

LOUISIANA TECH UNIVERSITY
COMPUTING CENTER

INSTRUCTIONS FOR USING TEST SCORING SERVICES

A test scoring service for University Instructors is available through the Computing Center. The “BLUE” Louisiana Tech University Answer Sheets (Form No. EM-286695-1:62 ED05) is the only scanner form accepted by the current scanner and may be obtained in the Bookstore. A # 2 pencil must be used in completing the answer sheet.

Submit and pick up tests in the Computing Center dispatch window, Wylly Tower Room 151. A manila receipt card is exchanged for submitted tests and must be presented to pick up the results. Tests can be picked up by presenting the manila receipt card, or if receipt card is lost or misplaced only instructor with Campus ID card can pick up test.

GENERAL INFORMATION

Please adhere to these specifications so that your test can be processed promptly.

1. Use a #2 pencil. Do not use INK on the BLUE answer sheet.
2. Align all sheets with the black timing marks to the left side.
3. Remove all staples, paper clips and extra paper prior to turning in the test.
4. Key or student answer sheets (tests) that are torn, creased or mutilated cannot be scanned.
5. The maximum number of questions on each test will be 180.
6. Each question is weighted with a value of ONE unless indicated otherwise. Point Value request should be specified by checking Point Value check box on the front of the “Test Scoring Service – Request form” (bottom of example A). The point values should be filled-in on the back of the same form. In sample packet marked as example B.
7. Questions may have more than one correct answer indicated on the Key. However students can bubble only one answer. Example: [key (A and B), student (A or B)].
8. To omit a question and not have it counted in the scoring, leave its answer blank on the Key. Do not alter the number of the last question on the Test Scoring Service – Request Form.
9. It is possible to indicate extra credit questions. See next page and examples A and B.
10. The instructor must submit a correctly completed Key/answer sheet with each test to be graded, see example C.
11. **Do not write/mark on the timing marks at left side or around top of answer sheet next to solid black block.** Test will be rejected by scanner.

FORMS TO BE SUBMITTED BY INSTRUCTOR TO COMPUTING CENTER

1. **Test Scoring Services – Request Form – Example A** - Fill in the information on the form section “Completed by Instructor” as in Example A. Information from this section will appear on the heading of test reports. “Test Grading Options” section indicates the reports combination to be produced. (Note: The number of the last question is not affected if you are omitting a question, see “General Information” section of this instructions point 8). “Test Scoring Services – Request Form(s)” are available at the Computing Center, Operations, room 151.
2. **Point Value Sheet (Optional) – Example B** – To select this test grading option check “Point Value” check box in “Test Grading Options” and fill out back of the request form. Specify different weights for questions. Default value is 1, denote only point value different from 1 (example 2 through 5). Can be combined with any of the “Test grading options” as well as with Extra credit.
3. **Extra Credit (Optional) – Example B** – To select this test grading option check “Extra Credit” check box in “Test Grading Options” and fill out back of the request form. Check the check box under column EC for question that are included in extra credit. Default weight for each question is 1, denote only point value different from 1 (example: 2 through 5) and enter it under column “Point Value”. Can be combined with any of the “Test grading options” as well as with Point Value.
4. **Correct Answer Sheet or Key – Example C** - Use the same (BLUE) type of answer sheet used by the students for your Answer Key. Mark all of the Last Name with AAAAAAAAAAAAA's (Required).
 - a. Mark the correct answer for each question.
 - b. To omit a question and not have it counted in the scoring, have its answer blank on the Key.
 - c. If there is more than one correct answer for a question, bubble all correct answers. Students will get credit if they mark any one of the correct answers. NO CREDIT WILL BE GIVEN IF STUDENT(S) MARK MORE THAN ONE CORRECT ANSWER.
 - d. It is the responsibility of the instructor to provide an accurately completed Key / answer sheet.
5. **Student answer sheets – Example D.**
 - a. All marks must be made with a #2 pencil.
 - b. There must not be any marks on the page outside of the areas designated for marking or writing. Stray marks may be counted as wrong answers. Do NOT punch holes in the test sheets.
 - c. The student may fill in his name and initials in the sections provided and mark the corresponding letter in the grids next to each letter of the name. If there is not enough room, abbreviate where necessary. This point is STRONGLY RECOMMENDED for sorting by last name reason.
 - d. In addition to the student’s name, if the instructor so desires, the student number may also be coded in the “Student Number” section on the answer sheet. If a student does not code his number, student’s name will be shifted to the left on reports.
 - e. Use only the BLUE Louisiana Tech University Answer Sheet, Form # EM-286695-1:62 ED05, for this service (see example C & D).

FORMS SUBMITTED TO THE COMPUTING CENTER MUST BE IN THE FOLLOWING ORDER:

1. TEST SCORING SERVICES – REQUEST FORM. (EXAMPLE A)
2. POINT VALUE SHEET (OPTIONAL) indicated on the front/back of the Test Scoring Service – Request Form. (EXAMPLE B)
3. CORRECT KEY/ANSWER SHEET. (EXAMPLE C)
4. STUDENT’S TESTS. (EXAMPLE D) FREE OF ANY “FOREIGN” SHEETS OF PAPER, IT WILL INTERFERE WITH SCANNING.