

**MACHINE SCORING SERVICES
JOB COVER SHEET
OM120 x3081**

Name: _____ Phone: _____ Course: _____

Today's Date: _____ Time class meets: _____ Days class meets: M T W R F

Version(s) A B C D

Circle one:

EXAM QUIZ MIDTERM FINAL

Circle one:

NUMBER: 1 2 3 4 5 6 7 8 9 10

If you have students testing with the disAbility Resources office, may we:

_____ Score what we have and send an updated Roster by email after we receive DRS tests?

How many DRS exams should we expect? _____

a) WEIGHT

Unless otherwise indicated, your exam will be scored as one point per question **OR**

Items worth variable points as listed:

b) OMIT question numbers:

c) Item numbers with more than one correct answer:

These are: *circle one* **OR** (either correct) or **AND** (both required)

d) Total possible points: _____
OR

_____ **CONVERT** scores to percentages; this changes total possible to 100

REPORTS

_____ Email student scores as an Excel spreadsheet; Email address:

Available in printed form:

_____ Student roster (name, ID#, score, cumulative points) Also emailed

_____ Student roster for posting (w/out name, shows last 4 of ID#)

_____ Item analysis

_____ Score distribution (this test)

_____ Histogram (this test)

_____ Cumulative score distribution _____ Cumulative histogram

_____ Class response list (choose this paper-saving option in place of individual student reports)

_____ Individual student reports (not available for finals)

_____ Do Not include key on individual student report

Include _____

ESSAY points in total.

SPECIAL INSTRUCTIONS

Received by _____ Date _____

PLEASE DO NOT REUSE SCANTRON SHEETS! Reusing them adds extra work for us to score them. And like everyone else, we have cuts to our budget and personnel.

We share your wish for accurate scoring and rapid turnaround.

Please read the following to your class before EACH test:

Use a NUMBER TWO PENCIL with a good clean eraser.

Erase changes COMPLETELY and cleanly.

Make solid marks so dark that the printed letter cannot be read through them. Marks leaving the center of the circle open (doughnuts) are not read by the scanner.

For the FIRST test only, read the following:

Side one: Fill in name and darken the corresponding bubbles completely.

Side two: Fill in ALL EIGHT digits of the Student Number CORRECTLY and darken the corresponding bubbles completely. If more than one test version is being used, instruct students to fill in the Test Form; forms without Test Form marked cannot be scored.

For all subsequent tests:

Fill in side two completely. **It's critical to fill in Student Number correctly for every single test.** Omit side one unless it is the student's first time testing in this class.

Answer sheets will be scored as marked. Marks that are too light may be read as "**Omits.**" Failure to completely erase marks results in "**Multiple-mark**" readings.

Scantrons with incomplete or incorrect student identification will be returned with "**NO SCORE**"

Scanner does not read ink. It only reads #2 pencil.

After the exam, bundle these in the following order and **place in a large envelope:**

On top: This cover sheet completed by instructor

Key(s)

Student answer sheets ALL FACING THE SAME WAY

Deliver to Old Main 120 or call x3081 for pickup services during fall, winter, and spring quarters. Reports and your answer sheets will usually be returned within 24 hours.

Rescoring, changes, miskeying: if you wish to make changes after an exam has been scored, email us with details BEFORE the next test has been scored. It is usually not necessary to rescan the answer sheets.

If you have questions, call Gretchen or Melanie at x3081 or email scoring.services@wwu.edu.