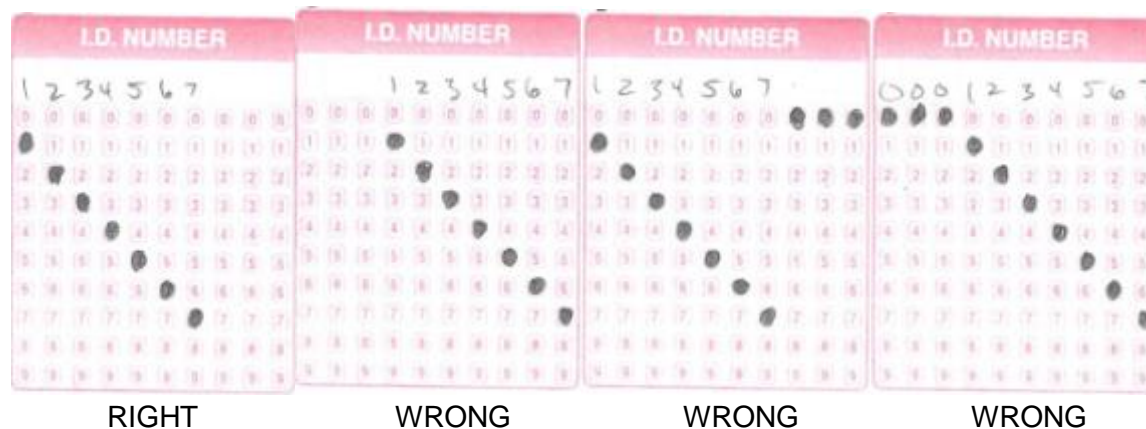


Scantron Instructions

- Obtain full sheet Scantron forms from your departmental office
 - Pink or blue forms. A combination of both works as well.
 - Purple half sheets are scanned through machines kept in your department
- Before the test, inform students
 - Bring a number 2 pencil
 - Bubbles for answers, name, and ID must be filled in completely
 - Name and ID number **MUST** be completed
- Student ID number is the main identifier for Scantron testing
 - If a student doesn't know their ID number, the faculty roster for the class has this information
 - ID number goes into the first seven boxes of the field
 - If there is no ID number when the library gets the exam, we will fill in a "dummy" ID number, which results in this:

3	1305063	BROWN, CHELREY C.	
4	3977523	BROWN, CHELSEY C.	44
5	4726849	FOSDICK, AMY L.	38
6	4726859	FOSDICK, AMY L.	

Note the different
ID numbers...



•	A	J	B
B	K	T	
C	L	V	
D	M	Y	
E	N	W	
F	Q	X	
G	P	Z	
H	R		

A	J	B	•
B	K	T	
C	L	V	
D	M	Y	
E	N	W	
F	Q	X	
G	P	Z	
H	R		

- If you are giving two versions of the same test, you will have two keys, each marked in the “Test Form” box as seen here. Also, the students will have to mark their forms as well.

- Include a “Faculty Cover Sheet” when submitting the forms to the library.
 - An electronic copy of the form can be emailed to you. This form can be completed and saved to your computer, printing only as needed.
 - The library also keeps hard copies available.
- After the exam, drop forms off at your campus library.
 - East Peoria: located behind the reference desk.
 - PDC and North Campus: hand exams to the Reference Librarian
 - Please let staff know (on the cover sheet) if you have had a test scanned at a different campus for a class.
- Reports will be emailed to you within 24 hours (usually earlier).
- Forms can either be picked up or returned to you via campus mail at the East Peoria or North campus libraries. Forms will be returned to your staff mailbox at PDC.

