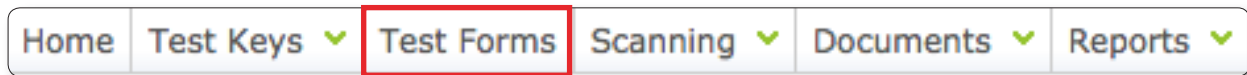


# TEKScore: Test Forms

## (Precoding Scantron/Plain Paper)

- **Log in to DMAC Solutions® at <https://www.dmac-solutions.net>.**  
*\*Teacher passwords are automatically generated based on class roster uploads sent to DMAC. The DMAC District/ Campus Administrators can create logins for other user roles.*
- **Click on TEKScore**



Once you've entered the application, choose **Test Forms** from the menu as seen below.

### Test Forms: Search

**Test Forms**  
Print Test Forms

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**Student Search**

Campus  
DMAC ELEMENTARY

| Teachers   | Student Grade                          | Semesters |
|--|--|-----------|
| <input type="checkbox"/> Acevedo, Maberly              | <input type="checkbox"/> EE            | 01        |
| <input type="checkbox"/> Angelo, Heather               | <input type="checkbox"/> PK            | 1         |
| <input type="checkbox"/> Bentley, Emily                | <input type="checkbox"/> KG            | 2         |
| <input type="checkbox"/> Bernal, Alexis                | <input type="checkbox"/> 01            |           |
| <input type="checkbox"/> Bissonette, Laura             | <input type="checkbox"/> 02            |           |
| <input checked="" type="checkbox"/> Bloodgood, Jessica | <input type="checkbox"/> 03            |           |
| <input type="checkbox"/> Bonham, Tailor                | <input type="checkbox"/> 04            |           |
| <input type="checkbox"/> Bruner, Brittany              | <input checked="" type="checkbox"/> 05 |           |
| <input type="checkbox"/> Casillas, Tiffany             |  |           |
| <input type="checkbox"/> Castillo, Shayla              |  |           |
| <input type="checkbox"/> Chatternaul, Analisa          |  |           |

Course Information (optional, partial values are accepted)

Content  Number  Description

**Plain Paper Test**

Click the button below to test a printer for printing plain paper forms.

- Select **Campus**
- Identify **Teachers, Student Grade, Semesters, or Course Information** as needed. (not necessary to select in each area)
- Click **Search**

## Test Forms: Search Results

**Test Forms**  
Search Results (grade 05)

| <input type="checkbox"/> | Teacher        | Content        | Number | Description | Per | Sec | Sem | Students |
|--------------------------|----------------|----------------|--------|-------------|-----|-----|-----|----------|
| <input type="checkbox"/> | Bentley, Emily | Enrichment     | 0500   |             | 05  | 10  | 1   | 17       |
| <input type="checkbox"/> | Bentley, Emily | Enrichment     | 0500   |             | 05  | 10  | 2   | 17       |
| <input type="checkbox"/> | Bentley, Emily | MATH 5         | 0501   |             | 01  | 10  | 1   | 17       |
| <input type="checkbox"/> | Bentley, Emily | MATH 5         | 0501   |             | 01  | 10  | 2   | 17       |
| <input type="checkbox"/> | Bentley, Emily | MATH 5         | 0501   |             |     |     |     |          |
| <input type="checkbox"/> | Bentley, Emily | MATH 5         | 0501   |             |     |     |     |          |
| <input type="checkbox"/> | Bentley, Emily | MATH 5 BLOCK 2 | 0514   |             |     |     |     |          |
| <input type="checkbox"/> | Bentley, Emily | MATH 5 BLOCK 2 | 0514   |             |     |     |     |          |
| <input type="checkbox"/> | Bentley, Emily | MATH 5 BLOCK 2 | 0514   |             |     |     |     |          |

238 students in 14 classes

DMAC Solutions @  
Region 7 Education Service Center [US] <https://www.dmac-solu...>

| <input type="checkbox"/> | TEAMS ID  | Name              | Grade |
|--------------------------|-----------|-------------------|-------|
| <input type="checkbox"/> | *****2387 | Andrade, Yareny   | 05    |
| <input type="checkbox"/> | *****2327 | Augustine, Aleena | 05    |
| <input type="checkbox"/> | *****2369 | Bettiol, Andrew   | 05    |
| <input type="checkbox"/> | *****2271 | Brown, Kristen    | 05    |
| <input type="checkbox"/> | *****4439 | Cardona, Emily    | 05    |
| <input type="checkbox"/> | *****2385 | Cortez, Briana    | 05    |
| <input type="checkbox"/> | *****2319 | Finn, Megan       | 05    |
| <input type="checkbox"/> | *****2277 | Finney, Anthony   | 05    |
| <input type="checkbox"/> | *****3961 | Hamilton, Rosa    | 05    |
| <input type="checkbox"/> | *****4446 | Horn, Samantha    | 05    |
| <input type="checkbox"/> | *****2347 | Jasek, Natalie    | 05    |
| <input type="checkbox"/> | *****2226 | Luterman, Xavier  | 05    |
| <input type="checkbox"/> | *****2313 | Lyons, Kelly      | 05    |
| <input type="checkbox"/> | *****3967 | Perkins, Elisa    | 05    |
| <input type="checkbox"/> | *****2541 | Pham, Thien       | 05    |

