

Test Scoring Work Order

Data #	Date and Time Received
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Instructor Name	Phone #
Course Number	Dept. Index Activity code
E-mail Address 3 maximum	

You will be notified via e-mail upon completion

Processing may take up to 48 hours

Special Instructions	
Building & Room Number to Return All Forms	OR Circle Pick-up Location: Printing & Mailing 4700 SW Research Way

REPORT SORTING OPTIONS		
A = Default Sorting	Reports 1 & 2: Sorted Alphabetically	Report 3: Sorted Numerically
B = Sort by Class Section	Reports 1, 2 & 3: Grouped by Section	Have students fill Class Section #
C = Sort by Exam Key	Reports 1, 2 & 3: Grouped by Key	Have students fill Test Form #
D = Sort by Exam Key & Section	Reports 1, 2 & 3: Grouped by Key & Section	Have students fill Form & Sect. #

REPORTS				
Circle to Select				
PRINTED	ELECTRONIC	BOTH		
1: Alphabetical Report Listing		A	B	C D
2: Student Summary with Key	One Student Per Page? ⇒ YES	A	B	C D
3: Statistical Summary		A	B	C D
4: Item Analysis Per Question		YES		
ELECTRONIC FILES				
5: Raw Unprocessed Data		DAT		
6: Excel Spreadsheet		CSV		
7: Grade Report		WORD	PDF	BOTH
SCORING				
8: Default Points Per Question	Allowed Values: 0.1 to 99.9 (No Hundredths)	Required		
9: Questions to Grade	EX: 1-50 <u>or</u> 1-10,15,20	All exam keys must have the same total points		
	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: Sub-Sections			Questions with a Score Shown Separately from Total EX: 1-10 = Sec 1 11,13 = Sec 2 12,14-16 = Sec 3	Limit 5 Groupings per Key
Exam Key #	Question #s	Sub Section (1 → 5)		
11: Variable Points			Point Value Different From Default	Limit 5 Groupings per Key EX: 1-10 = 3 11,13,15 = 5
Exam Key #	Question #s	Point Value		
12: Partial Credit			List All Acceptable Answers & Their Point Value Bubble Only One Answer on the Exam Key	Limit 5 Groupings per Key EX: A=5, B=1, C=0.5
Exam Key #	Question #s	Point Values		
13: Throw Out			Students Receive Point Value, Even if No Answer is Bubbled Bubble Any Answer on the Exam Key	Limit 5 Groupings per Key Value Can be 0 – 99.9
Exam Key #	Question #s	Point Value		
14: Extra Credit			Bonus Points for Correct Answer No Penalty for Incorrect Answer	Limit 5 Groupings per Key EX: 1-10 = 3 11,13,15 = 5
Exam Key #	Question #s	Point Value		