TESTING AND EVALUATION OPERATIONS
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Scantron Exam Scoring Services
Faculty Guide

The purpose of this booklet is to explain how to use the machine-scoring exam services provided by Testing and Evaluation Operations (TEO). Please review this guide carefully before submitting an exam. If you have any questions, feel free to contact our office for assistance.

This guide includes information on the following topics:

- How to administer an exam for machine scoring
- How to prepare and submit exams for scoring
- Available reporting options for exam results
- Enhanced scoring features, including learning objectives (subtests), question point values or weighted scores, extra credit, custom grading scales, and items with multiple correct responses

Under normal circumstances, the standard processing time for exams is **24 business hours**. Whenever possible, your exam will be scanned immediately upon receipt. Once the exam has been electronically scored, TEO will notify you using the contact method specified on the **Exam Scoring Request Form**.

If you have questions or would like additional information about this or any of our other services, please contact our office.

Regular Business Hours

- **Fall and Spring Semesters:** Monday–Friday, 8:00 a.m.–12:00 p.m. and 1:00 p.m.–4:30 p.m.
- **Summer Semester:** Monday–Thursday, 7:30 a.m.–12:00 p.m. and 12:45 p.m.–4:30 p.m.; Friday, 7:30 a.m.–12:00 p.m.

Location: McAfee Gym, Suite 2000
Main Office Phone: 217-581-1185

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Administering an Exam for Machine Scoring

Scannable Forms

Exams are scored by scanning answer sheets using an Insight 4ES scanner and processing the scanned data through specialized software to generate exam results. Beginning in the Fall 2007 semester, Testing and Evaluation implemented Remark Classic OMR software to process exam data.

To have exams machine scored, students must record their answers on scannable forms provided by Testing and Evaluation Operations (TEO).

Two types of forms are available:

Pink Form (GP5 – Most Commonly Used)
- Accommodates up to 200 questions
- Provides 5 response options per question
- Includes a small writing area on the back

Green Form (GP10)
- Accommodates up to 90 questions
- Provides 10 response options per question
- Includes a small writing area on the back

Scannable forms may be picked up at the main reception office (McAfee 2010) on the 2nd floor, northeast corner of McAfee Gym. Staff members are available to answer questions about the available forms.

Instructions for Students:

To ensure accurate scoring, please instruct students to follow these guidelines:
- **Use a #2 pencil to mark responses**.
- Fully darken the response circle so the letter inside cannot be seen.
- Erase answers completely if changes are made.
- Avoid stray marks on the form.
- Do not fold or tear the response sheet.
- Complete the last name and first name grids and darken the corresponding circles.

If you plan to use the Gradebook Report and import scores into Desire2Learn (D2L), students must also complete the ID field on the form. Please see the *"Interpreting Exam Results"* section of this guide for more information regarding Gradebook Reports.

To reduce the risk of cheating, instructors may administer up to five versions of an exam.

Once the exam has been administered, it is ready to be submitted for scoring.

Preparing and Submitting Exams for Machine Scoring

Exams may be submitted for machine scoring to Testing and Evaluation by the instructor or a department representative.

The exam submission and collection desk is located at the main reception desk (McAfee 2010) on the 2nd floor, northeast corner of McAfee Gym.

For security reasons, exams cannot be submitted through campus mail.

Business Hours (Fall and Spring)
Monday–Friday
8:00 a.m.–12:00 p.m.
1:00 p.m.–4:30 p.m.

If you need to submit exams outside business hours, a mail slot is available in the TEO suite door (McAfee 2000).

Steps for Submitting an Exam

To have an exam machine scored, complete the following steps:
1. Prepare exam forms for scanning
2. Prepare an answer key
3. Complete an Exam Scoring Request Form

Preparing Exam Forms for Scanning

Before submitting exams:
- Stack all response sheets facing the same direction.
- Remove blank forms.
- Place the forms in a manila envelope.
- Write your name and department on the envelope.

The scanning software automatically generates reports in alphabetical order, regardless of the order of the response sheets.

Testing and Evaluation can provide envelopes if needed.

If submitting exams through the after-hours slot, response sheets must be sealed in a manila envelope.

Using Multiple Exam Versions

If you use multiple versions of an exam:
- Prepare a separate answer key for each version.
- Indicate the version by blackening the Test Form block (A, B, C, D, or E).
- Place all keys on top of the stack of response sheets.

Student response sheets do not need to be sorted by exam version, but each student must blacken the correct test form circle on their sheet.

Sheets without a marked test form cannot be scored with the corresponding key.

Preparing the Answer Key

An **answer key** is required for machine scoring. If the same exam is used for multiple sections, only one key is needed.

Complete the key as follows:

Name Block - Write "Key" in the first three boxes of the Last Name section and darken the corresponding circles.

