

### OPERATING INSTRUCTIONS

#### GENERAL INFORMATION:

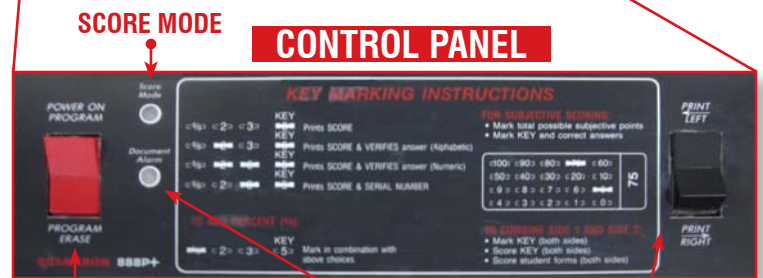
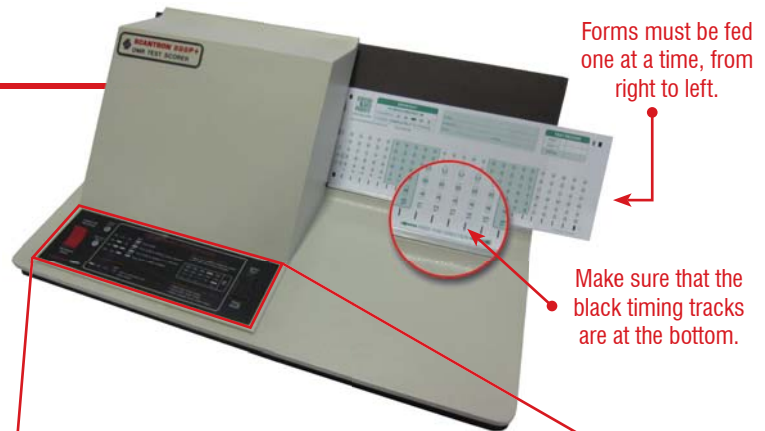
- A standard No. 2 Pencil is preferred marking instrument for all Precision Data Products forms.
- Marks should be dark and completely fill the mark position.
- Test scores remain in the 888P+ memory as long as the power is ON. **(NOTE: Memory must be cleared before scanning the next key form. To clear memory simply turn the power OFF "PROGRAM ERASE" then turn back to POWER ON PROGRAM.)**

#### FOUR SIMPLE STEPS:

1. Prepare Teacher's Key to program the 888P+ machine.
2. Feed the Key through the machine.
3. Feed the student forms.
4. Feed an Item Analysis form PDP-9700.

#### PREPARING A KEY FORM:

1. Create the Key using the same form used by the students.
2. Using a Standard No. 2 pencil, fill in the correct answers with dark marks. Make clean erasures if you change any marks.
3. Select one of the **Scoring Programs** below and fill in the appropriate bubble(s). Always mark bubble "5" to signify that the form is the "Key."



**Power ON/OFF:**  
Two beeps indicate the machine is working properly. (Power OFF clears the machine's memory).

**DOCUMENT ALARM**  
Lamp lights & alarm sounds when the number of timing marks per edge on the student's form do not match the key or when the form fed upside-down.

**PRINT LEFT RIGHT PRINT**  
Shifts the printing position of the score to left or right. Used to re-score the form without printing over previous score. **(NOTE: do not use with scoring programs 4 and 5)**

### SCORING PROGRAMS

#### Program Number "1"

(T)	(F)	KEY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Error mark incorrect answers and print a raw score.

#### Program Number "2"

(T)	(F)	KEY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Print alpha correct answer and a raw score. Asterisk(\*) indicates more than one correct answer.

#### Program Number "3"

(T)	(F)	KEY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Print numeric correct answer and a raw score. Asterisk(\*) indicates more than one correct answer.

#### Program Number "4"

(T)	(F)	KEY
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Count ballots or tabulate surveys and print a serial number from 1-999 on the form.

#### Optional Program "5"

Add a percentage score. Mark the percent bubble in combination with a program above.

**NOTE:** Programs "Number 2 & 3" require forms that are 5 or 6 lines per inch and have 3/4" free space on the bottom.

(Example Forms: PDP-100, PDP-882 Lovas, PDP-815, PDP-881, PDP-200, PDP-50M, PDP-885, PDP-2200, PDP-2020, PDP-2052)

<input type="checkbox"/>	(T)	(F)	KEY	PART 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# Precision Data Products

P.O. Box 673 • Victorville, CA 92393 • **1.800.362.5964**

## SCORING STUDENT TESTS

1. Flip the switch to **Power ON**.
2. Feed **Teacher's Key** through machine.
3. Feed **student forms** through machine.
4. Leave power ON and feed an **Item Analysis PDP-9700 form**.
5. To score a **second test**, turn power **OFF** to clear the memory, then repeat process.

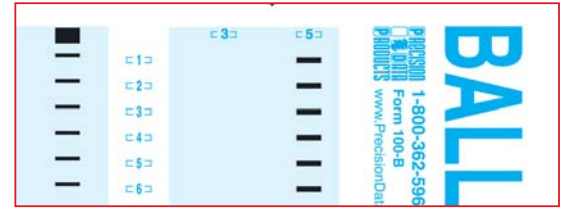
## PROCESSING FORM ERRORS

If the machine **beeps once**, or the document **alarm sounds** and lamp is **illuminated**, do **not** turn the machine off. Simply remove the problem form, examine it, make corrections and feed it through the machine again. Potential trouble areas:

- Bubble "**5**" is not marked on the Key.
- Form is upside down (i.e. **timing track** must be on the **bottom**).
- Erasures are not clean.
- Extraneous marks are outside the bubble(s) or in timing track.

## COUNTING BALLOTS - TABULATING SURVEYS

- Feed through ballot or survey **Key** (see Scoring **Program #4**).
- Note: You have no correct answers to fill in on a ballot or survey Key.*
- Feed through ballot or survey **forms** (up to **999 forms**).
- Leave power ON and feed through a **PDP-9700 Tally** form.



**NOTE:** Machine memory capacity is **999 forms** per batch. For an additional batch, turn machine OFF to clear memory. Turn power ON; feed Key a second time; (**PDP 100-B, PDP 815-B**) feed next batch up to 999 forms; then feed a **PDP-9700 Tally** form. Repeat process as often as needed.

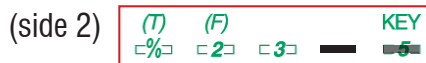
## COMBINING SIDE 1 AND SIDE 2 SCORES

**Marking Teacher's Key:** Mark Key bubble "**5**" on both **side 1** and **side 2**. Fill in other program bubbles only on side 1. Then fill in with the correct test answers.

For example: If you mark these two bubbles on side 1,



then side 2 should be marked like this.



**Scoring Tests:** Feed side 1 of Key immediately followed by side 2. **Next, score the student's test form by feeding side 1 immediately followed by side 2.** Repeat this process for each student. Last, feed through an Item Analysis form.

**Do the MATH?**  
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