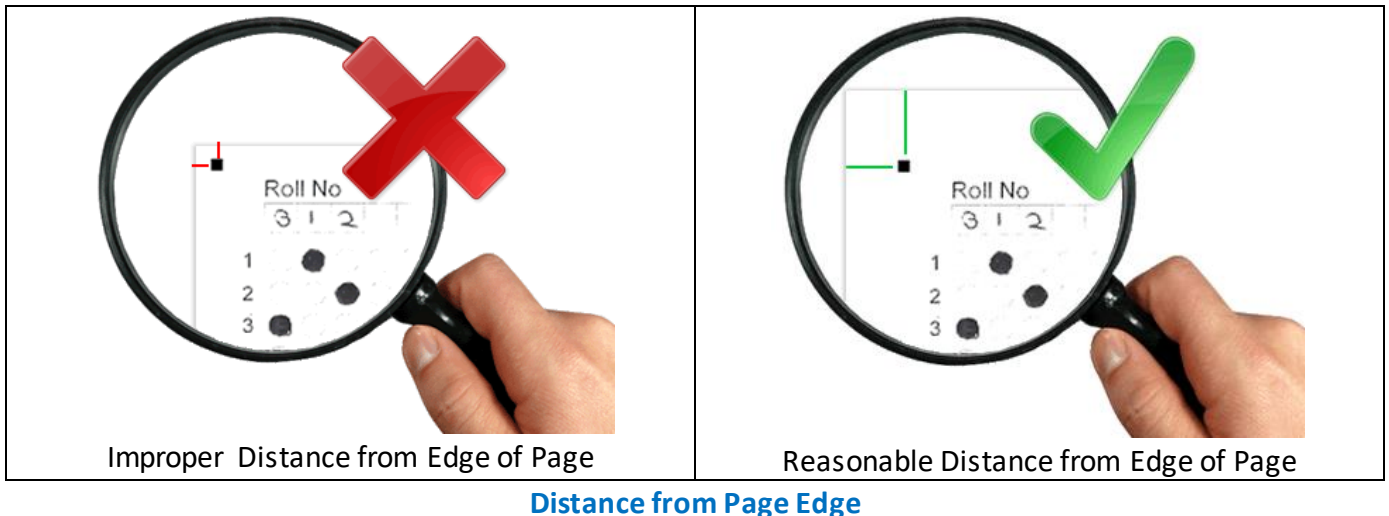


## Guidelines for OMR Sheet Scanning

- 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.



## Scanning File Format

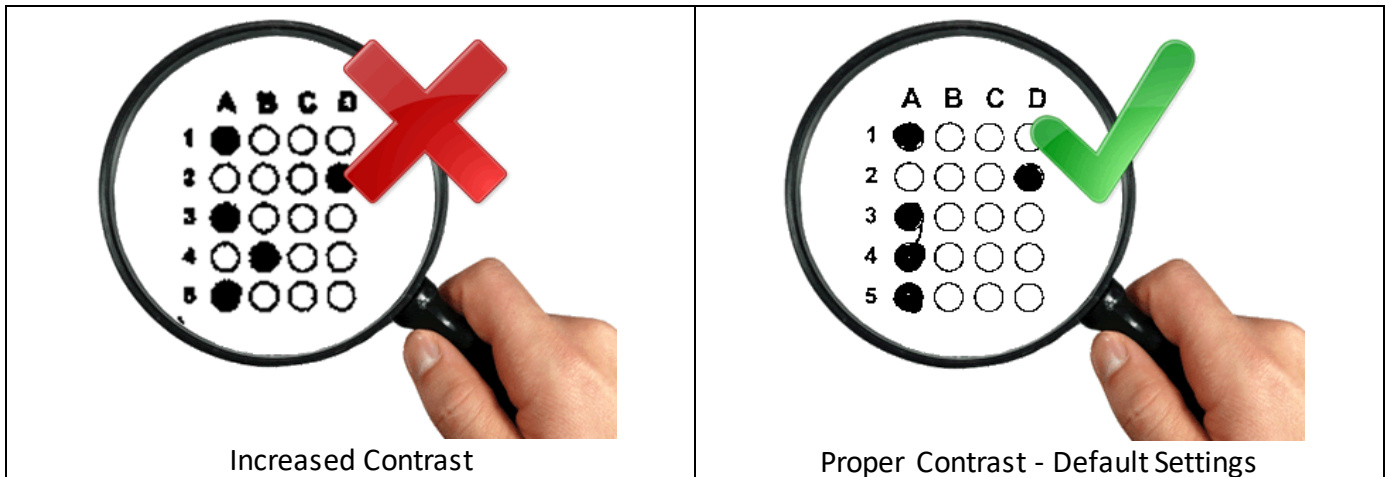
- Scan as "Image / Picture". DO NOT scan as "Document".
- Save as JPG, TIFF or BMP file only. DO NOT save as DOC/PDF.
- If scanned in JPG or TIFF, take care that image compression is not too much such that the image is unreadable.
- DO NOT scan in multi-page TIFF, scan as single page TIFF.
- If scanned in Multipage TIFF, software has inbuilt converter to split into Single page TIFF.

