

When this has been done, the same entry of Identification Number should be made in the code box on the reverse side of the Answer Sheet. The reverse side, printed in green, is the Test Answer Sheet, and has space for the Identification Number in a code box in the upper right corner. Check to make sure that the numbers entered on each side of the sheet are identical to that on the Master Card.

The candidate should also blacken in the single space printed in the column headed "Side" on each side of the Answer Sheet. On the Application Answer Sheet side, this space corresponds to the "1" printed at the head of the column. On the Test Answer Sheet side, the space corresponds to the "2" printed at the head of the column. This step provides the scoring machine with an identification of the side being scored.

The instructions to the applicant in the Application Questionnaire suggest that he bring with him to his local employment service office any notes or comments he may wish to make to amplify, explain, modify, or extend any of his answers to the application questions. Such comments are to be made on the back of the Master Card at the time that the applicant fills it out. Be sure that the applicant identifies the application question number to which each comment applies.

If the applicant makes such entries on the back of the Master Card, he should signify this by blackening in the space for choice B in the answer space for item 125 on the Application Answer Sheet. If he makes no comments on the back of the Master Card, have him blacken in choice A for item 125. This step will make it possible for the automatic equipment to identify those applicants whose Master Cards must be individually studied.

Question 2 of the Application Questionnaire asks if the applicant's State of residence is different from the State indicated in his mailing address. If the answer to that question is choice B (Yes), have the applicant enter his permanent residence address on the bottom of the Master Card, so that if selected, the applicant can be assigned to the quota of the proper State.

The applicant should also enter his age at his last birthday in the space provided on the Master Card.

This completes the Master Card. At the end of each day, the local office should send the completed Master Cards on hand to the address indicated above.

REFERENCE CARDS

Be sure that the applicant fills out the reference Answer Cards and Comment Cards from the same envelope as the Master Card he has completed. All cards in the pack of nine are prepunched with the same identification number in machine-readable form, and if the reference cards filled out are from a pack other than that from which the candidate's Master Card came, and thus have a different Identification Number punched in them, the references for an applicant will be ascribed by the machines to some other applicant.