

September 24, 2014

To: Departments and Instructors using the Test Scoring Service (commonly known as "bubble sheet scanning")

Starting September 2014, and thanks to a collaboration with University Systems, UVic will be running new test scoring software (what is commonly called across campus "bubble sheet scanning") which produces easy to read reports in a user friendly PDF format. Summary exam results will be provided electronically in a file that can be readily imported to Excel or another preferred program.

The change to the University of Victoria's test scoring was initiated by requests from faculty and instructors who indicated the old software was no longer meeting their needs. I would like to publicly thank Stephen Lindsay and Martin Smith from the Department of Psychology, as well as Tracey MacNeil from University Systems, who have worked very hard with several other dedicated colleagues on the test scoring faculty advisory committee to bring this project to fruition and to test and pilot it for everyone's use.

The new test scoring system and new UVic designed and printed forms are ready and available for use now. The new system has several advantages including:

- The new bubble sheet forms, currently available for purchase from the UVic Bookstore, are printed at UVic and cost less than the preprinted Scantron sheets
- Students can use pen or pencil; undesired answers can be crossed out or erased.
- The cover sheet/order form is relatively easy to understand.
- The report that instructors receive is easier to read and clearer.
- The output of the report makes it easier for instructors to improve the effectiveness and fairness of their tests.

From the instructors' point of view there should be very little difference in how the system works. The process is as follows:

- Get a supply of the new forms from your department or through the Bookstore.
- Prepare your answer key on the new forms
- Have your students complete their responses using the new forms.
- Submit the forms and new coversheet for grading to the helpdesk.

Additional information can be found on the follow support site:

<http://www.ltc.uvic.ca/initiatives/TestScoring.php> Once you have reviewed this (particularly the FAQs) if you have a question, please email Tracey MacNeil [tmacneil@uvic.ca](mailto:tmacneil@uvic.ca).

The old test scoring system, which has been in place for over 30 years, will be available for use until the end of December 2014 or until the supply of preprinted Blue and Green Bubblesheets run out, whichever comes first.

We really hope this helps support those of you using multiple choice tests as your assessment method.

Best wishes,  
Teresa

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