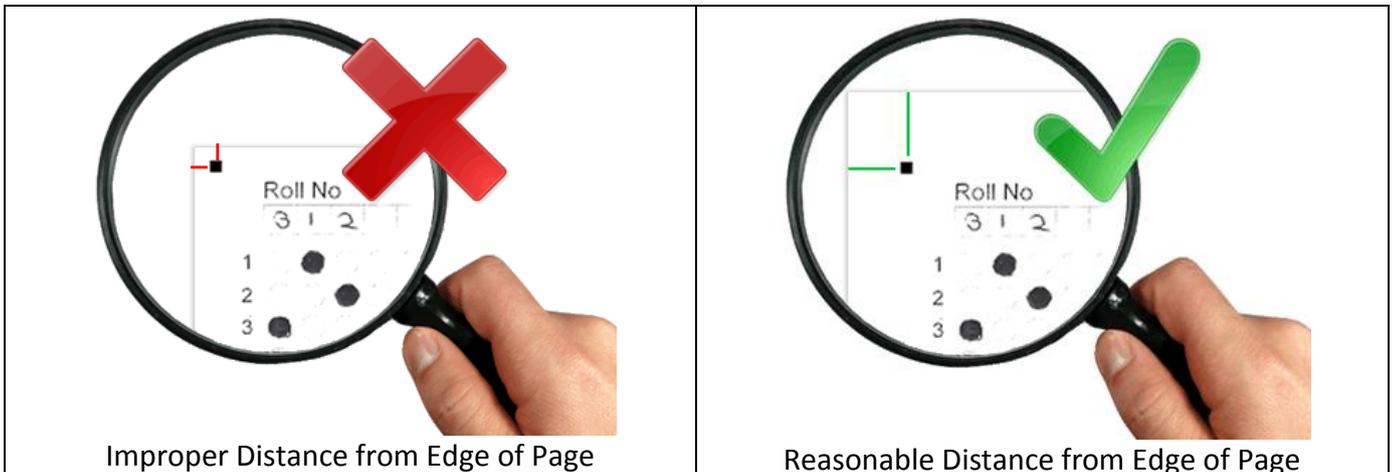


## Guidelines for OMR Sheet Scanning

- You may scan answer sheets using any Flatbed or Automatic Document Feeder (ADF) Scanner.
- Addmen OMR Software correctly reads even rotated, skewed or distorted OMR sheets. But we should keep the sheet holding plastic brackets in the scanner pocket close to avoid the sheet from straying and prevent from tangling or unnecessary tilting in the scanner.
- Keep the scanning area wide enough so that the corner 4 index points are properly scanned and there is sufficient white space outside them.



Distance from Page Edge

## Scanning File Format

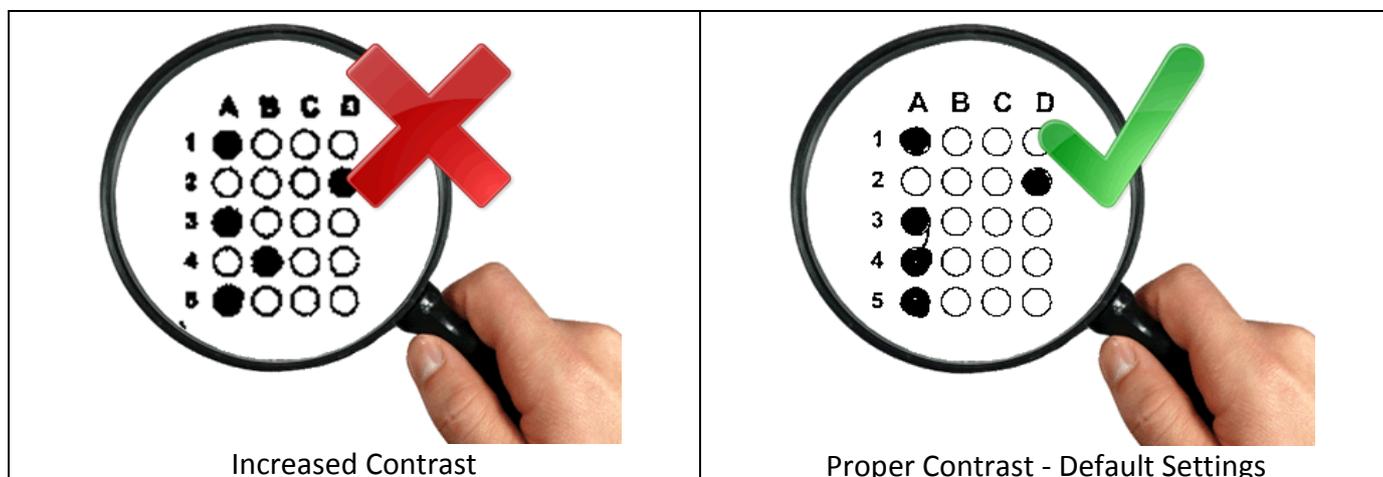
- Scan as "Image / Picture". DO NOT scan as "Document".
- Save as BMP or TIFF file only. DO NOT save as JPEG/DOC/PDF.
- DO NOT scan in multi-page TIFF, scan as single page TIFF.
- If scanned in JPG, software has inbuilt converter to change the format to TIFF or BMP.
- If scanned in Multipage TIFF, software has inbuilt converter to split into Single page TIFF.

