

4-H/FFA Dairy CDE Scantron Instructions

Before the Contest Begins:

1. Each contestant will need to bring multiple #2 pencils as a sharpener will not be available.
2. Using one blank per digit, write your team number in the Chapter, County, or Club Number section boxes provided then fill-in the corresponding bubble below each digit.
3. Fill-in the bubble that matches your contestant number.
4. The Group letter is your assigned rotation group. This letter will NOT be bubbled on your form.
5. Using one blank per letter, write your last name in the boxes provided then fill-in the corresponding bubble below each letter.
6. Using one blank per letter, write your first name in the boxes provided then fill-in the corresponding bubble below each letter.

Completing the Scantron:

1. Keep your scantron answer sheet and dairy class placing sheet in the file folder provided at all times except when marking answers.
2. Use the Placing Classes section to provide your answer for each class.
3. Fill-in the corresponding bubble under each class number to indicate your placing. **Your completed scantron answer sheet will serve as your official answers.**
4. Use the Dairy Class Placing Sheet to record your same answer for each class. This will be used as a back-up in the event a systematic error occurs with the electronic scoring and tabulation system.
5. After marking your last class answer, it is suggested you double check accuracy to make sure all bubbles on the scantron answer sheet match the placing recorded on the dairy class placing sheet.
6. When finished, turn in your Scantron answer sheet, dairy class placing sheet, and file folder to the group leader. Answers cannot be changed after you've turned these items in to your group leader.

Feel free to ask the group leader questions regarding Scantron form completion.

Dairy Class Placing Sheet

Name _____ School/Club _____

Team Number _____ Contestant Number _____ Group _____

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Class 6 _____

Class 7 _____

Class 8 _____