

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 Select 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							
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		