



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

How to Fill Out a Scantron Sheet

Consumer Decision Making Skill-A-Thon
and Horticulture Skill-A-Thon



The following areas will need to be filled in during the State 4-H Consumer Decision Making Skill-A-Thon and Horticulture Skill-A-Thon. The areas will be labeled so the youth know which areas will need to be marked.

First and Last Name Section:

The youth's name will be written in the boxes under "Last Name" and "First Name". Youth will need to bubble in their name. Under each box they will bubble in the letter that is written on top. It is suggested that the youth double check the bubbles they marked and correct any that are incorrect.

Example Scantron:

The last name is Example, and the bubbles are filled out to spell Example. The First name is Test, and the bubbles are filled out to spell Test. The youth will only need to fill out the bubbles that have a letter corresponding to a letter in their name.

Last Name										First Name									
E	x	a	m	p	l	e				T	e	s	t						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
A	A	<input checked="" type="radio"/>	A	A	A	A	A	A	A	A	A	A	A	A	A				
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B				
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C				
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D				
<input checked="" type="radio"/>	E	E	E	E	E	<input checked="" type="radio"/>	E	E	E	E	E	<input checked="" type="radio"/>	E	E	E				
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F				
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G				
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H				
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I				
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J				
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K				
L	L	L	L	L	<input checked="" type="radio"/>	L	L	L	L	L	L	L	L	L	L				
M	M	M	<input checked="" type="radio"/>	M	M	M	M	M	M	M	M	M	M	M	M				
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N				
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O				
P	P	P	P	<input checked="" type="radio"/>	P	P	P	P	P	P	P	P	P	P	P				
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q				
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R				
S	S	S	S	S	S	S	S	S	S	S	<input checked="" type="radio"/>	S	S	S	S				
T	T	T	T	T	T	T	T	T	T	<input checked="" type="radio"/>	T	<input checked="" type="radio"/>	T	T	T				
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U				
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V				
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W				
X	<input checked="" type="radio"/>	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y				
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z				

Placing Class:

When judging a class, the youth will fill out the “Placing Classes” section. They will decide on the placing for the class and then find the class number and then the placing that they would like to select. Once they have found the placing, they will bubble in the bubble in the correct class line. They will not fill out any bubble for the classes that do not exist. For example, if they have 4 classes, they will not bubble in any bubbles for classes 5-9.

Example Scantron:

The contest has 4 classes to judge. They will only mark their answers under Placing Classes 1-4. In Class #1, the youth decides that the placing is 1-4-2-3. They will locate on the scantron the combination that states 1423 and mark the bubble underneath class 1. They will repeat this for classes 2-4 with the placings that they have chosen.

Placing Classes												
	Place	Class									Place	
		1	2	3	4	5	6	7	8	9		
1	1234	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1234	1
2	1243	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1243	2
3	1324	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1324	3
4	1342	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1342	4
5	1423	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1423	5
6	1432	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1432	6
7	2134	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2134	7
8	2143	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2143	8
9	2314	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2314	9
10	2341	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2341	10
11	2413	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2413	11
12	2431	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2431	12
13	3124	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3124	13
14	3142	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3142	14
15	3214	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3214	15
16	3241	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3241	16
17	3412	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3412	17
18	3421	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3421	18
19	4123	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4123	19
20	4132	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4132	20
21	4213	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4213	21
22	4231	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4231	22
23	4312	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4312	23
24	4321	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4321	24

Exam:

This section will be used for check-type questions in the Consumer Decision Making Skill-A-Thon. For the Horticulture Skill-A-Thon, the Exam and Exam 2 will be used for answers to their tests that they take. The youth will be told which area the test answers will go under. Youth will be given multiple choice questions and they will fill in the bubble with the letter they feel is correct. Only one bubble per line is accepted. Youth will look at the choices and select the letter they feel is correct. They will then find the number of the question and then fill in the letter that corresponds with what they have selected.

Example Scantron:

Under Exam there are 10 questions that have been asked to the youth. For question 1, they feel that B is the best option. They will locate 1 and then fill in the B bubble on the line labeled 1. This will be repeated for questions 2-10. Under Exam 2, they are once again asked 10 questions. For question 1, they feel that C is the best option. They will locate 1 and then fill in the C bubble on the line labeled 1. This will be repeated for questions 2-10.

Exam				
1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D
7	A	B	C	D
8	A	B	C	D
9	A	B	C	D
10	A	B	C	D
11	A	B	C	D
12	A	B	C	D
13	A	B	C	D
14	A	B	C	D
15	A	B	C	D
16	A	B	C	D
17	A	B	C	D
18	A	B	C	D
19	A	B	C	D
20	A	B	C	D
21	A	B	C	D
22	A	B	C	D
23	A	B	C	D
24	A	B	C	D
25	A	B	C	D

Exam 2/Team				
1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D
7	A	B	C	D
8	A	B	C	D
9	A	B	C	D
10	A	B	C	D
11	A	B	C	D
12	A	B	C	D
13	A	B	C	D
14	A	B	C	D
15	A	B	C	D
16	A	B	C	D
17	A	B	C	D
18	A	B	C	D
19	A	B	C	D
20	A	B	C	D
21	A	B	C	D
22	A	B	C	D
23	A	B	C	D
24	A	B	C	D
25	A	B	C	D

Identification A and B:

The identification section will be used for ID in the Skill-A-Thon. For Consumer Decision Making Skill-A-Thon, the answers for the following identification will be answered in this section: Sewing and Clothing ID; Interior Design and Housing ID; and Food and Cooking ID. For the Horticulture Skill-A-Thon, the answers for the following identification will be answered in this section: Vegetable ID; Fruit, Nuts and Berries ID; Landscape Ornamentals ID; and Flowers and Indoor Plants ID.

Youth will be given a word bank with the possible answers to the identification. There will be a number and a name associated with the identification. The youth will find on the sheet of paper the answer they are looking for and then bubble in the number that corresponds with that name under the correct number. The youth will be told which section is to be filled out for the set of ID. For example, with Vegetable ID, they will use the Identification A section and numbers 1-8. For Fruits, Nuts, and Berries Identification, they will fill out the Identification A section and number 26-33.

Counties can assign the number code to the identification answers they are having youth identify. Once the state committees have narrowed down which items will be placed on the answer bank for the State Skill-A-Thons, they will assign an identification code specific for those Skill-A-Thons.

Example Scantron:

Youth were given 5 identifications in each section of Vegetable ID; Fruit, Nuts and Berries ID; Landscape Ornamentals ID; and Flowers and Indoor Plants ID. ID will go under Identification A, numbers 1-5. Fruits, Nuts, and Berries will go under Identification A, number 26-30. Landscape Ornamentals will go under Identification B, number 1-5. Flowers and Indoors plants will go under Identification B, numbers 26-30.

The youth will look at item 1 to be identified and then look at the list provided to decide the code to use. They feel this is a tomato, they find the tomato on the list and see that code 101 is given for tomatoes. They will mark on the answer sheet under the Identification A section number 1, 101. They will write the number in the box and fill the bubbles in with the corresponding number. They will repeat this for all identification.

		Identification A																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Number of Specimen	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	46	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		Identification B																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Number of Specimen	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Specimen	46	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Sections Not Being Used:

The youth will not need to fill out the following sections on the scantron for the Skill-A-Thons:

- Team Number (this will be filled in prior to the contest)
- Code
- State
- Team Activity
- Practicum
- Assessment and Solutions

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