

Process and Instruction

Version 5.0

Please follow these before submitting your results for processing

Bubblesheet Data Extraction & Diagnostic Reporting

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# Bubbleform Data Extraction & Results Delivery Process

|  |  |  |
| --- | --- | --- |
| **Step** | **Socrato** | **Customer** |
| 1 | 1. Delivers (one time)
	* Instruction set, coversheet, Bubbleform in PDF format
 |  |
| 2 |  | 1. Print bubbleforms on laser printer (no copies please)
 |
| 3 |  | 1. Conduct test and collects bubbleform
2. FedEx original completed bubbleform to Socrato + coversheet for each group.
3. Informs Socrato about expected arrival
 |
| 4 |  | 1. Grade essays and email the essay score. (Optional)
 |
| 5 | 1. Extracts data from paper bubbleform
2. Cleanse data
3. Merges bubbleform and Essay score
4. Load data in customer account (Socrato.com) as per the coversheet instructions. (one group only)
5. Send confirmation for work completion
 |  |
| 6 |  | 1. Logs into Socrato account.
2. Download reports in PDF format
3. Print or email report to appropriate parties
 |

# Socrato's Bubblesheet Usage Instructions

## Printing Requirements

* Always print the PDF files (blank bubbleforms) directly from the laser printer. Do not photocopy!
* Only use 8.5 x 11 inch pages in portrait mode, single side only.
* Print at least on 20lb paper.
* Print only on white paper.
* Color or black / white laser printing is allowed.

## Printer Setup

* DO NOT SCALE the size of printing. If available on Print pop-up ==> Keep
	+ “Page Scaling” = NONE
	+ DO NOT Auto-Rotate and Center -- Uncheck "Auto-Rotate and Center"
	+ Uncheck "Choose Paper Source by PDF Page size"

## While Filling Forms

* For each student a "6 digit id" must be filled on all pages.
* In a given batch all students must have unique students id's.
* No writing is allowed outside the boxes except in the designated boxes.

## Scanning Requirements

* All pages must be aligned with header towards the top.
* Different tests bubblesheets should be separated into separate batches.
* The scanned file size (in pdf or tif format) should be kept to minimum.
	+ PDF files will be about 0.5mb for each page (files size from 1 – 5MB). TIF file will be about 0.05mb for each page (file size 300K to 1.2MB)
* The bubbleform pages should be arranged sequentially for each student in ascending order.
* The maximum size for each scanned file should not exceed 10mb. If required create multiple files.

## Sending Scanned file for Data Processing

* Socrato uses automatic processing for extracting data from scanned images. If above instructions are not followed and errors are encountered during data extraction, the scanned files will be returned without processing.
* If you plan to use Socrato services for paper bubblesheet processing. It is required that you do a test run with us before sending a large batch for processing.
* With every batch you must include a scan of blank bubblesheet form and completed cover page.
* Please organize the student pdf (if sending the scanned pdf files) 1 file for every student. If you sending the multiple students in one file (not preferred – but some acceptable) sort the students based on increasing order of ids)
* Different tests bubblesheets should be separated into separate batches.

## Requesting Return or Discards

* If you want the original forms returned to you, you will be charged the postage fee.
* If no returns are requested the forms will be discarded after 30 days.

## Disclaimer

**Data extraction using automatic scanning is always prone to errors. Even with high quality scanners (especially designed for bubblesheet scanning) and professionally printed form the accuracy may NOT be 100%.**

**Using current setup – printing via laser printer and using regular, cheap scanners, where printer or scanner have the tendencies to shift, shrink and skew the pages the error rate will be higher.**

**Care will be taken to do quality check, to make sure that data extraction is as accurate as possible but 100% accuracy cannot be guaranteed. Socrato will not be liable for any losses to customers, what so ever due to the inaccurate output. The customer will be responsible to validate the final data accuracy. Any errors discovered and reported within 15 days will be resolved.**

# Bubblesheet Processing Cover Page

### Customer Information

* Customer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Account ID (login email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Batch Information

* Number of Students results (Bubblesheets) \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Exam \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Test Id \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Blank bubblesheet included: Yes \_\_\_ No \_\_\_

(Must include blank bubbleform, otherwise the results may not be processed)

### Processing Information

* Extract and load the data in my account: Yes\_\_\_ No \_\_\_
	+ Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Is this a New Group: Yes \_\_\_\_ No \_\_\_\_

### Return original forms back

* Yes\_\_\_ No \_\_\_
* (you will be charged the return postage and handling fee)

### Contact Information

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

* Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Bubbleform Processing and Handling Fee

* Processing Payment Made: Yes\_\_\_ No \_\_\_

*Please note the processing fee is separate from report credits, which are required to generate the diagnostic reports once the bubbleform processed data is loaded in Socrato.*

*\*Your account must have credits equal to or greater than number of student results requested.*