

OMR printing checklist

Printer: _____ Date: _____

Template: _____ Questions: _____ Options: _____

Before the class set

- ☐ Choose the PDF matching the question count and option count in your ScanScore exam.
- ☐ Select A4 paper, portrait orientation and actual size / 100% scale.
- ☐ Print single-sided. Check that the complete frame and all registration markers are visible.
- ☐ Check every bubble, roll-number column and option label is clearly printed.
- ☐ Avoid stretching, cropping, folds, staples and stray marks near the answer grid.
- ☐ Fill a sample with known answers and the correct roll number.
- ☐ Scan it against a matching key in ScanScore. Review detected answers before saving.
- ☐ Print or photocopy the class set only after the sample passes.

If the sample fails

Check the selected template, paper size, scale and markers. Use even light and keep the full sheet in view. Compare a fresh print with any photocopy.

Sample checked by: _____