INSTRUCTIONS FOR COMPLETING THE EXAM SERVICE TEST SCORING JOB TICKET

If you have any questions not answered below, please call 319-335-0861, C102 Pappjohn Business Building

DATE/TIME - This is filled in at Exam Service. It is the Date and Time the Scoring Job came into Exam Service for processing.

PHONE - This should be a phone number of someone who can answer any questions or address problems.

COURSE NUMBER - Enter the course number.

SECTION NUMBER(S) - The section number(s) of the course.

INSTRUCTOR - Enter the last name of the instructor for this course.

REPORTING BY COURSE SECTION - Instead of one alphabetic roster for all students in the class, you will receive one roster for students in section 1, one for section 2, etc. **Note** This will result in several emails and files being generated.

QUIZ # / EXAM # - Enter the appropriate number (e.g., **QUIZ # __3__**).

NUMBER OF SCORED ITEMS—Enter the number of items to be scored on the test (do not include omitted items in the total).

POINTS PER ITEM - Enter the value assigned to each correct answer (e.g., **"#R"** [number right] would indicate one point per item , while "**x 2**" indicates two points per item). Weights can also be assigned to a range of items (e.g., **1-10 = #R, 11-25 = x 3**).

GRIDDED SCORES - Essay or Lab scores can be bubbled in this area. Circle which optional code columns were used to grid in their score. Write in the Maximum Score that is allowed.

QUESTIONS W/MULTIPLE CORRECT ANSWERS - Indicate any question number(s) that have more than one correct answer. (A student can select either answer for credit, but not both, since the scanner can only read one response per item).

OMITTED ITEMS - Print the item number(s) for the item(s) to be omitted in scoring.

CONSTANT BONUS POINTS- Enter a number you wish to have added to every student's score.

MULTIPLE FORMS - Complete this section if more than one test form was administered AND you moved the same questions so they are located differently on the different forms. (Question 1 on Form A might be Question 22 on Form B.) If you fill out a scramble sheet telling us where these questions are located, (check "Scramble Sheet Attached") we can give you one Test Analysis for the exam.

EMAIL FILES - University of Iowa e-mail address which all data file(s) will be e-mailed to.

PICKING UP EXAM - Check if you want to pick up your answer sheets at EES.

CAMPUS MAIL ADDRESS - If you want us to send your answer sheets via campus mail, fill in the address.

EXAM SCORING TEST SCORING JOB TICKET

EXAM ID:

DATE: _____ **TIME:** _____

PHONE: _____

Number of **FORMS** (IF MORE THAN 1): _____

SCRAMBLE SHEET ATTACHED: _____

SCORING PROFILE

EXAM PROPERTIES

COURSE NUMBER: _____

SECTION NUMBER(S): _____
_____

INSTRUCTOR _____

REPORTING BY SECTION: _____ **YES** _____ **No**

(THIS WILL RESULT IN A LARGE NUMBER OF FILES)

QUIZ # _____   **EXAM #** _____

E-MAIL ADDRESS
(write only 1 **University of Iowa email address** on next line)

_____

Notes

SCORING: _____ **(ITEMS)** x _____ **(PTS)** = _____ **(TOTAL)**

_____

_____

_____

GRIDDED SCORES

POINTS: _____ + _____ = _____
        J K L   N O P   **TOTAL**

ANSWER KEY OPTIONS

QUESTIONS W/MULTIPLE CORRECT ANSWERS:
(STUDENTS ONLY MARK 1 ANSWER ON THEIR ANSWER SHEET)

_____

_____

_____

OMITTED ITEMS: _____

CONSTANT BONUS POINTS: _____

Picking up exam: (mark) _____   **OR**

CAMPUS MAIL ADDRESS:

_____

_____
PICKED UP OR CAMPUS MAILED BY   **DATE**
(PRINT OR SIGN - MAKE IT LEGIBLE)

FOR OFFICE USE ONLY

TOTAL # SHEETS: _____ **# KICKOUTS:** _____
MULTIPLE FORMS