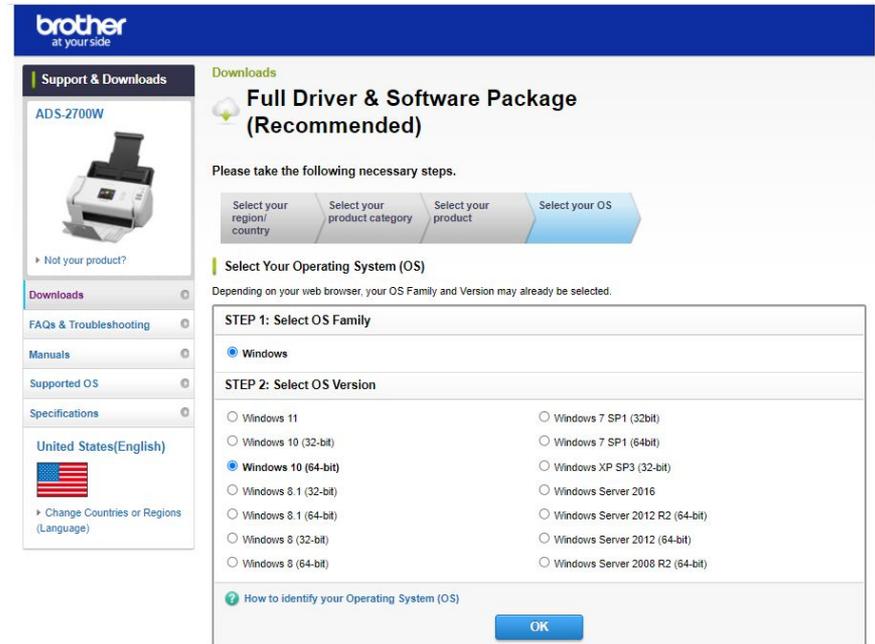


Scanning MDTP Answer Sheets

Note: The instructions in **Parts 1 and 2** are specific to the Brother ADS-2700W scanner and will vary for other brands and models.

Part 1: Setting up the Scanner (skip Part 1 if the scanner is already installed).

- 1) Go to support.brother.com/windows or support.brother.com/mac to download the scanner software (follow the same process to locate the information for the scanner).
- 2) Select **“Document Scanner”** then **“ADS-2700W”**.
- 3) Follow the instructions to download the software to the computer.



The screenshot shows the Brother support website interface for downloading software. The main heading is "Full Driver & Software Package (Recommended)". Below this, there are navigation steps: "Select your region/country", "Select your product category", "Select your product", and "Select your OS". The "Select your OS" step is currently active, showing a list of operating systems to choose from. The selected option is "Windows 10 (64-bit)".

Downloads

Full Driver & Software Package (Recommended)

Please take the following necessary steps.

Select your region/country → Select your product category → Select your product → Select your OS

Select Your Operating System (OS)

Depending on your web browser, your OS Family and Version may already be selected.

STEP 1: Select OS Family

- Windows

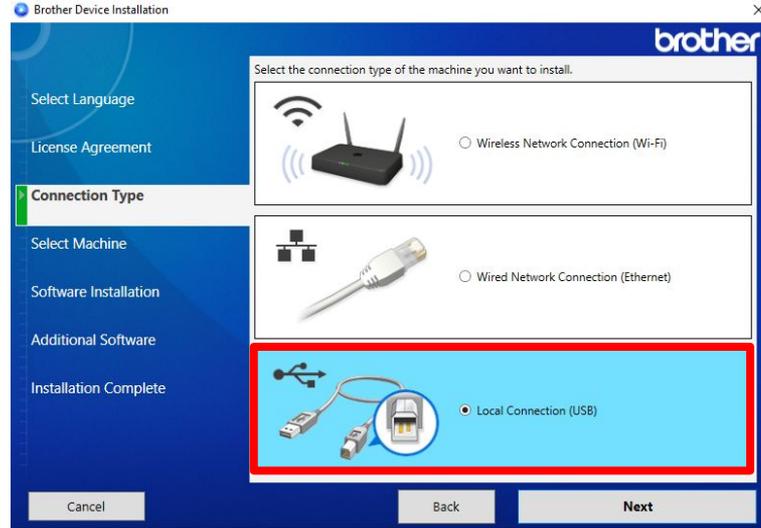
STEP 2: Select OS Version

- Windows 11
- Windows 10 (32-bit)
- Windows 10 (64-bit)
- Windows 8.1 (32-bit)
- Windows 8.1 (64-bit)
- Windows 8 (32-bit)
- Windows 8 (64-bit)
- Windows 7 SP1 (32bit)
- Windows 7 SP1 (64bit)
- Windows XP SP3 (32-bit)
- Windows Server 2016
- Windows Server 2012 R2 (64-bit)
- Windows Server 2012 (64-bit)
- Windows Server 2008 R2 (64-bit)

