

## **Instructions For Filling Out OPSCAN Answer Sheets (for students)**

1. Use a number 2 pencil only. Answers marked with ink will not be scored.
2. Do not fold, bend, tear or otherwise damage the OPSCAN answer sheet.
3. Fully erase any stray marks or changed answers. Two or more answers for one question will be counted as incorrect even if one of the answers is the right one.
4. On side one, at the top of the OPSCAN answer sheet, write your name, (optional) the class description, (optional) and the time of the class – example Rowdy Runner, Eng 101, 9:40AM
5. Review the section on how to mark your answers.
6. On side two, in the section labeled "Name" write your name in the boxes provided then mark the corresponding bubbles. Use your last name followed by a space then your first name. Don't worry if you run out of spaces, just use as many as are available.
7. (Optional) In the section labeled "Identification Number" fill in your CSUB ID then mark the corresponding bubbles.