How to Fill Out Your Answer Sheet Information

Side One

1. Use a No. 2 pencil only.
2. Fill in this side of the answer sheet for your FIRST TEST IN THIS CLASS.
3. Fill in accurate student ID on SIDE 2 for EVERY test.
4. Make DARK marks that completely fill the circles for your student ID, your name, and your answers. ERASE COMPLETELY if you change answers.

Examples: Do: ○ ○ ● ○ Don’t: ○ ○ ○ ○

Start in the FIRST LEFT BLOCK
LASTNAME (one space) FIRST NAME (one space) ONE MIDDLE INITIAL

Double/Mc/Mac/Van Last Names: DO NOT use a space: SmithJones, VanDeBogart
Hyphenated Names: DO NOT use a hyphen or space
Fill in the appropriate letter bubbles

Side Two

Your Instructor’s Name
Your Class
Exam #
You MUST fill in your W# on ALL exams!
Please have your Western ID available to enter your CORRECT W#!

Which Test Form you are taking?
A
B
C
D