

IT Services offers test scanning for instructors to score multiple choice exams and quizzes using IT Services-supplied answer sheets.

How to Request Test Scanning and Scoring

The Test Scoring, Analysis and Recording system involves a simple process each time instructors wish to give a test.

1. **At least two business days** before the exam, fill out Form 1 and return to the IT Services Help Desk. This form generates the set of answer sheets and creates a secure, web-based SharePoint site for the scan results.
2. Give the exam.
3. Return the answers sheets, key(s), and Form 2 to the IT Services Help Desk.
4. Scanning results are posted to the SharePoint site within **one business day**.
5. Scanned answer sheets are returned to the primary instructor.

Please read the details below for specifics on the process.

Step 1: Complete Form 1, the "Printed Exam Sheets Request Form."

At least two business days before the test, fill out a **Printed Exam Sheets Request Form**. This form can be obtained from the IT Services Help Desk in Cudahy Hall, 293 or [online](#). It contains important items to prepare your course for test scanning and scoring. Each of the items on this form are important but of major importance are the primary instructor's email address and signature as well as any additional names of persons who will be authorized to pick up or drop off test scoring sheets and answer keys. **Previous 5 option exam answer sheets cannot be used; answer sheets must be requested as detailed below.**

When filling out the **Printed Exam Sheets Request Form**, be sure to indicate the maximum number of key sheets this test will require. Instructors will always be able to use less than this number if desired, but will not be able to decide to use additional answer keys at a later date. If multiple sections are to be graded together, make sure that each individual section number is included on this single form.

The individual student answer sheets will be pre-printed, or "pre-slugged," with the students' MUID numbers. However, additional blank answer sheets will be provided in case of damage or loss to any of the pre-slugged answer sheets. There is an item available for this purpose on the form. Using pre-slugged forms will reduce scanning errors and should be used first.

Lastly, clearly indicate on the form whether you, the instructor, will be picking up the individual answer sheets and answer keys or if you want them returned via campus mail. **NOTE: Campus mail may take several days to be delivered.** Please make sure you indicate a telephone number where we can reach you for quicker service.

When this form has been submitted for Test 1, it will provide the necessary information to create your personalized SharePoint site for report storage and retrieval. Shortly after it is submitted, the primary instructor will receive an email similar to the following:

From: sharepoint@marquette.edu [<mailto:sharepoint@marquette.edu>]
Sent: Thursday, August 06, 2009 1:51 PM
To: course.instructor@marquette.edu
Subject: Welcome to the SharePoint group: 1300XXX00551001 Owners for site: 1300XXX00551001

Welcome to the '1300XXX00551001 Owners' SharePoint group. SharePoint Administrator has added you to the '1300XXX00551001 Owners' group for this SharePoint site.

Group description: Use this group to give people full control permissions to the SharePoint site: 1300XXX00551001

Enclosed is the link to your SharePoint Report Site. Double click on the link and enter MARQNET\your username and your password to log in. Click on shared documents to view your reports. The shared documents folder will be empty until your first test is scanned and scored. This link is usually only sent at the time that you request your blank sheets for test #1 but, is your link for the entire semester. We suggest that you add this site to your favorites so that you will always have it handy.

As a member of this SharePoint group, you can:

* Participate in the SharePoint site at:

<http://sp.mu.edu/sites/summer2009scan/1300XXX00551001>

* View the group home page at:

<http://sp.mu.edu/sites/summer2009scan/1300XXX00551001/layouts/people.aspx?MembershipGroupId=65>

Learn more about [using SharePoint](#)

Step 2: Give the exam.

IMPORTANT: The system requires students to identify the answer key used by filling the correct bubble. Even if there is only one answer key for the exam, students must fill in the "1" bubble for the answer key.

Step 3: Submit Form 2, the "Scan and Score Exams Request Form," the answer sheets, and key(s) to the IT Services Help Desk. This form can be obtained from the IT Services Help Desk in Cudahy Hall, 293 or [online](#). After the test is given, return the student answer sheets and the completed answer keys along with a completed **Scan and Score Exams Request Form** to the IT Services Help Desk. When completing the **Scan and Score Exams Request Form**, remember that filling in each and every item on the form will ensure that the test is scanned and scored quickly and reliably and that the reports created accurately reflect the correct parameters. The important items include:

- The class this is for
- The test number
- The number of answer keys
- The number of items on the test,
- The number of points per question
- Whether essay points will be used (Y/N) and if so, the maximum essay total possible.

Step 4: Scanning results are posted to the SharePoint site within one business day.

The test will be scanned, scored and the reports will be posted to the SharePoint site for the class. In addition, a data file suitable for [import into D2L](#) (PDF link) will be created and posted to the same SharePoint site. Currently, there will be eight PDF files created for each test. They include both basic and detailed item response data and analysis reports as well as overall test descriptive statistics reports. A missing student listing, a student class listing, a student item listing, and a student item score listing reports will be produced for each test.

Step 5: Scanned answer sheets are returned to the primary instructor.

After scanning and scoring, the answer sheets and keys can be picked up at the IT Services Help Desk in Cudahy Hall, 293 or returned to you via campus mail **NOTE: It may take several days for campus mail delivery.** Please allow **one business day** for turnaround (or 24 hours during final exam week). However, once you've been notified that the test scoring is complete, you will have immediate access to the reports via the SharePoint site for review and printing if desired.

Questions?

For additional questions about scanning and scoring tests, please leave a voicemail for the TSAR team at 414-288-7417 or e-mail TSAR@marquette.edu.