Test Scoring Scanning Services User’s Guide

Overview

Test scoring services are provided by Computer Bases Testing, CBT, located at Shrank Hall North, Room 153. Please visit our website [www.uakron.edu/CBAE](http://www.uakron.edu/CBAE) for additional information.

Each test submitted consists of answer key(s) and student response sheets from a single course. Multiple sections may be submitted and graded at the same time, but different courses should be submitted separately.

Services

All Scantron sheets must be completed with a number 2 lead pencil. Markings with any other form of pen/pencil may not be ready by the scanner. In addition, all bubbles must be **completely** filled in. Do NOT put any stray marks on the Scantron Sheet, this may upset the grading or scanning. These sheets will be rejected and will have to be graded manually. **NOTE: Have the students fill out and bubble their name and Student ID number, If the students do not do this, there is a chance the sheet will not grade correctly.**

***Due to liability issues the staff cannot correct sheets that are bubbled improperly. Please erase completely, if you can help it.***

Answer Keys

You may have up to 3 answer keys for a given test, form A, B, or C. All answer keys must have the same number of questions. If you would like to toss out a test question you can bubble all five selections (A-E). This will ensure all students get the answer correct, and as the instructor, you can adjust the score after scanning.

**All answer keys should have all of the 9’s bubbled in the student ID section. As the instructor, please fill and bubble your name, and course information.**

If a question has more than one answer, bubble in the answers on the key. When you drop off tests, let the staff member know if the question that has more than one answer needs “all the above” or “either or” to get a correct answer for that question. If a student leaves a question blank, it will not be scored, and they will receive a zero for that question.

Dropping off Scantron sheets

Drop off is located at Shank North, room 153. When arriving you will see a laptop. On the screen is a form to fill out, which contains questions about the test you are dropping off. Fill it out and hit submit.

Hand the tests to Todd Christenson or the front desk. Or Another Staff Member here at Computer Based Testing.

**\*New\* All reports will be submitted electronically, via SharePoint, under Test Scoring. There you will find a folder with your name on it, only you have access too, with all the test results in there.**

Scantron sheets are available for pick up 24 business hours after they are dropped off.

Todd Christenson will be the main contact for all scanning. [Tjc25@uakron.edu](mailto:Tjc25@uakron.edu) 330-972-6968.