## Scanning Resolution

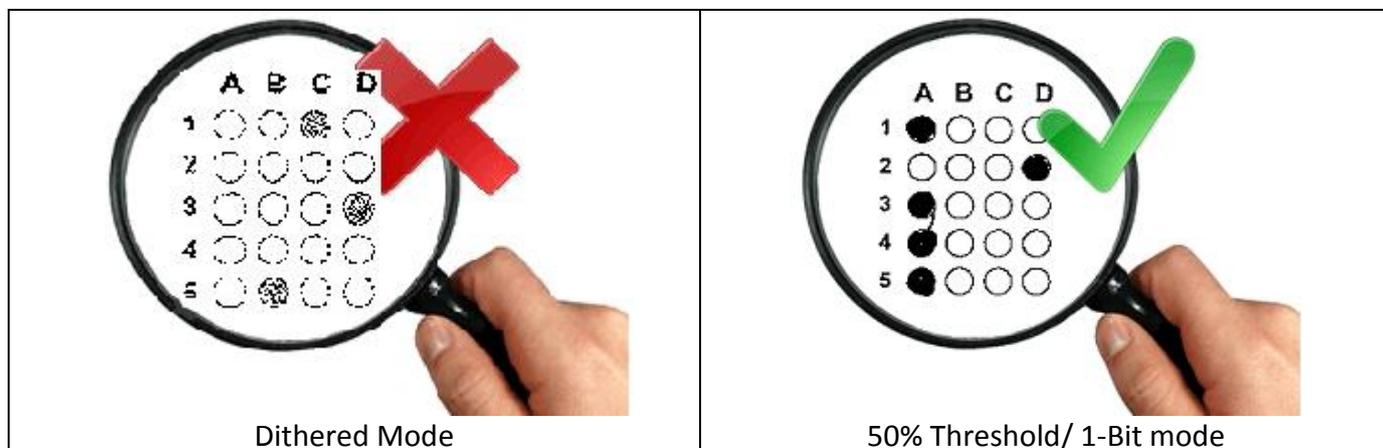
- Scan at 100 dpi. If not available in scanner, scan at 150 or 200 dpi and correspondingly change the dpi settings in settings menu.
- 100 dpi scanning for OMR is absolutely as accurate as higher dpi so no need to scan at higher dpi.
- It is best to convert images scanned at higher dpi to 100 dpi using the inbuilt feature in Addmen OMR software for faster performance and lighter file size.
- Sheets with Barcode/ OCR/ ICR/ Image are usually scanned at 150-200 dpi, however a lower dpi can be attempted after a successful dry run on some sample scans.

## Scanning Mode

- Sheets with Barcode/ OCR/ ICR/ Image are scanned in Greyscale or RGB Color mode.
- DO NOT increase brightness or contrast unless guided. Scan at default settings.
- DO NOT scan in dithered mode. Scan in 50% threshold mode.



Scanning Contrast



Scanning Modes for B/W (1-Bit Mode) sheets

## Scanning of OMR Sheets with Pencil Filling

- OMR sheet can be filled using Blue/Black Ball Pen or HB (or darker) pencil. Use of Pen/Pencil depends on the rules set by the exam body.
- It is best to fill the OMR sheet with pen to avoid any variation of intensity of darkness of marks.
- If pattern allows pencil filling, a colored sheet with thin outlines and big bubbles should be used.
- In case pencil filling is allowed most candidates bring various types of pencils and make a wide range of marks from very light to dark.
- The software has the capability to detect light marks and dark marks by adjusting the detection sensitivity in the settings.
- Data will be read accurately but too much variation in lightness and darkness of the sheets will lead to many prompts and alerts by the system. To minimize this, the scanning should be dark so that even light marks are scanned dark and the judgement policy should be decided beforehand.

After correct Printing, filling & Scanning, the sheet image should look like this:

## Your Institute Name & Logo

**OMR ANSWER SHEET**

<p>ROLL NO. <u>1006</u></p>	<p>TEST ID</p>	<p>Name <u>Mayur</u></p> <p>Batch _____</p> <p>Mobile No. <u>9755966543</u> Test Date <u>20/10/12</u></p>
<p>1 ●</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6 ●</p> <p>7</p> <p>8</p> <p>9</p> <p>0 ● ●</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>0</p>	<p><b>Candidate Sign</b></p> <p><b>Invigilator Sign</b></p>

**INSTRUCTIONS FOR FILLING THE SHEET**

1. This sheet should not be folded or crushed
2. Use only blue/ black ball point pen to fill the circles.
3. Use of pencil is strictly prohibited.
4. Circles should be darkened completely and properly.
5. Cutting and erasing on this sheet is not allowed.
6. Do not use any stray marks on the sheet.
7. Do not use marker or white fluid to hide the mark.

**WRONG METHODS**      **CORRECT METHOD**

A B C D	A B C D	A B C D	A B C D	A B C D
1 ●	11 ●	21 ●	31 ●	41
2	12	22	32	42 ●
3 ●	13	23	33	43
4	14 ●	24 ●	34 ●	44
5	15 ●	25	35	45
6 ●	16 ●	26 ●	36 ●	46 ●
7 ●	17	27	37	47
8	18	28	38	48
9 ●	19 ●	29 ●	39 ●	49 ●
10 ●	20 ●	30 ●	40 ●	50