IDP Center
Scantron Exam Grading Services
Information Technology
Salisbury University

I.   **POLICY**

- Scantron Exam grading services are available for all SU faculty and staff from Information Technology (IT), TE 113A.
- A work order or service request is not required to take advantage of this service.
- This is a free service.
- The Exam(s) should be put in a campus inter-departmental mail envelope and **clearly** labeled with only the instructors **name and department on the outside**. This is to keep your exams separate from others.
- NEVER place your exams in the campus mail.
- All Exams must be hand delivered and picked up at all times.
- All exams can be dropped off and picked up at this same location.
- If tests with more than one section are submitted, please label each class section and separate with clips or rubber bands.
- Only faculty members can pick up tests. If someone else is sent to pick up a test, they must have a written note from the appropriate faculty member.
- Normal working hours are Monday through Friday between 8:00 a.m. and 5:00 p.m. We provide a locked drop off box outside our office for dropping off exams after hours. If you drop off a test after hours, we will grade it the next business day.
- Normally, you can expect your test to be completed within one (1) hour during normal working days. Any tests that are left outside these hours will not be completed until the next normal day shift.

II.   **PROCEDURE**

Description:

- I.T. is using ParSCORE scanning software which incorporates gradebook processing.
- Gradebook processing allows a roster to be created for each of your classes, which can be designed to accommodate the type and number of tests you plan to give.
- The students Gull Card ID numbers and names are automatically entered during the creation of the roster at the beginning of the school semester when scoring the first test.

- Student data will be entered by the students on a special *Student Enrollment Form* (F1712 Large Pink & white form) used when giving the first test of the semester.

- In order to set up the roster to suit your individual needs, we will need to know **what type** and **how many** tests you plan to give during the semester. Please see our IT Exam requirement sheet for other

information we need to prepare your class roster for this semester. Please see the IDP Center for this form.

- You may find that a copy of the course syllabus is helpful in determining these grade categories. The roster can hold up to ten (10) different test types and each should be abbreviated to four (4) letters. These will be listed on the roster in the order given.

- **Please list this information on our IT Exam requirement form you find in our office. If you would like copies of this form, we can e-mail a copy for your continuous use throughout each semester.**

  For example: 4 EXAM   - or -   1 MIDT   1 FINL   5 QUIZ
  ** NOTE: If no test types are specified, then rosters will be set up how IDP Center chooses. This setup can be changed at any time.

Forms:

- Blank Scantron test forms must be ordered from Support Services (on Campus) and are available in lots of 100. Two (2) forms are available for testing purposes, each scoring up to 200 questions. Examples of these forms are below.

- *Large Pink & White Enrollment Form* (Form **F-1712**)   SSU # **250-99-05**
  This form must be used for the **first** test that is given for the semester, and includes mark-sense bubbles for students to enter their Names and Gull card ID number into the roster.

  **These large pink & white forms are also the only forms that can be used for Paper Course Evaluations. See IDP Center for more information on this…

- *Small Pink & White form* (Form **F-289**)   SSU # **250-99-04**
  This form is used for all subsequent tests for the remainder of the semester. Student names must be hand written on each exam but, their Gull Card ID number must be written in and bubbled in so the Parscore system can match the ID's with the ones it has on file for each person after the first test is given and the students are already in the roster.

Requirements:

General (Faculty & Students):
- Use **only** soft (no. 2) pencils for all marks.
- Do not fold or put staples in the exam forms.
- All bubbles should filled in completely.
- Any erasures must be completely erased.
- Do not put any marks between the black marks (timing marks) on the left side of the test sheet.

- Do not put any marks around the first set of timing lines (top 3in.) on either form.
- Questions will be marked as wrong when a student leaves a question unanswered (blank).
- Questions will be marked as "Multiple" (#) if there are more than one answer bubbled in. It is the professor's responsibility to choose how they want to handle these multiple answers.
- The IDP Center will correct any erased marks that are kicked out of the scanner. Sometimes the scanner can't distinguish if an answer is erased. If we see that they are clearly erased answers, we will eliminate the erased answer from that question, leaving the chosen answer in place.
- The test scoring machine does not place any marks on the answer sheets.

<u>Instructors and Faculty</u>:   The following information MUST be included on the answer key(s):
- The Professor MUST PROVIDE A KEY TO EVERY EXAM GIVEN.
- Identified as the key (**KEY**) and placed on top of the students tests.
- The TEST FORM field (A, B, C, D) is used to identify different versions of keys for that one test.
- You can have up to four (4) versions of a test, each with its own key.
- If you are giving different versions of the exam, there should be 4 keys clearly marked A,B,C, and/or D.
- The students MUST mark on their exam form what version they took.
- If you are only giving one version of the test, the **TEST FORM area can be left blank or marked with an "A". The student's exam forms can be left blank in this area.**
- If more than one key is being used, ALL keys MUST have the same number of questions.
- The points per question can vary as long as you let us know which questions have which points. (Example: Questions 1-10 = 1 point each, Questions 11-20 = 2 points each) You can do this by writing this information on our IDP Requirements Form in the space provided.

