

# Test Scoring Work Order

Data #	Date and Time Received
--------	------------------------

<b>Instructor Name</b>		<b>Phone #</b>	
<b>Course Number</b>		<b>Index / Activity code</b>	
<b>E-mail Address</b> 3 maximum			
<b>You Will Be Notified Via E-mail Upon Completion</b>		<b>Exams May Take up to 48 Hours to Complete</b>	

<b>Special Instructions:</b>		
<b>Building &amp; Room #</b> <b>to Campus Mail All Forms:</b>	<b>OR Circle Pick</b> <b>Up Location</b>	<b>Printing &amp; Mailing</b> <b>4700 SW Research Way</b>

<b>Report Sorting Options</b>	<b>Reports 01 &amp; 02:</b> Sorted Alphabetically – <b>Report 03:</b> Sorted Numerically	
A = Default Sorting	( See above )	
B = Sort by Class Section	<b>Reports 01, 02 &amp; 03:</b> Grouped by Section	Have students fill Class Section #
C = Sort by Exam Key	<b>Reports 01, 02 &amp; 03:</b> Grouped by Key	Have students fill Test Form #
D = Sort by Exam Key & Section	<b>Reports 01, 02 &amp; 03:</b> Grouped by Key & Section	Have students fill Form & Sect. #

<b>REPORTS: Circle One</b>	<b>PRINTED</b>	<b>ELECTRONIC</b>	<b>BOTH</b>			
01: Alphabetical Report Listing		A	B	C	D	
02: Student Summary With Key	<b>If You Want 1 Student Per Page Circle ⇒ YES</b>	A	B	C	D	
03: Statistical Summary		A	B	C	D	
04: Item Analysis Per Question		Y				

<b>FILES:</b>					
05: Raw Unprocessed Data File:					Y
06: Grade Report File					EXCEL FILE
07: Electronic Files	<b>Circle One</b>	WORD	PDF	BOTH	

08: Default Points Per Question	<b>Each Exam Key must have the same total # of points</b>	<b>Required</b>
<b>Allowed Values Per Question: 0.1 to 99.9</b>	<b>(No 100ths)</b>	<b>Number Of Points Per Question</b>

<b>09: Questions To Be Scored</b>				<b>Required</b>	<b>EX: 1-50 or 1-10, 15-20, 25,30</b>	<b>Range May Differ for Each Key</b>
<b>Key # Must Start With 1</b>	<b>Range Of Questions</b>			<b>Range Of Questions</b>		
Exam Key 1		Exam Key 6				
Exam Key 2		Exam Key 7				
Exam Key 3		Exam Key 8				
Exam Key 4		Exam Key 9				
Exam Key 5						

<b>OFFICE USE ONLY</b>			
OPSCAN ID	Date	Sheets Scanned	Pages Printed

<b>10: Divide Into Sub Sections</b>		<b>EX: 1-10 = Sec 1; 11,13 = Sec 2; 12,14-16 = Sec 3</b>	<b>Limit 5 Sub Sections Per Key</b>
Exam Key #	Question #'s	Sub Section (1 → 5)	
<b>11: Variable Pts - Pts Different From Default</b>		<b>EX: 1-10 = 3 pts; 11,13,15 = 5 pts</b>	<b>Limit 5 Groupings Per Key</b>
Exam Key #	Question #'s	Point Values	
<b>12: Partial Credit</b>		<b>Only 1 Bubbled Answer Allowed Per Question On the Exam Key</b> <b>List ALL Acceptable Answers &amp; The Associated Point Value</b>	<b>Limit 5 Groupings Per Key</b> <b>EX: A=5, B=1, C=0.5</b>
Exam Key #	Question #'s	Point Values	
<b>13: Throw Out</b>		<b>Question Must be Bubbled on All Exam Key(s)</b> <b>Students Receive Point Value, Even if No Answer is Bubbled</b>	<b>Limit 5 Groupings Per Key</b> <b>Value Can be 0 – 99.9 pts</b>
Exam Key #	Question #'s	Point Values	
<b>14: Extra Credit</b>		<b>Must Be Included In Section 9 – Range Of Questions</b>	<b>Limit 5 Groupings Per Key</b>
Exam Key #	Question #'s	Point Values	