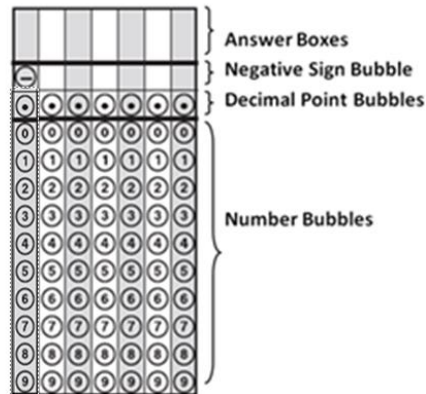# Guidelines for Completing Answer Grids
MCAS Paper-Based Mathematics Tests
for Grade 10

Parts of an Answer Grid

How to Complete an Answer Grid in Grade 10:

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 digits of your answer, you may print your answer on the left side, the right side, or in the middle of the grid, with one exception: negative numbers must start on the left with the negative sign in the first column so that there is no space between the negative sign and the digits in the rest of the answer.
   - Print only one digit or symbol in each box.
   - Do not 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 or a negative sign in the 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.
   - If your answer is a repeating decimal, start your answer in the first number column on the left and carry the repeating digits all the way to the right using all of the answer boxes (do not round unless there is a direction to do so).
   - 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.
   - If the question asks for "what percent," you must fill in the actual percent amount. Do **not** change the percent to a decimal (e.g., 20% is entered as "20" and not "0.20").
3. Under each answer box, fill in a 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.
4. If you need to change an answer, be sure to erase your first answer.

Examples of How to Correctly Complete an Answer Grid in Grade 10