

How to Fill in an Answer Key

Remember: Always use a #2 Pencil

Mark the “Key” Box
Obviously, this is an important first step to filling in an answer key.

Mark the Test Form version even if you have a single version.

Exception to the rule:
Do not mark the Test Form version if you are using the **same key for multiple versions**. Yes. You can trick your students into believing that you have created multiple versions when in fact there is *only one version*. In this case, leave the test form area blank

Only Mark if using for essay or short answer questions. Mark how many points the essay or short answer is worth.

Remember to mark each student form with the amount of points that student has earned.

Mark Answers

If you have a question that has multiple answers mark all necessary answers and write next to the answer row if question is “AND” or “OR.”

Example: #23 and #24

We **absolutely** need the following information from you.

Instructor’s Name
Course ID
Exam/Quiz #
KEY (Identify your form as the KEY)

Note: Snow White did it. So can you.