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. Some assignments may include instructions for handwritten responses. For these assignments, you may complete your response by:

- typing your entire answer,
- scanning a written response for work that cannot easily be typed, or
- using hand-drawn work to supplement a typed response.

For each written assignment that may require a handwritten response, the test directions will indicate the number of response sheet pages that may be submitted. Before responding, review the instructions and the question to determine which approach you would like to use. Some assignments may only provide an option for scanning your response; response sheets MUST be used for those assignments.

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 your test. (A sample response sheet is provided on the back of this handout.)

You will be asked to record any handwritten responses in the space provided on the response sheet(s). If your written response sheet contains your complete response, you do not need to include a typed response. Likewise, if you have typed your complete response, you do not need to include a hand-drawn response.

Scanning a response sheet. When you have completed a handwritten response, follow the on-screen instructions for scanning your final response.

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) Insert your response sheet (face-down) into the scanner.
3) Select the "Scan" button in the pop-up window on-screen to begin scanning.
4) Feed the response sheet into the scanner. When the scanner advances the sheet, let go of the paper. Scanning takes approximately 10 seconds.
5) The scanned response sheet will display on-screen. Review the scanned image for completeness.

If needed, a scanned image can be replaced by selecting the image, clicking the **Delete** button along the top of the scan display box, and then repeating steps 1–4 above.

NOTE: A booklet of yellow erasable sheets will be provided to you for taking notes, writing an outline, or otherwise preparing your response. Any response recorded within the erasable notebooklet cannot be scanned and will not be scored.

RESPONSES WRITTEN ON RESPONSE SHEET(S) WILL NOT BE SCORED UNLESS SCANNED.

SAMPLE COMPLETED RESPONSE SHEET

Response Sheet
USE THE PENCIL PROVIDED.
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DO NOT WRITE OUTSIDE THESE MARGINS.

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