Reports examples

Class Response Report On Exam1 Version A

Course #: LIB 111 5678
Course Title: Research Surv Skil
Day/Time:

Instructor: Glass A
Description:
Term/Year: Spr 10

Student group from: All Students

Response Description

<dash>	correct response	<#>	multiple marks	<space>	no response
<alphabet>	student's incorrect response	<*>	auto-credit item		

Test Items:	1-5	6-10	11-15	16-20	
Test Key:	C, A, E, B, C	D, D, B, E, A	A, D, C, B, B	E, E, A, C, E	

No.	Student ID	Student Name	Exam #														
1	1332610	BURTOCH, KATHERINE V.	0	-,-,-,-,-	-,-,A,D,C,B	E,C,A,C,-	D,B,-,-,D,-										
2	1361698	PARISH, CATE	0	A,C,B,D,A	E,C,C,C,B	B,E,D,D,A	B,D,B,E,-										
3	2117869	WEST, JOS P.	0	B,E,C,A,D	C,A,E,C,E	D,C,A,-,C	D,B,E,B,A										
4	3900124	SPATAROJEANK	0	A,B,C,D,-	B,B,C,C,C	-,-,B,D,E,-	C,B,C,D,C										
5	3987524	WEST, ADOLPHUS	0	-,-,D,C,-,-	A,C,-,-,-,D	B,-,-,-,C,A	B,-,-,D,-,B										
6	9352168	ANYNAME	0	-,-,-,C,E,B	C,A,-,-,A,B	D,C,-,-,C,A	C,B,D,E,B										

Standard Item Analysis Report On Exam1 Version A

Course #: LIB 111 5678
Course Title: Research Surv Skil
Day/Time:

Instructor: Glass A
Description:
Term/Year: Spr 10

Total Possible Points: 20.00 Median Score: 3.50 Highest Score: 9.00
Standard Deviation: 3.14 Mean Score: 4.33 Lowest Score: 1.00
Student in this group: 6 Reliability Coefficient (KR20): 0.78
Student Records Based On: All Students

No.	Correct Group Responses			Point Biserial	Correct Answer	Response Frequencies - * indicates correct answer										Non Distractor
	Total	Upper 27%	Lower 27%			A	B	C	D	E						
1	50.00%	100.00%	0.00%	0.85	C	2	1	*3	0	0						DE
2	33.33%	50.00%	0.00%	0.49	A	*2	1	1	1	1						
3	16.67%	50.00%	0.00%	0.66	E	0	1	4	0	*1						AD
4	33.33%	100.00%	0.00%	0.94	B	1	*2	0	2	1						C

Roster Report On Selective Categories

Course #: LIB 111 5678
 Course Title: Research Surv Skil
 Day/Time:

Instructor: Glass A
 Description:
 Term/Year: Spr 10

Records Based On: All Students

Score Type: Raw

Exam1

Possible Points: 20

Average: N/A

No.	Student ID	Name	Code		
1	9352168	ANYNAME		4	
2	1332610	BURTCH, KATHERINE V.		9	
3	1361698	PARISH, CATE		1	
4	3900124	SPATAROJEANK		3	
5	3987524	WEST, ADOLPHUS		8	
6	2117869	WEST, JOS P.		1	

Number of
questions
answered
correctly!

Student Test Report On Exam 1 A

Course #: LIB 111 5678
 Course Title: Research Surv Skil
 Day/Time:

Instructor: Glass A
 Description:
 Term/Year: Spr 10

Student Name: ANYNAME

Student ID: 9352168

Code:

	Possible Pts.	Raw	Objective	Subj./Essay	Percent	Grade
EXAM 1:	20.00	4.00	4.00	0	20.00%	F

Response
Description:

<dash> correct response

<#> multiple marks

<space> no response

<alphabet> student's incorrect response

<*> bonus test item

Test Items:	1-5	6-10	11-15	16-20					
Test Key:	C, A, E, B, C	D, D, B, E, A	A, D, C, B, B	E, E, A, C, E					
Answers	- , - , C, E, B	C, A, - , A, B	D, C, - , C, A	C, B, D, E, B					

Correct answers

What students answered

Remarks: