

Answer Sheet Scanning Service

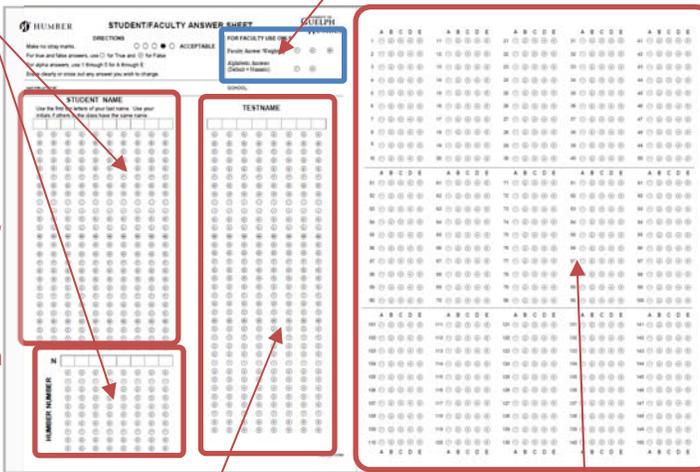
Quick Reference Guide

Layout

Answer sheet scanning services are available to all assessors at no cost through the I.T. Support Centre.

Name/Number
Used to identify the assessor on answer keys or the assessee on assessments.

Assessor (Instructor) Area
Used by the assessor to create an answer key.



IMPORTANT:
Assessors are asked to use their School code as follows: 297 – Applied Technology, 6 – Business, 22 – Creative & Performing Arts, 77 – Guelph-Humber, 12 – Health Sciences, 5 – Hospitality, Recreation & Tourism, 14 – Liberal Arts & Sciences, 3 – Media Studies & Information Technology, 23 – Social & Community Services, or 99 – Other.

Test Name
Used to identify the assessment.

Answer Zone
Used to mark responses.

NOTE: Please contact the Centre for Teaching & Learning if you would like guidance or advice on how to assess learning.

Answer Sheets

Assessors are responsible for printing answer sheets.

Answer sheets are available at the following address...

humber.ca/answersheet

...in PDF format for easy printing.

IMPORTANT: Answer sheets must not be altered in any way. Do not photocopy sheets; print directly from the source file. Set output to actual size and duplex.

Help & Support

Having trouble? Contact the I.T. Support Centre:

Telephone
416.675.6622 X8888

Chat
humber.ca/techtalk

E-mail
SupportCentre@humber.ca

Support is available 24/7.

Getting Started (Preparing to Conduct an Assessment)

The answer sheet is best suited for questions of multiple choice or true/false nature.

A few things to note when preparing an assessment for the scanner to grade at a later date:

- maximum of 150 total questions
- up to five choices per question
- answer must be a single digit or alphabetic letter
- only one right answer per question
- questions may be weighted (optional)

NOTE: The scanner can handle an unlimited number of assessments for grading but only up to 150 questions of up to five choices each per assessment.

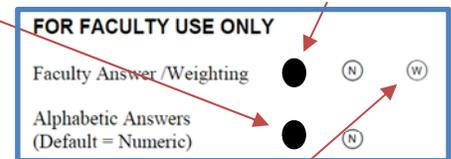
IMPORTANT: All answers must equate to a single digit (1-5) or a single alphabetic letter (A-E).

You will also need to prepare an answer key.

1. Print an answer sheet and complete its front.
2. Complete the **Assessor Area** as follows:

Answer Type
Used to indicate if assessment answers equate to a letter (A-E) or a digit (1-5).
Blacken "Y" for letter or "N" (default) for digit.

Answer Key
Blacken "Y" to designate the answer sheet as the answer key.



Weight
Used to assign weights to questions. If desired, blacken "W" on a separate answer sheet along with a weight (1-5) for each question.

3. Blacken the correct answer for each question.

Conducting an Assessment

Step 1: Start by issuing each student an answer sheet.

Instruct students to write their last name and unique identification number on the front of the sheet. Instruct students to also blacken the corresponding circle for each letter and number in their name and identification number.

IMPORTANT: If there is more than one student with the same last name, instruct said students to include their first initial. Failure to include a unique name on the answer sheet will result in reporting errors at time of scanning.

Step 2: Instruct students to write in the name of the assessment (provided by the assessor) and blacken the corresponding circle for each letter and number.

Step 3: Instruct students to carefully read each question and to mark their responses on the back of the answer sheet by blackening the appropriate circles.

NOTE: Students may complete answer sheets in ink or in pencil; the scanner can read both types of marks. Do not use ink that will bleed through the answer sheet.

Step 4: Encourage students to completely blacken circles. Advise students not to make stray marks on the answer sheet and to completely erase any errors.

Acceptable



Not Acceptable



NOTE: Where more than one response is blackened for a question, the scanner will attempt to determine the darkest mark. If the scanner cannot determine the darkest mark, the question will be marked incorrect.

Step 5: Issue each student an assessment. Carefully collect completed answer sheets from students as they finish and/or at the end of the assessment period.

IMPORTANT: Be sure to handle completed answer sheets with care. Damaged (ripped, crumpled, wet, etc.) sheets may not be readable by the scanner.

Drop Off and Pick Up

Service is delivered out of the I.T. Support Centre at North Campus (NX210-North). Answer sheets can be dropped off and picked up during the following hours:

Hours of Operation

Monday to Friday: 7:30 a.m. to 8:00 p.m.

Saturdays and Sundays: 8:45 a.m. to 4:15 p.m.

(Closed for Statutory Holidays)

Remember to complete a drop-off form when submitting answer sheets for scanning...

Not based out of North Campus? Consider mailing the answer key and the collected answer sheets to the I.T. Support Centre at North Campus (NX210) via interoffice mail for scanning. We will scan your answer sheets and mail back the results within one business day.

Turnaround (Service Targets)

Assessments received (dropped off) by **11:00 a.m.** (Monday to Friday) will be ready for pick-up by **12:00 p.m.**

Assessments received (dropped off) by **1:30 p.m.** (Monday to Friday) will be ready for pick-up by **2:30 p.m.**

Assessments received (dropped off) by **3:30 p.m.** (Monday to Friday) will be ready for pick-up by **4:30 p.m.**

NOTE: During midterms and finals when demand for scanning services is abnormally high, it may take up to a full business day to process scanning requests.

Reports

Nine separate reports are generated by the scanner and available to assessors at pick-up:

1. Student Name versus Question Number
2. Score versus Question Number
3. Identification Number versus Question Number
4. General Statistics (Mean, Median, Mode, etc.)
5. Distribution of Scores
6. Success Coefficient
7. Discrimination by Index
8. Discrimination by Question
9. Distractor Preference

NOTE: The information in the reports generated by the scanner is intended to help assessors understand learner performance and the "fairness" of questions.

IMPORTANT: Scanned data is saved for 60 days and then removed (deleted) from the system