**Guidelines for Completing Answer Grids**

**Spring 2019 RICAS Paper-Based Mathematics Tests**

**for Grades 3–5

Parts of an Answer Grid**

 **How to Complete an Answer Grid in Grades 3–5:**

1. Work the problem and find the answer.
2. Write your answer in the answer boxes at the top of the answer grid.
* As long as there are no spaces *within* the digitsof your answer, you may print your answer on the left side, the right side, or in the middle of the grid. Make sure there are no spaces *within* the digits of your answer.
* Print only one digit or symbol in each box.
* Donot leave a blank box in the middle of your answer.
* Fractions cannot be entered into an answer grid. Enter fractions as decimals.
* Be sure to write a decimal point in its own answer box if it is a part of your answer.
* In larger numbers, do not use commas since there is no way to fill in a bubble for a comma.
* You may include leading zeros in decimal answers but you are not required to do so.
* Other than a leading zero in a decimal, do not add any other zeros to your answer.
1. Under each answer box, fill in the circle that matches the number or symbol you wrote above.
* Make a solid mark that completely fills the circle.
* Do not fill in a circle under an unused answer box.
* You must fill in the circles accurately to receive credit for your answer.
1. If you need to change an answer, be sure to erase your first answer.

**Examples of How to Correctly Complete an Answer Grid in Grades 3–5:**

 **. 2 5**

**0 . 2 5**