## Scanning Resolution

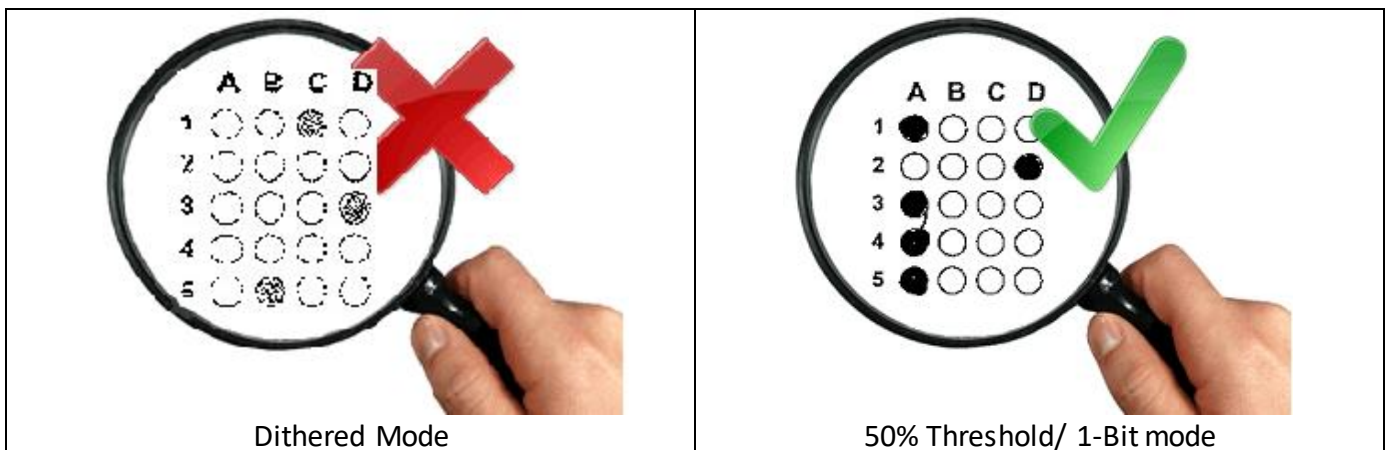
- Scan at 100 dpi. If not available in scanner, scan at 150 or 200 dpi and correspondingly change the dpi settings in settings menu.
- 100 dpi scanning for OMR is absolutely as accurate as higher dpi so no need to scan at higher dpi.
- It is best to convert images scanned at higher dpi to 100 dpi using 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.

**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

**Influence of Scanner on Accuracy**

Also read topic about 'Influence of Scanner on Accuracy' given in the 'Addmen-OMR-Accuracy-and - Speed' Document.

These possible issues are not covered in the scanning guide because it is not related to working instructions for the user. Even though the user might be doing everything correctly as guided, still the properties or defects of the scanner might be negatively affecting the output.

If these issues are noticed, it might be required to repair or replace the scanner. Such cases can be easily identified by scanning the same sheet on a different scanner and comparing the image or output.

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

## Your Institute Name & Logo

**OMR ANSWER SHEET**

ROLL NO.  
**1006**

TEST ID

Name Mayur

Batch .....

Mobile No. 9755966543 Test Date 20/10/12

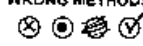
**Candidate Sign**

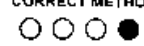
**Invigilator Sign**

**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	○	○	○	○