

# 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 Campus Mail 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: CSV Spreadsheet						EXCEL	
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

<b>10: Sub-Sections</b>			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
<b>Exam Key #</b>	<b>Question #s</b>	<b>Sub Section (1 → 5)</b>		
<b>11: Variable Points</b>			Point Value Different From Default	Limit 5 Groupings per Key EX: 1-10 = 3   11,13,15 = 5
<b>Exam Key #</b>	<b>Question #s</b>	<b>Point Value</b>		
<b>12: Partial Credit</b>			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
<b>Exam Key #</b>	<b>Question #s</b>	<b>Point Values</b>		
<b>13: Throw Out</b>			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
<b>Exam Key #</b>	<b>Question #s</b>	<b>Point Value</b>		
<b>14: Extra Credit</b>			Bonus Points for Correct Answer No Penalty for Incorrect Answer	Limit 5 Groupings per Key EX: 1-10 = 3   11,13,15 = 5
<b>Exam Key #</b>	<b>Question #s</b>	<b>Point Value</b>		