Opscan Test Scoring

Opscan Blue Sheets

1. Load the test sheets in the Opscan feeder tray. Make sure to place the answer key first and the trailer sheet last.

2. Press and hold the two white buttons on the front of the machine until **Background Menu** appears on the screen.
   1. The message will change to **OpScan 4 ES Ver. 5.0**.

3. Select **Next** two (2) times.
   1. **Mode** will appear on the screen.

4. Select **Change** until the message **Mode=OMR Only** appears on the screen.

5. Select **Next** four (4) times.
   1. **Exit** will appear at the bottom right of the screen.

6. Select **Exit**.
   1. **Initializing...** will appear on the screen.
   2. Then **WAITING FOR COMPUTER** will appear on the screen.

You can now use the **ScanTools Plus** and **Opscan Nuevo** applications on the computer to score the sheets.

Opscan Brown Sheets

1. Load the test sheets in the Opscan feeder tray. Make sure to place the answer key first.

2. Press and hold the two white buttons on the front of the machine until **Background Menu** appears on the screen.
   1. The message will change to **OpScan 4 ES Ver. 5.0**.

3. Select **Next** two (2) times.
   1. **Mode** will appear on the screen.

4. Select **Change** until the message **Mode=SelfScore** appears on the screen.

5. Select **Next** four (4) times.
   1. **Exit** will appear at the bottom right of the screen.

6. Select **Next**.
   1. **Initializing...** will appear on the screen.
   2. Then **Perform Test Scoring** will appear on the screen.

7. Select **Yes** to score the sheets.