

# Administrative Computer Services (ACS)

## ACS OPSCAN Processing Policy

It is the intent of the ACS Department to process all OPSCAN answer sheet packets as soon as time permits. **Please allow 4 business hours** for your packet to be processed. During heavy processing times such as midterms and finals, we ask that you please allow for additional time to complete your processing. In order for us to expedite the processing of your request please follow these steps.

- 1) Please fill out a "OPSCAN Test Scoring System Log-In Cover Sheet" including all the items requested in the box at the top of the page. There is no need to fill out anything in the box labeled "ACS Office Use Only" If you leave out any information this may delay or prevent us from processing your request at all.
- 2) If your packet is OPSCAN answer sheets, verify that you have correctly filled out the answer key sheet. Refer to the back of the *OPSCAN Test Scoring System Log-In Cover Sheet* for more detailed instructions.
  - a. Make sure to bubble in all the answers to the test.
  - b. Make sure that there are no stray marks on the answer key.
  - c. Make sure to bubble in the number of questions in the "Identification Number" section.
  - d. Make sure that the answer key is correctly identified and is placed face up on the packet of answer sheets.
  - e. Do not include any other materials with your OPSCAN answer sheets —no paperclips, post-it notes, rubber bands, other pieces of paper of any kind.
  - f. If you are submitting a green OPSCAN answer sheet bubble in the number "1" under SPECIAL CODES.
  - g. When you drop off the OPSCAN answer sheet packet place them in the letter in box labeled "OPSCAN & SOCI INBOX" located by the main entrance to the ACS department.
  - h. Pick up your packets from the shelf immediately below the "OPSCAN & SOCI INBOX"
  - i. If you have any questions please call the ACS department at extension 2115 for assistance.