Test Form Block - If multiple exam versions are used, darken the appropriate test form letter (A, B, C, etc.).

Answer Block - Darken the correct answer for each question completely.

Course/Section/Instructor Block (Optional) - You may write identifying information such as course, section, or instructor name.

Completing the Exam Scoring Request Form

An Exam Scoring Request Form must be submitted with every exam.

The form is available:
- At the main reception desk in McAfee Gym
- Online at the Testing and Evaluation website
- At the after-hours mail slot

Side 2 of the form is required **only when** enhanced exam scoring options are used.

Side 1: Standard Exam Information

Completion of Side 1 is required and includes three sections.

1. **Instructor and Exam Information**

Provide all requested information to ensure the exam is processed efficiently.

The "Exam Title" will appear on the Student Statistics Report and is required for electronic reports.

If submitting exams for multiple sections, ensure:
- Keys and response sheets are **separated**
- Each group is paper **clipped and labeled**

If multiple exam versions are used, indicate the number of exam forms on the form.

Receiving Exam Reports

Two report delivery options are available.

Printed Reports
- Printed at Testing and Evaluation
- You will be contacted when they are ready
- Results cannot be sent through campus mail

If you prefer email notification instead of a phone call, note this in the Special Instructions section.

Electronic Reports

Results are uploaded to a secure SharePoint site.

You will receive an email with a link and must log in using your EIU network ID and password.

Reports are available in:
- PDF format for standard reports
- Excel (.xlsx) or CSV format for gradebook reports

Electronic reports remain accessible through the same link for all exams processed.

For security reasons, reports cannot be sent as email attachments.

If electronic delivery is selected, paper copies will not be printed.

Scanned forms will be returned via campus mail unless you request pickup at TEO.

2. **Reporting Options**

Select the reports you wish to receive. Because generating reports requires time and resources, please request only the reports you need.

Reports fall into three categories.

Student Exam Score Reports
- Student Statistics Report (Alphabetical List)
- Student Response Report
- Student Grade Report
- Gradebook Report for D2L
- Gradebook Report in Excel format

Whole Exam Analysis Reports
- Class Frequency Distribution Report
- Test Statistics Report
- Condensed Test Statistics and Item Analysis Report
- Test Analysis Report

Exam Question Analysis Reports
- Detailed Item Analysis Report
- Condensed Item Analysis Report
- Test Item Statistics Report

Additional reports (available upon request):
- Comparative Grade Report
- Item Analysis Graph Report
- Cross Tabulation Report

These can be requested in the Special Instructions section.

3. **Special Instructions**

Use this section for:
- Special exam processing instructions
- Email notification requests
- Requests for special data reports
- Excluding items from scoring

You may also request that all responses to a specific question be counted as correct.

Side 2: Enhanced Exam Options

Complete Side 2 only if your exam includes:
- Questions with values other than 1 point
- Extra credit questions
- Questions with multiple correct answers
- Learning objectives/subtests
- A custom grading scale

Question Point Values

If questions are worth more than 1 point:
- List the question numbers or learning objectives
- Enter the assigned point value
- Provide the total exam point value

Questions not listed are assumed to be worth 1 point.

Extra Credit

Indicate which questions should be treated as extra credit.

If they have different point values, list them in the point value section.

Multiple Correct Answers

Two scoring options are available:
- All correct answers required
  Students must select every correct option to receive credit.
- Any correct answer accepted
  Selecting any correct option results in full credit.
- This option can also be used if a question is discovered to be incorrect or misleading after the exam.

Learning Objectives (Subtests)

You may group questions into learning objectives.

Provide:
- A title for the learning objective
- The questions associated with it

Results will display performance by learning objective within the reports.

Custom Grade Scale

You may define your own grading scale by entering the minimum percentage required for each letter grade.

If no scale is provided, the default scale is used:
- A = 90–100%
- B = 80–89%
- C = 70–79%
- D = 60–69%
- F = below 59%

Interpreting Exam Results

After scanning, you will receive either printed reports or secure electronic access to your results.

Reports fall into three categories:
- Student Score Reports (provides individual student scores in various formats)
- Whole Exam Analysis Reports (displays data pertaining to the exam as a whole)
- Exam Question Analysis Reports (displays data pertaining to each question on the exam)

Multiple Exam Versions

If multiple versions of an exam are used:

Student Score Reports - One report containing all students across all versions will be produced.

Whole Exam Reports - Most reports combine data across all versions. However, Condensed Test Statistics and Item Analysis Reports are produced separately for each version.

Question Analysis Reports - Because each version has different questions, these reports are generated separately for each version.

Student Exam Score Reports

Student Statistics Report

The Student Statistics Report (Alpha List) displays exam scores for all students in alphabetical order.

