

**This Job Cover Sheet can be printed from: <http://www.wvu.edu/registrar/pdfs/scoreform.pdf>**

**Please Do Not Reuse Answer Sheets.** Re-using them makes extra work for us and delays scoring. However, if you DO NOT request an *Item Analysis* report, I can accommodate occasional re-use of Answer Sheets. If you need an *Item Analysis*, you cannot re-use Answer Sheets. We share your wish for accurate scoring and rapid turnaround.

**Please read the following to your class before EACH test:**

1. Use a NUMBER 2 PENCIL with a good CLEAN ERASER. The scanner does not read ink. It only reads #2 pencil.
2. ERASE changes and tentative marks COMPLETELY and cleanly. (We recommend MAGIC RUB erasers)
3. MAKE SOLID MARKS dark enough so that the printed letter cannot be read through them. Marks that leave the center of the circle open (donuts) are often missed by the scanner.
4. Answer sheets will be scored as marked. Marks that are too light or have open centers may be read as **No answer**. Failure to completely erase tentative marks results in **Multiple-mark** readings (answer is wrong).
5. If more than one test version is being used, FILL IN THE TEST FORM field, version A, B, C, D
6. Fill in SIDE TWO completely. It is CRITICAL that you bubble in your STUDENT ID number darkly and accurately. Fill in ALL EIGHT digits of your Student Number and darken the corresponding bubbles completely and accurately. Do not use the W; and begin with the LEADING ZERO.
7. Double check your bubbles—the first row is zero, not one!
8. Answer sheets with incomplete or incorrect student identification may be returned with **NO SCORE**.
9. It is not necessary to complete Side One unless it is your FIRST time testing in this class.

**For the FIRST test only, read the following:**

On the Answer Sheet, side one, fill in your name and darken the corresponding bubbles completely and accurately. Do not leave spaces between letters in your last name (e.g. OBrian, DuBois). Do leave a space between last and first names. There is no bubble to fill in for a space.

**After the exam,** bundle these in the following order and **place in a large inter-office envelope:**

1. The *Job Cover Sheet* completed by instructor
2. Answer Key(s)
3. Student answer sheets ALL FACING THE SAME WAY
4. **Deliver to Old Main 230** or, during the academic year, you may **call x3081 for courier pickup service** from your departmental office. We will email your reports immediately after scoring and return exam Answer Sheets as soon as possible. Because of limited staff hours, this may not always be within one business day.

**Rescoring, changes, mis-keying:** If you wish to make changes after an exam has been scored, please email [scoring.services@wvu.edu](mailto:scoring.services@wvu.edu) with details BEFORE the next test is delivered for scoring. It is usually not necessary to re-scan the student answer sheets.

If you have questions, please call Gretchen Anderson in Scoring Services, at ext. 3081 or email [scoring.services@wvu.edu](mailto:scoring.services@wvu.edu).

**MACHINE SCORING SERVICES  
JOB COVER SHEET  
Ext. x3081**

Instructions on Reverse Side

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Course (Dept & #) \_\_\_\_\_

Today's Date: \_\_\_\_\_ Days class meets: ☐ ☐ ☐ ☐ ☐ Time class begins: \_\_\_\_\_  
M T W R F

Test Type	Test Form/ Key(s)	Test Number
<input type="checkbox"/> Exam	<input type="checkbox"/> A	<input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> Quiz	<input type="checkbox"/> B	<input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> Midterm	<input type="checkbox"/> C	<input type="checkbox"/> 5 <input type="checkbox"/> 6
<input type="checkbox"/> Final	<input type="checkbox"/> D	<input type="checkbox"/> 7 <input type="checkbox"/> 8
		<input type="checkbox"/> 9 <input type="checkbox"/> _____

**Tests taken at *disAbility Resources for Students (DRS)***

\_\_\_\_\_ Number of tests Scoring Services will receive directly from DRS

- ☐ OK to score without these and send an updated Excel roster after they are received and scored
- ☐ Do not score until DRS tests are received

**Test Key Instructions**

a) Total possible points: \_\_\_\_\_

☐ **CONVERT** scores to percent; total 100%  
(Don't check this box if you want raw scores)

b) **Essay** points: \_\_\_\_\_ Total essay points

- ☐ Include essay points in total
- ☐ Score essay separately (in separate column)

c) **Weight** - ☐ One point per question (default)

☐ Other weight, specify here: \_\_\_\_\_

d) List questions with more than one correct answer and check whether to score them as ☐  
**OR** (either correct) or ☐ **AND** (both required)

e) **OMIT** question(s) #: \_\_\_\_\_

**REPORTS**

***Reports will be sent as email attachments.***

Email address: \_\_\_\_\_ @wwwu.edu

- ☐ Excel spreadsheet roster report
- ☐ Student roster (name, ID#, score, cum. points)
- ☐ Student roster for posting (without name, ID 4 digits)
- ☐ Item analysis
- ☐ Score distribution (this test)
- ☐ Histogram (this test)
- ☐ Cumulative score distribution
- ☐ Cumulative histogram
- ☐ Class Response Report (choose this paper-saving option in place of individual student reports)
- ☐ Send in .txt format
- ☐ Individual Student Test Reports (not available Finals week)
- ☐ **Do Not** include key on individual reports

**Special Instructions:**

Received by \_\_\_\_\_ Date \_\_\_\_\_