

GUIDE TO REQUESTING SCANTRON SCORING SERVICES

Testing & Evaluation Services supports faculty with Scantron-based testing through Scantron form distribution, scoring services, reporting tools, and exam analytics. To get started, follow the instructions below:

Obtaining Scantron Bubble Sheets

University of Miami Scantron answer sheets support exams with **up to 200 questions**, with **up to five answer choices (A-E)** available for each question. Testing & Evaluation Services manages the supply of Scantron Bubble sheets used for exams. Before purchasing new bubble sheets, faculty should check with their department to determine whether they are already available.

Scantrons can be purchased from us at \$34.00 per ream, and each ream contains 500 sheets. To purchase more bubble sheets, a Scantron order form (located on our website) should be completed and sent to testeval@miami.edu. We will notify you when your order is ready, though please note that orders are only available for pickup from our office during business hours (8:30 am – 5:00 pm, Monday thru Friday). We are located at:

**1306 Stanford Drive
The University Center, Room 1230
Coral Gables, FL 33146**

Administering Your Exam

If you have sufficient Scantron forms, you may administer your exam and prepare an answer key for scoring using a separate Scantron bubble sheet. Before administering your exam, please communicate the following instructions to your students before testing. **Failure to follow these requirements may result in processing delays or prevent a student's exam from being scored.**

- Use a **No. 2 pencil** when completing the answer sheet. Pens cannot be processed by the scanning system.
- Print and bubble your **name** on the top left-hand side of the answer sheet.
- Print and bubble in your **student ID number**, including the letter **C**, on the bottom left-hand side of the answer sheet.
- If multiple exam versions are used, print and bubble the correct **form number**.
- Fill in answer choices completely and erase any stray marks.
- Do not write, draw, fold, staple, or make marks outside the designated response and identification areas.

Preparing Answer Keys

Before submitting an exam for scanning and scoring, faculty must prepare an answer key for each exam form being used. The answer key tells the scanning system which responses are correct and allows student answer sheets to be scored accurately. If an exam has multiple versions or forms, a separate answer key must be completed for each form. Faculty should complete the key carefully before submitting exams, since front desk staff are not authorized to review answer keys or verify that they were filled out correctly.

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- **LAST NAME:** Enter the course number, consisting of the department abbreviation and course number (for example, PSY110 or MTH101), beginning at the left side of the field.
- **FIRST NAME:** Enter the course section number, beginning at the left side of the field.
- **STUDENT ID NUMBER:** Fill all boxes with the number 9 and darken the corresponding circles below. This identifies the sheet as an answer key.
- **FM (Form Number):** If multiple exam forms are used, enter the form number for the answer key and darken the corresponding circle. A separate answer key must be prepared for each form. Form numbering may begin with either 0 or 1. Students

taking multiple-form exams must also print and bubble the correct form number on their answer sheets or their exams cannot be scored.

- **ANSWER GRID:** Mark the correct response(s) for each question in the answer grid.
 - For standard scoring, bubble in **one correct answer** per question.
 - For questions with multiple correct answers, bubble in **all acceptable answer choices**. Students will receive credit if they select any of the marked answers.
 - If a question requires students to select multiple responses for full credit, bubble in all **required answer choices** and identify the question number(s) in the **Special Instructions** section of the Request for Scanning Services form.
 - To give all students credit for a question, mark **all answer choices** for that item. Any student who answered the question will receive credit.
 - To omit a question from scoring, **leave the item blank** on the answer key. The question will not be included in scoring.

Preparing a Weighted Answer Key

This section can be ignored if all questions on your exam are worth the same number of points.

A weighted question key is only required when certain questions should be worth more than one point. Questions can be assigned values from **1 to 5 points**. A weighted question key must be submitted in addition to the original answer key and is **completed using a separate Scantron sheet** that is labeled similarly to a standard answer key.

If multiple exam forms are used and the forms are weighed differently, a separate weighted question key must be prepared for each form. The form number on the weighted question key must match the corresponding answer key.

