

## Scoring Center – UCI Academic Testing Center

### First-time User Guide

The Scoring Center, in the UCI Academic Testing Center, provides test-scoring services to the campus community using a high-quality Scantron reader and ParScore software. This is a fee-based service (\$50/hour), payable by check or University recharge.

This set of instructions has been developed to enhance your experience with our center. Knowing some of the restrictions of optical mark readers and other details ahead of time will save you considerable time in the scanning process. Our center can assist with a wide range of test scoring needs, although our system does not support anonymous survey scanning.

#### Consult with the Testing Center

The first step in the process is to contact the Academic Testing Center well before your first scheduled exam. During this initial complementary consultation, you can determine if Scoring Center services are right for your needs and find out what capabilities our service has to offer, such as multiple test form options and item analysis reports. In addition, you can find out what our system can't provide, such as the printing of tick marks on the actual forms like previous systems.

#### Allowable Forms

There are many Scantron and other proprietary forms sold on campus and through outside vendors, but only a few types of forms can be used with our hardware and software. Allowable forms are listed in the box below along with a brief description of each:

Form #	Color	Where to Purchase	Special Features/Limitations
F-288	Red	UCI Bookstore/ZotNGo	Scans name
F-289	Red	Scantron Corp.	No name information scanned
F-1712	Pink	Scantron Corp.	Scans name; space for essay
F-3652	Orange	Scantron Corp./Testing Office	Scans name; barcode capability

Most users select the F-288 because it is sold on campus and has name-scanning capabilities. It is a basic 200-item form that can distinguish 4 different versions of a test and can scan demographic data. Samples of this and other common allowable forms are available in the Testing Center.

#### Schedule Use of the Center

The next step, which can be done a week or two before your exam, is to schedule scanning time in the Center. This is typically the 24- to 48-hour window of time following the administration of your test. Requests that are made in advance are filled within a 48-hour time frame.

#### Filling out the Scantron Form

Knowing the information needed on each examinee's test form before your exam commences can save considerable time. For example, determine whether or not you would like to scan examinees' names. If name information is desired, please draw examinees' attention to the name location at the beginning of the test. Examinees should also make sure to enter their ID numbers accurately on both sides of the 2 form. Also, some Scantron readers now accept marks in pen; however, the Scoring Center machine can read only No. 2 pencil. Marks made in pen will have to be redrawn in pencil for the scanner to pick them up.

It may also be helpful to remind examinees to completely erase previously marked items. Although the scanner can stop and request human verification of multiple-marked answers, you can save scanning time by having forms erased well by examinees.

*Please note\* Multiple marks or responses are not allowed. Only one correct response per question is allowed.*

### **Test Version (Test Form field)**

The Test Form field must be filled out on all examinees' Scantrons, regardless of whether or not you are using multiple versions. If you have only one test version, have all examinees fill in Test Form A. If you are using multiple test versions, make sure that examinees fill in the version that they are taking. Some faculty have even added a zero-point item asking examinees which test they took as a fail-safe, useful for those who arrive late and miss the instructions. Possible version identifiers are A, B, C and D. Also, once you have examinees enter the version letter on their form, you need not separate test forms by version. They can be scanned together in one batch; the scanner will distinguish them.

### **Answer Keys**

Answer keys are entered into the system by scanning a marked Scantron form. You are welcome to stop by and pick up complementary forms to enter your keys or you can purchase them at the UCI Bookstore or ZotNGo (Form F-288 only). Pre-bubbled answer keys must be submitted with completed student forms. For tests with just one form, Test Form "A" must be marked on the key.

### **Other Issues**

There are a few other issues to consider before coming to the Center to score tests. These include the types of reports you would like to print or receive; the types of data you would like (e.g., raw scores, student responses); desired file formats; and point values to be assigned to each item. These options can be discussed further during the initial consultation.

### **How to Contact Us**

Consultations/Questions

**Orlando Lewis**

(949) 824-5371

[molewis@uci.edu](mailto:molewis@uci.edu)

Test Scoring Requests

**Orlando Lewis**

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More information can also be found on our website at <http://www.testingcenter.uci.edu>.

***We look forward to serving you!***