University Standard Testing Bubble Sheet Form Instructions:
Form # EM-293653-1 (Pre-Bubbled ID #)
F-20713-USC (Blank ID #)

1. **NAME SECTION**
The student’s name must be bubbled to be seen on the Roster Report.

2. **I.D. NUMBER SECTION**
(Blank ID Field) Form Instructions:
The Scanner will not process a test without a student ID number.
Scanning Services requires at least a 5 digit student ID number in order for the scanner to process a test. The ID number must be unique for each student. ID numbers must be the same length and can be either right or left justified, but cannot start in the middle of the ID field or contain spaces.

(Pre-Slugged ID Field) Form Instructions (New form):
This form was designed for instructors who:
- Are not identifying their students by ID number or special numbers such as VIP, SSN’s, etc.
- Do not need to know the student’s ID number
- Only want the tests graded
Your students do not need to bubble in an ID number on this form because the form ID number is already assigned. However, if needed, this form has 5 spaces to the right of the pre-slugged numbers for a unique 5 digit ID number, no spaces are allowed.

3. **KEY SECTION**
If your test has more than one key or version, please make sure your student indicates this by bubbling in the key version of the test they take. If your test is sorted by version and a student does not bubble in a key, the test will be graded according to the version it is sorted with. Otherwise, that student’s test will not be graded.

4. **SECTION AREA**
If you have students in different sections and want the sections to be seen on your roster report, the students will need to bubble in their section number in this area.

**Tips / Requirements**

- **Use a #2 pencil.**
- **Do not use ink or colored pens for testing.** Please note the scanner cannot read red ink.
- **Do not mark, scribble, or write numbers in the Timing Marks area of the form** (The Black lines printed on this form).
- **Please completely erase and only bubble one answer per question.** If more than one answer bubbled, the answer is automatically counted as incorrect.
- Scantron testing forms can be ordered from Consolidated Services (777-6012) or the Campus Bookstore.