

## Guidelines for OMR Sheet Scanning

- Scan answer sheets using any Flatbed or ADF Scanner.
- Addmen OMR Software correctly reads even rotated, skewed or distorted OMR sheets. But we should keep the sheet holding plastic brackets in the scanner pocket close to avoid the sheet from straying and prevent from tangling or unnecessary tilting in the scanner.
- Keep the scanning area wide enough so that the corner 4 index points are properly scanned and there is sufficient white space outside them (*see fig. 1*).

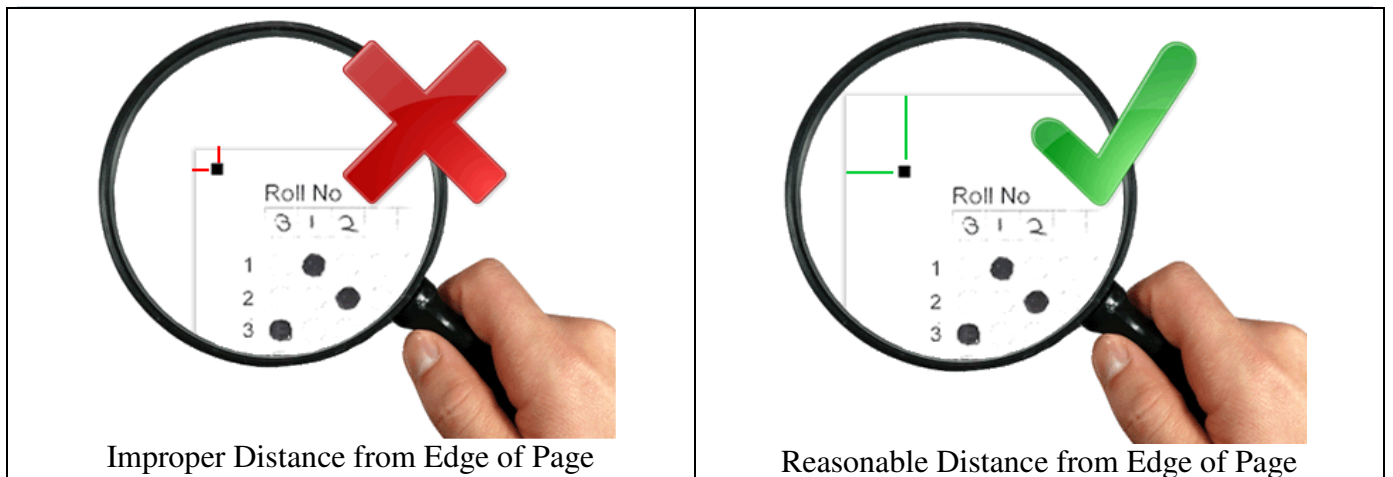


Figure 1 : Distance from Page Edge

## Scanning File Format

- Scan as "Image / Picture". **DO NOT** scan as "Document".
- Save as **BMP or TIFF** file only. **DO NOT** save as JPEG/DOC/PDF.
- **DO NOT** scan in multi-page TIFF, scan as single page **TIFF**.
- Scan at **100 dpi**. If not available in scanner, scan at 150 or 200 dpi and correspondingly change the dpi settings in settings menu.

## Scanning Resolution & Mode

- 100 dpi scanning is absolutely as accurate as higher dpi scanning so no need to scan at higher dpi.
- **DO NOT** increase brightness or contrast unless guided (*see fig. 2*). Scan at default settings.
- For sheets with Barcode, scan at 150-200 dpi.
- For sheets with photographs, scan at 100/150 dpi in Greyscale or Colour format.

