



- Please complete all required fields in the exam details section. See example for reference.
- Complete the Option section if you want something other than the default analysis.
- Send/bring completed bubble sheet exams, answer key(s) and cover sheet to the Computer Help Desk located in Clearihue, Room A037 (Local 7687).
- Bubble sheets and answer key(s) will be mailed back unless pick up is requested.
- Exam analysis will be emailed to the email provided on this form. No printed copies are provided.
- Required fields are marked with an asterisk *, Optional fields are marked **, see over for details.

Exam Details

Example

Your Exam Details

Today's Date *	Dec 16, 2018					
Instructor Name *	John Smith					
Phone Number *	7888					
Email Address(es) *	jjsmith@uvic.ca					
Name of Exam *	Quiz 1 PSYC 100A A101					
Course Name*	Introductory Psychology					
Total Student Test Forms*	52					
# of answer key(s) # of exam questions **	1	60	Answer Key(s)		Exam Questions	
DEPT for mail return*	PSYC			OR check here for pickup in Clearihue, Room C026		

Scanning Options

Default option

Circle one of the alternative options if desired

Sorting**	Unsorted	Student Last Name		Student V#	
Exam Analysis**	Included	Do Not Send			
Exam Scores **	Included	Do Not Send	+ Textual Data	+ Numeric Data	
Raw Data**	Included	Do not send raw data			
Weigh Question (s) – i.e. questions 1-15, weight 2	Questions				
	Weight				
Bonus question(s) **	Questions				
Drop question(s) **	Questions				

For Office use only

No. of forms	File name	Mailing Date

Before submitting completed bubble sheet exams, please ensure that:

- All exams are oriented in the same direction and in good condition.
- Exams in this package are for one subject.
- Only one UVIC standard designed form type per package (i.e. 5 answer or 10 answer)
- Complete all required fields marked by *

of Answer key(s) / # of exam questions

- Complete a bubble sheet key by filling in the correct answers to all of the questions and writing the word "Key" at the top. Place the key on the top of the stack of bubble sheets.
- If there are multiple versions of the exam, then instruct students to use the Form field of the bubble sheet to denote the version of the exam they received. Make an answer key for each version and use the form field to indicate the version of the key. Put the key for each version of top of the stack of bubble sheets for that version.

Form	A	B	C	D	E
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- The Form version is NOT required for an exam with a single (1) answer key.
- PLEASE NOTE: No question weighting can be processed when multiple exam versions are submitted on one request

Sorting

- The sorting order by default will be the order of the exams in the exam package submitted
- Sorting options available are: Student Last Name or Student ID (V#)
- NOTE: The order of sorting will determine the order in which student information is displayed in the student response report.

Exam Analysis (file format PDF)

You will receive all of the following reports as part of the standard exam processing in a PDF format

- Class Frequency Distribution – this report is useful for viewing entire class distribution of grades.
- Test Statistics – statistics on the test as a whole, includes performance and statistical analysis
- Student Response Report – provides an overview of how all students responded to each question.
- Condensed Test Report – answer choice frequency, class score and distractor information
- Condensed Item Analysis – answer frequency on a question by question basis. Useful for highlighting problem questions that may need to be discarded or re-graded to allow multiple correct responses.
- Test Item Statistics – displays how many questions were answered correctly, incorrectly or skipped along with corresponding statistical data for each question.

Exam Scores (file format CSV)

- Exam Grades with student ID, last name, first name, letter grade, percentage, total correct
- + Textual data - includes a listing of student ID, last name, first name, the letter responses selected by student for each question (A, B, C, etc.), letter grade, percentage, total correct
- + Numeric data - a listing of student ID, last name, first name, numeric value of responses by student for each question (A=1, B=2,etc.), letter grade, percentage, total correct

Raw Data (file format XLS)

- The scan results of the student exams including the answer key. No analysis is included in this file.

Weigh Question(s)

- Indicate question number(s) and the corresponding weight. By default all questions will have a weight of 1 if no weights are indicated. Question weight must be whole numbers (no decimals)

Bonus Question(s)

- Indicate question number(s) if bonus questions are included in the exam. Correct responses to bonus question will result in extra credit for the student

Drop Question(s)

- Indicate question number(s) for questions to drop from the analysis. All responses to the dropped question(s) will be excluded from the analysis.