

Detailed Instructions for Test Scoring and Analysis

Tests are delivered to department offices and picked up from **DROP BOXES** located at five different sites around campus. The system is secure against loss. Materials for dropping tests off for scoring are at each location.

- 1. Number of columns in roster** – Enter the number of each item that will be administered during the grading period. Numbers can be increased at any time. Essay scores can be added to the roster through the use of the *instructor use* slot on the answer form, which is described on the front of this form.
- 2. Combine sections – Y:** All sections listed above will be combined and alphabetized into one roster. It will not be possible to itemize student data by section if this is done. Some advantages of having this done would include not having to separate answer sheets by section, and receiving distribution data for the course as a whole. **N:** You **must** separate the scan forms by section!
- 3. Forms Used** – Circle each test version you used. Forms may be mixed, but keys must be on top. **Students must bubble ID's accurately and mark the test form slot with A, B,C, or D!** Please bubble the form (A,B,C or D) on each test key.
- 4. Points per Question** – When requesting reports that show a raw score, it is necessary to specify the number of points per question. If the box is left blank, one point per question will be used.
- 5. Actual (Raw), Percent, T-Score** – This option applies only to the rosters. Actual (raw) scores are simply total points. Percent converts actual (raw) scores to percentages. T-scores force tests to have a mean of 50 and a standard deviation of 10, which makes possible the comparison of tests having different total possible scores and distributions.
- 6. Multiple Answers – “AND”:** Student multiple answer must exactly match keyed multiple answer. There is no partial credit option. (Example: If keyed answer is both A, C, & D, student will receive no credit for bubbling only A & C). **“OR”:** Student's single answer must match at least one keyed answer. (Example: If keyed answer is A or C, student will receive credit for marking either A or C.) A test may not contain both **AND & OR** items.
- 7. Re-scoring** – tests may need re-scoring because of faulty items and/or test key errors or changes. **Make-ups** – Please wait until all make-ups can be processed in a single batch. Keys are not needed.
- 8. Minimum Percents** – Cumulative grades will be computed based on these percentages. For example, **90%** in the **A** box would assign an **A** grade to students who earn 90% or more of the cumulative points. An **80%** in the **AB** box would assign an **AB** grade to students who earn 80-89% of the cumulative points and so on.
- 9. Weighting** – Enter the contribution each category is to make toward the final grade. The sum of the percentages must be 100!
- 10. Dropping Low Scores** – Specify category to drop grades from and how many grades to drop.
- 11. Selection of Reports** – Please indicate which reports you would like to receive by checking the appropriate box. You may have the Class Response, Item Analysis and Roster reports e-mailed **OR** a hard copy issued. The only report you may have e-mailed **AND** a hard copy issued is the Roster report with names. The Individual Student Response reports and Distribution reports (Percentile and Histogram) can not be exported, And thus, can not be e-mailed. Only a hard copy of these reports can be generated. If no boxes are checked, no reports will be issued.