

PCG Terms

Preslug – the process of pre-bubbling the student’s information on an answer document

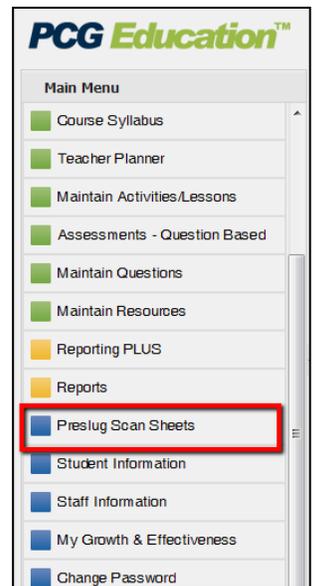
Form Type - the scan sheet form number

QBA – Question Based Assessment (QBA) contains the actual test questions and responses in PCG

Quick Tests – only the answer keys are entered into the PCG, but the tests reside outside of the application



From the **Main Menu**, select **Preslug Scan Sheets**.

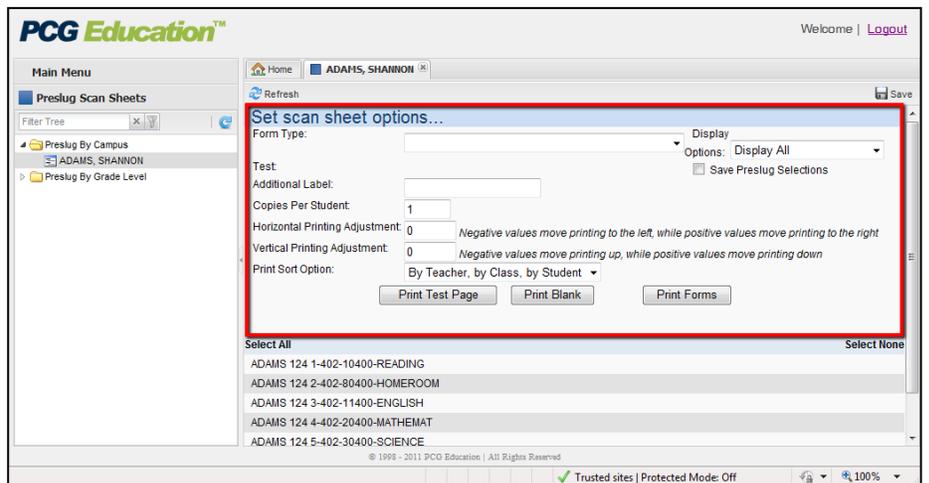


In the navigation tree, drill down to the desired teacher’s folder. The viewing screen will display scan sheet options.

Click the **Form Type** drop box and select the appropriate scan form for the test.

Please note: Forms beginning with “D2SC F” are plain paper forms.

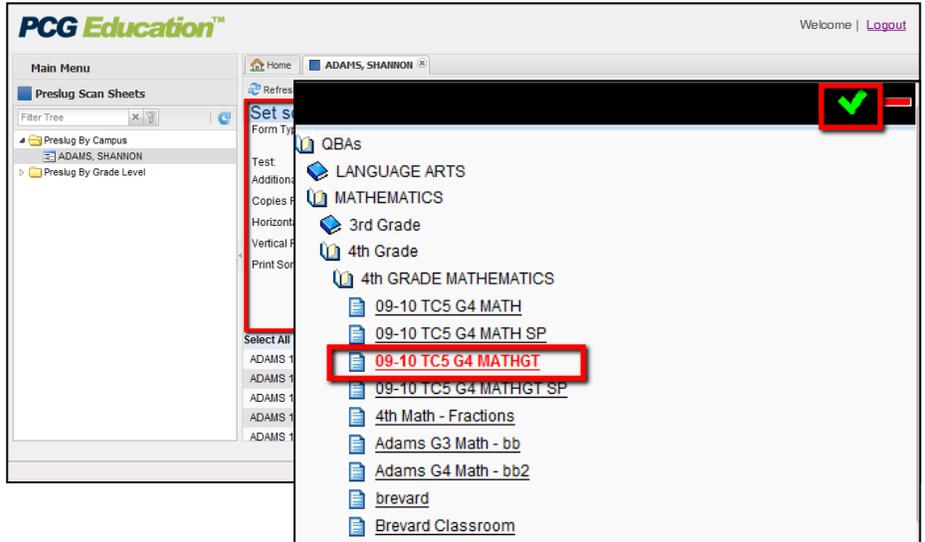
When preslugging Scantron forms, you may need to use horizontal and vertical printing alignment options to move the student ID bubbles on the page.



Click the lookup icon to select the **Test**.

