

QUICK USER GUIDE SCANTRON 888P+

GENERAL INFORMATION:

- A standard No. 2 Pencil is preferred marking instrument for all test forms.
- Marks should be dark and completely fill the mark position.
- Test scores remain in the 888P+ memory as long as the power is ON. (**NOTE: Memory must be cleared before scanning the next key form. To clear memory simply turn the power OFF "PROGRAM ERASE" then turn back to POWER ON PROGRAM.**)

FOUR SIMPLE STEPS:

1. Prepare Teacher's Key to program the 888P+ machine.
2. Feed the Key through the machine.
3. Feed the student forms.
4. Feed an Item Analysis form if desired.

PREPARING A KEY FORM:

1. Create the Key using the same form used by the students.
2. Using a Standard No. 2 pencil, fill in the correct answers with dark marks. Make clean erasures if you change any marks.
3. Select one of the **Scoring Programs** below and fill in the appropriate bubble(s). Always mark bubble "5" to signify that the form is the "Key."

Program Number "1"

Error mark incorrect answers and print a raw score.

Program Number "2"

Print alpha correct answer and a raw score. Asterisk(*) indicates more than one correct answer.

Program Number "3"

Print numeric correct answer and a raw score. Asterisk(*) indicates more than one correct answer.



Power ON/OFF:
Two beeps indicate the machine is working properly. (Power OFF clears the machine's memory).

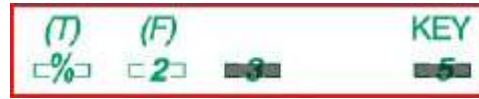
DOCUMENT ALARM
Lamp lights & alarm sounds when the number of timing marks per edge on the student's form do not match the key or when the form fed upside-down.

**PRINT LEFT
RIGHT PRINT**
Shifts the printing position of the score to left or right. Used to re-score the form without printing over previous score. (**NOTE: do not use with scoring programs 4 and 5**)



Program Number "4"

Count **ballots** or tabulate **surveys** and print a **serial number** from 1-999 on the form.



Optional Program "5"

Add a **percentage score**. Mark the percent bubble **in combination** with a program above.

NOTE: Programs "Number 2 & 3" require forms that are 5 or 6 lines per inch and have $\frac{3}{4}$ " free space on the bottom. (**Example:** 882, 881, 889, 884)

SCORING STUDENT TESTS

1. Flip the switch to **Power ON**.
2. Feed **Teacher's Key** through machine.
3. Feed **student forms** through machine.
4. Leave power ON and feed an **Item Analysis form**.
5. To score a **second test**, turn power **OFF** to clear the memory, then repeat the process.

PROCESSING FORM ERRORS

If the machine **beeps once**, or the document **alarm sounds** and lamp is **illuminated**, do **not** turn the machine off. Simply remove the problem form, examine it, make corrections and feed it through the machine again.

Potential trouble areas:

- Bubble "5" is not marked on the Key.
- Form is upside down (i.e. **timing track** must be on the **bottom**).
- Erasures are not clean.
- Extraneous marks are outside the bubble(s) or in timing track.

COMBINING SIDE 1 AND SIDE 2 SCORES

Marking Teacher's Key: Mark Key bubble "5" on both **side 1 and side 2**. Fill in other program bubbles only on side 1. Then fill in with the correct test answers.

For example: If you mark these two bubbles on side 1, (side 1)



then side 2 should be marked like this. (side 2)



Scoring Tests: Feed side 1 of Key immediately followed by side 2. **Next, score the student's test form by feeding side 1 immediately followed by side 2.** Repeat this process for each student. Last, feed through an Item Analysis form.