

# OPSCAN Test Scoring System

## Log-In Cover Sheet – (For All OPSCAN Tests)

Instructor: _____	Exten: _____	Department: _____
Delivery Time: _____	Date: _____	
Person to Notify: _____	or	<input type="checkbox"/> Same as <i>Instructor</i>
Extension: _____		
Number of Tests: _____		
Score Report <input type="checkbox"/>	Questions Missed (student list) <input type="checkbox"/>	
Descriptive Item <input type="checkbox"/>	Score Distribution <input type="checkbox"/>	
Questions <input type="checkbox"/>	<b>All</b> <input type="checkbox"/>	

### ACS Office Use Only

Processed By: _____	Date: _____	Time: _____
Tests Processed: _____		
File Name: _____		
<input type="checkbox"/> NCS5	<input type="checkbox"/> NCS10	
Processing Result	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Complete
Errors / Notes		
<input type="checkbox"/> Missing answer key		
<input type="checkbox"/> Answer key not marked correctly (first four characters – KEY<space>)		
<input type="checkbox"/> Special Codes not marked for NCS10		
<input type="checkbox"/> Number of questions not marked correctly		
<input type="checkbox"/> Sort order not specified		
<input type="checkbox"/> Both Name and Id missing _____ (count)		
<input type="checkbox"/> Cover sheet not filled out correctly		
<input type="checkbox"/> Tests not scanned _____ (count)		
_____		
_____		
_____		
_____		
_____		
_____		

## **PREPARING YOUR ANSWER KEY for the OPSCAN TEST SCORING SYSTEM**

**General Instructions:** These instructions are for the full sheet NCS 30423 and the NCS 4887 OPSCAN answer sheets. Please do not make any stray marks on either side of the answer key. Do not fold, bend, tear or otherwise damage the answer key. Do not use any staples, erase mistakes completely. Use No. 2 pencil only **the scanner will not read ink!** Do not include any other materials in your packet such as the original test booklet, post-it notes or other papers, paperclips or rubber bands. **Please include an answer key for each packet of answer sheets.**

**Side 1:** At the top of the form on side one print the instructor's name and a phone number we may call when the answer sheets are ready for pick-up.

Mark the answers to the test questions. If an answer is left blank on the key, all answers for this question will be considered correct. Multiple bubbles for the same question forces everyone to get that question wrong.

**Side 2:** In the section labeled NAME, print the word "KEY" in the first three spaces, followed by a space, then the instructor's last name or other identifying information. This information will print at the top of the reports that are returned with your answer sheet packet. You only have 15 spaces for this information. Fill in the corresponding bubbles. If you leave this out the filename will inserted.

In the section labeled IDENTIFICATION NUMBER write the number of questions. This number must take up three spaces, left justified. If the number is less than 100, place a "0" in front to take up this space. (As an example, for a key with 50 answers, you would need to write "050"; for a key with 120 questions, you would need to write "120".) Mark the corresponding bubbles.

The reports that you will receive will show each students grade for that particular test. If you do not specify a sort order then the results will be in the order the test were scanned. This may or may not be the order you delivered them in. To change the sort order of the test results on the report use one of the following choice numbers immediately after the number of questions to grade. All of the following examples will use a 50 question test.

- 1) Sorted on Names alphabetically (must have supplied names) [ex. Bubble 0501]
- 2) Sorted on Identification Number (must have supplied identification number) [ex. Bubble 0502]
- 3) Sorted on Percentage Score [ex. Bubble 0503]
- 4) Sorted on Raw Score [ex. Bubble 0504]

**Important Note** - If you are submitting a green OPSCAN answer sheet (form #4887) write a "1" in the first box of SPECIAL CODES and mark the corresponding bubble.

**Handling instructions:** Place the key sheet on the top of the student tests to be scored. Make sure all pages are stacked with side one facing up. Submit the packet in a large envelope with the instructor's name on the outside (large campus mail envelopes work best). If you have any questions, please call the Administrative Computing Services Department at extension 2115.