Marking the Key for Subjective Scoring

To add a subjective score:

1. In the subjective scoring area, mark the total possible subjective points on the key. MARK NO MORE THAN 1 BUBBLE PER LINE.

2. Mark the Key Marking Row to select your test scoring options. (See Marking the Key with Test Scoring Options.)

3. Mark the correct answer to each question.

4. Mark the subjective score on each student test before scoring.
5. Feed the key, tests, and item analysis (optional) forms as you would normally.