- Select **Entire Classes** by checking box next to Teacher's Name(s), or select **Individual Students** by clicking on the number under the Student Column, then checking box by student's name.
- Choose **Precode Scantron Forms** or **Print Plain Paper Forms**

## Precode: Scantron Forms

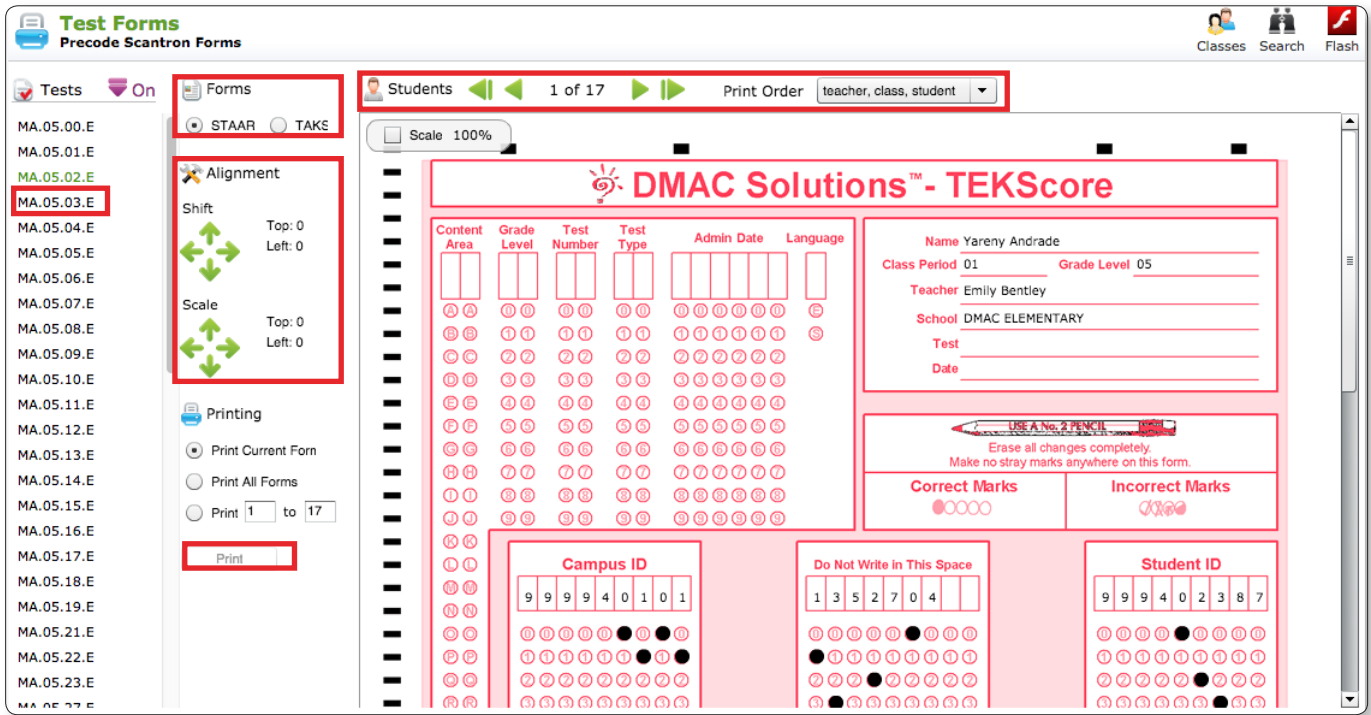
### Adobe Flash Player

You must have the latest version of Adobe Flash player installed.



Please refresh this page when you have completed the installation.

- The first time you Precode Scantron Forms, you may need to ensure your computer has the **latest version of Adobe Flash installed**. You will know if you do not have the updated version because you will see the page above instead of the TEKScores forms. Click on the button to download Flash and refresh your browser after installation.
- Precoding of Scantron Forms in TEKScores utilizes Adobe Flash -- which is compatible with all browser types and operating systems -- for computers and laptops (both PC and MAC).
- This will allow you to align the bubbles/dots you see on the screen with your individual printer's alignment so they print accurately on the form.



