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.