- Professors do not have to enter their ID numbers or phone numbers on their keys. All we need on your keys are your name, course, course number, section and versions marked on your keys and points per question.

- **Your Full Name**. (E.g., SMITH, JOHN)
  Please provide IDP Center with a Professor's First and Last name. We will in turn set up a roster in your name for the class or classes you are teaching.

- **The FULL Class Name** (E.g., HIST 101-001)
  This is the name of the class you are teaching as obtained from the Registrars published Final Academic Schedule, including 4-letter **DEPT** code, 3-digit **COURSE number**, and 3-digit **SECTION** number.
- Classes are organized by this class code, so all information is required to create the roster even if only one section of a given course is being offered. Also, please be sure the section number is correct for the current term.
- **The Test Type and Occurrence**. (E.g., EXAM 3)

This is needed so that we can grade the test in the appropriate roster column. If you are giving 3 exams and 1 Final, please enter this information on our IDP Requirements Form so we can set up your roster in Parscore for this semester.

- ****Do NOT bubble in the Exam Number in the 3-digit EXAM NUMBER block on the answer key**. Anything entered here will be interpreted as additional possible points to be added to the total, and the test results will be incorrect. (See *Essay Points* under Optional features below for a full explanation).

- **KEYS**: If you have multiple sections to the classes that you are teaching, PLEASE, separate all sections with a rubber band or a binder clip and label each section. This is so we can grade them separately. If you bring your class sections clipped together as one group, they will get graded together.

- If your class sections get graded together for the first test, they will be graded together throughout the entire semester. We will not separate them for you.
- **Paper Reports** will be generated individually for each class and/or section you provide to us. See Output Listing below for the types of reports generated.

> **** NOTE:** Additional information required for the **FIRST** test only:
> **MUST** use form F-1712 in order to enter students names and ID's in the roster.
> All Students MUST bubble in their names and Gullnet ID numbers on their exam forms.

Point Values:
- By default, your test will be graded as one (1) point per question. If you desire your test to be graded at 100 % or any other way, please specify that by writing it on our IDP Requirements Form in the provided area. **Tests can only be graded one way or the other, not both.**

- **If any answers on your key are omitted on purpose, please let us know by writing it on our IDP requirements form. *This way we will know and adjust your total possible points accordingly. This happens when questions are thrown out.**

Students:

- **MUST bubble in their Gull card ID number (all 7 numbers) and their name (Last, First) accurately and completely**, on form F-1712.

- The system **will not** grade a test sheet without the ID number filled in. Please use the first seven (7) spaces in the ID area and leave the rest blank.

- If this is your first test, and the students ID number or Name cannot be found in the existing roster, then the form will be rejected and not graded.

- The name must be filled out on the F-1712 form - Last, First, Middle Initial with at least one space between each part of their name (Hyphenated or 2-part last names should be entered together on the form as one name).

- Do not write along the left side or top of the form near the timing marks. This can cause the scanner to not be able to read the form.

Optional features:

☐ Make-ups:
- If you have a student or two that did not take any one of the exams that you gave using Parscore, all we need from you is their exam form. We just need to scan it into our scanner and it will automatically grade their exam and give you a grade.
- When giving a makeup exam, you MUST use the same key that you used to give all the rest of the class. We will not have to run your key back into our system if we already have it on file.
- We cannot use a totally different key for those makeup exams unless you want us to create a whole new exam column in your roster set up. If that happens, it will change all your students' scores to reflect that new exam, even if not all the students took that exam.
- Please label any exams as makeup whenever possible.
- Any student that misses a make up test can have that test hand-graded by the instructor. If you would like us to update our records, you can send us the information via campus email or verbally.

☐ Multiple answers:
- Multiple answers can be specified for a given question. Mark the KEY with all possible answers. If the key has multiple marks for any question(s), then one of two possible options MUST be specified:
  - **AND** - ALL responses must be marked to receive credit
  - **OR** - ONE (and only ONE) of the responses must be marked to receive credit.
- If multiple marks are found on the key and neither option is specified, **OR** will be our Default.
- All questions with multiple marks will be treated in the same manner.

- You cannot have "And" & "Or" questions on the same key. One or the other is acceptable.

☐ Question Weighting:
- By default, all questions are calculated at 1 point each. If you want all questions weighted at a specific point value or at 100%, please specify that on the key and on our IDP Requirements Form.
- If you want certain sections of the test to be weighted differently, then specify the range of questions and the point values associated with each range on our IDP Requirements Form.

