How do I modify OPSCAN results to use different point values or allow multiples?

**Control Sheet**

1. For different point values, on the back of the Control Sheet in the Question Weighting section, fill in the most appropriate selection. If nothing is selected, questions will default to 1 point per question.
   - a. Change all questions to the same value. Fill in the desired numerical value.
   - b. Change individual question values. You must complete a separate answer sheet.
      1. Fill in the word POINTS in the name field
      2. Assign a value of 1 to 5 for each corresponding question. A value must be assigned to all questions.

2. To allow multiple answers, on the back of the Control Sheet in the Multiple Answers section, fill in the most appropriate selection. If nothing is selected, multiple answers will default to ALL.
   - a. ALL - Student must select all correct responses to receive credit.
   - b. EITHER/OR - Student can select either correct response to receive credit.
   - c. BOTH - Student can select either response or all correct responses to receive credit.

**DataLink Connect**

1. Download and install the DataLink Connect software
2. Once you have installed the DataLink Connect software, you are able to modify exam results to include different points values (formerly "points sheets").
3. You may also allow for multiple answers.
4. Instructions on how to modify your exam results, please view this guide.

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Related FAQs

- What is OPSCAN?
- How do I get my OPSCAN package back (bubble sheets, control sheet, key)?
- How should I drop off my OPSCAN exam?
- When can I bring my OPSCAN exam to be scanned?
- Where do I buy Bubble and Control Sheets for OPSCAN?