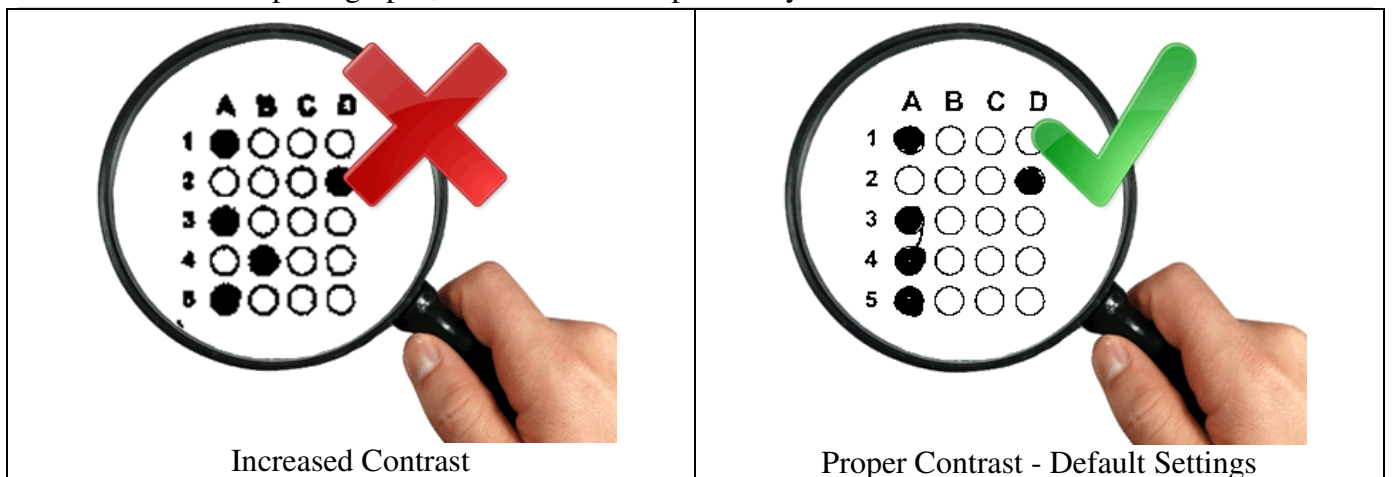


Figure 2 : Scanning Contrast

- **DO NOT** scan in **dithered mode**. Scan in 50% threshold mode (see fig. 3).

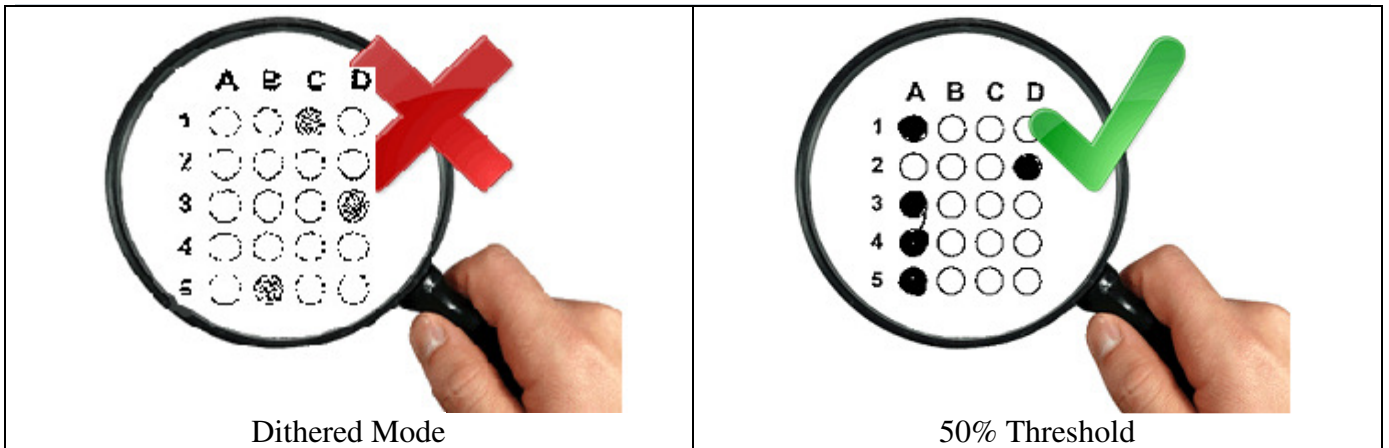


Figure 3 : Scanning Modes

## Filling the bubbles on OMR Sheets

- Use of Pen/Pencil depends on the rules set by the exam body. Carefully read the instructions given on the sheet before filling.
- OMR sheet has to be filled using Blue/Black Ball Pen or HB pencil.
- **DO NOT** use Ink Pen as it might bloat or spill.
- **DO NOT** under fill or overfill the OMR circles. Avoid partial filling or spilling out.
- First fill the circles/boxes in the OMR sheet completely and then darken the filled circles/boxes.
- Completely darken the respective circle for your response.
- Please fill the appropriate OMR circles with due care. Avoid over-writing on OMR Sheet.
- Mark multiple bubbles only in case of MCQs. If you mark more than one circle in a single choice question the answer will be considered as being wrong.