Preparing & Submitting Answer Sheets

Preparations before Submitting Answer Sheets

- It is recommended that a comparison count be made of the students taking the test and of the answer sheets that are collected.

- Check answer sheets for:
  - Missing marks in required fields, eg. Last Name, ID Number, etc. Examinee name is required. Examinee ID Number is required for classes using the EXCEL roster service. Course Section Number is required if separate by-section reports are desired from a multiple section batch of answer sheets. Test form must be coded if multiple forms of a test are submitted.

  - Marks from ink and colored pencils are not scannable. Only soft, No.2 black lead pencils should be used.

  - Marks in the timing mark area (the line of black marks on edge of page).

  - Multiple marks for a single question which are not permitted. Each test item should have only one mark.

  - Staples, paper clips, rubber bands, or sticky notes on the answer sheets.
- Keep sheets flat and dry. Arrange all answer sheets in same direction.

- Answer sheets from different sections may be mixed if the section # is coded on all sheets. Answer sheets for alternate test forms may be mixed. An item analysis will be printed for all forms.

- Prepare a key for each form of the test. Using a soft lead pencil, mark all the correct answers for a form of the test on a scannable form. Leave blank any items which you do not wish to have scored. Print the word "*Key*" above the heading *Northern Illinois University.* Blacken the four letter department code in the first four positions in the *Last Name* field and the course number in the first three positions of the *ID Number* field. Please double check keys. Most processing errors are due to errors on the key.

- Points or scores from other sources such as essay items, reports and presentations may be added to the multiple choice test scores or entered as an independent test score. Results from instructor scored essay items/tests, reports, and presentations, etc. can be processed in the same way as multiple choice tests. To accomplish this, these scores should be coded on the answer sheet used for the objective part of the exam. Use the MISC. Field on the answer sheet to record scores always using the same columns on each student's scannable form. The number of columns used is determined by the maximum score. For example, if the maximum score is 125 points, use columns A, B, and C to record the scores; a score of 5 would be recorded as "005", a score of 45 would be recorded as "045", and a score of 123 would be recorded as "123" in columns A, B, and C of the MISC. Field. On the key, code the maximum score as "125" in the MISC. A, B, and C columns.

NIU Test Processing Turnaround Time

- Tests submitted by 11:30 a.m. should be ready by 4 p.m. same day.

- Tests submitted by 3:30 p.m. should be ready by 8:30 a.m. the next working day.

- If a quicker turnaround is needed, voice your request. We will try to meet your requirements.

Submitting Tests for Processing

Bring answer sheets, key, *weight sheet* (when appropriate) to Testing Services, Campus Life Building, room 120. For the first test of each semester, prepare a *Test Processing Request* (*TPR*). (One *TPR* per class is used for the entire semester.) Information, which is applicable throughout the semester, to be filled in on the *TPR* is:

- DEPT - Four letter department code

- COURSE - Course number

- SEC - Section number. If answer sheets from multiple sections are submitted together, enter the lowest section number.

- NAME OF INSTRUCTOR

- PHONE NUMBER OF INSTRUCTOR – In case there is a problem or we have a question.

- NIU EMAIL ADDRESS – This is where we will email your EXCEL ROSTER and/or report (PDF) files. We will only email to addresses ending in "niu.edu".

- EMAIL EXCEL ROSTER - Indicate yes or no. This optional service serves as a grade book function and collects all the scores through the semester for each class member and is emailed in EXCEL format.

- STATISTICS BY SECTION - Indicate whether statistics are to be prepared separately for each section if multiple sections are submitted. Section numbers must be coded on all student forms.

- TEST STATS – Item analysis, score distribution(s) and roster may be emailed (PDF) or printed for pick up.

- INDIVIDUAL STUDENT REPORTS (ISR) - This optional service provides for each examinee a half sheet report which includes current test scores, cumulative scores and correct/incorrect responses. Percentile, key (correct responses) and/or student responses may be excluded. These reports may be emailed (PDF) or printed for pick up.

- AUTHORIZED RECIPIENTS - Print names of all persons authorized to pick up the test answer sheets and/or reports. We will not release materials to unauthorized recipients.

- NUMBER OF QUESTIONS –Number of questions on the exam – excluding omitted questions.

- POSSIBLE MAXIMUM SCORE - Do not count omitted questions.

- OMITTED QUESTIONS – Question numbers you do not wish to have scored.

- NUMBER OF ALTERNATE FORMS - If multiple test forms were used, enter the number of forms.

- SPECIAL INSTRUCTIONS - Write in or attach any special instructions.

- The same *Test Processing Request* (TPR) is used for successive tests throughout the semester. As each test is submitted, add the pertinent information for that test in the appropriate column of the *TPR*. If someone is designated to deliver answer sheets to Testing Services, please send a completed *Test Processing Transmittal Form* with information needed for filling in the *TPR*. If someone is asked to pick up the answer sheets, be sure that the person has been identified on the *TPR* as an authorized recipient. Answer sheets may be mailed with key and *Test Processing Transmittal Form* to Testing Services. If you wish all materials to be returned by campus mail you must furnish an addressed sealable envelope.