OMR Sheet Printing & Scanning Instructions
For Technical Support call : 8411906600, 9229113500
~~Please do not Call : 8805707333 or 9229113577~~

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OMR Sheet Printing Instructions

- For printing use the CorelDraw file of the OMR design exported by the software.
- This CorelDraw file can be edited to add your organization Name, Logo and other necessary information without disturbing the Index points or OMR circles.
- PDF file should be used only for viewing or printing if CorelDraw is not available.
- Coloured OMR Sheets should be used if the pattern of marking allows tick marks or thin strokes.

Laser/Inkjet Printing >

- OMR Sheets can be printed using a Laser Printer or rezograph or digital copier printer.
- Set the printer page to A4. Mostly standard page is set as 'Letter'. Change it to A4.

Offset Printing >

- OMR Sheet can also be made through Offset Printing.
- Only print using Plates. **DO NOT** print using tracing sheet or master.
- Use the CorelDraw file to make plates.
- While cutting the sheet after printing, all pieces should be of equal size.

Photocopy Printing >

- Photocopies of OMR Sheet can also be used if the copier machine is giving good quality photocopies.
- Please make sure the size of the photocopy is same as the original.
- Please make sure that the Index points are solid black.
- Please make sure there is no black dust or line over the bubbles or near the index points.

General Precautions for OMR Prinitng

- **DO NOT** alter the Size of the sheet format.
- **DO NOT** change location of circles/boxes as exported by the software.
- **DO NOT** increases the line thickness of bubbles. The line thickness of the circles is kept thin to avoid interference in reading. If you make the bubble outlines very thick the software might read all bubble edges as response because ultimately software is made for reading dark areas.
- **DO NOT** removes index points.
- **DO NOT** change location of index points as exported by the software.
- **In any method of printing:** Laser, Offset or Photocopies, ensure that **4 Black Index Points** on 4 corners of sheet are properly printed *(see fig. 1).*

| Hazy Index Points | Patchy Index Points | Solid Index Points |

Figure 1 : Perfect Index Point Printing

- The index points should be printed **Solid & Dark in Black colour**. If the index points are not properly printed, they will not be scanned properly and it will give trouble while reading.
- **DO NOT** print anything else outside or close to the Index points.
- In case if sheet includes a cutting or tearing margin, it should be sufficiently far from the index points.
- Any dirty or misprinted/misaligned sheets or faulty while cutting should be eliminated right at the time of printing. **DO NOT USE SUCH SHEETS.**

Printing of Coloured OMR Sheets

- Coloured OMR Sheets can be printed using Laser/inkjet printer. **Check that the printer is able to print without smudging or blotting.**
- Only 2 colours should be used.
- One colour Black is necessary. Second colour can be pink or orange or golden yellow.
- Green or blue tones should be avoided.
- Coloured OMR Sheets can also be printed using offset printing.
- In case of Offset printing, the corner black index points are printed in both colours, such that the exactly overlap and there is no relative displacement i.e. **zero-zero registration.** *(see fig. 2)*

| Out of Registration. Imporper Overlapping | Perfect Colour Overlapping |
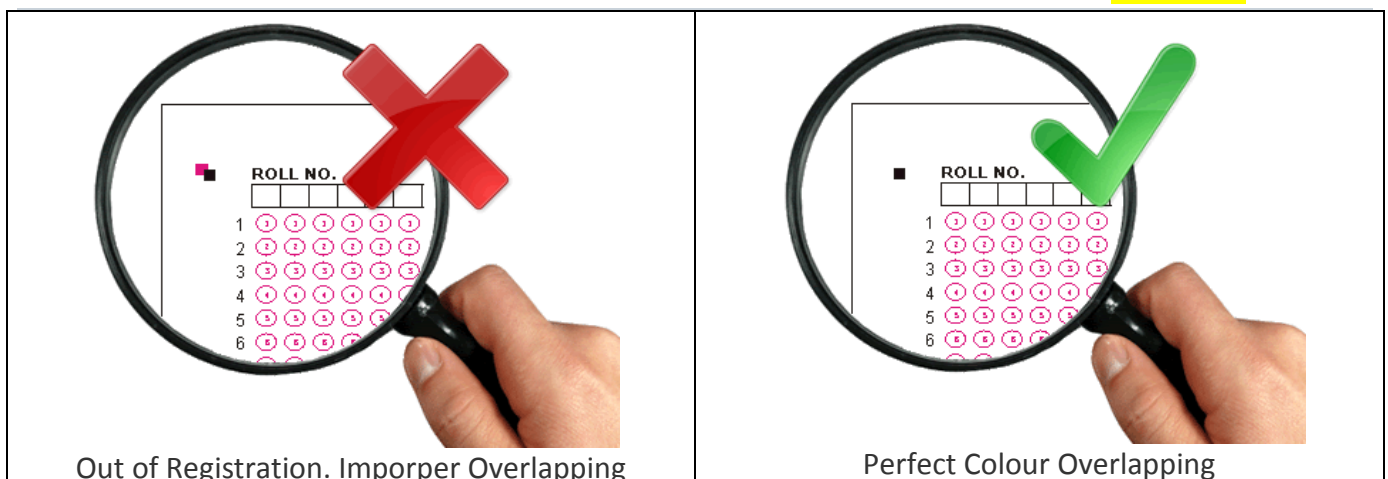
Figure 2 : Perfect 2 Colour Printing

Printing of Barcode/ OCR Serial No./ Stamped Serial No.

