



CO-Jobs Test Answer Form Scanning Process

Preparing the test answer form for use:

Use the new CO-Jobs Test Answer Form and follow these instructions when preparing the answer sheets for an exam.

- a) Type in the test code and test date in the appropriate fields of the form.
- b) Print enough answer sheets to accommodate the examinees. DO NOT print one copy and then make photo copies of the form as this distorts the printing and causes problems when scanning the form.
- c) On the date of the exam, have examinees fill in their Person ID and Last Name in BLOCK PRINT in the appropriate fields. This is important for the Optical Test Scanner to be able to interpret the handwritten information. Please emphasize to examinees the importance of handwriting their Person IDs in clear BLOCK PRINT as errors may omit them from the exam process. Candidates should use only sharp number 2 pencils.

Sending the test answer forms for scanning:

Once the exam has been administered, verify that all of the candidates have entered the correct Person ID on their answer sheets. Any discrepancies in an examinee's Person ID number will delay the results.

In order for your scanning to be processed you must fully complete the CO-Jobs Coversheet for Test Answer Forms. Send all of the answer sheets and a completed cover sheet, including your email address, via Certified USPS Mail or Interoffice Delivery to:

IDS Data Center
2 Jetway Ct.
Pueblo, CO 81001
Attn: Elaine Evans

Please allow at least 3 days for results. If you are using US Mail as opposed to the Interoffice mail provided by IDS, you must include a self addressed stamped envelope with your request so that IDS can send the finished answer sheets back to you.

Processing the upload file:

Once the scan sheets have been processed IDS will notify you of the status and send an encrypted file containing the exam responses.

- a) You will need to save this file to your hard drive as a .zip file.
- b) Then you will open the file and when it asks for the password enter: COJobsScanning
- c) You will now be able to save the file to your hard drive as a .txt file for uploading into CO-Jobs.

Please consult the CO-Jobs Users Guide for step by step instruction on how to upload the exam scores.

If you need assistance, please e-mail hrc.consulting.services@state.co.us.