



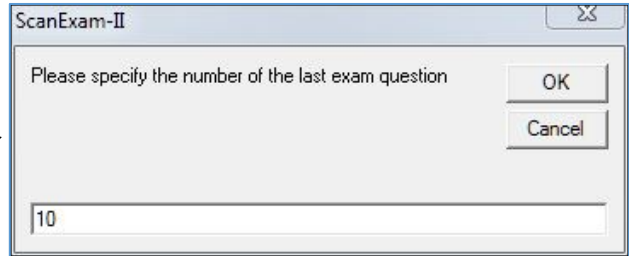
Adding a Master Key

Add a Scantron Master Key

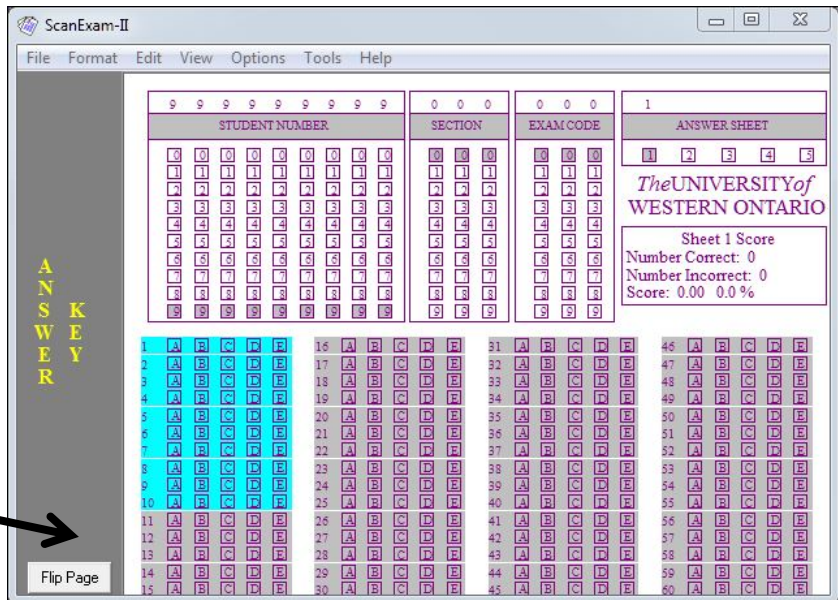
1. Open the .DAT File in ScanExam II

2. View -> Master Answer Key

A window will pop up and ask you to specify the last question's number; add it, then Click -> OK



The master key appears (with the 9s intact); the identified questions are highlighted:



3. Enter the answers by clicking on the letter selection for each question

As each answer is entered, the highlighting disappears and the score on the side are automatically adjusted.

4. Save the DAT file



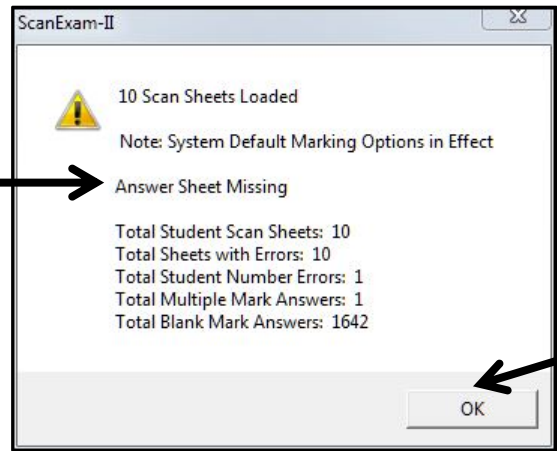
Adding a Master Key

Master Key Error

If the Scan Exam-II summary displaying the following comment?

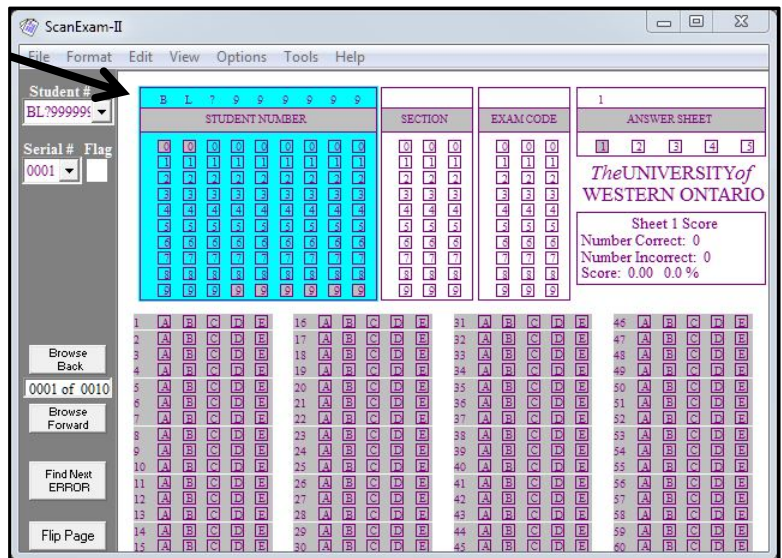
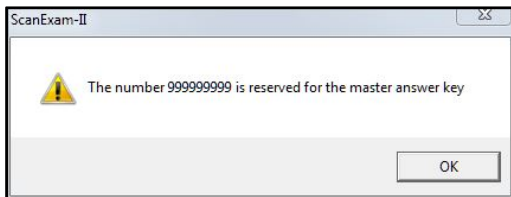
This message will appear if ScanExam-II was not able to read the '999...'s bubbled on the Scantron form.

➔ Click 'OK' -> ScanExam-II opens to the first Scantron sheet.



Unfortunately, ScanExam-II does not allow you to fix missing '9'.

If you try to fix it, the following error message will appear:



In order to fix this problem, you can have your Scantron forms rescanned (after the 999s are fixed on the key) or manually enter the answer key in ScanExam-II.

NOTE: If you choose to manually re-enter the master key, the unrecognized answer key ("BL???99999") sheet should be deleted. To do this, ensure the answer key is the page displayed... then **Edit -> Delete Sheet**