

OpScan Scoring Process

1. Test packet is submit for scoring.
2. Test is scanned and scored.
3. Results are tabulated and then uploaded to OneDrive.
4. A notification email is sent to the professor.
5. The hard copies are securely packaged for return to the professor.
6. The packet is picked up by Distribution Services.
7. The packet is delivered by Distribution Services to the staffed location indicated on the job ticket.

Complete Test Packet

- Job Ticket
- Test Header
- Test Answer Key
- Student Answer Sheet

Each test/version must be it's own packet.

