

Preparing your School to Switch to Compatible Scantron Forms



Switching to Compatible Scantron Forms is not a complicated process in itself because they are used the same way. The human factor will probably be your biggest challenge in this process. Communication will be key. The following checklist will help you with getting everyone on the same page in order to create a smooth process.

STEP #1 – I AM READY TO SWITCH

- Understand the testing needs of your school
 - What forms are you currently using?
 - What forms should you be using?
 - What forms you would like to use?
- Scanner Health Check
 - How many scanners are in use?
 - How many are defective/obsolete and need repair/replacement?
 - Do you have a maintenance schedule?
 - Do you have ink for your scanner on inventory?
- Place your order
 - Call CAMtria at 1-888-848-5111 or Email – Sales@camtria.com
 - Place your order online on <https://www.camtria.com/camtria-store>

STEP #2 - WHAT TO PREPARE BEFORE THE ARRIVAL OF THE NEW FORMS

- Communicate, Communicate, Communicate
 - Send a quick email explaining the upcoming change outlining the differences
 - Remind them of the location of user guides
 - Distribute a guide on testing best practices
- Training
 - Offer your staff a refresher training on how to use the scanners
 - Give a quick overview of the use of the forms for test

STEP #2 – THE FORMS ARRIVED – NOW WHAT?

- Did we say communicate?
 - Send a quick reminder informing the staff that the new forms have arrived.
 - Give them a sheet cheat on where to find the forms and who to inform when they are low on stock
 - Add an at-a-glance sheet to all exams on how to properly use the forms

STEP #3 – WE ARE USING THE FORM – NEXT STEPS

- Inventory
 - Keep an eye on your stock and know your reorder point
 - Watch for CAMtria's email reminders to reorder.