- Barcode should be printed in 32+ font size in black colour only.
- OCR Should be printed in 16+ font size in black colour only.
- OCR & Barcode fonts can be download from www.admengroup.com/support.htm
- In case of stamped number printing, DO NOT spoil the sheet by stray ink marks. Stamped numbers cannot be read.

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OMR Sheet Scanning Instructions

- Scan answer sheets using any Flatbed or 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 *(see fig. 3).*

Improper Distance from Edge of Page	Reasonable Distance from Edge of Page
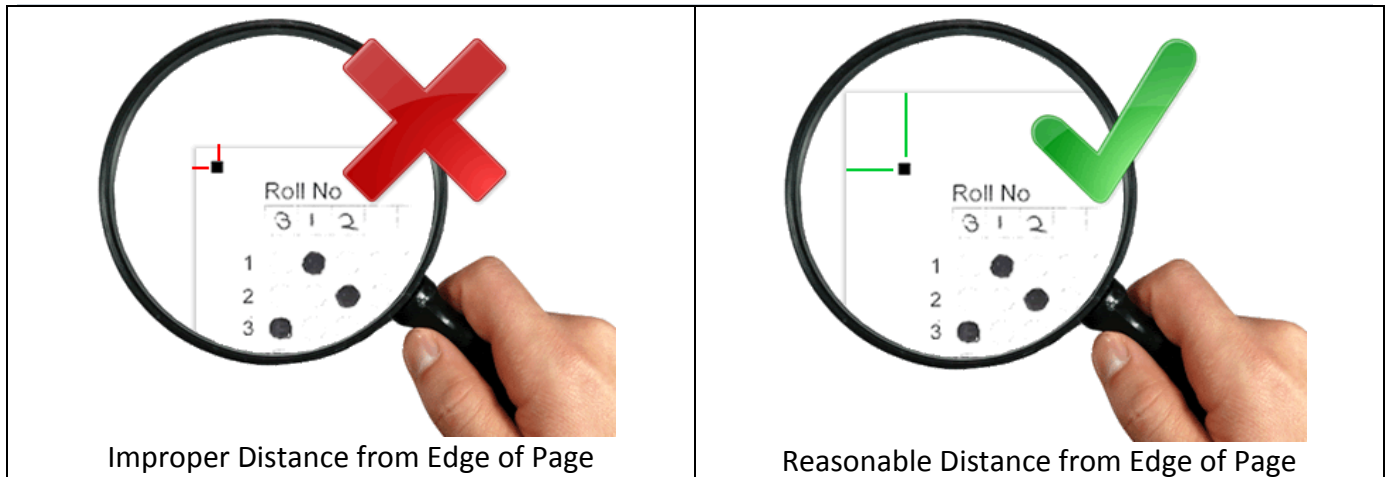
Figure 3 : Distance from Page Edge

Scanning File Format

- Scan as "Image / Picture". **DO NOT** scan as "Document".
- Save as **BMP or TIFF** file only. **DO NOT** save as JPEG/DOC/PDF.
- **DO NOT** scan in multi-page TIFF, scan as single page **TIFF**.
- Scan at **100 dpi**. If not available in scanner, scan at 150 or 200 dpi and correspondingly change the dpi settings in settings menu.

Scanning Resolution & Mode

- 100 dpi scanning is absolutely as accurate as higher dpi scanning so no need to scan at higher dpi.
- **DO NOT** increase brightness or contrast unless guided *(see fig. 4).* Scan at default settings.
- For sheets with Barcode, scan at 150-200 dpi.
- For sheets with photographs, scan at 100/150 dpi in Greyscale or Colour format.

