

Instructions for filling out Exam System II KEYS

Filling out the key for Exam System II is slightly different. We will be happy to Help you with this and/or double check your selections.

LAST NAME: This can be any name you wish. In the past it had to be blank for the Regular/Medical Grader, but you can put key identification information here now. Note that if you are also running a SAS grader from this same Key, we will need to make it ZZZ as before.

Social Security or UID Number Field: We have recently updated the form to say UID instead of Social Security number, however either form works the same way.

UID NUMBER								
0	0	0	●	0	●	0	0	0
●	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	●	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

Blank fields to separate options.

SUBTEST ID: In the 1st bubble, enter the sub test number. This is usually 1, but if you are running several tests for the same group of students, there would be a different subtest number for each.

LEAVE 1 BLANK FIELD

NUMBER OF QUESTIONS: Bubble the number of questions for this exam. In the example here it is 50.

LEAVE 1 BLANK FIELD

MASTERY LEVEL: If you wish to set a mastery level to compare the students that mastered the exam vs. those who did not, you can enter that number here. If no specific level, bubble "0"