

Evaluation Systems Response Sheet Candidate Instructions

Using a response sheet for handwritten responses

The test for which you are registered contains one or more written assignments. For each assignment, the on-screen test directions will indicate the required response format:

- A handwritten response on one or more paper response sheets.
- A typed response in an on-screen response box.
- A response that may require a combination of both handwritten and typed information.

Completing the response sheet(s) for a handwritten response: When you are admitted into the testing room, you will be provided with two #2 pencils and the designated number of response sheets for each written assignment in your test. (A sample response sheet is provided on the back of this handout.)

For each assignment that requires a handwritten response, you will be asked to record your response in the space provided on the response sheet. The test directions will indicate the number of response sheets that may be submitted for an assignment, and the system will only allow you to scan that number of sheets.

How to scan a response sheet: When you have completed your handwritten response, follow the on-screen instructions for scanning the response sheet(s). The following instructions are also located on the back of the response sheet itself.

1. Select the "+ Add" button at the top of the scan display box presented on screen.

A "Begin Scan" pop-up window will appear.
2. Look at the scanner at your workstation to identify the model, either Brother or Visioneer.
3. Insert your response sheet as follows:
 - For a Brother scanner, insert sheet with your written response face down.
 - For a Visioneer scanner, insert sheet with your written response face up.
4. Select the "Scan" button in the pop-up window on-screen to begin scanning.
5. Carefully feed the response sheet into the scanner. Once the scanner begins to pull the sheet, let go of the paper. **Do not press any buttons on the scanner once you have started the scan process!**
6. Your scanned response sheet will now appear on screen. Review the scanned image to ensure that your response is visible in its entirety. If you see these scan directions on the screen instead of your written response, you need to rescan your sheet. Check the brand of scanner to confirm if the sheet(s) should be inserted face up or face down, as identified above. Rescan as necessary.
7. If you attempt to scan more sheets than allowed, you will receive a message stating that you must delete a page before scanning another. A scanned image can be deleted by selecting the image on screen and clicking the **Delete** button at the top of the scan display box.

NOTE: The multi-page erasable noteboard booklet provided to you is for taking notes, writing an outline, or otherwise preparing your responses. Responses recorded in the noteboard booklet **cannot** be scanned and will **not** be scored.

If your test time runs out before completing all scanning, responses not successfully scanned will not be scored.

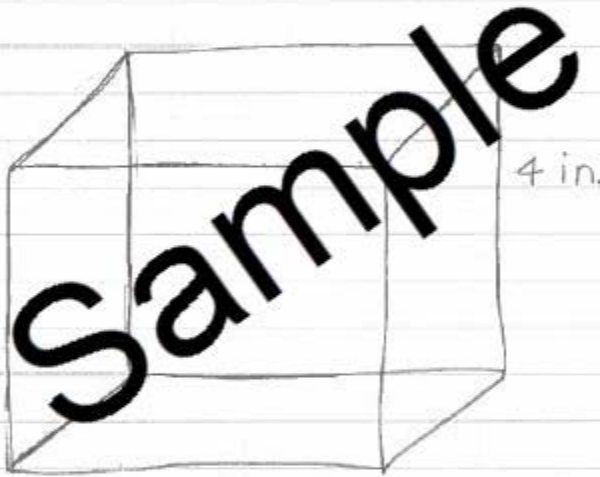
Please plan your time accordingly and leave yourself enough time to scan all of your response sheets within the allotted testing time.

DIRECTIONS FOR SCANNING ARE ON THE REVERSE SIDE OF THIS FORM

RESPONSE SHEET

USE THE PENCILS PROVIDED.
RESPONSES WRITTEN ON THIS SHEET WILL NOT BE SCORED UNLESS
THIS RESPONSE SHEET IS SUCCESSFULLY SCANNED.

DO NOT WRITE OUTSIDE THESE MARGINS.



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