**Tell Me**

1. The **Key** sheet is the master answer key for your exam. You should complete a blue bubble sheet (blank answer key that you provide the students) and select the right answer for each question.
2. This sheet will be used so the OPSCAN system can compare student responses and automatically grade the test submissions.

**Please Note**

The system is very sensitive to hand writing on the outside edges of answer sheets. If you or students must write on the outside edge of an OPSCAN sheet, please ensure it does **not** cover the top left corner in order to assist in processing.

**Related FAQs**

- How do I upload grades from Opscan into a Canvas course?
- How do I properly store Canvas Gradebook & OPSCAN files?
- When can I bring my OPSCAN exam to be scanned?
- What supplies do I need for OPSCAN?
- What reports are provided with OPSCAN test results?