

Returning Answer Sheets

After students have completed their paper interim assessment, you will need to send us the completed answer sheets to be processed. You'll want to set expectations, procedures, and a timeline for collecting completed answer sheets from teachers at the beginning of the year and ensure school staff understand the importance. Student answer sheets will be returned to myANet by scanning the document via a standard copy machine/scanner and emailing to help@achievementnetwork.org.

What do I need to send to ANet after my school administers?

- Please send completed answer sheets only.
- Blank answer sheets will be processed by our system automatically, and students will receive a 0.
- Do not return student assessment booklets or students responses to open-response items

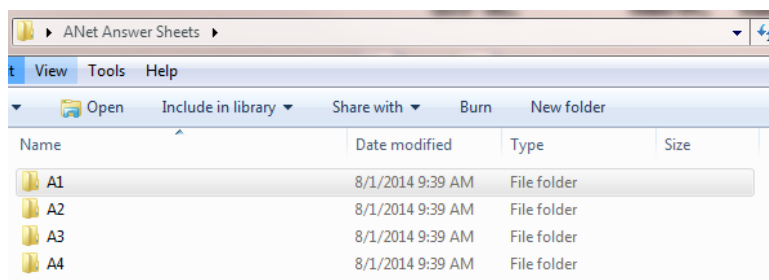
Prepare Your File(s)

Once you've collected answer sheets:

- Answer sheets should be organized by **Course, grade, and class period** before scanning. Organizing before scanning will allow you to easily track which courses, and periods you scanned
- Check for any new student answer sheets, which may have students that need to be added to your ANet Roster

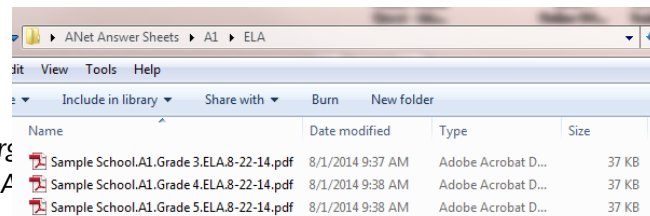
Create an answer sheet organization system on your computer:

- Create a folder where you can save all answer sheet files once they have been scanned
- Create a folder for each ANet cycle
- Within each interim folder, it may be helpful to include folders for each course your school will administer



Scanning tips:

- Documents are most easily entered into our system when scanned on a traditional copy/scanning machine, rather than in a smartphone app or mobile scanner (such as Adobe Scan, Clear Scan, or CamScanner).
 - Mobile scanning can lead to inaccurate data collection due to inconsistent quality of captured answer sheets.
- Answer sheets files must be scanned and saved in PDF, TIFF, or ZIP file format
- After you've scanned the answer sheets, save them in the folders on your computer and rename the files with the following naming convention:
 - SchoolName.Cycle.Grade/Course.Subject.Date

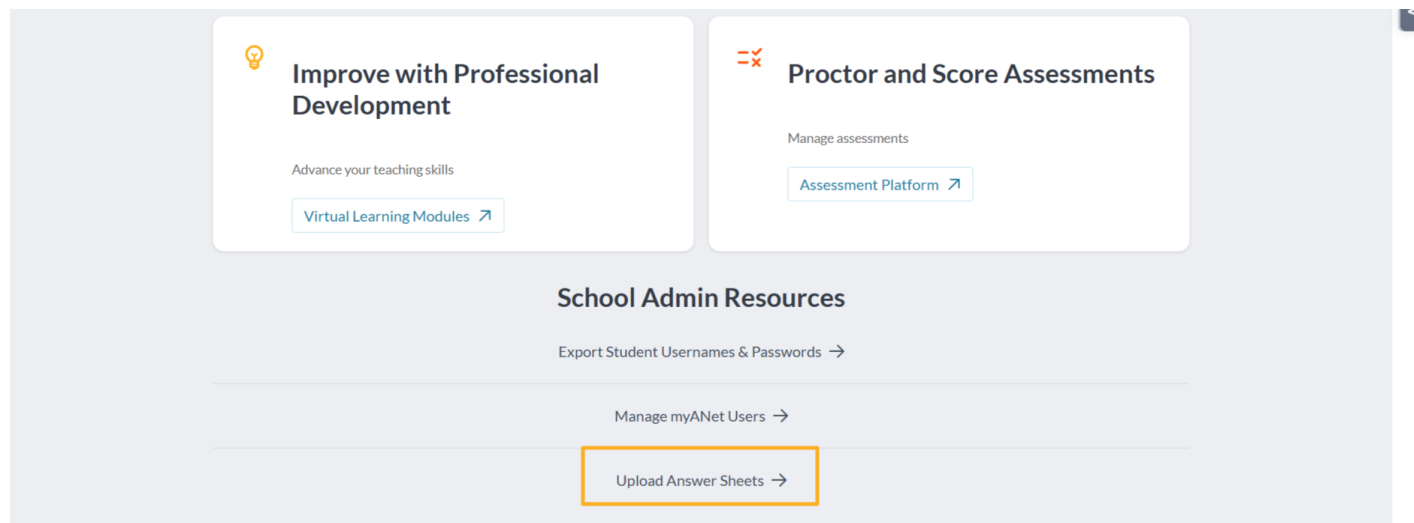


Please contact ANet Support at help@achievementnetwork.org
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Returning Answer Sheets

Send answer sheets to ANet

Once you have scanned all answer sheets to your folders, upload the folders on the '[Dashboard](#)' of myANet.



Data Turnaround Time

ANet provides your school a two business day turnaround on interim performance data starting from when we receive your answer sheets. We strongly recommend that you test, scan and upload your answer sheets on the same day.

Monday	Tuesday	Wednesday	Thursday	Friday
		Answer sheets Scanned or Uploaded <i>Prior to 3PM</i> Processing Day 1	Processing Day 2	Data Available on myANet

Please consider the answer sheet processing time when scheduling your data meeting.