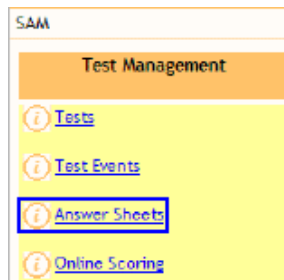⇦ ⇨

Answer Sheets

The Answer Sheets function is used by test administrators to access and print PM generated answer sheets (PDF). Answer sheets within this area are system generated forms based on the Answer Key defined and the test population. This area does not apply to tests with customer or externally generated forms.

Print an Answer Sheet

- Select "Answer Sheets" under "Test Management" from the SAM module (on the icon bar)

- At a minimum, you must select a "Test Name". If don't select/filter a School or Test Event ID, then you will receive the tests for all schools, etc.
- Click the "Filter" button

- The system will then display the row, the test name, the test and event IDs and the school name.
- The file status for the school will be displayed.
    - *released files available* - the answer sheets are available
    - *release file generation pending* - the User has requested the files be generated but the sheets are not completed at this time
    - *not released* - the User has not released the school(s) for answer sheet generation within the test event
- Release Date/Time - date and time the files were available for printing.
- There will be 3 fields with links to answer sheets.
    - *Pre-slug* - to print the pre-filled forms for the student population
    - *Blank* - to print any blank forms desired
    - *CSV* - .csv file used to generate pre-filled forms
      NOTE: *"N/A"* will show in a field when that form type is not available.
- User Options/Buttons - if at least one row has been selected, the buttons at the bottom will be active. The

download will include the PDF, definition file, and a readme test file.

- ◆ Pre-slug - clicking this button will combine the pre-filled forms for the sheets selected into 1 file for downloading.
- ◆ Blank file(s) - clicking this button will combine the blank forms for the sheets selected into 1 file for downloading.
- ◆ CSV file(s) - clicking this button will combine the .csv files for the sheets selected into 1 file for downloading.

Related topics