# ABOUT YOUR SCANTRON FORMS

- All entries on the Scantron form **must** be entered in PENCIL.
- Entries in pen will **not** scan.
- Any other stray markings will also alter how the scanner reads the form.
- If an answer key is submitted, the '9's under 'STUDENT NUMBER' **must** be filled in.
- Scantron forms/exam booklets are ordered through Facilities Management. Phone: 519-661-2111 ext. 88706.

## IMPORTANT

**HB PENCIL ONLY!**

**EXAMPLE:** A  C  D  E

**ERASE COMPLETELY TO CHANGE**