

## Testing and Evaluation Services Scanning Procedures

Testing and Evaluation Services typically has a turnaround time of 24 business hours. Jobs left after 2:00 p.m. will be scored the next business day. However, during high volume periods (mid-terms, finals and/or course/faculty evaluations), the turnaround time will be extended to 48 business hours.

To avoid delays in the scoring process, we ask for the information below to be completed as follows:

### Testing:

- When submitting a job for scanning and scoring, place the key(s) first, and student answer sheets are placed last. Make sure all sheets are the same type and arrange them so that the cut edge is on the upper right corner.
- Please make sure that a "Request for Scanning Services" claim check accompanies exams left at the front desk and that each exam is put inside an envelope and sealed with the gold sticker that is provided by our department with your initials on it. And that all fields highlighted below are filled in correctly.
- If you want your results to be emailed - please mark "Yes" on the checkbox "Request for Scanning Services"

**REQUEST FOR SCANNING SERVICES** No. 041848

Instructor \_\_\_\_\_ Phone \_\_\_\_\_

Dept/Course No./Section \_\_\_\_\_ GradeBook Course # \_\_\_\_\_ Assignment# \_\_\_\_\_

I hereby authorize Testing & Evaluation Services to recode or correct the identification portions(only) of the header and key sheets, and the student ID number field on the answer sheets, if necessary for processing.

I understand that any unscannable sheets will be identified and returned to me unscored.

Signature \_\_\_\_\_

All jobs must be claimed within 30 days. Unclaimed bubble sheets and printouts will be shredded after 30 days.

OFFICE USE ONLY

Date In \_\_\_\_\_ File No. \_\_\_\_\_  
Time In \_\_\_\_\_ Pages Scanned \_\_\_\_\_

Please be certain header and key(s) are completed correctly.

GradeBook?  Yes  No

Results via e-mail?  Yes  No  
If yes, indicate e-mail address \_\_\_\_\_

Circle requested e-mail format: TEXT EXCEL SCREEN-SHOT

Special Instructions: \_\_\_\_\_

Picked Up By \_\_\_\_\_  
Date \_\_\_\_\_

**TESTING & EVALUATION SERVICES**  
UM - Registrar's Office  
1307 Stanford Dr.  
Phone: (305) 284-2450  
Fax: (305) 284-6293

Form #0230  
Rev. 09/14

- Completing key correctly - please keep in mind when dropping off that front desk staff are not authorized to review your exams or keys. If you are having trouble completing the key, please visit our website at <https://registrar.miami.edu/testing>
- Students must darken their answers completely using only a soft lead (No. 2) pencil. If they bubble with pen, the exam will not be scored.
- In addition to name, students also need to bubble in their student ID number starting with the letter "C".
- If you have multiple forms (keys), please make sure that your students have bubbled in the form number- if not the exam will not be scored.
- Gradebook - if requesting for results to be uploaded to Gradebook, you must provide us with the course number and assignment number. How to get this? You must contact Gradebook directly at 305-284-6565 to create your account.

### SCHEDULE OF FEES AND SERVICES

#### Scannable forms:

Universal survey (NCS form)

\$45.00 per ream (500 sheets)  
smaller quantities @ .10/sheet

Standard Scantron answer form\*

\$34.00 per ream (500 sheets) or a box of 10 reams \$340.00

## Test/Survey Scoring Instructions

When submitting a job for scanning and scoring, place the weighted question key(s) first (if used) followed by the test key(s) or survey identification sheet. Student answer sheets are placed last. Make sure all sheets are the same type and arrange them so that the cut edge is in the upper right corner. Never use staples. Do not write or mark outside the grids. The student ID number listing (for tests) will include scores only for those who darken the circle in the grade release statement on the answer sheet.

### Preparing the Key(s)

**LAST NAME:** beginning at the left side, print the three-letter identifier for your department (or another identifier) and darken the corresponding circles below.

**FIRST NAME:** beginning at the left side, print the course section letter(s) and darken the corresponding circle(s) below. (Course section numbers must be converted to letters.)

**STUDENT ID NUMBER:** fill in all boxes with the number "9" and darken the corresponding circles below.

**FM (TESTS ONLY):** indicate the form number of each key and darken the corresponding circle. You may begin numbering with either "0" or "1", but the highest numbered key must not be greater than the total number of keys indicated in the FM grid on the header. For multiple-form tests, student answer sheets with a missing form number cannot be scored. For surveys, leave this field blank.

**GP:** leave blank.

**SEAT:** enter the course number and darken the corresponding circles.

**ANSWER GRID (TESTS ONLY).** For standard test scoring, mark only one correct response for each question on the answer grid. Grading options are listed below:

- (1) Omit a question. Leave the key blank for that item. (If erasing, do so completely.) The item will not be scored.
- (2) Give everyone credit for a question. Mark any two answer choices for that item on the key. All five responses will be scored as correct.
- (3) Weight one or more questions. Refer to OPTIONAL TEST OUTPUT section.

### Preparing a Weighted Questions Key

You can assign test items weights ranging from one to five points by filling in the item number receiving the greater value on the key/answer section.

Please note that a weighted question key must be prepared for each answer key. Using another blank answer form, complete the following grids:

**STUDENT ID NUMBER:** fill in all circles with the number "5" and darken the corresponding circles below.

**FM:** when using multiple keys, indicate the form number of each key and darken the corresponding circle.

**ANSWER GRID:** you need only indicate the test items receiving a value greater than one. Mark "2" for each two-point item, "3" for each three-point item, "4" for each four-point item, and "5" for each five-point item. (Any items on the weighted question key left blank, double marked, or marked with a "1" will be scored with a value of one.)

Do not mark answer choices on this key.

**STANDARD OUTPUT.** All exams will include the following:

**Exam Analysis.** This report contains (for each form and the overall total within groups) the number of students, high and low number correct, the Mean and Median, Standard Deviation, Cronbach's Alpha, Point Biserial Correlation, Distractor Analysis, and more.

**Mean:** an average obtained by dividing the sum of a set of scores by the number of scores.

**Standard deviation (S.D.):** a measure of the spread of scores about the mean. The tighter the scores cluster around the mean, the smaller the standard deviation. In a normal distribution, approximately 68 percent of all scores fall within one S.D. below the mean and one S.D. above the mean.

**TTL:** The TTL column indicates the total number of students that selected the represented option.

**R:** The R value is the mean score (%) and Std. 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):** The PBS score ranges from -1.0 to 1.0, with a minimum desired score greater than 0.15.

**Roster Report.** An alphabetical listing of all students within groups is produced and includes form number, Student ID number, Student Name, number of questions missed and correct, bonus and score. An Excel version of this report will be emailed upon request.