

Scannable Exam Guide

How to Successfully Complete Your NOPS Answer Sheet

Mr. Gullo

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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

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

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-family: monospace; font-size: 1.2em;">2 4 2 5 1 1 2</div> <table border="1" style="width: 100%; border-collapse: collapse; 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"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
	a	b	c	d

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.

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.

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.

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...

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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