



LAUPUS LIBRARY

# OpScan Grading Request

(ScanTools Plus Software)

1.) Professor's Printed Name: \_\_\_\_\_ 2.) Telephone #: \_\_\_\_\_  
 3.) Department: \_\_\_\_\_ 4.) # of Sheets: \_\_\_\_\_ incl. Key  
 5.) Type of Results: **Printout**  **CD or USB drive provided by user**

6.) Testing Options  
 HEADER: **Course Abbreviation:** \_\_\_\_\_ **Course #:** \_\_\_\_\_ **Section #:** \_\_\_\_\_  
 Run Type: **Statistical Package**  **All Package**   
 General Testing Options: *For General Testing Use Only*  
**LOA**  **LOS**  **LOI**  **HIS**  **TAL**  **DI**  **REK**   
 Correction Factor for Guessing: **COR**   
 Scaling of Grades: **SC** - **SCNA** - **SCID** -

7.) **Weighting** of Test Questions:

Questions	Through	Weighted	Points Each
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8.) **Sections** run within one key:

Begin Question #	End Question #	Begin Question #	End Question #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9.) Questions omitted from key: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

10.) Special Instructions:

OPERATOR USE ONLY  
 Operator's Initials \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (DO NOT SIGN UNTIL YOU PICK UP YOUR TESTS) Valid picture id required.

User's Printed Name: \_\_\_\_\_

## 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 identification code bubbled in "000000000," as shown to the right.
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. Do not staple the tests together. This makes it easier to keep your tests from being mixed up with another set.
5. Do not include any sheets other than the blue OpScan sheets. We are not responsible for copies of the test, roll sheets, or anything else that may be accidentally included with your tests.

IDENTIFICATION NUMBER									
K	e	y							
●	●	●	●	●	●	●	●	●	●
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2

### OpScan Request Form Instructions

- 1 - Name:** Enter the name of the user submitting the tests.
- 2 - Telephone #:** Enter a phone number where the user can be reached.
- 3 - Department:** Enter the name of the user's department.
- 4 - # of sheets submitted:** Enter the number of sheets submitted by the user, including the answer key.
- 5 - Type of Results:** Indicate the type of results desired by the user. The user can have the results printed or saved to a 3.5-inch floppy disk, provided by the user.

**6 - Testing Options:**

**Header:** Indicate the Course Abbreviation, Course #, and Section #. This makes sorting printouts easier.

**Run Type:** User can choose from two options: Statistical Package and All Package.

**Statistical Package** – Provides statistics based on raw score. Statistics provided include Z-score, T-score, point Bi serial information, as well as all General Testing options.

**All Package** – Provides all General Testing options

**General Testing Options:** For simpler results, user can choose from the following items:

**LOA** – List output by name in alphabetical order.

**LOS** – List output by score in descending order

**LOI** – List output by identification number in ascending order

**HIS** – Plots output on histogram

**TAL – Tabulation of Test Response:** Gives the raw and percentage response for each question

**DI – Difficulty and discrimination analysis:** Lists the questions and information as to how difficult each question was and how well each question determined the grade of the individual.

**REK – Kuder-Richardson calculation:** Defines reliability of test based on the equation:

$$\text{Reliability} = \frac{+N}{N-1} * \frac{1-(-2)}{2}$$

**Correction Factor:** Correction constants are used as an attempt to correct for guessing based on the following formula:  $\text{SCORE} - \frac{\text{NUMBER CORRECT} - \text{NUMBER WRONG}}{\text{CORRECT CONSTANT}}$

Standard value for correction is 2 for True/False and 4 for multiple choice.

**Scaling of Grades:** Grade scaling produces two reports. First, a report giving the unscaled mean and standard deviation, the scaled mean and deviation, and the distribution before and after scaling has been performed; and second, a list of the scaled scores. Default value for mean is 77 and standard deviation is 10. Scaling can also be listed by name in alphabetical order and by identification number.

- 7 – Weighting:** This grade computation weights indicated questions at indicated values. There can be as many as 18 sections weighted per test. Specify first question, last question, and weighting value in each group.
- 8 – Subdivision:** Allows tests to be divided into groups or subsections and then graded individually within set groups. There may be as many as 24 subdivisions per test. Specify first question and last question to be graded in each group.
- 9 – Questions omitted:** Indicate any questions omitted from the key to insure that they will not be graded.
- 10 – Special instruction:** Indicate any additional instructions that may not have been covered on the OpScan