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### INSURANCE COMMISSION ADVISORY

**TO : All Regulated Entities Concerned**  
**SUBJECT : Conduct of Insurance Agent’s Qualifying Examinations Through the Use of Optical Mark Reader (OMR) Scanner Test Scoring Machine**

These Guidelines shall govern the conduct of Insurance Agent’s Qualifying Examinations through the use of Optical Mark Recognition System (OMRS) for the checking of answer sheets for the Off-site Special Qualifying Insurance Agent’s Examinations.

#### A. Purpose

The Optical Mark Recognition System (OMRS) is used to scan a large number of answer sheets and provide shorter turnaround time in releasing examination results. The OMR will be used for the checking of answer sheets of examinees through the Off-site Special Qualifying Insurance Agent’s Examinations.

#### B. General Directions in Filling Out the Scantron Answer Sheet

1. Use **No. 2** pencil **ONLY** in filling out all text fields and in marking/shading answers. Forms filled out in pen or marker cannot be read.
2. **DO NOT USE** ink, ball point, or felt tip pens.
3. Shade **neatly and completely** the circles that correspond to your answers. Questions will be marked **WRONG** when questions are left unanswered.
4. **DO NOT USE** correction fluid, correction pen, correction tape, or any other similar materials.
5. **Erase clearly and completely** any mark you wish to change. Never “X” out.
6. **DO NOT MAKE** any stray marks/unnecessary marks on the answer sheet.
7. **Never** mark two choices for any question.
8. **DO NOT** fold, bend, punch holes or tear the answer sheets.

