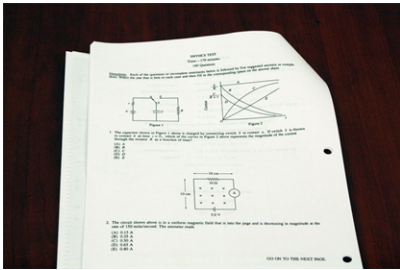
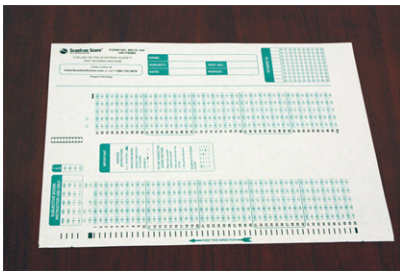


## Test Scoring Overview

A high level overview of the test scoring process follows:



1. Create the test.



2. Select a form that matches the type and number of questions in the test.  
See [Selecting a Form](#).



3. Administer the test.



4. Mark a test form as the key. For instructions see:

- [Creating a One-Sided Key](#)
- [Creating a Two-Sided Key](#)
- [Creating a Multiple Version Key](#)

# Quick Reference Card



5. Scan the key.



6. Scan the tests.



7. Scan an item analysis form to analyze the test results.

**Order Forms & Supplies**  
800.722.6876  
[www.scantronstore.com](http://www.scantronstore.com)

**Service & Support**  
800.338.5544  
[www.scantron.com/support](http://www.scantron.com/support)

**General Information**  
800.722.6876  
[www.scantron.com](http://www.scantron.com)