How to identify your Operating System (OS)

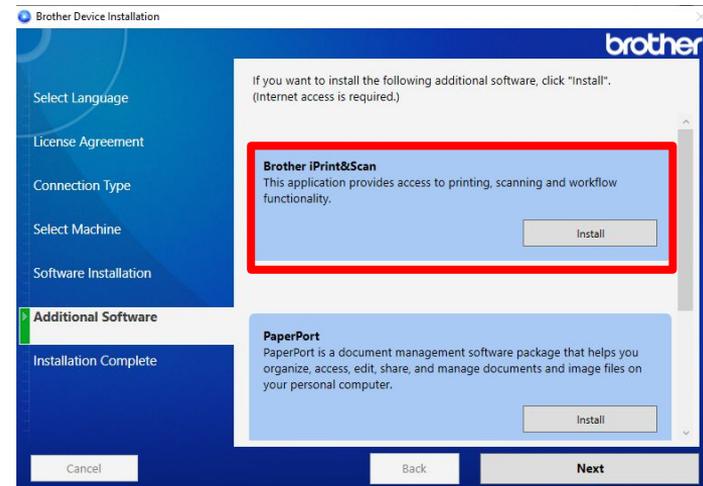
OK

4) Turn on and connect the scanner to the computer before selecting the “**Local Connection (USB)**” option (or the option that is suited to the situation).



Part 2: Setting the Scanner to Convert documents to PDF (Skip this part if the scanner is already set to save as PDF).

Install the “**Brother iPrint&Scan**” program. This is the program to scan answer documents and allow the user to edit and save the scanned documents as one PDF file.



Part 3: Preparing Answer Documents for Scanning

Before scanning answer sheets, check the following:

- 1) Make sure all sheets are facing the same way and the same direction.
- 2) Check that all students are in the correct class period.
- 3) Make sure bubbles are completely filled and darkened.
- 4) Erase any extraneous marks.
- 5) Do not obscure the scan code or barcode.
- 6) Make sure the five black squares on the page perimeter are visible. The black squares should be close to the edge of the page.

NOTE: Please scan and upload student answer sheets by teacher, class period and test assignment. Do not scan and upload multiple teachers or test assignment into one big batch.

MDTP Mathematics Diagnostic Testing Project

School Name: Harmonia 2
Teacher Name: test guy test
Class/Period: OCTEST2 (2)
Test Name: Precalculus Readiness Test (PR45A22)
Assignment Date: July 20, 2023
Student Name: Ally Beck
Student ID: aaabbb12

No markings near black boxes

Codes are not obscured

NV0WBSJXLK

STUDENT ANSWERS

1	A	B	C	D	E	24	A	B	C	D	E
2	A	B	C	D	E	25	A	B	C	D	E
3	A	B	C	D	E	26	A	B	C	D	E
4	A	B	C	D	E	27	A	B	C	D	E
5	A	B	C	D	E	28	A	B	C	D	E
6	A	B	C	D	E	29	A	B	C	D	E
7	A	B	C	D	E	30	A	B	C	D	E
8	A	B	C	D	E	31	A	B	C	D	E
9	A	B	C	D	E	32	A	B	C	D	E
10	A	B	C	D	E	33	A	B	C	D	E
11	A	B	C	D	E	34	A	B	C	D	E
12	A	B	C	D	E	35	A	B	C	D	E
13	A	B	C	D	E	36	A	B	C	D	E
14	A	B	C	D	E	37	A	B	C	D	E
15	A	B	C	D	E	38	A	B	C	D	E
16	A	B	C	D	E	39	A	B	C	D	E
17	A	B	C	D	E	40	A	B	C	D	E
18	A	B	C	D	E	41	A	B	C	D	E
19	A	B	C	D	E	42	A	B	C	D	E
20	A	B	C	D	E	43	A	B	C	D	E
21	A	B	C	D	E	44	A	B	C	D	E
22	A	B	C	D	E	45	A	B	C	D	E
23	A	B	C	D	E						

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Make sure all five black boxes are visible.

Part 4: Scan the completed MDTP answer sheets to convert the answer sheets for one class into one PDF file. This file will be loaded to the MDTP platform.