The report includes:
- **Student Name** – listed exactly as marked on the form
- **Letter Grade**
- **Total Score**
- **Percent Score**
- **Class Mean**

If learning objectives are used, additional tables will display results for each objective.
Students who do not complete their names will appear as blank entries at the top of the list.

Student Statistics Report

Intro - Midterm

Overall

Student	Grade	Total	Percent	
COOPER B	B	44 / 50	88.00	
DRAPER D A	B	44 / 50	88.00	
PRYCE L	C	38 / 50	76.00	
STERLING R C	D	33 / 50	66.00	
Mean	C	39.75	79.50	

Student Response Report

Student Response Report provides a visual overview of both student and question performance by displaying all student responses in a matrix format. Students are listed along the left side of the report, while exam questions are listed across the top.

Each student's response to each graded question appears within the corresponding box in the matrix using the following indicators:
- **Clear box:** Correct response
- **Gray box:** Incorrect response
- **Black box:** Unanswered question
- **Asterisk (*)**: More than one response selected when only one correct answer is allowed

On the right side of the matrix, the report displays summary statistics for each student, including

total score, percent score, and letter grade.

At the bottom of the report, the **percentage of students who answered each question correctly** is provided, along with class averages for **total score, percent score, and grade**.

For additional information, please visit the Testing and Evaluation website or call **217-581-1185**.

Student Grade Report

The Student Grade Report provides a detailed summary of each student's performance on the exam. Once printed, these reports can be distributed to students. If you have chosen to receive reports electronically, each student's report will appear on a separate page. If you prefer to have multiple student reports on a single page, please specify this in the **"Special Instructions"** section of the Exam Scoring Request Form.

Producing the Student Grade Report requires significant system resources. Please request this report only if you plan to use it. If you are receiving reports electronically, keep in mind that printing them may take some time.

At the top of each student's report, the student's name (Last, First, and Middle Initial, when applicable) appears along with a table summarizing the student's overall exam results, including:

- **Grade:** The student's letter grade based on the default grading scale, unless a different scale was specified on the Exam Scoring Request Form. For details on adjusting grade scales, see the **"Completing the Exam Scoring Request Form"** section of this document.
- **Total Score:** The student's total points earned. The first number represents the points the student received (number of correct answers multiplied by their point values), and the second number represents the total possible points on the exam.

- **Score (%):** The percentage equivalent of the total score, displayed alongside a bar indicating the percentage value.

If multiple versions of the exam were used, the version selected by the student on the Scantron form will appear in the top right corner of the page.

If learning objectives were defined for the exam, a table displaying the student's scores for each learning objective (in addition to the overall exam score) will appear directly below the overall exam data.

Under the **"Responses"** heading, all exam items are listed. For each question, the report displays the question number, the response marked by the student on the scannable form, and the correct answer.

Student Grade Report

Student: DRAPER D

	Grade	Total Score	Score (%)
Overall	B	44 / 50	88.00

Incorrect Responses

Question	Response	Correct Answer	Question	Response	Correct Answer	Question	Response	Correct Answer	Question	Response	Correct Answer
Question17	B	C	Question26	B	A	Question32	B	E			
Question20	C	B	Question29	D	C	Question38	B	E			

Gradebook Reports

The Gradebook Report provides an export of basic exam results that can be imported into other software programs. Each student's data appears in a separate row. If multiple test forms were used, results for all students across all versions will be included in a single file.

The Gradebook Report can be generated in two formats:

- **D2L Format:** A comma-delimited (.csv) file designed for importing into Desire2Learn (D2L).

- **Excel (.xlsx) Format:** A spreadsheet-compatible file that can be opened in Excel or similar programs, but cannot be imported into D2L.

Gradebook Report for Desire2Learn (D2L)

The D2L-formatted Gradebook Report includes the following information:

- **Student E-Number**

- **Student Raw Score / Number of Items Correct:** If questions are worth more than one point, the raw score reflects the total points earned.

- **Exam Header:** A header required for D2L import that includes the **Exam Title** (as listed on the Exam Scoring Request Form) and the **total point value** of the exam.

Gradebook Report in Excel file format

The following information appears in the Gradebook Report in **Excel (.xlsx) format**. The data is organized alphabetically by each student's last name:

- Student Last Name
- Student First Initial
- Student Middle Initial
- Enumber (if included on test form)
- Letter Grade
- Percentage Correct
- Raw Score

Analysis of Whole Exam Reports

Class Frequency Distribution Report

The Class Frequency Distribution Report provides a graphical representation of score frequencies for the entire class. The mean percentage of correct responses is displayed at the top of the report. If multiple versions of the exam were used, scores from all versions are combined into a single report. If learning objectives were defined, separate graphs will display the frequency of scores for each objective, in addition to a graph showing the overall exam score distribution.

