

# Scannable Exam Guide

## How to Successfully Complete Your NOPS Answer Sheet

Mr. Gullo

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- 1 Introduction to NOPS Exams
- 2 Answer Sheet Procedures
- 3 Filling Information
- 4 Answering Questions
- 5 Error Correction
- 6 Practice Examples
- 7 Final Checklist

# Learning Objectives

By the end of this presentation, you will be able to:

- Properly handle and maintain your NOPS answer sheet
- Correctly fill out your personal information and registration number
- Mark multiple-choice answers using the proper technique
- Follow correct procedures for written responses
- Apply appropriate error correction protocols
- Complete a final checklist before submission

# What is a NOPS Exam?

## NOPS Definition

NOPS stands for **Network Optical Processing System** - a computer-based grading system that scans your answer sheet optically.

### Key Features:

- Computer scanner reads your markings
- Extremely sensitive to marks and placement
- Requires precise technique for accurate grading
- Any errors in marking can result in incorrect scoring

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# Answer Sheet Handling

## Critical Rule

The scanner is **very sensitive** - treat your answer sheet with extreme care!

### DO:

- Keep the sheet clean, dry, and flat
- Handle with clean hands
- Place on a flat, stable surface when marking

### DO NOT:

- Fold, crease, or tear the sheet
- Spill liquids or get the sheet wet
- Write notes or doodles outside designated areas
- Rest your hand heavily on the sheet while marking

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# Required Materials

## Pen Requirement

Use **ONLY** a blue or black pen as instructed on the answer sheet.

### Why pen only?

- Pencil marks may be too light for scanner detection
- Erasures leave marks that confuse the scanner
- Pen provides consistent, dark marks

### Personal Information:

- Write your name clearly in the designated space
- Add your signature where indicated
- Use legible handwriting



# Shanghai Nanyang Model Private School

how-to-nops - Nops-Practice 2025-05-12



Personal Data	Registration Number																																																																																
<p>Family Name: <u>Gullo</u></p> <p>Given Name: <u>Paul</u></p> <p>Signature: <u>[Signature]</u></p> <p style="text-align: right; font-size: small;">checked</p>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold; font-size: 1.2em;">2, 4, 2, 5, 1, 1, 2</div> <table style="width: 100%; text-align: center;"> <tr><td>0</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>0</td></tr> <tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>1</td></tr> <tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>2</td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>3</td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>4</td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>5</td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>6</td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>7</td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>8</td></tr> <tr><td>9</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>9</td></tr> </table>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9
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Please mark the boxes carefully: ☒ Not marked: ☐ or ☒

This document is scanned automatically. Please keep clean and do not bend or fold. For filling in the document please use a blue or black pen.

Only clearly marked and positionally accurate crosses will be processed!

Answers 1 - 5

	a	b	c	d
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Registration Number - CRITICAL STEP

This is a **two-step process** that must be completed perfectly:

## Step A: Write the Digits

Carefully write your registration number in the boxes at the top of the grid, placing **one digit per box**.

## Step B: Mark the Bubbles

For each digit you wrote, find the matching bubble in the column directly below and mark with a clear '**X**'.

**Example:** If your registration number is 12345:

- Write "1" in first box, mark "1" bubble below
- Write "2" in second box, mark "2" bubble below
- Continue for all digits

## Important Warning

You will see sections labeled "Exam ID," "Type," and "Scrambling" that are already filled out.

### **DO NOT:**

- Make any changes to these sections
- Add any marks or annotations
- Write over existing marks
- Attempt to "correct" what appears to be errors

These sections are pre-configured for your specific exam and any changes will cause scoring errors.

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# Multiple-Choice Answering

## Marking Technique

Mark your chosen answer with a clear '**X**' that fits completely inside the designated box.

### Step-by-step process:

- 1 Find the question number on the answer grid
- 2 Locate your chosen answer (a, b, c, or d)
- 3 Make a clear 'X' mark inside the box
- 4 Ensure the 'X' does not extend outside the box boundaries

**Critical Rule:** Mark **ONLY ONE** answer per question. Multiple marks will be scored as incorrect, even if one of them is the right answer.

# Written Response Guidelines

For questions requiring written solutions:

## Answer Location

Use the separate answer page with large, numbered boxes corresponding to each open-response question.

## Writing Requirements:

- Write your **entire answer** inside the designated box
- Include all work, calculations, and explanations
- Keep all writing within the box borders
- Use clear, legible handwriting

**Important:** The scanner will **not read** anything written outside the box boundaries.

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# How to Correct a Mistake

## The Problem

Since you must use a pen, you **cannot erase** your marks.

## WRONG Ways to Fix Mistakes:

- Crossing out the wrong answer
- Scribbling over incorrect marks
- Writing "wrong" next to mistakes
- Attempting to white-out errors

## The ONLY Correct Solution

Raise your hand and ask the exam supervisor for a **new answer sheet**.

The scanner will interpret any additional marks as errors, so a clean sheet is your only option.



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# I Do: Registration Number Demonstration

Let me show you how to properly fill out registration number **67890**:

## **Step 1 - Write the digits:**

- Box 1: Write "6"
- Box 2: Write "7"
- Box 3: Write "8"
- Box 4: Write "9"
- Box 5: Write "0"

## **Step 2 - Mark the bubbles:**

- Column 1: Mark the "6" bubble with clear X
- Column 2: Mark the "7" bubble with clear X
- Continue for remaining digits...

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# Final Submission Checklist

Complete this checklist before turning in your exam:

## Personal Information

- ☐ Name written clearly
- ☐ Signature provided
- ☐ Registration number digits written correctly
- ☐ Registration number bubbles marked correctly

## Answer Quality

- ☐ Every multiple-choice question has exactly one X
- ☐ All marks are dark and clear
- ☐ Written responses are inside designated boxes

## Physical Condition

- ☐ Answer sheet is clean and undamaged

# Quick Reference Guide

## DO:

- Use blue or black pen
- Mark with clear X inside boxes
- Fill registration number perfectly
- Keep answers in designated areas
- Ask for new sheet if you make mistakes
- Handle sheet carefully

## DON'T:

- Fold, crease, or damage paper
- Mark more than one answer per question
- Cross out mistakes
- Write outside answer areas
- Use pencil or erasers
- Modify pre-filled sections

## Remember

When in doubt, ask your exam supervisor for help!

# Key Takeaways

## Success with NOPS exams requires:

- ① Careful handling of your answer sheet
- ② Precise completion of personal information
- ③ Proper marking technique for all answers
- ④ Following error correction protocols
- ⑤ Thorough final review before submission

## Final Thought

The computer scanner is precise but unforgiving. Your attention to detail in following these procedures will ensure your knowledge is accurately reflected in your exam score.

**Good luck on your exam!**

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