Meeting Notes

**Test Scoring Working Group**

**Tuesday, August 24, 2015**
**12:30 – 1:30 pm**
**Hickman Building**
**Room 128**

**Present:**
Stephen Lindsay, (Chair), Shawn Cure, Teresa Dawson, Fred Grouzet, Elliott Lee, Dave McKercher, Ian O’Connell, Svetlana Oshkai, Martin Smith

**Regrets:**
Tracey MacNeil and Jill Simmons

**Recorder:**
Marg MacQuarrie

1. **Welcome and Introductions**
   Steve Lindsay opened the meeting at 12:30 pm.

2. **Progress Reports**
   **Bubble sheet costs**
   Elliott reports that it is not feasible to include a graphic in the name section of the bubble sheet. Shawn reports that the bookstore currently has 18,000 bubble sheets (9000 blue, 8000 green, 1000 white). It costs 15 cents per copy to have the bubble-in name version, but this would come down if more than 5000 were ordered. The Scantron sheet costs 17 cents per page. Departments can photocopy their own sheets for 10 cents per double-sided page. However, these forms cannot be scanned by the Computer Help Desk.

   **Survey about Bubble Sheet Use**
   Steve hopes the bubble sheet survey will be an educational tool as well as a source of information for the group. There is an option for the responders to identify themselves and their disciplines at the end of the survey, which would give some very useful data.

   There are three bubble sheet versions currently available: The Blue 5 response standard, the Green 10 response standard, and the White 5 response with bubble-in name coversheet.

   **Test Scoring information**
   The information about test scoring is currently found on two sites: under the LTC and Systems. Recommend that it be moved under the LTC and have Shawn responsible for it. Janni Aragon administers a TIL grant that helps departments in the use of new technology in their courses. Steve has offered to put on an innovative workshop with Elliot to explore this topic. He is waiting for approval from Janni’s office.

   Elliott has never experienced the look-up function not working. Dave will check it out and report back to Elliott.
Remark doesn’t have the ability right now to email students a copy of their test. Frederick wondered if there is a security concern about sending grades by email. Martin lets students who question their marks come to get a copy of their bubble sheets in his office.

Update the order forms so that by default instructors will be sent an ROA file. Instructors can check a box if they do not want it. The Remark software is needed to download this form. Shawn will update the bubble sheets with this information when the changes are finalized.

Elliott could produce a how-to video for using the product. He will also be invited to introduce Remark at our next LTC luncheon for departmental assistants and secretaries on October 1st.

**Bubble Sheet Survey**
Elliott will send a link to the new version of the bubble sheet survey. How can people be encouraged to respond to the survey? Another idea is to send it to the first-year instructors group, who may not be using it but have big classes that would probably want to use multiple choice exams.

Teresa requests that all forms recommended by this committee be approved by the Resource Centre for Students with a Disability first before being put into use.

The next TSWG will be Thursday, September 17, 2015.

There being no further business, the meeting ended at 1:30 PM.