A table at the top of the report includes the following information: letter grades, the percentage score range for each grade, the corresponding raw score range, the number of students who received each grade, and the percentage of students who earned that grade. The accompanying graph displays scores along the X-axis (horizontal axis) and the frequency of those scores along the Y-axis (vertical axis).

The letter grades shown are based on the default grading scale, as indicated in the **"Percent Score"** column. If you would like to use a different grading scale, please specify this on the Exam Scoring Request Form. For additional details on modifying grade scales, refer to the **"Completing the Exam Scoring Request Form"** section of this document.

Class Frequency Distribution Report

Overall   Mean Score: 79.50%

Grade	Percent Score	Raw Score	Frequency	Percent
A	90.00 - 100.00	45.00 - 50.00	0	0.00
B	80.00 - 89.99	40.00 - 44.99	2	50.00
C	70.00 - 79.99	35.00 - 39.99	1	25.00
D	60.00 - 69.99	30.00 - 34.99	1	25.00
F	0.00 - 59.99	0.00 - 29.99	0	0.00
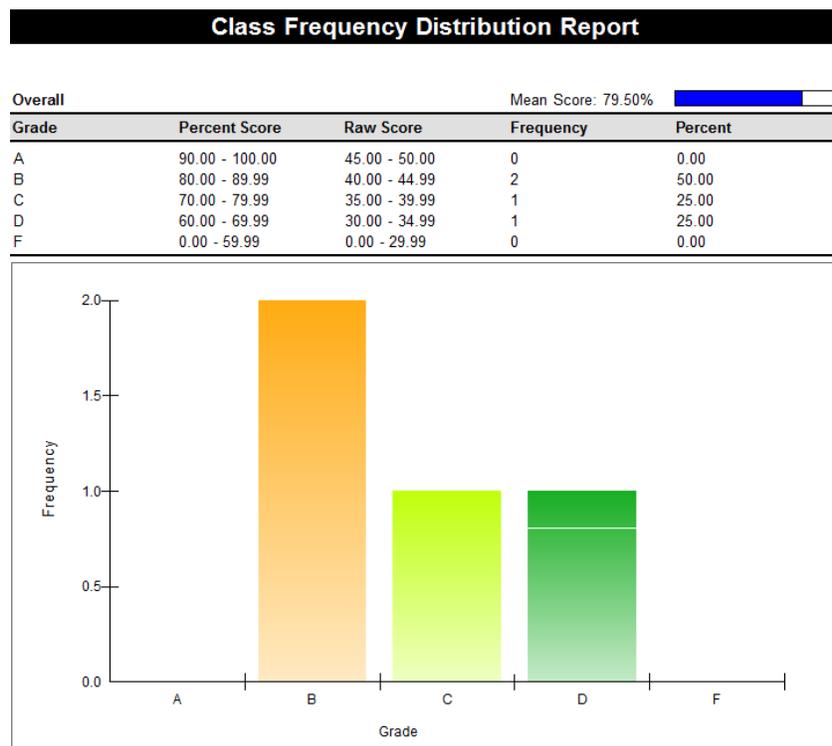
Test Statistics Report

The Test Statistics Report provides descriptive statistics for the overall exam. If learning objectives were defined, statistics for each objective will appear in additional columns to the right of the overall exam data. The report includes the following information:

Score Data

- **Number of Graded Items:** The number of questions from the test key that were scanned and graded.

- **Total Points Possible:** The total point value of the exam.

- **Maximum Score:** The highest raw score achieved by a student.

- **Minimum Score:** The lowest raw score achieved by a student.

Statistics

- **Mean Score:** The average of all student raw scores.

- **Mean Percent Score:** The average percentage of correct responses across all students.

- **Range of Scores:** The difference in points between the highest and lowest scores.

- **Standard Deviation:** The square root of the variance, indicating how spread out the scores are from the mean.

- **Variance:** A measure of how widely scores are distributed around the mean. Higher variance indicates greater dispersion in scores.

Percentiles

- **25th Percentile:** The point below which 25% of student scores fall.

- **Median Score:** The midpoint of the distribution of student scores.

- **75th Percentile:** The point above which the top 25% of student scores fall.

- **Interquartile Range:** The difference between the 75th and 25th percentiles, indicating the spread of the middle 50% of scores.

Confidence Intervals

- **Confidence Intervals (1%, 5%, 95%, and 99%):** Estimated ranges of score values indicating the likelihood that the results would fall within the same range if the test were repeated. Higher confidence percentages represent greater certainty in the estimate.

Test Reliability

- **Kuder–Richardson Formula 20 (KR-20) and Kuder–Richardson Formula 21 (KR-21):** Measures of test reliability and internal consistency. Higher values indicate stronger relationships among test items.

