Test Scoring Scanning Services User’s Guide

Overview

Test scoring services are provided by Computer Bases Assessment and Evaluation (CBAE), located in 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 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.Any stray marks may upset the grading or scanning of the Scantron test sheet. These sheets will be rejected and will have to be graded manually. **NOTE: Have the students please put 2 zeros, and bubble them in, before the student ID number. If the students do not do this, there is a chance the sheet will not grade correctly.**

*All sections, including Student number, Name, Department, course, and section numbers must be filled in for the test to be scanned properly. These required fields must be filled in completely. Due to liability issues the staff cannot correct sheets that are bubbled improperly. DO NOT erase, 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 have two methods:

You can bubble all five selections A-E or leave all five bubbles blank. If you choose to leave all five bubbles blank, be sure it is not the last test question with multiple answer keys. This would give the appearance of multiple answer keys having different number of questions, which is not allowed.

All answer keys should have all of the 9’s bubbled in the student ID section.

If a question has more than one answer, bubble in both answers on the key. 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.

**\*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 hours after they were dropped off.

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