

Test Scoring Work Order

Data #	Date and Time Received
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Instructor Name	Phone #
Course Number	Index / Activity code
E-mail Address 3 maximum	
You Will Be Notified Via E-mail Upon Completion	
Exams May Take up to 48 Hours to Complete	

Special Instructions:		
Building & Room # to Campus Mail All Forms:	OR Circle Pick Up Location	Printing & Mailing 4700 SW Research Way

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

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

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

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

09: Questions To Be Scored	Required	EX: 1-50 or 1-10, 15-20, 25,30	Range May Differ for Each Key
Key # Must Start With 1	Range Of Questions		Range Of Questions
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			

OFFICE USE ONLY			
OPSCAN ID	Date	Sheets Scanned	Pages Printed

10: Divide Into Sub Sections **EX: 1-10 = Sec 1; 11,13 = Sec 2; 12,14-16 = Sec 3** **Limit 5 Sub Sections Per Key**

Exam Key #	Question #'s	Sub Section (1 → 5)

11: Variable Pts - Pts Different From Default **EX: 1-10 = 3 pts; 11,13,15 = 5 pts** **Limit 5 Groupings Per Key**

Exam Key #	Question #'s	Point Values

12: Partial Credit **Only 1 Bubbled Answer Allowed Per Question On the Exam Key** **Limit 5 Groupings Per Key**
List ALL Acceptable Answers & The Associated Point Value **EX: A=5, B=1, C=0.5**

Exam Key #	Question #'s	Point Values

13: Throw Out **Question Must be Bubbled on All Exam Key(s)** **Limit 5 Groupings Per Key**
Students Receive Point Value, Even if No Answer is Bubbled **Value Can be 0 – 99.9 pts**

Exam Key #	Question #'s	Point Values

14: Extra Credit **Must Be Included In Section 9 – Range Of Questions** **Limit 5 Groupings Per Key**

Exam Key #	Question #'s	Point Values