- **Cronbach's Alpha:** A reliability coefficient that measures how well a group of test items assesses a single concept or construct.

Test Statistics Report

Score Data	Overall
Number of Graded Items	50
Total Points Possible	50
Maximum Score	44
Minimum Score	33
Statistics	
Mean Score	39.75
Mean Percent Score	79.50
Benchmark Score	-
Range of Scores	11.00
Standard Deviation	4.60
Variance	21.19
Percentiles	
Percentile (25)	35.50
Median Score	41.00
Percentile (75)	44.00
Inter Quartile Range	8.50
Confidence Intervals	
1%	26.31
5%	32.43
95%	47.07
99%	53.19
Test Reliability	
Kuder-Richardson Formula 20	0.77
Kuder-Richardson Formula 21	0.63
Coefficient (Cronbach) Alpha	0.77

Condensed Test Statistics and Item Analysis Reports

The Condensed Test Statistics and Item Analysis Report provides a summary of key exam statistics along with a basic analysis of individual questions. If multiple versions of an exam are used, a separate report will be generated for each version.

The top section of the report presents overall statistical information about the test results. The main body of the report contains the analysis of each individual question. The following statistics are included:

Test Statistics

- **Total Possible Points:** The total point value of the exam.
- **Total Students:** The number of Scantron sheets scored, excluding the answer key.
- **Standard Deviation:** A measure of how widely student scores are spread around the mean. A higher value indicates greater variation in scores.
- **Median Score:** The midpoint of all student scores.
- **Mean Score:** The average score of all students who took the exam.
- **Reliability Coefficient (KR-20):** A measure of test reliability and internal consistency. Higher values indicate stronger relationships among the test items.
- **Maximum Score:** The highest raw score achieved by a student.
- **Minimum Score:** The lowest raw score achieved by a student.
- **Range of Scores:** The difference between the highest and lowest scores.

Item Analysis

- **Response Frequencies:** The number of students who selected each answer option.
- **Distractors:** Incorrect answer choices selected by students. Distractors chosen more often than the correct answer appear in gray font.

- **Correct Group Responses:**
  - **Total %:** The percentage of all students who answered the question correctly.
  - **Upper 27%:** The percentage of students in the top 27% of exam scores who answered the question correctly.
  - **Lower 27%:** The percentage of students in the bottom 27% of exam scores who answered the question correctly.
- **Point Biserial:** A measure of item discrimination that indicates the relationship between performance on a specific question and the overall exam score. Values range from **–1 to +1**, with **0** representing the midpoint. Higher positive values generally indicate that the question effectively distinguishes between higher- and lower-performing students.

Condensed Test Statistics and Item Analysis Report

Legend: Distractors Chosen More than Correct Answer: ■

Total Possible Points:	43	Median Score:	37	Maximum Score:	42
Total Students:	12	Mean Score:	36.75	Minimum Score:	30
Standard Deviation:	3.17	Reliability Coefficient (KR20):	0.61	Range of Scores:	12

Question Number

No.	Correct Answer	Response Frequencies					Correct Group Responses			Point Biserial
		A	B	C	D	E	Total %	Upper 27%	Lower 27%	
1	D	0	2	0	10	0	83.33	100.00	66.67	0.46
2	D	0	0	0	12	0	100.00	100.00	100.00	-
3	A	12	0	0	0	0	100.00	100.00	100.00	-
4	B	0	12	0	0	0	100.00	100.00	100.00	-
5	A	2	10	0	0	0	100.00	100.00	100.00	-
6	A	11	1	0	0	0	91.67	100.00	66.67	0.64
7	A	11	1	0	0	0	91.67	100.00	100.00	0.07

Correct answers display in bold   *Distractors display in gray font*

Analysis of Exam Questions Reports

Item Analysis Reports

Two types of Item Analysis Reports are available:
- **Detailed Item Analysis**
- **Condensed Item Analysis**

Both reports present statistical data for each exam question in separate tables. The question number appears at the top of each table, and the possible answer choices are listed in a **"Response"** column. The correct answer is identified by being **bolded, italicized, and marked with an asterisk (*)**.

