

# QUICK USER GUIDE

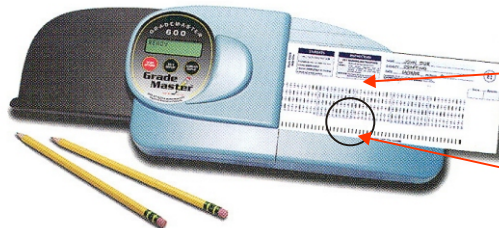
## GRADE MASTER 600FC TEST SCORING MACHINE

The Grade Master 600FC Test Scoring Machine can save teachers time and labor with its fast and accurate method for automating the scoring of objective tests and process Item Analysis.

### OPERATING INSTRUCTIONS

#### SIX SIMPLE STEPS

1. Prepare Teacher's Key to program the Grade Master 600FC machine.
2. Power On the machine.
3. Feed the Key through the machine.
4. Feed the student forms.
5. Feed an Item Analysis form.
6. Press reset button to scan others subject or to scan a second test.



The forms must be feed one at a time, from right to left.

Feed the form with the black timing tracks at the bottom.

#### PREPARING TEACHER'S KEY

- Create the Key using the same form used by the students.
- Using a No. 2 pencil, fill in the correct answers with dark marks. Make clean erasures if you change any marks.
- Select one of the **Scoring Programs** below and fill in the appropriate bubble(s). Always mark bubble "5" to signify that the form is the "Key".

### Preparing Teacher's Key

Mark bubble ⑤ if you wish the percentage to be print out.

Mark bubble ② to verify and print correct answer next to the wrong question.

**MULTIPLE-CHOICE ANSWER SHEET**

For Office Use (Key)

	1	2	3	4	5
1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E
5	A	B	C	D	E
6	A	B	C	D	E
7	A	B	C	D	E
8	A	B	C	D	E
9	A	B	C	D	E
10	A	B	C	D	E
11	A	B	C	D	E
12	A	B	C	D	E
13	A	B	C	D	E
14	A	B	C	D	E
15	A	B	C	D	E
16	A	B	C	D	E
17	A	B	C	D	E
18	A	B	C	D	E
19	A	B	C	D	E
20	A	B	C	D	E
21	A	B	C	D	E
22	A	B	C	D	E
23	A	B	C	D	E
24	A	B	C	D	E

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Subject: \_\_\_\_\_

Paper: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS**

1) Use only 2B or 2BB pencil.

2) Ensure that each box is fully filled.

Mark the bubble ⑤ to signify that this form is the "key" or "master" for this exam.

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