

# 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. For each assignment, the on-screen test directions will indicate the required response format:

- a handwritten response on a paper response sheet,
- a typed response in an on-screen response box, or
- a response that may contain both handwritten and/or typed information.

For each written assignment, the test directions will also indicate the number of response sheet pages that may be submitted.

**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).

**Scanning a response sheet.** When you have completed your 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 deleted 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

## Directions for Scanning:

- 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.

## Response Sheet

USE THE PENCIL PROVIDED.

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

DO NOT WRITE OUTSIDE THESE MARGINS.

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A 3D wireframe drawing of a rectangular prism is centered on a grid. The front edge of the prism is labeled "4 in." in handwritten text. A large, semi-transparent "SAMPLE" watermark is overlaid diagonally across the grid.

DO NOT WRITE OUTSIDE THESE MARGINS.

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