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| Increased Contrast | Proper Contrast - Default Settings |
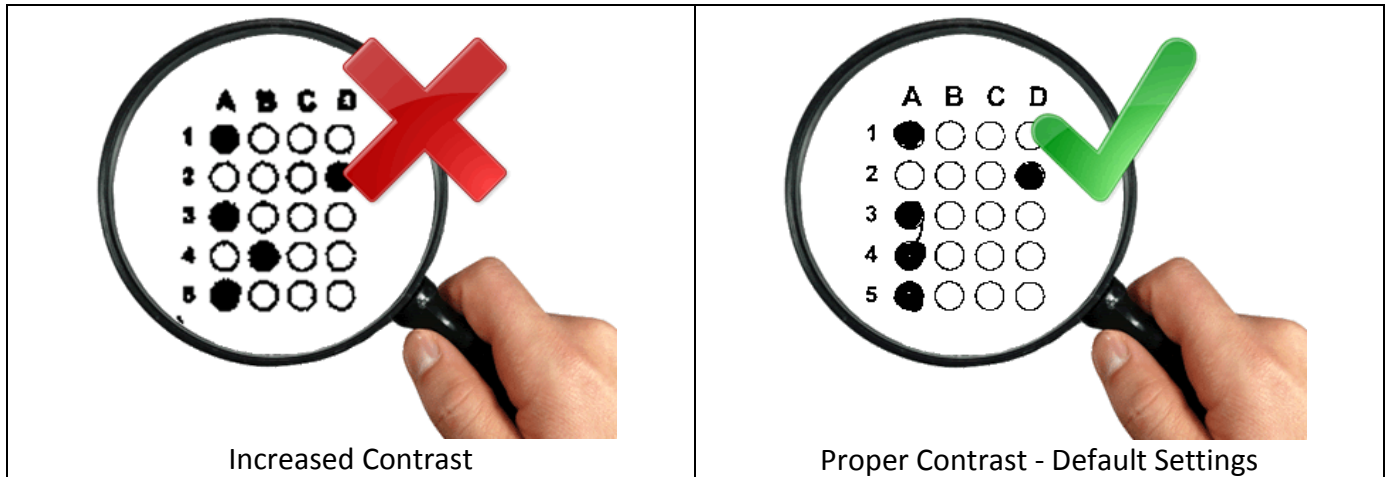
Figure 4 : Scanning Contrast

- **DO NOT** scan in dithered mode. Scan in 50% threshold mode (see *fig.* 5).

| Dithered Mode | 50% Threshold |
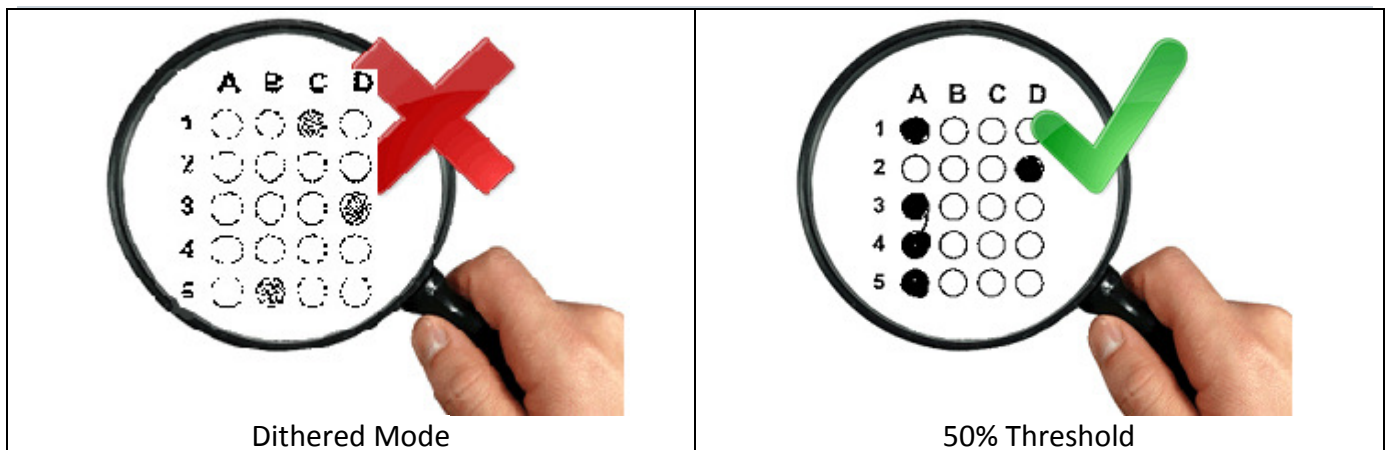
Figure 5 : Scanning Modes

Filling the bubbles on OMR Sheets

- Use of Pen/Pencil depends on the rules set by the exam body. Carefully read the instructions given on the sheet before filling.
- OMR sheet has to be filled using Blue/Black Ball Pen or HB pencil.
- **DO NOT** use Ink Pen as it might bloat or spill.
- **DO NOT** under fill or overfill the OMR circles. Avoid partial filling or spilling out.
- First fill the circles/boxes in the OMR sheet completely and then darken the filled circles/boxes.
- Completely darken the respective circle for your response.
- Please fill the appropriate OMR circles with due care. Avoid over-writing on OMR Sheet.
- Mark multiple bubbles only in case of MCQs. If you mark more than one circle in a single choice question the answer will be considered as being wrong.

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After correct Printing & Scanning your sheet should look like this:

Your Institute Name & Logo
OMR ANSWER SHEET

ROLL NO.
1 0 0 6

TEST ID

Name .... Mayur .

Batch..................

Mobile No.... 9755966547 .... 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