**Dropped off:** \_\_\_\_\_\_\_**/**\_\_\_\_\_\_\_**/20**\_\_\_\_\_\_**, at** \_\_\_\_\_\_\_\_\_

Place a Key on top of the stack of student sheets that match that key. Mark it as a key by using the Name field as “Key”, or in the case of multiple versions “Key A”, “Key B”, etc.

If you have a Bb course that is merged sections, we only need the primary course’s section. All the data for the merged sections will be included in the data file and permits a single upload per Key for all merged sections.

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| Faculty | **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*@walton.uark.edu* (Data files and reports will be sent here) |
| Exam Information | **Course #:** \_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ **Section#:** \_\_\_\_\_\_\_\_\_\_ **Semester:** ⃝ Fall ⃝ Spring ⃝ Summer**Exam Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This will be used to generate the data file and provide a unique identifier, e.g., *Mid-term, Finals, Exam 1*, etc.**Key Versions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Identify how you want to reference the grouped results, e.g., *Key A and B, Primary and Make-up*, etc. |
| Retention | Do you want to pick up the original hard copies after scanning or plan for us to shred them? (Check one)* Jobs **held for pick-up** will be set-aside for quick retrieval when you arrive. Jobs identified for **shred by policy** will be archived according to the retention policy below, and will delay retrieval if you decide later to pick-up.
* Jobs marked **hold for pick-up**, must be picked up by the start of the following semester – if they are not picked up by the time, the job will be moved to the archive stack and the retention policy will apply.

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| ⃝ **Hold for Pick-up** |  | ⃝ **Shred by Policy** |

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| **Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Scanned Exam Form Retention:** All jobs in the scanning archive will be shredded at the end of the semester that follows the scan semester. Faculty with jobs that were marked for pick-up, yet are not picked up by mid-terms of the following semester will be reminded by email that the job will be shredded at the end of the semester. Jobs that explicitly marked for shred, will not receive notification. |
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| **ID&AoL Use –** ⬜ Scanned ⬜ Ticket Created/Data SentPicked-up: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Reminder \_\_\_\_/\_\_\_\_/\_\_\_\_)Shredded: \_\_\_\_/\_\_\_\_/\_\_\_\_ |

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**-- -- -- -- -- -- -- -- -- -- -- Special Test Scoring Details -- -- -- -- -- -- -- -- -- -- --**

1. Eliminate any questions from scoring? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
If you want to skip a question from the scoring, identify the question(s) by key (e.g., Key A Q1, 15 and Key B Q2, 21).
2. How many points do you want each question to be worth (default is 1)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are there any special point value questions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
If any questions deviate from the point value above, list the key and question number and the value it should receive.

NOTE: Scores printed on the form are the raw number of questions correct – NOT the point values.
If your exam includes any questions that have multiple correct responses which points are awarded for either response (e.g., A *or* D are valid options) you should not print the score, as the automatic printing can only mark “and” conditions (e.g., both A and D must be marked tor receive points). The scoring system (where reports come from) can distinguish between both – only the automatic printing feature falls short here.

**Two important points about student completion of the Scantron forms…**

1. Students must enter/fill their name, in text and bubbles, in the Last First MI format. *Spaces between names should be filled using the space bubble*. Otherwise someone named Rizonkish Belozi K would display as RIZONKISHBELOZIK.
2. Students must enter/fill their 9 digit student ID. Column J would be the only one left blank here.

**Faculty can use the special code field for whatever they want (e.g., test packet number, seat number, etc.).**

**The remaining fields to the left of the thick vertical line is not needed, and not captured by our data collection process.**

When you collect the bubble sheets and answer keys, complete the attached form for us to set up the scanning process. There is no need to alphabetically sort the sheets or do anything special with them other than provide the Key and sheets that match the key. The reports will sort students by last name.