

Scanning Multiple Choice Term Tests and Final Examinations

Dept. of Psychology, St. George Campus

April 2016

(Please note that this is for St. George Psychology courses only)

Procedure

The front office staff will collect M/C *term tests* during regular office hours. Please allow 2 to 3 days for scanning to take place; this is often the time it takes for Test & Exam Services to deliver tests/exams to the main office. Once scanning has been completed and the scoring data collected, instructors and TAs will be emailed the data. These data files will include test scores, and some analysis of how well students performed on the test, including information on student performance per question.

Final examinations will be scanned more frequently to facilitate timely submission of final grades. Please bring your final exams to the front office as soon as possible to avoid delays.

Instructors and/or TAs must pick up the computer answer sheets from the front office once the scanning has taken place and the data has been received. Please do not leave them in the front office; they must be kept by the instructor for one full academic year. Please keep this in mind while planning your term test dates, giving marks back to students, and handing in final grades.

Steps to follow to submit computer answer sheets for scanning

Note: The current answer form in use is called A&S-2. These will be stored in the main psychology office.

1. Bring the completed computer answer sheets and *answer key* to the main office where the drop-off will be recorded in a log book.
2. Please fill out the text/exam answer key on a computer answer sheet. If you have more than one test version, you will have to fill out one answer key sheet per version (up to four) indicating the form code (ie. A, B, C, or D) on each answer key. If there is more than one possible answer for a question, please code in ALL correct answers. If a question needs to be skipped, please leave it blank. At the top right of the answer key, enter the following student number "9999999999" to denote this sheet's role as an answer key.
3. When you pick up the scanned computer answer sheets, please sign them out in the log book.

IMPORTANT: Scanning drop-offs and pick-ups can only be done during business hours (9 a.m. to 4:30p.m.). For security reasons, DO NOT leave the computer answer sheets in the mail room.

Important dates to keep in mind

1. Last day to withdraw from a course: Usually early November for F term courses and early March for S term courses. Summer F/S courses are early June/ late July respectively.
2. Deadline to submit final grades: First week of January and late April for fall/winter courses; early July and mid-August for summer courses.

Note: Summer courses are accelerated and it will be even more important to be aware of withdrawal dates and when final marks are due.

Instructions for Completing the Computer Answer Sheet

The computer answer sheet is double-sided. Personal information is required on both sides of the sheet. On the front page, in addition to course information, students enter their student number, signature and, if there is more than one version of the test, the correct version code. Students also enter and code in their last name and first initial. On the second page, students again enter their first and last name and signature. Test answers are coded in on page two.

- Answer sheets should be filled out with **pencil** or dark **pen**.
- Advise students to complete the information requested on the top left corner of page 1 of the computer answer sheet, and to sign their name in the signature box (note – advise students that unsigned forms will not be graded). If there are multiple versions or forms of the test, please have the students fill out the correct form letter in the space provided.

Fill in all information on both sides of the form. Read the marking instructions to the right.

COURSE	PSY1001
SURNAME (last name)	FREUD
GIVEN NAME	SIGMUND
SIGNATURE	S. Freud
DATE	JAN 1, 2013
FORM CODE (if required)	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
INSTRUCTOR / TA	DR. JUNG

- In the top right corner of page 1, instruct students to fill in their student number where requested, and code in each number in the corresponding circle below. There are ten spaces for the student number. Those students with only nine digits in their student number should input and code in a '0' in the first space provided (note – advise students that incorrectly inputted student numbers will result in grades being unavailable).

Print all digits of your student number in the boxes below. Insert zero in the first box for a 9-digit number.

1	0	0	0	2	3	4	5	6	7
<input checked="" type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									

- On the bottom half of page 1, students MUST input their last name and first initial in the boxes provided and to code each letter in the corresponding circle.
- When the test is ready to begin, students should turn to page 2 of the computer answer sheet and input their answers in the space provided.
- Advise students that they must also enter their first and last name and signature at the top of page 2 in the space provided.

SIGNATURE	S. Freud	SURNAME (last name)	FREUD
 Complete other side first		GIVEN NAME	SIGMUND.

- When collecting answer sheets, please place them in alphabetical order. If there are two or more test forms, divide the answer sheets by form, with each pile in alphabetical order.