

TELL YOUR STUDENTS TO...

1

Use a dark pen or pencil

SwiftGrade struggles to read light writing

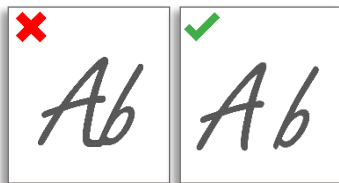


2

Write neatly

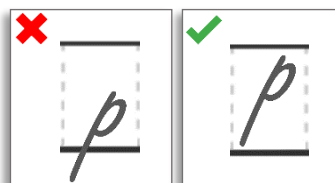
Separate characters

Cursive and connected text will be read as one character



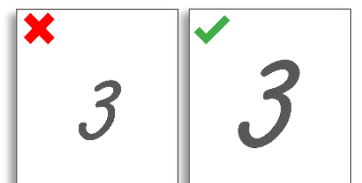
Write within the box

Writing outside the box will not be read



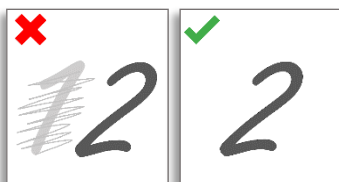
Use large characters

Small characters are difficult to read



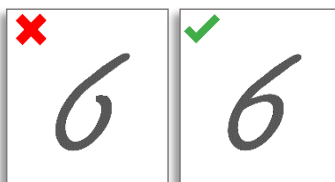
Keep it clean

All marks in the box will be read as part of the answer.



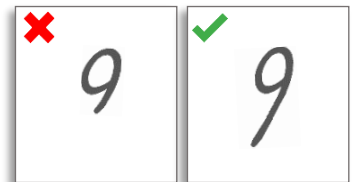
Close character gaps

These gaps reduce accuracy



Keep tails long

Characters with short tails can be confused with other similar characters



WHEN YOU SCAN ANSWER SHEETS...

3

Take a bright, flat photo

While scanning, make sure the papers are on a flat surface in a well-lit location. Papers that are crumpled, curved, or have shadows will not be read accurately.

