IT Services offer test scanning for instructors to score multiple choice exams and quizzes using ITS-supplied answer sheets. Starting spring 2007, a new and improved Test Scoring, Analysis and Recording system is available to instructors.

**How to Request Test Scanning and Scoring**

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

1. 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 new process.

**Step 1: Complete Form 1, the "BLANK SCAN SHEETS REQUEST FORM."**

Two business days before the test, fill out a "BLANK SCAN SHEETS REQUEST FORM." This form can be obtained from the IT Services Help Desk in Cudahy Hall, Room 285 (414-288-7799). 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. **Old answer sheets cannot be used; answer sheets must be requested as detailed below.**

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 Administrator  
**Sent:** Wednesday, January 23, 2007 1:39 PM  
**To:** 'course.instructor@marquette.edu'  
**Subject:** SharePoint Site:  
http://sp.mu.edu/sites/spring2007scan/1235biol01231701

The SharePoint Administrator has granted you access to  
http://sp.mu.edu/sites/spring2007scan/1235biol01231701.  
Click the link to view the site.  
You have been granted access to the site with the following site groups:  
Administrator.

This email contains the link to the SharePoint site for this single course and will be the location of the Portable Document Files (PDFs) that will be produced each time a test is scored. Access to this site will be via the same username and password used for eMarq, D2L, Checkmarq and MyJob. Since the primary instructor will be granted administrator privileges for this site, he or she can grant additional access as they wish. For additional information about using SharePoint go to  
When filling out the "BLANK SCAN SHEETS REQUEST FORM," make 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-slung," with the students' MUID numbers. However, additional blank answer sheets will be provided in case of damage or loss to any of the pre-slung answer sheets. There is an item available for this purpose on the submittal form. Using pre-slung forms will reduce scanning errors and should be used first.

Lastly, clearly indicate on the form whether you, the instructor, will be picking up or if you want the individual answer sheets and answer keys returned via campus mail. Please make sure you indicate a telephone number where we can reach you for quicker service.

Step 2: Give the exam.

Step 3: Submit Form 2, the "SCANNING INPUT REQUEST FORM," the answers sheets, and key(s) to the IT Services Help Desk.

After the test is given, return the student answer sheets and the completed answer keys along with a completed "SCANNING INPUT REQUEST FORM" to the IT Services Help Desk in Cudahy Hall, 285 (414-288-7799). When completing the "SCANNING INPUT 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. This request form is essentially unchanged from its former duty for TSAR test submittal. The important items include what class is this for, what test number, how many answer keys, how many items on the test, how many points per question, and finally will essay points be used (Y/N) and if so what is 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 above SharePoint site. In addition, a data file suitable for import into D2L (Desire2Learn) 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 — like the TSAR "with" report — a student item listing (like the TSAR "short form"), and a student item score listing (like the TSAR "long form") 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 or returned to you via campus mail. 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 call the IT Services Help Desk at (414) 288-7799.