

SOS, Third Party Testing

From: SOS, Third Party Testing
Sent: Thursday, September 26, 2013 4:48 PM
To: SOS, Third Party Testing
Subject: CDL transition document 2: score sheet

To all CDL testing businesses--

Your CDL examiners were recently trained to administer Michigan's new CDL driving skills test. The department will no longer provide pre-printed score sheets for the CDL skills test. Examiners were given a draft version of the new CDL score sheet for use in the class. The final version of the score sheet is now available and your examiners should begin using the current version, dated 10/2013.

Save the attached PDF file and use it to print your CDL score sheets (or you may request a copy of the file whenever you need it). Print only small quantities, as needed. Do not create scoresheets by photocopying a score sheet document; this could result in poor quality documents.

Use paper with a "20-pound" thickness specification to print your score sheets. The 20-pound rating is the most commonly used thickness for copy and printer paper, including most recycled papers. It is specified because flimsy paper could jam the scanner.

The PDF has many fields in "fillable" format for your convenience. You may choose to print score sheets with some or many fields prepopulated. Some testers may choose to preprint only the three-digit organization number, but other testers may choose to print the score sheet with more information—e.g., the examiner and site information. Testers also have the option to print a score sheet with all customer information (either after the test is scheduled or when the customer arrives at the testing site).

Testers are not required to use the fillable format feature. Legible score sheets completed by hand by the examiners are acceptable.

(This is the second message in a series. Contact thirdpartytesting@michigan.gov if you did not receive "CDL transition document 1: first of a series.")