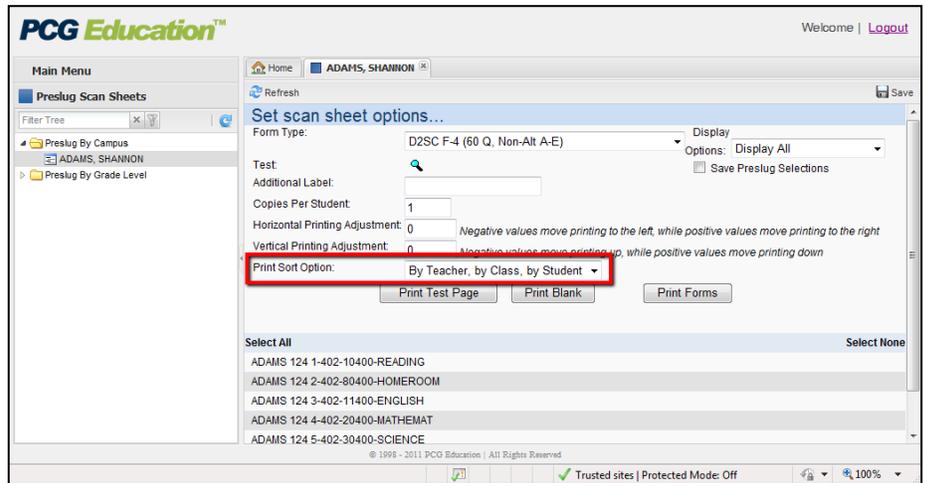
A test selection screen will open with folders for **QBAs** and **Quick Tests**. Drill down to the appropriate test and click the paper icon to select the test. The title of the test will turn red to show that it is selected. To preview the test, click the title of the test.

Click the **green check** mark to add the selected test to the scan sheet options. The window will close and the test will be displayed on screen.



In the Print Sort Option field, you can select how you want the preslugged documents sorted:

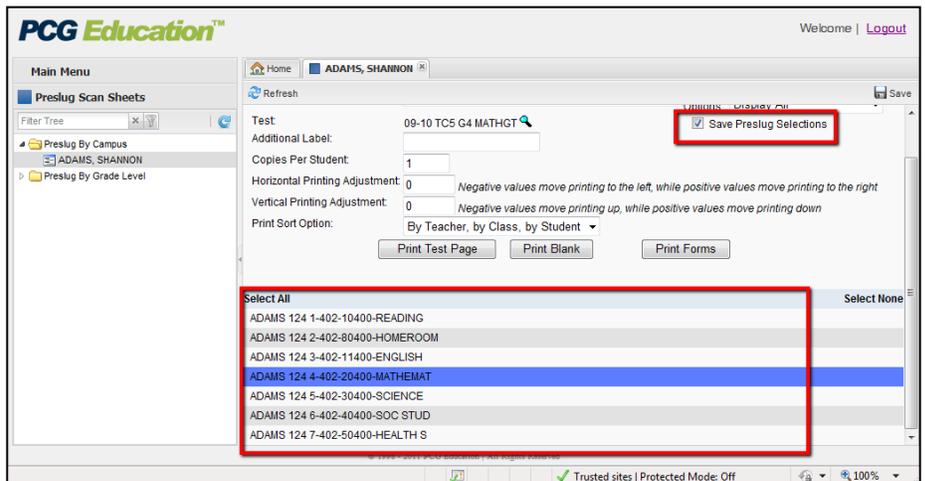
- **By Teacher, by Class, by Student** – This is the default sorting option. All of a teacher’s answer documents are alphabetized by student name within each class.
- **By Teacher, by Student** – Answer documents would be preslugged by teacher and alphabetized by student name regardless of which class the student is in.
- **By Student** – Answer documents would be preslugged in alphabetical order by student name regardless of teacher or class selected.
- **By Gender, by Student** – Answer documents would be preslugged by females in alphabetical order followed by males in alphabetical order.
- **By Grade Level, by Student** – Similar to the “By Student” option except that the grade level is included.



Select the classes to preslug.

To save this group for future preslugging, click **the Save Preslug Selections**. Click **Save**.

Note: Saving your preslug selections will save the classes selected for the Release QBA utility.



To preview the test form, select **Print Test Page**.

To print student’s test forms, select **Print Forms**.

Note: Page scaling should be set to “none”. Errors may occur during scanning if the printed scan sheets are not aligned correctly.

Do not photocopy scan sheets for student use.

Data Driven Software Corporation

MARKING INSTRUCTIONS

- Use a number 2 pencil only.
- Make a dark mark that fills the oval completely.
- Erase cleanly any mark you wish to change.
- Make no stray marks.

Incorrect Marks: ○ ○ ○ ○ ○
Correct Mark: ●

Test ID Number	Section ID Number
AMAYA, DAVID	
ADAMS 124 4-402-20400-MATHEMAT	
ADAMS, SHANNON	

Student ID Number											
7	3	9	6	0	0						
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

1. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	21. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	41. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
2. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	22. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	42. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
3. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	23. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	43. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
4. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	24. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	44. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
5. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	25. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	45. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E

Sample plain-paper answer document

	7 3 9 6 0 0
AMAYA, DAVID	● ●
ADAMS 124 3-402-11400-ENG	●
- ES - ROSEMARY - 4th Gr	● ●

Sample Scantron answer document (to be printed on pre-printed/purchased forms).