For example: questions 1-15   2 pts each   30 points
                           16-25   3 pts each   30 pts
                           26-65   1 pt each   <u>40 pts</u>
                                                 100 points total

☐ Emailing Reports Option:
- With Parscore, we can e-mail your Class Roster and your Item Analysis Reports (only) to you via campus e-mailing system. See our IDP Requirements form for this as an option. Just check the allotted location on the form.
- If this is an option you would be interested in, please see IDP Center for a form to give us permission to send these reports to you via campus e-mail.
- This form is a onetime fill out form. Once you fill one out, you will not have to fill another one out each semester. You will be on our list permanently until you opt out.
- Your Roster Report will come in an Excel file format that you can import into your MyClasses if desired.
- You are still responsible for picking up your paper copies of any reports that we may print for you and your exam forms.
- These must be picked up in a timely manner so that we may house other exams in our filing cabinet.
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☐ Essay Points:
- Essay points can be included in the calculation of test scores.
- First, administer the test as usual, making sure the students do NOT mark in the EXAM NUMBER field.
- Before bringing the Scantron sheets to IDP, grade the essays for each student exams. Mark the total possible essay points in the EXAM NUMBER field on the key,
- Then mark the number of essay points each student got correct in the EXAM NUMBER field on that students answer sheet.
- The points will automatically be scored and totaled when the Scantron sheets are graded.

   Note: Please write Process **Essay Points** near the EXAM NUMBER block and write a notation on our IDP Requirements form letting us know to process your Essay Points.

- Otherwise, we will assume it is a default test and erase the points in the EXAM NUMBER field on the key.
- This field should be left blank every time unless using it for Essay Points. It will impact student scores if used incorrectly.

☐ For other available scoring or reporting options/questions, please call our IDP Center (410) 543-6110 (ask for the IDP Center) or e-mailing us at IDPCenter@salisbury.edu

Output Listing:

These are the Reports that we offer through Parscore…

1. Roster Report
   - This is the class roster. It will list all students in alphabetical order by their last name, with all grades (from Scantron graded tests) listed on the roster. It is from this report that individual student grades can be obtained.

2. Item Analysis Report
   - This report is a fundamental tool for assessing the effectiveness, reliability, and validity of a particular test item or test. For each test item (question), this report will list:
     - Percentage of the TOTAL class that answered the question correctly.

Acceptable range:	True-False items:	65-85%
	Multiple Choice items:	50-70%

   - Percentage of the TOP 27% of the class that answered the question correctly.
   - Percentage of the BOTTOM 27% of the class that answered the question correctly.
   - Discrimination (Point Biserial Correlation Coefficient) -- This attempts to measure how well an item distinguishes between the better students and the poorer students. Generally, the higher the coefficient, the better the discrimination, and thus the better the item. For classroom achievement tests, the following criteria may be used:

.30 and above	Very good items
.20 to .29	Reasonably good but subject to improvement
.09 to .19	Marginal items, usually need improvement
below .09	Poor, to be rejected or improved
(negative value)	More students in lower portion of class responding correctly than in upper portion

   - Response frequencies -- The number of responses to each possible answer (A, B, C, D, E, 0). A zero means no response, that the item was omitted. **An asterisk (*) denotes the correct response as marked on the key.** (If there are multiple correct answers (OR), they will be marked with a pound symbol (#).
   - Non-distractors -- This is defined to be an answer that no one in the entire group selected.

3.   Class Response Report
    - This report provides a printout of the test responses of each student. A Class Response Report is generated for each form of the test (A, B, C, D), if multiple versions are given.
    - The first line is the key to the test in rows of 50 questions (1-50, 51-100, etc.), broken into groups of ten (10).
    - The following lines are the student responses, listed in ID order.
    - Correct responses are recorded by a hyphen (-),
    - Incorrect responses are printed with the letter of the incorrect response,
    - A blank indicates an omitted answer,
    - An asterisk (*) indicates incorrect multiple marks.
    - Anything the student has entered in the EXAM NUMBER field is also listed here.

4.   Score Distribution
    - This report will list the class grades in descending order with a **conversion of raw score to percentage score.**

5.   Error Log
    - This report is generated for each batch of score sheets processed. It includes a listing of all the errors (multiple/omitted marks) encountered in scanning the score sheets, whether they were corrected during the scanning process or not.
    - You may want to check the student responses on the Class Response Report for any asterisks (*) or blanks, which represent legitimate multiple and/or omitted responses that were not corrected at scan time.
    - The errors on the Error Log are listed in the order as sent through the scanner. If the answer key requires multiple marks for certain responses (AND), then an error will be generated for students not marking the appropriate number of marks.