

## OpScan Grading Request

Instructor's Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Instructor's Pirate ID: \_\_\_\_\_ GA's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Course Name/Number: \_\_\_\_\_ Section #: \_\_\_\_\_ Test Name (Exam1, Midterm, etc): \_\_\_\_\_

Number of Sheets (including key): \_\_\_\_\_

Type of Report(s):

<input type="checkbox"/> <b>Enhanced Statistical Package PDF (saved to OpScan folder)</b>		<input type="checkbox"/> <b>Excel Export Option</b>
<i>Test Statistics</i>	<i>Student Grade</i>	<i>Student Response</i>
<i>Student Statistics</i>	<i>Test Analysis</i>	<i>Student Statistics</i>
<i>Student Response</i>	<i>Student Score Histogram</i>	
<i>Condensed Test</i>	<i>Test Item Statistics</i>	
<i>Condensed Item Analysis</i>		
<i>Class Frequency Distribution</i>		

**Weighting of Test Questions:**

Question Range	Point Value	

**Extra Credit:**

Questions

**Grading Scale**

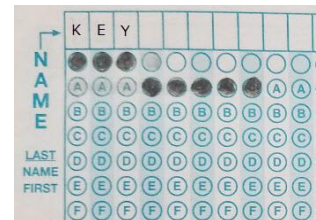
	7 Point Scale
	7 Point Scale [with Plus/Minus]
	10 Point Scale
	10 Point Scale [with Plus/Minus]

Special Instructions:

**Things to Remember for Efficient OpScan Test Grading**

When bringing in tests to be graded, remember to do the following:

1. Have OpScan Request Form filled out completely.
2. Have your answer key on top with the name code bubbled in as “\_\_ \_ AAAAA,” as shown to the right. Note, the underscores mean you need to fill in the blank circles.
3. Make sure all of your tests are facing up in the same direction with the timing marks on the same side.
4. Have your tests bound together by a rubber band, paper clip, or some type of folder or envelope. Do not staple the tests together.
5. Do not include any sheets other than the OpScan sheets. We are not responsible for copies of the test, roll sheets, or anything else that may be accidentally included with your tests.
6. All answer sheets, including the key, **MUST** be filled in using #2 pencil. Ink will not read!



**Complete this section when picking up graded exams. A valid picture ID is required.**

Client's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Details of Various Report Options

**Test Statistics Report:** The Test Statistics Report displays basic statistics on the test as a whole and is useful for gaining a quick look at performance and basic statistical analysis. The Test Statistics Report displays: Score Data, Statistics, Percentiles, and Confidence Intervals.

**Student Statistics:** The Student Statistics Report is used to view class performance for tests. It is a great report for quickly seeing how students are performing and whether they are meeting standards. The Student Statistics report lists each student in the class with his/her grade, raw score, percent score and scaled score (if applicable).

**Student Response:** The Student Response Report provides a class view of all test responses by student and by question, providing visual insight into both student and question performance. The students are listed down the left side of the report. The questions are listed across the top of the report. Each student's answer to each graded question is listed within a colored box:

**Test Item Statistics:** The Test Item Statistics Report displays statistical information for each question, allowing you to quickly see which questions were answered correctly and incorrectly, as well as question validity information. The Test Item Statistics report displays each question and its point value, how many times the question was graded on the test, how many students answered the question correctly, incorrectly or did not answer it, Point Biserial (a measure of how closely the performance on a test item is related to the performance on the total test) and the percent of students who answered the question correct (sometimes called P-value).

**Condensed Test:** The Condensed Test Report provides answer choice frequency information on a question by question basis, including distractor and class score information. This report is a great way to see question and class performance at a glance. The Condensed Test Report lists each question on the test along with the frequencies for each answer choice. Distractors and non-distractors are pointed out so that you can view question performance. The Point Biserial statistic and upper/lower percentages are displayed.

**Condensed Item Analysis:** The Condensed Item Analysis Report provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. It displays the same information from the Detailed Item Analysis report but in a condensed fashion.

**Class Frequency Distribution:** The Class Frequency Distribution Report provides a distribution of the grades for an entire class and test. This report is useful for gaining a quick grasp on class performance. The Class Frequency Distribution report displays the grade scale for the test, the percent score and raw score for each grade, and the frequency of each grade specified within the grade scale.

**Student Grade:** The Student Grade Report provides complete test information for each student that can be handed back to a student. The Student Grade reports are run one per student, displaying each student's grade, total score, percent score and scaled score.

**Test Analysis:** The Test Analysis Report provides summary information about the test. It is useful for a quick view of overall performance along with any anomalies of which you should be aware. You can use the other reports to drill deeper into the results.

**Student Score Histogram:** The Student Score Histogram Report provides a distribution of the grades for an entire class and test, similar to the Class Frequency Distribution, but the scores are graphed histogram style. This report is useful for gaining a quick grasp on class performance.

\*Note: Sample reports are available if you'd like to see how the actual printouts will appear.

7 Point Grading Scale	
A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

10 Point Grading Scale	
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

7 Point Grading Scale	
A	97-100
A-	93-96
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	0 -69

10 Point Grading Scale	
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59