



- The FORM Field - If there is more than one form of the test (e.g. Form A and Form B), code the appropriate form designation in the FORM field. If your test has two forms, you will need two answer keys.
- The SEC. Field - Code your two-digit section number into the SEC. field. If you teach more than one section of a class and want Testing Services to process these sections together, code your lowest section number.
- The MISC. Field - Occasionally, you may wish to add an external score to each student's test file using the answer sheets from the current exam. There are two ways this can be processed:
  1. The external score can be added to the cumulative test file, but not added to the scores from the current test. For example, you may wish to add a recitation or homework grade to a student's cumulative test file.
  2. The external score can be added to the scores on the current test. For example, you may wish to add the scores from an essay component to each student's objective score.

If you wish to add an external score on the answer key, code the maximum possible external score into the first boxes of the MISC. field.

It is the instructor's responsibility to enter and code the external score into the MISC. field of each student's answer sheet. If you have any questions or are unsure of how to proceed, please speak with a member of Testing Services when you drop off your exam.

**NOTE: Code one correct answer for every question on the exam. If there is more than one correct answer for a question, inform Testing Services when you deliver your answer sheets for processing. DO NOT CODE MORE THAN ONE CORRECT ANSWER FOR EACH QUESTION.**