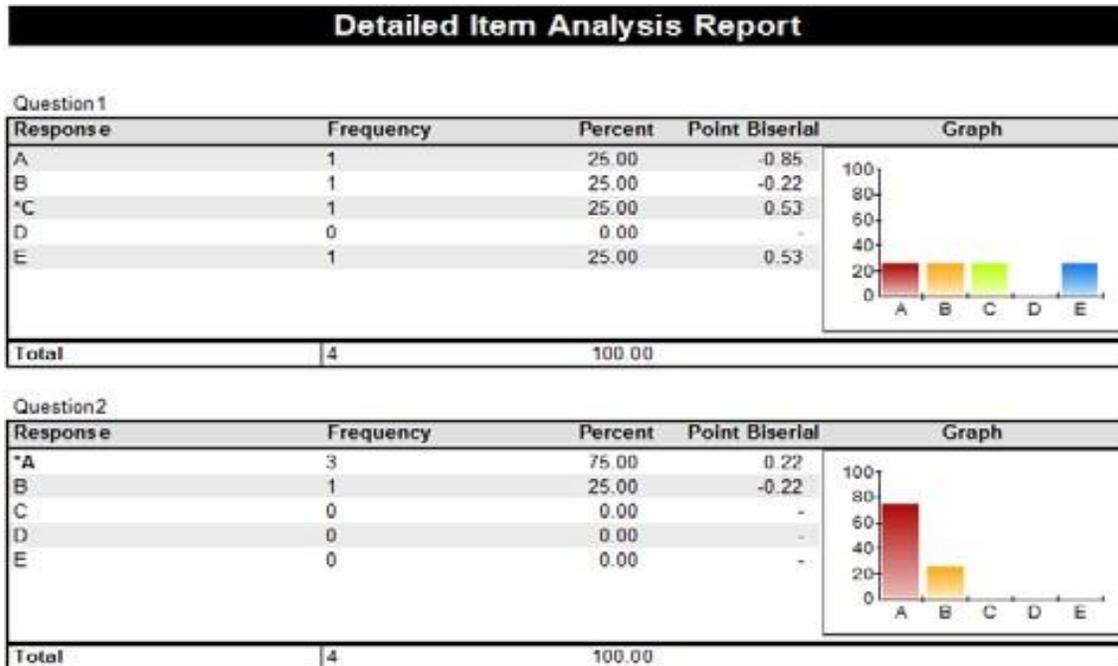Both reports include the following statistics:
- **Frequency:** The number of times students selected a particular answer choice.
- **Percent:** The percentage of students who selected that answer choice.

If multiple versions of an exam were used, a separate Item Analysis Report will be generated for each exam version.

Detailed Item Analysis Report

In addition to the **Frequency** and **Percent** statistics, the Detailed Item Analysis Report includes a graphical representation of response frequencies and the total number of responses for each question.

The report also calculates the **Point Biserial,** a measure of item discrimination that shows the relationship between a student's response to a specific question and their overall test score. Values range from **–1 to +1**, with **0** representing the midpoint.

Detailed Item Analysis Report

Question 1

Response	Frequency	Percent	Point Biserial	Graph
A	1	25.00	-0.85	
B	1	25.00	-0.22	
*C	1	25.00	0.53	
D	0	0.00	-	
E	1	25.00	0.53	
Total	4	100.00		

Question 2

Response	Frequency	Percent	Point Biserial	Graph
*A	3	75.00	0.22	
B	1	25.00	-0.22	
C	0	0.00	-	
D	0	0.00	-	
E	0	0.00	-	
Total	4	100.00		

Condensed Item Analysis Report

In addition to **Frequency** and **Percent** calculations, the **Condensed Item Analysis Report** includes a bar chart that illustrates **response frequency and percentage**, along with **distractors**. Distractors are incorrect answer choices selected by students. If a distractor is chosen more frequently than the correct answer, that response will be highlighted in **yellow** on the percentage bar chart.

Condensed Item Analysis Report

Legend: Correct: ■   Incorrect: ■   Distractors Chosen More than Correct Answer: ▢

Question 1

Response	Frequency	Percent	
*A	20	21.51	
B	43	46.24	
C	15	16.13	
D	15	16.13	
E	0	0.00	
Missing	0	0.00	

Question 2

Response	Frequency	Percent	
*A	58	62.37	
B	15	16.13	
C	17	18.28	
D	3	3.23	
E	0	0.00	
Missing	0	0.00	
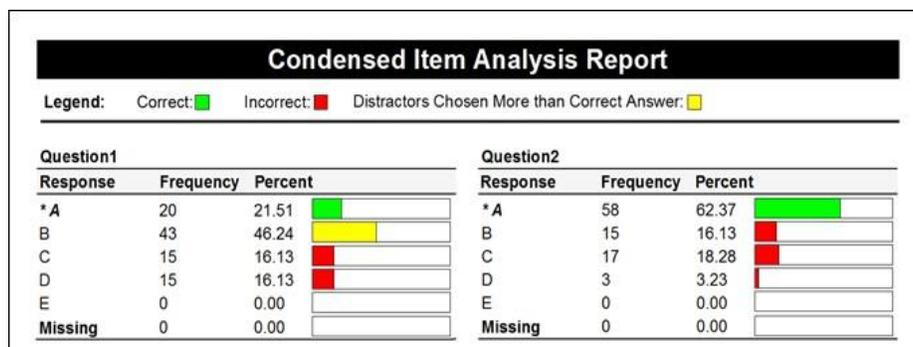
Test Item Statistics Report

The Test Item Statistics Report is similar to the Item Analysis Reports in that it provides statistical data for each question on the exam. If multiple versions of the exam were used, a separate report will be generated for each version.

