UC San Diego

Using the Biology Scantron Office for Instructional Assistants

Basic Information for IAs

The Biology Scantron Office is a secure means of processing Scantron exams and is staffed by Faculty Assistants. Instructors who opt to use this facility are provided with Scantron forms free of charge and receive the results via email within 48 business hours of delivering the forms for processing. IAs may be assigned to initiate and oversee this process.

Using the Biology Scantron Office

1. If you are assigned to pick up Scantron forms, let your instructor's Faculty Assistant (FA) know how many forms you will need, when you will need them, and arrange a time to pick them up. Contact information for FAs is usually listed on the instructor's Blink directory entry.

2. When distributing Scantron forms to students, please convey the following instructions (e.g., written on the board, verbally, etc.):
   - Use No. 2 pencils, as the scanner cannot read ink.
   - Bubble and write your full name and use spacer bubbles in between last/first/middle names (see Figure 1).
   - Bubble and write your student ID number and bubble a zero in place of the "A."
   - Please do not make extraneous marks on the edges of the form—they interfere with scanning.

3. Review the completed Scantron forms to ensure the instructions were followed. Prepare an answer key with the correct answers bubbled in and the name "Answer Key" bubbled in (see Figure 1).

4. Deliver the completed Scantron forms, the answer key (separately or on top of the stack), any special grading instructions (e.g., multiple answers for questions), and any blank forms to your instructor's FA. Grades and analytics are sent to the instructor for download/distribution via a UCSD OneDrive.

   NOTE: Because Scantron forms are written in pencil and ineligible for regrade, the Exam Depot is unable to distribute Scantrons to students.
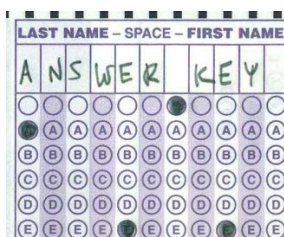
 Figure 1