

Scantron Grading Procedures

ES SCANMARK 2800



1. **Designing the Test**

The test must be either multiple choice (with a maximum of five choices per question) or true-false. Each test should have no more than 200 Questions.

2. **Creating an Answer Key**

Complete one USF R8784 or R7909 Answer Sheet with the correct answers.

Identify the sheet as the answer key by filling in the "IDENTIFICATION NUMBER" field with nine zeros (0).

Turn the answer key in on top of the stack of exams.

NOTE: If you decide to drop a question, leave the corresponding answer blank on the answer key.

Weighting Questions:

- Supply the weighting information along with the answer key.
- You can weight questions from one to nine hundred ninety-nine (1-999); the default value is one(1). Please use only integer values

4. **Administering the Test**

The USF R8784 or R7909 Answer Sheet has a place for the USF identification number. The student must write in their ID number and fill in the corresponding circles on the answer sheet.

- You may want to read the following instructions when you give the test:
" Read each question and its numbered answers. When you have decided which answer is correct, mark the corresponding space on your answer sheet with a # 2 pencil. Fill in the circle completely, without straying outside the circle. If you change your mind, erase your first mark completely. Do not mark more than one answer for each question as the computer will mark any double answers as

incorrect. Make no stray marks. Keep the sheets clean and undamaged (for example, do not fold). Be certain to enter your ID number correctly."

The Answer Sheet

- Students must mark their answers on the USF R8784 or R7909 Answer Sheet, which is available from USF Office Stores.
- Each answer sheet has space for 200 answers. The answer sheets must be kept undamaged, and students must use only a No. 2 pencil, with a good, clean eraser.

5. **Checking the Answer Sheet**

Check their answer sheets to be sure they have completed the ID section. Check that the marks are clear, erasures are complete, there are no stray marks, and the sheets are clean and undamaged. Do not use paper clips, rubber bands, or staples to hold the pages together. Instead, store and carry the answer sheets in a box or large envelope. Do not include any pencils, paper clips, staples or stray paper with the forms. Make sure all the forms are turned the same way. If the forms are damaged in any way or incorrectly marked, the computer can (and generally will) give incorrect results.

6. **Submitting the Test for Scoring**

The sheets need to be brought to the appropriate scoring office. Scantron machines are located in **Davis 258, Bayboro Hall 228** and **Bayboro Station**. Faculty are responsible for all test scoring.

7. **Keeping Records of the Exams**

Campus Computing Services does not save the electronic answer sheet data and student reports. If you need to keep the exam records, you need to make arrangements to save the data when you submit the exams for scoring. (On a blank floppy disk for your microcomputer).