

Guidance for Marking Scorable Documents for Paper Tests

This document provides guidance for using highlighters, making notes and using place holders on scorable documents for paper tests.

Highlighting	Students may use highlighters of any color in the scorable document, but they should be careful not to highlight any of the bubble response areas, written response boxes, scanning T-marks or document identifying numbers at the bottom of the page (outlined in red in the examples below).
Notes and Stray Marks	Students may make notes on any page (e.g., eliminating an answer, writing annotations), but students must erase all marks in the response areas or around the scanning T-marks (outlined in red in the examples below) other than their final responses. Stray marks may interfere with scanning and scoring. Schools may encourage students to make notes on scratch paper, rather than in the scorable documents.
Sticky Notes and Other Place Holders	Do not use sticky notes on scorable documents because they may interfere with scanning and scoring. Place holders without adhesives, masking devices, colored overlays, writing instruments or pointers may be used but must be removed from documents after testing. Securely destroy materials with student handwriting.

The following pages contain sample pages showing where students should and should not make marks.

Frequently Asked Questions

1) Can a student use the eliminate answer strategy?

Yes. Students may cross out an answer choice but must avoid making this mark within the response area.

For example, this is **acceptable** because the student **avoided the response area**:

- Ⓐ ~~north~~
- Ⓑ south
- Ⓒ east
- Ⓓ west

This example is **not acceptable** because the student made the mark **in the response area**:

- ~~Ⓐ north~~
- Ⓑ south
- Ⓒ east
- Ⓓ west

2) May test administrators review scorable documents after testing is complete to ensure all stray marks have been erased or that highlighting has not occurred near response areas?

No. Test administrators may not review students' scorable documents.



1.

$T(x) =$

Write the right side of the equation in the box shown above.

2.

-	-	-	-	-	-	-	-
/	/	/	/	/	/	/	/
.
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

Example of a Written Response Box

-Students should write their response within the box outlined in black.

Example of Math Response Area

-Erase all stray marks within these areas.
-Do not highlight any of the bubble response areas.

3.

(A) (B) (C) (D)

Examples of T-Marks and Document Identifying Numbers

-Erase all stray marks within these areas.
-Do not highlight in these areas.



14.

A large rectangular area containing horizontal lines for writing. Two red boxes with arrows pointing to the corners of this area are located at the top. A red box with an arrow pointing to the bottom center of this area is located in the middle.

Example of a Writing Response Page
 -Students should write their response within this box.
 -Students must not mark near T-marks or the numbers at the bottom of the page.

Examples of T-Marks and Document Identifying Numbers
 -Erase all stray marks within these areas.
 -Do not highlight in these areas.

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Example of a Response Page.
 -Students may make notes with pencils on this page. However, students must erase all marks near the response areas, T-marks and numbers at the bottom of the page.

Examples of T-Marks and Document Identifying Numbers
 -Erase all stray marks within these areas.
 -Do not highlight in these areas.

Example of a Response Area
 -Erase all stray marks within these areas.
 -Do not highlight any of the bubble response areas.

1. (A) (B)
2. (A) (B)
3. (A) (B) (C) (D)
4. (A) (B) (C) (D)
5. (A) (B) (C) (D)
6. (A) (B) (C) (D)
7. **Part A**
 (A) (B) (C) (D)
Part B
 (A) (B) (C) (D)
8. (A) (B) (C) (D)
9. (A) (B) (C) (D)
10. (A) (B) (C) (D)
11. (A) (B) (C) (D)
12. (A) (B) (C) (D)
13. (A) (B) (C) (D)
14. **Select two answers.**
 (A) (B) (C) (D) (E) (F) (G) (H) (I)
15. **Part A**
 (A) (B) (C) (D)
Part B
 (A) (B) (C) (D)
16. (A) (B) (C) (D)