This report includes the following descriptive statistics for every test question:
- **Question:** The number assigned to the question.
- **Points:** The point value assigned to the question.
- **Graded:** The total number of examinees who responded to the question.
- **Correct:** The number of students who answered the question correctly.
- **Incorrect:** The number of students who answered the question incorrectly.
- **No Response:** The number of students who left the question blank.
- **Point Biserial:** A measure of item discrimination that indicates the relationship between a student's response to a question and their overall test score. Values range from **–1 to +1**, with **0** representing the midpoint.
- **Percent Correct:** The percentage of students who answered the question correctly.

Test Item Statistics Report

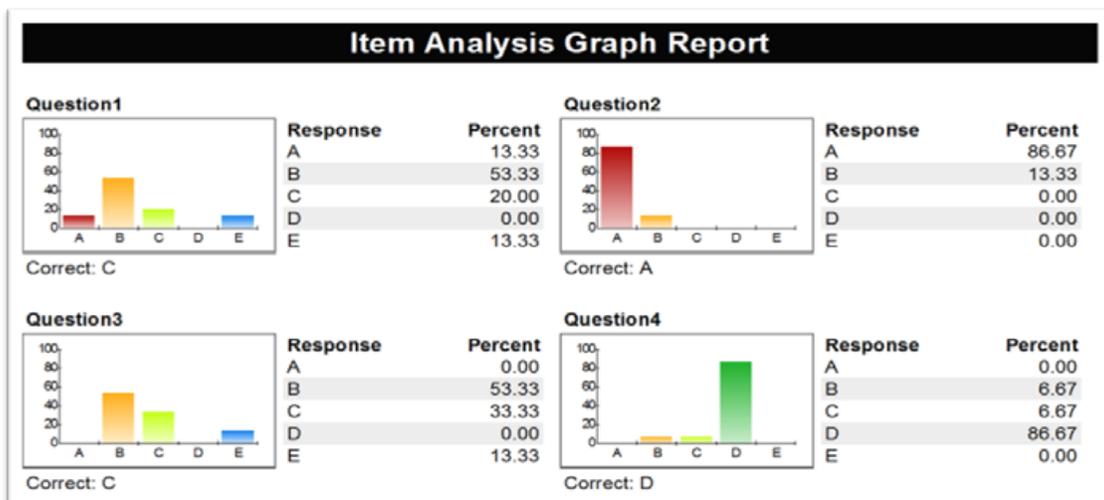| Question		Summary Statistics				Reliability	
Question	Points	Graded	Correct	Incorrect	No Response	Point Biserial	Percent Correct
Question 1	1	4	1	3	0	0.53	25.00
Question 2	1	4	3	1	0	0.22	75.00
Question 3	1	4	4	0	0	-	100.00
Question 4	1	4	3	1	0	0.85	75.00
Question 5	1	4	4	0	0	-	100.00
Question 6	1	4	2	2	0	0.27	50.00
Question 7	1	4	2	2	0	0.27	50.00
Question 8	1	4	4	0	0	-	100.00
Question 9	1	4	4	0	0	-	100.00
Question 10	1	4	3	1	0	0.85	75.00
Question 11	1	4	4	0	0	-	100.00
Question 12	1	4	1	3	0	0.53	25.00
Question 13	1	4	4	0	0	-	100.00
Question 14	1	4	4	0	0	-	100.00
Question 15	1	4	1	3	0	0.53	25.00

Special Exam Data Reports

Some exam reports are not commonly used for typical exams but are available upon request. To obtain any of these reports, please specify your request in the **"Special Instructions"** section of the Exam Scoring Request Form. For additional information, contact **Testing and Evaluation** at **217-581-1185**.

The **Comparative Grade Report** provides a breakdown of test scores by exam form or by the contents of the **"Special Code"** grid on the exam. When requesting this report, be sure to indicate which field the report should evaluate.

Comparative Grade Report

Groups: Test Form

	Students	Grade	Percent	
Overall	4	B	87.08	
Test Form				
A	2	B	80.83	
B	2	A	93.33	

The **Item Analysis Graph Report** provides a straightforward visual representation of each exam question's item analysis using bar graphs.

