

Instructions for Accurate Evaluation of Scan Exams

Marking and Free Text in the Field

- Crosses must be clearly recognizable as crosses [x] (no checkmarks or similar) and must be precisely placed within the designated field.
- Crosses can only be detected within a specific field. Crosses that only touch the field or are positioned in a way that does not create any blackening within the field cannot be captured.
- Bold or double crosses (two crosses placed closely together) may be misinterpreted. Therefore, always place a single, simple cross in each field.
- If you need to correct a marked answer, fill in the incorrectly marked answer completely. A fully blacked field will be considered unmarked. This action cannot be undone afterwards!

Mark as shown:

Correction:

- For open-text questions, free text should only be entered in the designated field below the question or task. These questions will be manually evaluated, possibly on the exam sheet, using the point matrix provided above the answer field. Please do not label or write on this point matrix! Otherwise, the corresponding sub-task will be evaluated with 0 points.

1.1 This is an open question with a score matrix and answer box below.

Only to be filled out by examiner

	10	20	30	40	50	60	70	80	90	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> + 0,5
0	1	2	3	4	5	6	7	8	9	

Use of Blue or Black Ballpoint Pens or Thin Felt-tip Pens

- It is strongly recommended to use blue or black ballpoint pens to ensure that the answers are clearly legible and to avoid any bleed-through onto the reverse side of the paper. Light blue ink is sometimes difficult to scan and can result in errors during evaluation.
- Markings made with soft pencils may not be accurately evaluated. Additionally, colored pencils and gel pens may not be detected by the scanner.
- Using a pen with a thick tip can result in an excessive degree of blackening, which may be interpreted as a correction.


Clear Marking of Student ID

- Each digit of the student ID in the "Exam Participant ID" section must be accurately marked in the provided matrix.
- The automatic reading of the student ID is done exclusively through the marking fields.
- To allow for a visual correction you must also enter your numerical student ID and your name in the designated fields.

Please complete:	Examinee ID of the exam sheet no.: 0:
First name: _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Last name: _____	0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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	6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	9 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In order for your exam to be processed correctly please make sure you enter your student ID precisely into both of the fields provided for it. All pages are entirely individualized and cannot be replaced by pages of other exam sheets.	

Consider Clear Identification and Corner Markings

- Each exam sheet has a unique and necessary assignment of all pages of the sheet to your person (e.g., Exam sheet: 1, Page: 1/2). Ensure that the exam sheet number remains consistent across all your sheets. Use the page numbering to confirm that your exam sheet includes all the pages. If you notice any irregularities, you must report them before the start of the exam. Later complaints will not be possible.

A		Exam sheet: 1, Page: 1/1
evaexam		
Technische Hochschule Köln	Petra Prüferin	Technology Arts Sciences TH Köln
Zentrum für Lehrentwicklung	English exam	

- Do not under any circumstances overwrite, damage, or soil the barcode (located in the lower center) or the four corner markings. Writing or any form of blackening (coffee stains, etc.) over these central capture elements can result in the sheet becoming unreadable or the points achieved not being correctly assigned to your student ID.

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