

Test Scoring and Survey Analysis

Fall 2011

The program which processes the scanner sheets (green and blue bubble sheets) has changed. In general, the resulting output is the same.

Changes in this version:

A. The format of the CONTROL and ANSWER sheets has been changed to reflect new options.

B. The format of the data files has changed.

Each response sheet is now on a single record (row) in the data files.

Both plain text and comma delimited file formats are available.

C. To use the identification number field on the student sheets, have students enter an ID number in columns A-E only.

Note: The ID numbers will be displayed on reports only if at least 60% of the student response sheets include the ID number.

D. For survey analysis, blank and multiple responses are now ignored in ALL calculations.

E. The frequency distribution of test scores grouped in whole number ranges has been removed from the test scoring reports.

F. The option of entering a weight (or multiplier) to change the value of each question is no longer available.

If data files are requested, they will be produced in .txt format, with or without comma delimiters. They may be imported into Excel or a statistical package.

TEST SCORING

TEST SCORING: key sheet

In the **NAME** field, enter **ANSWER(space)USERNAME** beginning in the first column.

Under **SPECIAL CODES** (K-P), fill in the start and ending number of the questions to be included in test scoring. The numbers must be three digits each (e.g. 1 -25 would be entered as 001025).

TEST SCORING: optional course identification sheet

In the name field, enter **CRN(space)LASTNAME** beginning in the first column, where last name is the name of the instructor.

Under **SPECIAL CODES** (K-N), fill in the four-digit course section CRN beginning in column K.

TEST SCORING: student answer sheets

Student sheets follow the control sheet(s).

Test scoring - additional information

A.) If you wish to skip a particular question, leave the answer for that question blank on the ANSWER sheet. This question will then be skipped, even if the student answers the question. The question is not counted in calculations.

B.) If you wish to have ANY response for a particular question counted as correct, then enter multiple answers for that question on the ANSWER sheet. This this will show as * and the question will be counted in calculations.

C.) Subsets of the questions may be run, by submitting separate ANSWER sheets with a different start and end number in the Special Codes Field. Each one will be considered a separate run with its own output. Note : We recommend a new ANSWER sheet for each subset. Erasing and re-entering the start/end question numbers is not reliable, as erasures are not always handled properly by the scanner.

SURVEY ANALYSIS

SURVEY ANALYSIS: key sheet

In the name field, enter SURVEY(*space*)**USERNAME** beginning in the first column. This should be the username of the person to whom the output should be e-mailed.

Under **SPECIAL CODES**: K-P

Fill in the start and ending number of the questions to be included in the survey analysis. The numbers must be three digits each (e.g. 1 -25 would be entered as 001025).

SURVEY ANALYSIS: optional course identification sheet

In the name field, enter **CRN**(*space*)**LASTNAME** beginning in the first column, where last name is the name of the instructor.

Under **SPECIAL CODES**: K-N

Fill in the four-digit course section CRN beginning in column K.

Note: this course ID sheet may be used to identify the specific class and instructor for course evaluation output sent to the dean/chair.