

## Troubleshooting or Tip Sheet for Printing and Scanning

Reserved for Ministry staff (Measurement and Evaluation Department)

1 Print Class List with SKs

2 Print Assessment Response Sheets

3 Upload Assessment Response Sheets

Missing Scans = 15

Scan Required

Scan Uploaded

Online Session Submitted

STUDENTS

4

SN	Student	Time Remaining	Absence	All Students	Questions Requiring Scan (click on the question to view in detail)
Show (N)	All Scan 113 Offline	60 minute(s) Adjust	Absent?	Not Started	0 / 5 scans uploaded
Show (N)	All Scan 114 Offline	60 minute(s) Adjust	Absent?	Not Started	0 / 5 scans uploaded
Show (N)	All Scan 115 Offline	60 minute(s) Adjust	Absent?	Not Started	0 / 5 scans uploaded

School Administrators or teachers can use the **Invigilate** button under the **Sessions** tab to complete the printing, scanning, uploading and confirming on behalf of teachers.

### Printing Assessment Response Sheets

The e-assessment system will generate Assessment Response Sheets only for students who have “Paper Response” associated with their name in the e-assessment system.

- Print the response sheets prior to the day of the assessment.
- Print the response sheets single-sided on 8.5 x 11" white paper. Coloured paper is to be used **only** for students who require it as an accommodation.

### Distributing Assessment Response Sheets

- Each question has a unique response sheet. You will see the question number on the top of the response sheet.
- It is crucial that students fill in the response to each question on a response sheet matching the question number. Responses on the wrong page may not get scored.
- Be sure to hand out sheets to the correct student. Check the name at the top of the sheet.
- Ensure the QR code is visible on each sheet. This is important for scanning and uploading. Please remind students to stay within the box margins of the sheet and not to manipulate the QR code.

### Sample Assessment Response Sheet

**A** Student Name P. STUDENT OEN 2\*\*\*\*\*183

Class Code SAMPLE CLASS School Ident 43

QR Code

Session A - Reading Response Sheet

Write your response on the lines below.

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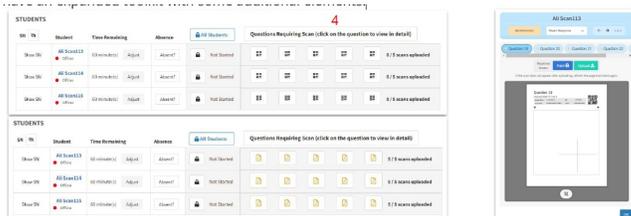
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## Scanning Assessment Response Sheets

- Wait until all students in the class have completed the constructed response questions and then scan the students' Assessment Response Sheets together as a batch. This can be done after each session, there is no need to group papers by form (ie. Form A and Form B).
- Scan the sheets and save them as a PDF. No other file format will be accepted. This can be done at your school copier and emailing them to yourself using the copier email function. Make sure there are no extra pages in the scan file such as student draft sheets, blank pages or formula sheets.
- Should there be an issue with the scanning process feel free to send the email to [jamieahunt@gov.nl.ca](mailto:jamieahunt@gov.nl.ca)
- Follow Professional Responsibilities in the secure storage and deletion of test materials.

## Uploading Assessment Response Sheets

- Save the scanned file. Use your school P drive as this is a secured drive space.
- Ensure you upload the Assessment Response Sheets into the correct class and corresponding session. The maximum file size that can be uploaded to the e-assessment system is 25MB.
- Ensure that the entire QR code is clearly visible on each page.
- If a sheet does not upload in the batch upload, you may have to scan that particular students copy again by itself and do a scan of that student's file or missing pages. You can do this by clicking the icon that is missing the scan from the scan pages list - see diagram:



- 4] **Paper Response Question List:** All questions requiring paper responses are listed here. Once responses have been uploaded, the icons change and turn yellow.
5. **Response Review:** Clicking on one of the yellow buttons opens up a modal allowing for review of specific paper responses for individual students. This modal also allows download and upload of individual response sheets for individual students.

## Confirming Uploads

- Verify that all scans are accurate and legible.
- If the scan is not legible, to replace it follow the steps for **Uploading Assessment Response Sheets for Individual Students** to override the previous scan.
- Once the scans are complete, submit the session. If there are any issues please reach out to [jamieahunt@gov.nl.ca](mailto:jamieahunt@gov.nl.ca) or call 709-292-4124.