1. Select Your **Test Key** from the left-hand column. You may use filter
2. Choose your **Form**
3. Click Print to create a test page to see your alignment
4. Use the Shift under alignment to move the dot to align with the form. The scale arrows changes the size of the dot.
  - Note: Your computer will remember these selections for future use as long as you are using the same computer and printer.
5. Choose print order from drop-down or view/individual Student information

## Print: Plain Paper Answer Documents

### Plain Paper Test

Click the button below to test a printer for printing plain paper forms.

Run Printer Test

✓

**Printer Test**

Verify Plain Paper Printer

---

**Step 1. Print Form**

Print the sample form on the printer used for plain paper forms.

**Step 2. Scan Form**

Scan the printed form on the scanner used for plain paper forms with the following settings.

Paper Size: Letter (8.5 x 11 in)  
 File Type: Multi-Page Tiff (.tif)  
 Resolution: 300 x 300 dpi  
 Scan Type: Black & White

**Step 3. Upload File**

Locate and upload the scanned file.

Choose File
No file chosen

Upload

- Make sure your Test Key has been approved for Plain Paper Scanning (see Test Key manual)
- You may need to ensure your computer has the **latest version of Adobe Reader installed**
- You **must** run a printer test for whatever printer you will be using to print your answer documents
  - Follow Steps 1-3 on the left of the screen.

**Step 1. Print Form**  
Print the sample form on the printer used for plain paper forms.

**Step 2. Scan Form**  
Scan the printed form on the scanner used for plain paper forms with the following settings.

Paper Size: Letter (8.5 x 11 in)  
File Type: Multi-Page Tiff (.tif)  
Resolution: 300 x 300 dpi  
Scan Type: Black & White

**Step 3. Upload File**  
Locate and upload the scanned file.

Choose File DOC.TIF

Upload

**Plain Paper Printer Test**

Student: Jane Doe Grade: 09 Campus: DMAC High Font: 9pt  
Teacher: John Smith Course: Algebra I, 101 Per: 5 Sec: A Sem: 1

|                    |                    |                    |
|--------------------|--------------------|--------------------|
| 1. ● B C D E       | 19. ● B C D E      | 37. ● B C D E      |
| 2. ● G H J K       | 20. ● G H J K      | 38. ● G H J K      |
| 3. A ● C D E       | 21. A ● C D E      | 39. A ● C D E      |
| 4. F ● H J K       | 22. F ● H J K      | 40. F ● H J K      |
| 5. A B ● D E       | 23. A B ● D E      | 41. A B ● D E      |
| 6. F G ● J K       | 24. F G ● J K      | 42. F G ● J K      |
| 7. A B C ● E       | 25. A B C ● E      | 43. A B C ● E      |
| 8. F G H ● K       | 26. F G H ● K      | 44. F G H ● K      |
| 9. A B C D ●       | 27. A B C D ●      | 45. A B C D ●      |
| 10. F G H J ●      | 28. F G H J ●      | 46. F G H J ●      |
| 11. teacher scored | 29. teacher scored | 47. teacher scored |
| 0 ●                | 0 ●                | 0 ●                |

After completing the test, the software will display **PASSED** or **FAILED** directly below the upload button. If your printer test **FAILED**, please contact the DMAC help desk for further assistance at **1-866-988-6777**.

After selecting the class periods to pre-code answer documents as previous described, choose **Print Plain Paper Forms** at the bottom of the screen.

The reminder to Run Printer Test will come up again, if already run and passed, click in the gray area to remove. If you have not run the printer test, you may do so here as described in the steps above.

**Test Keys** ▼ On

- MA.05.00.E
- MA.05.04.E
- MA.05.08.E
- MA.05.11.E
- MA.05.15.E
- 1. MA.05.16.E
- MA.05.27.E
- MA.05.61.E
- MA.05.69.E
- MA.05.73.E

**Grid Format**

math  
 science

**Print Order**

teacher, course, student  
 teacher, student  
 grade, student  
 student only

**Font Size**

9 point  
 11 point  
 13 point

**Sample DMAC Math Test** MA.05.16.E

Student: Yareny Andrade Grade: 05 Campus: DMAC ELEMENTARY Font: 9pt  
Teacher: Emily Bentley Course: MATH.5\_0501 Per: 01 Sec: 10 Sem: 1

|                   |               |  |
|-------------------|---------------|--|
| 1. A B C D E      | 8. F G H J K  |  |
| 2. F G H J K      | 9. A B C D E  |  |
| 3. A B C D E      | 10. F G H J K |  |
| 4. F G H J K      | 11. A B C D E |  |
| 5. A B C D E      | 12. F G H J K |  |
| 6. F G H J K      | 13. A B C D E |  |
| 7. teacher scored |               |  |
| 0 1               |               |  |

Print

1. Select your **Test Key** number from the list on the left. You may use the filter to narrow your list
2. Choose the **Print Order**
3. Choose the **Font Size**
4. Select **Print** from the task bar at the bottom of the document window

**For additional training and assistance, please contact your DMAC regional contact or call 1.866.988.6777.**

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