Important Updates to Scanning/Scoring Procedures, as of January 2023

In support of the University's effort to go green and reduce office supplies costs, printing will be limited and available only upon request.

We've fully transitioned to using the new scanning/scoring system, DigitalDesk InstructorTools. Below are a few important reminders and updates:

1. A scantron form for the header will *no longer be required* with scanning job requests.
   - A **Request for Scanning Services** form is still required for each scanning job and information such as instructor's name, course, and section number should be filled out as currently done.
   - If your exam has two or more sections, sections need to be separated and identified on the request for scanning services form.
   - Student unique ID numbers starting with the letter "C" are **required** to be bubbled in on the answer scantron sheets.
   - Students need to bubble in the **correct key number** on exams with multiple keys. If not, their exam will not be scored.

2. We will *no longer be printing out* reports, unless otherwise specified.
   - When marking "Yes" to receive exam results via email on the **Request for Scanning Services**, a CSV file will be generated with roster scores like the Excel file you've been receiving from TES.
   - When circling Screen-Shot on the **Request for Scanning Services,** an exam analysis will be generated similar to the previous item analysis report and sent to you via email. Please see attached updated Testing and Evaluation Services Procedures.
   - If you require exam result printouts, please use the Special Instructions section of the Request for Scanning Services form to let us know.

3. Once your job has been scanned, the above-mentioned reports along with other valuable reports will be also available to you through the DigitalDesk InstructorTools portal.

Adhering to the above-mentioned steps will avoid exam processing delays and ensure accurate results.

Additional Information

To log into the InstructorTools with your University credentials, visit:
https://instructortools.miami.edu/