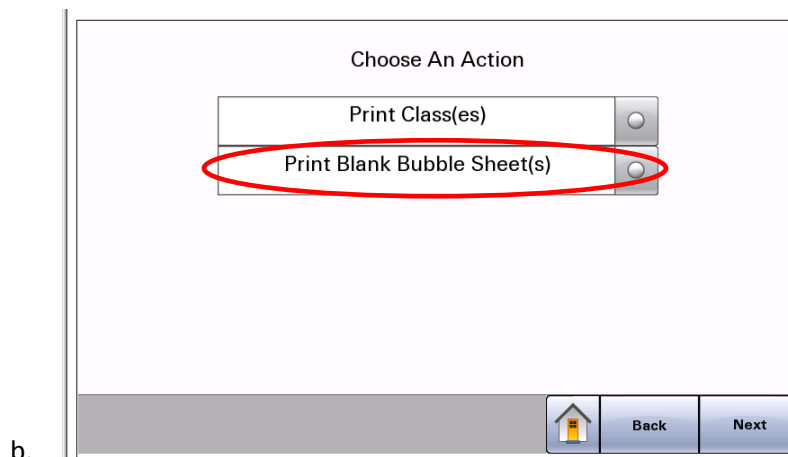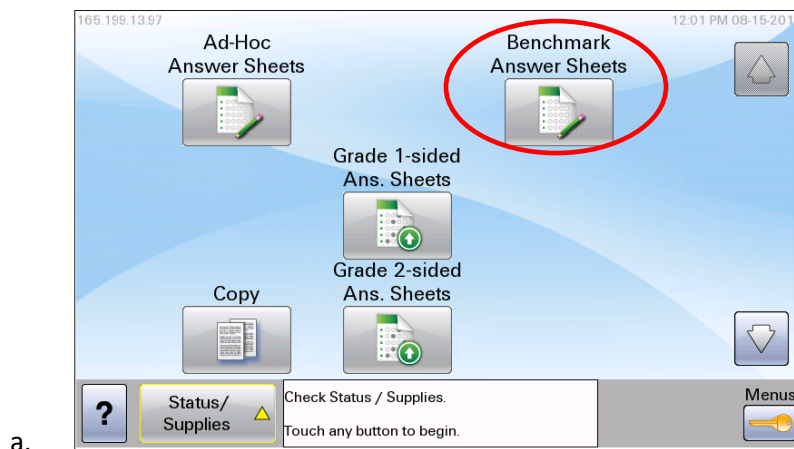# Printing Blank Scan Sheets

The week prior to the testing window, you will receive your pre-printed answer documents from the Assessment Center. With the Lexmark system no teacher headers are used.

Look over your Test Information Sheet and the documents. Be sure you have a document for each student. If there are students without a pre-printed answer document, you will need to create them on campus. In a rare instance a student may receive an answer document for the wrong test. In this case a blank document for the correct test will have to be created for them.

How to Print Blanks

1. Refer to the Test Information Sheet to determine the name of the test you need to create blank answer documents for.
2. At the Lexmark device, follow the directions for printing blank answer documents *being careful to choose the correct test.*
    Example: 2011-04 SC 7th Grade Science EOC 44-23 (April 2011 7th Grade Science EOC)

    a.

    b.

c.

Choose An Action

Print Class(es)

Print Blank Bubble Sheet(s)

Back   Next

d.

How many blank bubble sheets should be printed for each class?

1	2	3
4	5	6
7	8	9
	0	

Use the keyboard to type in the number of blank scan sheets needed.

Back   Next

e.

How many blank bubble sheets should be printed for each class?

3_

1	2	3
4	5	6
7	8	9
	0	

Back   Next

Please select the name of the test you'd like to print

- 2011-04 SC 7th Grade Science EOC 44-23
- 2011-04 SC 7th Grade Science-M EOC 44-24
- 2011-04 SS 7th Grade Soc Stds EOC 45-25
- 2011-04 SS 7th Grade Soc Stds PreAP EOC 45-26
- 2011-04 SS 7th Grade Soc Stds-M EOC 45-27

Back   Next

Refer to the Test Information sheet for the exact name of the test.

f.

Please select the name of the test you'd like to print

- 2011-04 SC 7th Grade Science EOC 44-23
- 2011-04 SC 7th Grade Science-M EOC 44-24
- 2011-04 SS 7th Grade Soc Stds EOC 45-25
- 2011-04 SS 7th Grade Soc Stds PreAP EOC 45-26
- 2011-04 SS 7th Grade Soc Stds-M EOC 45-27

Back   Next

g.

Remote Operator Panel - Microsoft Internet Explorer provided by Richardson School District

http://165.199.13.97/cgi-bin/direct/printer/prtapp/apps/vncapp/vncapplet

File   Edit   View   Favorites   Tools   Help

Google   Search   Sidewiki   Check   Translate   AutoFill

Remote Operator Panel   x   Lexmark X656de

Would you like to print more?

- Yes
- No

Next

"No" takes you back to the Home screen.

h.

Would you like to print more?

Yes ◉

No ○

🏠 Next

"Yes" takes you to the list of tests.

i.

3. Blank answer document

Write in the Student Name and ID number.

2011-04 SC 7th Grade Science EOC 44-23

Name: Teacher:
Student #:   Teacher Email:
Course: Building:
Course #:   Period:
Grade Level:

Like This: ●   Not like this: ⊠ ⊗ ⊖

1. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	21. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	41. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
2. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	22. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	42. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
3. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	23. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	43. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
4. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	24. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	44. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
5. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	25. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	45. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
6. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	26. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	46. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
7. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	27. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	47. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
8. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	28. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	48. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
9. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	29. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	49. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
10. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	30. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	50. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
11. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	31. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	51. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
12. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	32. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	52. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
13. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	33. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	53. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
14. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	34. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	54. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
15. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	35. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	55. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
16. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	36. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	56. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
17. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	37. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	57. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
18. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	38. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	58. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ
19. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	39. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	59. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
20. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	40. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ	60. Ⓕ Ⓖ Ⓗ Ⓙ Ⓚ

Teacher's Use Only

Spanish ○   Year 1 LEP ○

DO NOT WRITE IN BARCODE AREA!!!

Printed 08/15/2011 04:21 PM

Make sure the test name is correct. The key information is encoded in the barcode area and corresponds to the test name.

4. If at any time you need to make a change or start over, you can press the "Back" button to go to a previous window or the Home button to start over.

🏠 Back Next