INSTRUCTIONS FOR COMPLETING THE EXAM SERVICE TEST SCORING JOB TICKET

If you have any questions not answered below, please call 335-0356 or e-mail at exam-service@uiowa.edu.

DATE/TIME - This is filled in at Exam Service. It is the Date and Time the Scoring Job came into Exam Service for processing.

PHONE - This should be a phone number of someone who can answer any questions or address problems.

COURSE NUMBER - Enter the course number.

INSTRUCTOR - Enter the last name of the instructor for this course.

QUIZ # / EXAM # - Enter the appropriate number (e.g., QUIZ # 3).

NUMBER OF SCORED ITEMS—Enter the number of items to be scored on the test (do not include omitted items in the total).

POINTS PER ITEM - Enter the value assigned to each correct answer (e.g., “#R” [number right] would indicate one point per item, while “x 2” indicates two points per item). Weights can also be assigned to a range of items (e.g., 1-10 = #R, 11-25 = x 3).

OMITTED ITEMS - Print the item number(s) for the item(s) to be omitted in scoring.

CONSTANT BONUS POINTS- Enter a number you wish to have added to every student’s score.

QUESTIONS W/MULTIPLE CORRECT ANSWERS - Indicate any question number(s) that have more than one correct answer. (A student can select either answer for credit, but not both, since the scanner can only read one response per item).

ANSWER SHEET TYPE - Mark the type of answer sheet used.

GRIDDED SCORES - Essay or Lab scores can be bubbled in this area. Circle which optional code columns were used to grid in their score. Write in the Maximum Score that is allowed.

ROSTERS BY COURSE SECTION - Circle which optional code columns were used to indicate section numbers and write in all valid section numbers. Instead of one alphabetic roster for all students in the class, you will receive one roster for students in section 1, one for section 2, etc.

EMAIL FILES - All data file(s) will be e-mailed to you. Write in a University of Iowa e-mail address and select whether or not you want an additional hard copy.

SCRAMBLE - Complete this section if more than one test form was administered AND you moved the same questions so they are located differently on the different forms. (Question 1 on Form A might be Question 22 on Form B.) If you fill out a scramble sheet telling us where these questions are located, (check “Scramble Sheet Attached”) we can give you one Test Analysis for the exam.

PICKING UP EXAM - Check if you want to pick up your answer sheets at EES.

CAMPUS MAIL ADDRESS - If you want us to send your answer sheets via campus mail, fill in the address.
**EXAM SERVICE TEST SCORING JOB TICKET**

<table>
<thead>
<tr>
<th>EXAM ID:</th>
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<tbody>
<tr>
<td>DATE:</td>
<td>TIME:</td>
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<td>PHONE:</td>
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</table>

**EXAM PROPERTIES**

<table>
<thead>
<tr>
<th>COURSE NUMBER:</th>
<th>SECTION NUMBER(S):</th>
<th>INSTRUCTOR:</th>
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*REPORTING BY SECTION: ____ YES ____ NO*

(This will result in a large number of files)

**QUIZ # ____  EXAM # ______**

**SCORING PROFILE**

**SCORING:** (ITEMS) X (PTS) = (TOTAL)

**GRIDDED SCORES**

**POINTS:** J K L + N O P = TOTAL

**ANSWER KEY OPTIONS**

**QUESTIONS W/MULTIPLE CORRECT ANSWERS:**

(Students only mark 1 answer on their answer sheet)

****GRID MULTS ON KEYS****

**OMITTED ITEMS:**

**CONSTANT BONUS POINTS:**

**FOR OFFICE USE ONLY**

**TOTAL # SHEETS:** # KICKOUTS:

<table>
<thead>
<tr>
<th>MULTIPLE FORMS</th>
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<tr>
<td>Number of FORMS (IF MORE THAN 1):</td>
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**SCRAMBLE SHEET ATTACHED: ____**

**EDIT FOR MISSING FORM ID: _____ YES _____ NO**

(Student sheets without gridded form codes will be graded against last key scanned)

**E-MAIL ADDRESS**

(write only 1 University of Iowa email address on next line)

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**Picking up exam:** (mark) _________ OR

**CAMPUS MAIL ADDRESS:**

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**PICKED UP OR CAMPUS MAILED BY:**

(Print or sign - make it legible)