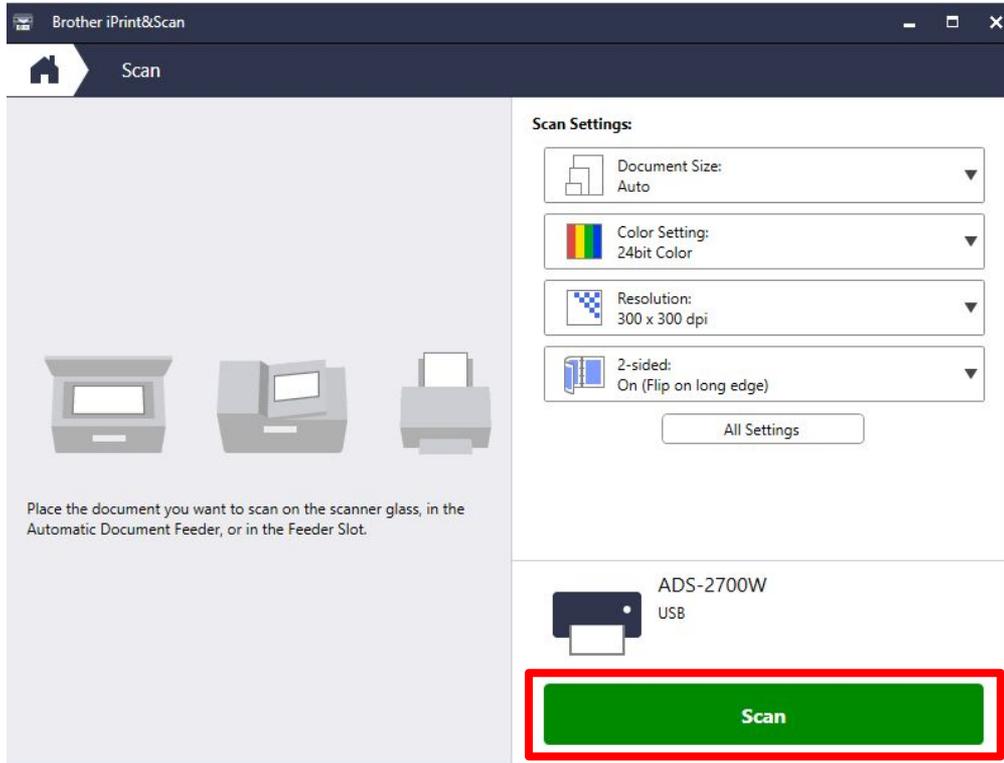
- 1) Press the power button to turn on the scanner.
- 2) Ensure that each class period is correctly prepared (see **Part 3**).
- 3) Place each batch on the paper feeder with the text pointing down to the tray and the top of the page feeding into the scanner (as shown in the screen capture at the right).



NOTE: Be sure to clean the scanner regularly for accurate results.

4) Scan each batch of answer sheets separately to create one file for each class period.

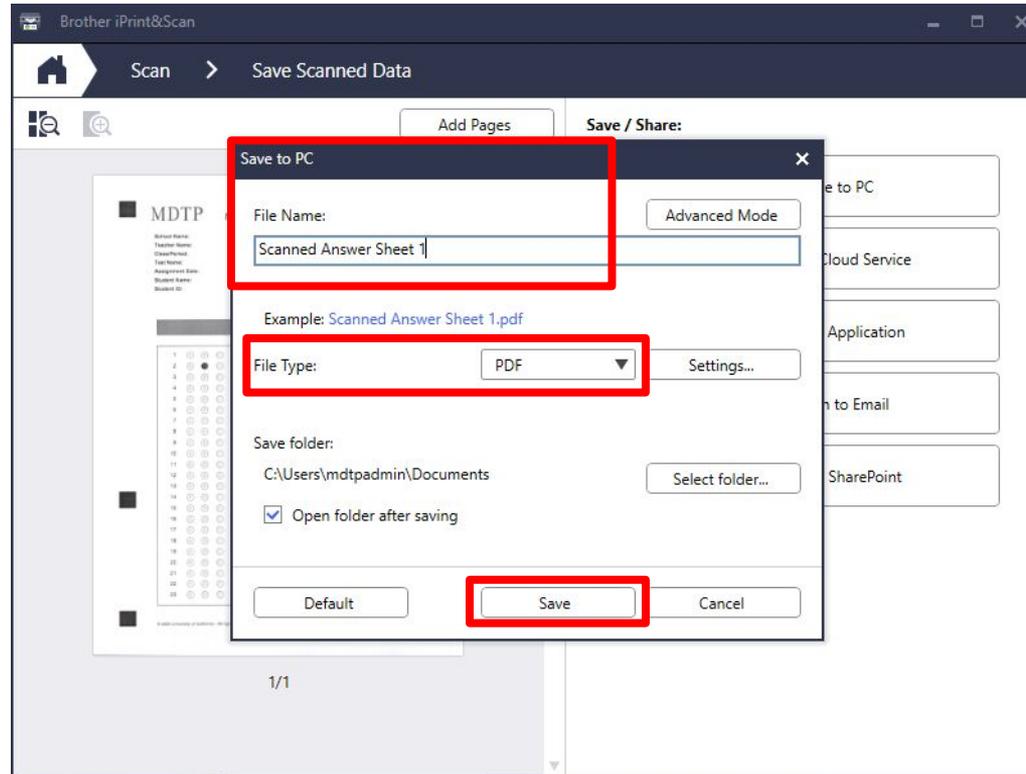
5) Select “**Scan**” or “**Start Scan**” on the computer screen to start scanning the answer sheets.



Note: A message on the display screen on the scanner that says “waiting for pc” may appear.

6) After the batch has been scanned, a dialog box will open. Select a **location** (such as Downloads). Select a **File Name** and Select **“PDF”** as the file type, then select **“Save”**.

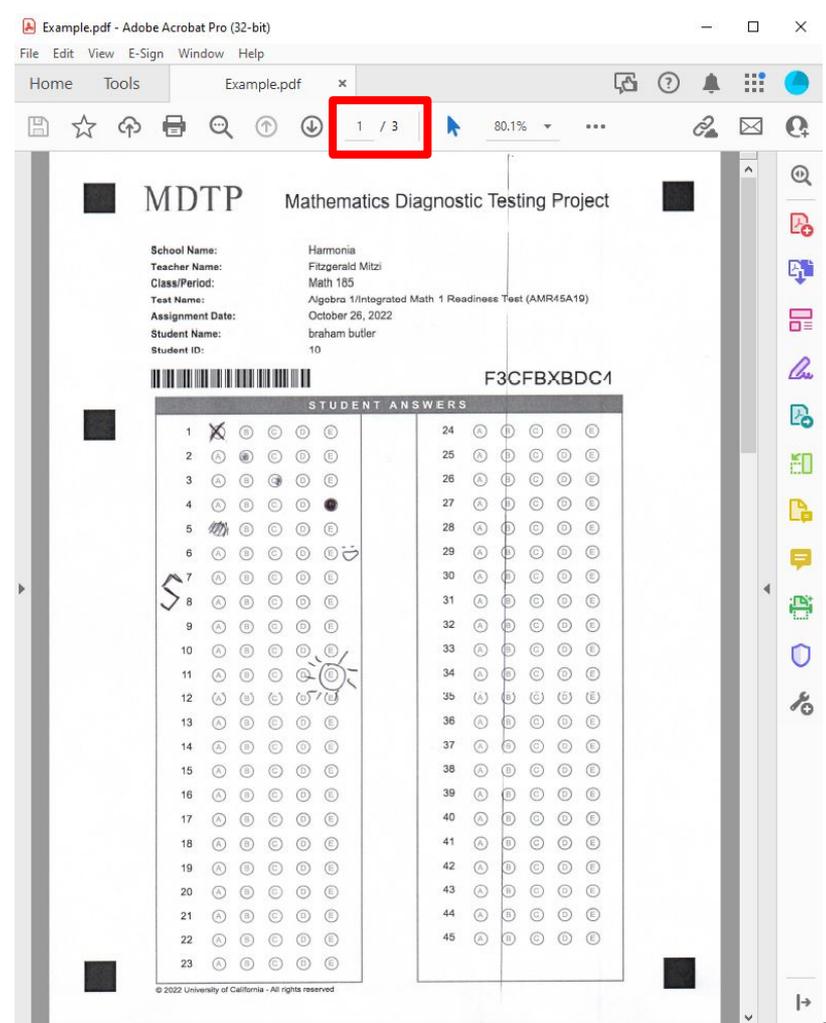
NOTE: The file name should NOT contain commas or else the file will not upload to the MDTP platform.



7) Open each saved file after scanning to check the quality of the scan and number of pages before uploading onto the MDTP platform.

Re-scan the answer sheets if it is blurry, there are stray marks in margins, the files are not facing the correct direction, marks are not clearly bubbled, etc. (see **Part 3** for more detail).

Example of a bad scan ->
This may cause inaccurate or delayed scoring



FAQ

Q: *How clean should the scanned file be?*

A: The cleaner the scan, the less manual verifying we will have to do. The most important parts of the document are the multiple choice options, scan code, bar code, and the black squares on the perimeter of the answer sheets.

Q: *Why do extra marks appear on the scanned file that are not present on the original paper?*

A: Try cleaning the scanner to see if this fixes the issue.

Q: *If a teacher scan the answer sheets themselves, how long does the teacher need to keep the paper answer sheets?*

A: MDTP recommends that teachers keep the paper answer sheets as backup for six months.