possible. This ensures that the sheet is close enough to be captured.
- Make sure the answer sheet is straight and not creased, folded, or obstructed.
- Make sure that your hands are outside of the page markers, that the lighting is good and there are no shadows on the page, and that there isn't too much glare coming from overhead lights (moving the camera just a foot or two can help).
- Stack a group of answer sheets neatly. For portrait mode, place the QR code on the top left corner. For landscape, place the QR code on the lower left corner. Remove the scanned sheets from the opposite corner of the QR code to reveal the QR code last.
- Rescan an answer sheet if it was scanned before it was positioned properly, resulting in unnecessary warnings.
- If an answer is not being read, make sure the answer is completely bubbled in, and that the other answer choices are blank.

Why can't I get past the download screen?

If you can't get past the installation page, the application may not have installed properly. Try rerunning the installer with the Repair option. You can also uninstall the Answer Sheet Scanning application, and then re-install it (exit the application before uninstalling it).

Why do I see an error page?

If you see an error page when you go to Answer Sheet Scanning:

- Make sure your document camera is connected.
- The application may not recognize your document camera. Make sure you have the latest drivers installed for your device.

What test item types are supported?

The Answer Sheet Scanning solution supports the following item types:

- Checklist (allows the selection of more than one correct answer choice per question)
- Gridded
- Inline Response
- Matching (up to 18 question stems and 18 answer choices)
- Multiple Choice

- Open response (up to 10 response pages for each question per student; decimal scoring is supported)
- True/False
- Tasks

How are open response questions handled?

Open response questions can be configured so that students can enter their answers on the answer sheet (from three lines up to 10 pages), or answer in the test booklet or elsewhere and submit their answer to the teacher. The teacher will fill in numbered bubbles in the TEACHER USE ONLY scoring area on the answer sheet to award points, or the teacher can enter the points on the Score page in Schoolnet.

 Note: Student answers and teacher comments written on answer sheets will not be saved to Schoolnet.

For open response questions with rubrics, the rubric name appears when you hover over the column number, and the trait name appears when you hover over the trait weight or any of the bubbles.

In the following example, the student can write directly on the answer sheet, and the teacher can award up to five points.

Why can't I scan answer sheets for some tests?

You may or may not be able to scan answer sheets with a document camera based on the following:

- The ability to scan answer sheets with a document camera must be turned on in your system.
- If it is turned on, test creators can enable or disable scanning for individual tests when creating a test or from Test Detail > Test Properties.
- The score due date may have passed.
- You can only scan and submit scores for the sections you have access to.

What are the guidelines for filling in bubbles?

Marks that will scan include:

- A good mark is dark and fully filled in. Lighter or partially filled in bubbles may not scan.
- Fully erased bubbles will scan correctly as blank.

Marks that may not scan correctly include:

- An "X"
- A check mark
- A circle withing the bubble
- Colors other than pencil or black pen
- A line through a bubble

- Marking around the bubble (such as circling the bubble)
- A light mark
- A partially filled bubble
- A smudged bubble
- Erasing an answer but not filling in another bubble completely
- Marking both the bubble and well beyond the bubble boundaries
- Modifying the item so it cannot be read

Why does my camera have the wrong name?

The name of your camera is determined by your computer, not the scanning application. It may appear differently in different browsers, but should not affect operation.

What browsers can I use?

You can use any of the browsers supported by Schoolnet to run the Answer Sheet Scanning solution, with the exception of Internet Explorer, which is not supported. You should only use one instance of a single browser at a time. Issues can occur when a physical device, such as a camera, is used in more than one browser at a time.

How do I get the scanning application to work with Safari?

To use Safari, you will need install the Temasys WebRTC plugin as follows.

1. When you first go the Answer Sheet Scanning page using Safari, you will be prompted to install Temasys WebRTC at the top of the page.
2. Click **Install Now**, and follow the steps on your screen.
3. In the future, each time you use the scanning application, a popup window will appear asking you to choose your scanning device. (The menu to select a scanning device within the scanning application will not be functional.) Make sure that only one camera is connected to your computer.