

**ARKANSAS STATE UNIVERSITY  
TESTING CENTER  
TEST SCORING COVER SHEET**

**GENERAL INFORMATION**

Instructor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

A-State Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Email addresses must end with astate.edu domain. Personal email, such as Gmail, is not allowed.)*

**COURSE INFORMATION**

Course Title: \_\_\_\_\_ Course & Section Number: \_\_\_\_\_

Time/Day Class Meets: \_\_\_\_\_ Term/Year : \_\_\_\_\_

**TEST INFORMATION**

Number of test versions for this test \_\_\_\_\_ Number of Test Questions for this test \_\_\_\_\_

Point value for questions if more or less than 1: \_\_\_\_\_

Multiple answers marked on the answer key(s) indicates:  **OR** (either answer is correct)

**AND** (all answers need to be marked to be correct)

Essay Points: Include \_\_\_\_\_ essay points.

Bonus Point: Key Version(s) \_\_\_\_\_

Question Number(s) \_\_\_\_\_

Point Value \_\_\_\_\_

**REPORT OPTIONS**

\_\_\_ Item Analysis: Standard \_\_\_ OR Detailed \_\_\_

\_\_\_ Score Distribution

\_\_\_ Class Response

\_\_\_ Individual Student Test Reports

Omit cumulative score \_\_\_ Omit Answer Key \_\_\_

\_\_\_ Roster Report

\* Electronic reports will be saved to a combined Adobe file and uploaded in ShareSpace. The ShareSpace link will expire in 48 hours. No printed copies will be provided.

If you have questions, please contact Kim Price at 972-2038 or email [kprice@astate.edu](mailto:kprice@astate.edu).

Rev Fall 2023

*(Instructions on back for completing Test Cover Sheet)*

This cover sheet must accompany all tests submitted for scoring. Please ensure this form is filled out completely, otherwise scoring may be delayed. This form may be found on our website at <http://www.astate.edu/a/testing/scanning-services/>

All Scantron forms must be completed with a #2 pencil and face the same direction. The scanner will not read ink, highlight pens or markers.

**Answer Key(s)** must have the word "KEY" filled in the LAST NAME field on the Scantron form. The TEST FORM field must be completed for the different versions of the test. If only using one version bubble in "A". If using more than one version a separate key must be made for each version and the appropriate version bubbled in (A,B,C or D). The student answer sheets **must** have the key version bubbled in (even if there is only one version) or it will not be scored.

**Student Answer Sheets** must have the A-State 8 digit ID Number bubbled in the ID NUMBER field (left justified) every time. **This is a required field.** Student answer sheets without the A-State 8 digit ID Number bubbled in will not be scored.

Answer sheets will be scored as marked. Marks that are too light may be read as "omits." Failure to erase cleanly may result in multiple mark readings.

Testing Center staff will make every effort to ensure accuracy of the scores; however, it is the Instructor's responsibility to review all results.

### **Instructions for Completing Test Scoring Cover Sheet**

**General Information:** Please enter the instructor's name, department, ASTATE email address and A-State phone number.

**Course Information:** Provide the course name, the course and section number (HIST1013-003), time and day(s) the class meets, semester and year and how many tests you plan on the Testing Center scanning. All of this information is REQUIRED to set up the test for scanning.

**Test Information:** Indicate the number of test versions and the number of test questions on each version.

**Point Value:** The default weight for each question is 1.00 points. However, each question can be weighed from 0.00 to 999.99 points. Please indicate how many points each question should be. If you have different questions worth different points please list.

**Multiple Answers on Answer Key(s):** Multiple answers for a question(s) on the answer key are accepted as either "OR" or "AND".

"OR" option means the student may mark any one of the possible answers to receive credit.

"AND" option means the student must mark all possible answers to receive credit.

**Essay points:** Essay points can be added to the multiple choice points. Fill in the SUBJ SCORE field on the answer key(s) with the total possible essay points. The SUBJ SCORE field on the student's answer sheet must be bubbled in with their score. Only use this field when essay points are to be added.

**Bonus points:** Bonus points can be applied to any of the multiple choice questions. Please indicate key version(s) (A,B,C,D), question number(s) and point value. The points associated with these questions will not be included as part of the total possible points.

**Report Options:** Please check the reports you wish to receive. All reports will be saved to a combined Adobe file and uploaded into ShareSpace.