Item Analysis Graph Report

Question1

Response	Percent
A	13.33
B	53.33
C	20.00
D	0.00
E	13.33

Correct: C

Question2

Response	Percent
A	86.67
B	13.33
C	0.00
D	0.00
E	0.00

Correct: A

Question3

Response	Percent
A	0.00
B	53.33
C	33.33
D	0.00
E	13.33

Correct: C

Question4

Response	Percent
A	0.00
B	6.67
C	6.67
D	86.67
E	0.00

Correct: D

The **Cross Tabulation Report** produces a table showing how students responded to two or more exam questions. When requesting this report, please specify which questions you would like to include in the cross-tabulation.

Crosstabulation Report

Crosstabulation: Question1 * Question3

	A	B	* C	D	E	Total
A			7%		7%	13%
B		40%	7%		7%	53%
* C		7%	13%			20%
D						
E		7%	7%			13%
Total		53%	33%		13%	100%

Exam Scoring Request Form

Instructor Name: _____ Department: _____ Phone: _____

Exam Title: _____ Course/Section: _____

☐ Exam utilizes multiple versions/test forms. If checked, please indicate # of Exam Keys: _____

    Score multiple versions/test forms (please, choose if applicable):   ☐ Separate   ☐ Combine

How would you like to obtain your results and be contacted when scoring is finished? (select one)

☐ Reports uploaded and link e-mailed to your EIU e-mail address: _____
  - *Scanned forms will be sent back to you via campus mail, unless you* <mark>specify otherwise in special instructions</mark>.

☐ Reports printed at Testing Office. We will contact you to pick up your exam. Phone #: _____
  - *Please designate who may pick up **printed reports or exam forms***: ☐ Instructor ☐ Dept Rep/Other:_____

Reporting Options - <mark>*See page 2 for enhanced exam options*</mark>

Student Exam Scores:

☐ *#101* Student Statistics (Alpha-list) Report (containing student raw score, percentage score, letter grade)

☐ *#105* Student Response Report (matrix list of students & their responses, raw score, % score, letter grade, basic item analysis)

☐ *#150* Student Grade Report (individual student grade reports, student incorrect responses w/correct key answers)

☐ Gradebook Report for Desire2Learn (D2L) (Importable Student Scores - **Student E-numbers are required**)

☐ Gradebook Report in Excel file format (Importable Student Scores)

Analysis of Whole Exam:

☐ *#103* Class Frequency Distribution Report (includes mean score and graphical display of distribution)

☐ *#310* Test Statistics Report (includes mean score, standard deviation, percentiles, and test reliability data)

☐ *#206* Condensed Test Report (includes mean/median, standard deviation, response frequencies, item analysis)

☐ *#100* Test Analysis Report (overview of test data that may require additional attention)

Analysis of Exam Questions:

☐ *#201* Detailed Item Analysis Report (includes graphical representation of response frequencies, and point biserial)

☐ *#204* Condensed Item Analysis Report (includes graphical representation of response frequencies, and distractors)

☐ *#320* Test Item Statistics Report (statistical data related to each test questions - includes reliability statistics)

Special Instructions:

For Office Use Only

Date/Time Received: _____ by: _____ Date/Time Completed: _____ by: _____

Date/Time Contacted: _____ by: _____ Date/Time-Picked Up/Mailed: _____ by: _____

Picked up by (Instructor/Dept. Rep signature): _____

*Enhanced Exam Options:

Please complete corresponding item(s) below if your exam contains any of the following:

- Questions with values other than 1 point
- Learning Objectives
- Extra Credit items
- A Custom Grade Scale
- Questions with more than 1 correct answer
  - Default grade scale: 90% = A; 80% = B, etc.

Questions with Values other than 1 Point

Please indicate which questions have point values other than 1, and their point value(s) below:

Question #'s	Point Value
Total Point Value:	

Extra Credit

Please indicate which questions are to be scored as extra credit and indicate their point value(s) below:

Question #'s	Point Value
Total Point Value:	

Questions with more than 1 correct answer:

Please write which items have more than one correct answer *and* indicate how item(s) is to be scored below:

Question(s): _____

☐ All correct answers must be chosen for response to be considered correct

   - Select this option if all selected answers **must be chosen** in order for the question to be considered correct.

☐ Any answer(s) chosen is correct
   - Select this option if every answer **does not have to be chosen** in order for the question to be correct.
   - Select this option if you wish for all examinees to receive credit for a question, then, on the test key, bubble in all answer options for that question.

Learning Objectives/Subtests

Write the title of the learning objective/subtest as you would like it to appear on your reports. In the corresponding row, write the question numbers, separated by a comma. If you have more than 5 learning objectives, please attach another sheet of paper.

Learning Objective Title	Question #'s
1.	
2.	
3.	
4.	
5.	

Grade Scale Values

If exam grade scale is not the default (A = 90%, B = 80%, etc.), please write the desired **minimum percentage value** for each letter grade indicated below (for example, A = 93%, B = 86%, etc).

A =_____%; B =_____%;   C =_____%;   D =_____%