Automated Test Grading | Log-In Cover Sheet

Instructor: _____   Extension: _____   Department: _____

Delivery Time: _____   Date: _____   Email: _____

Person to Notify: _____   or   [ ] Same as *Instructor*

Extension: _____   Email: _____

Estimated Number of Tests: _____

Office Use Only: REQ_____

Processed By: _____   Date: _____   Time: _____

Delivery Time: _____   Time Picked Up: _____

File Name: _____   Tests Processed: _____

[ ] Emailed Test Results to Instructor

Notes

[ ] NCS5   [ ] NCS10

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PREPARING YOUR ANSWER KEY for the AUTOMATED TEST GRADING SCORING SYSTEM

General Instructions:

These instructions are for the full NCS 30423 and the NCS 4887 Automated Test Scoring 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, paper-clips 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.

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 large envelope with the instructor's name on the outside (large campus mail enve-lopes work best). If you have any questions, please call Lab A at extension 2440.