- **LAST NAME:** Enter the course number, consisting of the department abbreviation and course number (for example, PSY110 or MTH101), beginning at the left side of the field.
- **FIRST NAME:** Enter the course section number, beginning at the left side of the field.
- **STUDENT ID NUMBER:** Fill all boxes with the number **5** and darken the corresponding circles below. This identifies the sheet as a weighted answer key.
- **FM (Form Number):** If multiple exam forms are used and each form has different question weights, a separate weighted question key must be prepared for each form. Enter the form number for the weighted question key and darken the corresponding circle so that it matches the corresponding answer key.
- **ANSWER GRID:** Only questions worth more than one point need to be marked on the weighted answer key. Mark **2** for each two-point question, **3** for each three-point question, **4** for each four-point question, and **5** for each five-point question. Do not mark answer choices on this form.

- Any question left blank on the weighted question key will automatically be scored as a standard **one-point question**. Questions that are double-marked or marked with a **1** will also be scored as one-point questions.

Submitting Exams for Scoring

After the exam has been administered, prepare your materials for submission in a manila envelope and deliver them to Testing & Evaluation Services for processing. Please have the instructor's name, contact phone number, course number, and section ready. Our office is open from 8:30 am – 5:00 pm, Monday thru Friday, and is located at:

**1306 Stanford Drive
The University Center, Room 1230
Coral Gables, FL 33146**

Before submitting your exam:

- Complete a **Request for Scanning Services Form (provided on arrival)** for each exam submission.
- In the stack, place the **answer key(s) first**, then any weighted answer key(s), followed by all student answer sheets.
- Ensure all answer sheets have a **student's name and ID written and bubbled in**.
- Arrange all forms with the **cut edge in the upper-right corner**.
- Separate exams from **different course numbers or sections** into separate submissions. Each submission needs a separate manila envelope and request form.

REQUEST FOR SCANNING SERVICES		No. 167
Instructor _____ Phone _____ Dept/Course No./Section _____	☐ Please be certain Key(s) are completed correctly.	
I hereby authorize Testing & Evaluation Services to recode or correct the identification portions of the Key Sheets, and the student ID number field on the answer sheets, if necessary for processing.	Email address: _____	
I understand that any unscannable sheets will be identified and returned to me unscanned.	Special Instructions: _____	
Signature _____	Picked Up By: _____ Date: _____	
All jobs must be claimed within 30 days. Unclaimed bubble sheets and printouts will be shredded after 30 days.		
OFFICE USE ONLY		
Date In _____ Time In _____ Date Started _____	File No. _____ Pages Scanned _____ Email Time Out _____	TESTING & EVALUATION SERVICES UM-Office of the University Registrar 1306 Stanford Drive, Room 1230 Phone: (305) 284-2450 Fax: (305) 284-6293

Results and Reporting

Once your exam has been processed, Testing & Evaluation Services will send exam results to the instructor's email. Results are typically available within **24 business hours**, although processing may take up to **48 business hours** during high-volume periods such as midterms and final exams.

Faculty will receive the following reports:

1. **Exam Analysis Report:** Provides performance statistics for each exam form and overall results across all forms. It contains the following statistical measures:
 - **Mean:** The average score for all students tested.
 - **Standard Deviation:** A measure of how closely scores are clustered around the mean. Lower values indicate less variation among scores.
 - **TTL:** The total number of students who selected a particular answer choice.
 - **R Value:** The mean score and standard deviation of scores for a particular distractor. You would expect that the students who did well on the exam selected the correct response, thus generating a higher mean score and higher PBS.
 - **PBS (Point Biserial Correlation):** A measure of how effectively a question differentiates between higher- and lower-performing students. PBS values range from -1.0 to 1.0, with values greater than 0.15 generally considered desirable.
 - **Cronbach's Alpha:** A measure of internal consistency that ranges from 0 to 1; the closer it is to 1, the more consistently the test questions measure the same knowledge or skill. Generally, 0.70 or higher is acceptable, 0.80 or higher is good, and 0.90 or higher is very high.
2. **Roster Report:** An alphabetical listing of all students and their performance metrics for the exam, specifically:
 - Student name
 - Student ID
 - Form number
 - Number of questions correct/missed
 - Bonus points
 - Total score
3. **Score Export:** A CSV spreadsheet that contains student scores in a format that can be used for grade management.

Testing & Evaluation Services will retain physical Scantron bubble sheets for 30 days after processing. If you would like the materials to be returned, they may be picked up from our office using the receipt provided at submission. **Unclaimed answer sheets will be shredded after the 30-day retention period.**