**Guidelines for Completing Answer Grids**

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

**Two Sample Answer Grids

First example for Grades 3-5 indicates bracketed answer boxes, decimal point bubbles and number bubbles.

Second expample for Grades 6-High School indicates bracketed answer boxes, negative sign bubble, decimal point bubble and number bubble.  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.

**Four examples of how to fill in an answer grid.

Example 1 - Answer 0.432. Beginning in the first column, the 0 is bubbled in under its corresponding number. The decimal is bubbled on the top row and the 432 is is bubbled in below each corresponding number. The last column is blank. 

Example 2 - Answer .25. Beginning in the third column, the decimal point is bubbled in on the top line. Each digit is bubbled in below the corresponding number. The last column is blank.    

Example 3 - Answer 438. Beginning in the fourth column, each digit is bubbled in below the corresponding number. The first three columns are blank.  

Example 4 - Answer 6819. Beginning in the first column, each digit is bubbled in below the corresponding number. The last two columns are blank.  Examples of How to Correctly Complete an Answer Grid in Grades 3–5:**

**. 2 5**

**0 . 2 5**