

Test Scanning & Scoring

The Testing Office provides to the University the following services:

I. Scoring of objectively-scored classroom tests

Output includes the following:

- Alphabetical class listing with individual percentage scores, number of items right, wrong, omitted, and right minus 1/4 wrong.
- Item analysis with frequency of students selecting each response to an item; mean percent correct, mean percent wrong, percentage of students who responded correctly and incorrectly, point biserial correlation coefficient, and discrimination index.
- Grade distribution with mean and standard deviation, frequency and cumulative frequency of percentage scores and percentiles.
- Reliability measures with odd-even, first-half last-half, Kuder-Richardson Formula 20, and standard error of measurement.
- Graph of distribution of percentage scores.
- (Optional) Individual Student Reports which include instructor name, student name and identification number, number of items right, wrong, and omitted, listing of wrong items indicating student responses and keyed responses.

II. Summarizing Questionnaires/Surveys

Analysis of data includes frequency and percentage of each response for every item as well as a mean, standard deviation, and correlation for each item. An overall test mean and standard deviation is also listed. Information for each individual includes total score (for Likert scales), mean, and number omitted.

III. Transferring collected data from optical scanning forms to data files

Data collected on a large variety of optical scanning forms may be transferred in ASCII format to one or more of the following:

1. Attached data file to email, or
2. 3.5" floppy diskette - user must provide formatted diskette.
3. Information will be provided relative to the data record format.

The Testing Office utilizes both NCS Opscan 21 and 4XP scanners. Because not all types of forms are compatible with these machines, it is recommended that users confirm that forms to be used are, indeed, compatible. Two types of general purpose answer sheets which are compatible with the Testing Office hardware are available for purchase through the current GSU office vendors.

Turnaround time for the above services is normally one working day. Scan forms must be delivered to the Testing Office, 2nd Floor, 75 Piedmont Avenue, NE, during office hours (please do not use Interoffice mail service for sending forms). Office hours are 8:30 a.m. - 5:15 p.m., Monday - Friday.

Submitting Scan Forms:

1. Each submission should be placed in a large envelope with an instruction sheet taped to the outside of the envelope.
2. Each group of scan forms must have a key coded according to preferences. Examples can be obtained at the Testing Office. All scan forms should be arranged so that the tick marks are facing the same way.
3. If you wish to pick up the completed score reports yourself, please indicate that on the form and tell the person in the Testing Office to make a note of it in the log book. This will prevent confusion when Graduate Assistants pick up for an entire department.

Regular Processing Schedule:

Forms in by 4:30 p.m., on a regular workday, will be ready within 24 hours.

Processing Schedule For Official Final Examination Days:

Forms in by 5 p.m., on a regular workday, will be ready by 9 a.m. the next workday.

Office use:	Log # _____
	Count _____

Scanning and Test Scoring Request

*Name: _____ Department/Organization: _____

Phone: _____

**If you are a Teaching Assistant or someone other than the Instructor, please place the Instructor's name on this line along with your name.*

TEST SCORING:

ONLY THE FOLLOWING FORMS ARE ACCEPTED:

NCS TRANS-OPTIC, 84 ITEM, BROWN FORM

NCS PEARSON, 4521, 200 ITEM, BLUE FORM

To view sample forms, go to http://www.gsu.edu/counseling/scanning_and_scoring.html and select 'Click here for samples of the brown and the blue scan forms.'

Classroom Tests.....a completely coded answer key is required.

_____ # keys submitted

_____ # groups submitted

Note: Please provide a key for each individual group of tests.

PRINTED REPORTS:

Items 1 & 2 can be transferred to you via email by checking boxes under Transfer Data below. No reports will be printed if you choose that option.

1. Standard Item Analysis (A minimum of 5 Answer Sheets Required)
 2. Individual Student Reports
 3. Raw Scores Only* (Number correct printed on the answer sheet)
- *NOTE: Check this box (3) if you wish only answer sheets with raw scores printed on them.
You receive raw scores in reports 1& 2.

TRANSFER DATA :

1. Standard Item Analysis (If you check items 1, 2 & 3—reports will NOT be printed.)
2. Individual Student Reports
3. Grade Book Data File (You may choose this item (3) plus 1 & 2 under Printed Reports above.)

Transfer to:

E-Mail Address: _____

(E-Mail data will be SENT from scanner@gsu.edu to only one email address.

Email address must be an official GSU GroupWise address.

Please make sure instructors name is filled in on the answer sheet.)

OTHER:

- CRIS.....**(Raw data only Please provide disk)
- Survey...**(A completely coded header sheet required for each survey)
- Request for Raw Data...** (Complete Transfer Data Section Above.)

SPECIAL INSTRUCTIONS-

Please check if job is billable:

- Scoring reports are available within 24 hours following receipt in Testing Services, excluding weekends, holidays, etc.
- Please pick up forms / reports within 10 working days of submission.
- Find this form at: http://www.gsu.edu/counseling/scanning_and_scoring.html