

Computer Center

Texas Tech University



Quick Reference Guide For Testing

Office Hours

Monday - Friday, 8 am to 5 pm (*Closed Noon-1 pm*)
(Scanning Hours: 8-11:45; and 1-4:45)

Computer Center, 8th & Boston, (806) 742-7000

Procedures for Becoming a Test User

No prior registering needed.


**Just bring your completed tests, along with your
completed key, weight & trailer in
when ready to be scanned.**

***Seven (7) days after finals, any Scantrons
not picked up will be destroyed.***

TEST SUBMISSION

There is a specific procedure involved in having a test graded.

1. A department may purchase **OPTICAL SCANNING SHEETS** at the reception desk at the Computer Center – Call in advance (742-7000) so your forms and paperwork will be ready for pickup. Individual sheets may be purchased at the book store, or various places on campus.
2. After giving the test, add the three sheets required from the instructor.
DO NOT USE OLD KEY SHEETS.
 - a. KEY SHEET
 - b. WEIGHT SHEET
 - c. TRAILER SHEET

 *This is where to insert the student tests*
3. Submit the completed test packet in the appropriate order to the receptionist at the Computer Center.

Tests will not be accepted if sent through campus mail.

4. Only persons you authorize may handle test material.
5. Test results will be **e-mailed to the email address** written in the name section (ID Area) of the **Trailer** sheet (see Pg 4). Test results can also be downloaded to your flash drive.
6. The physical test sheets **MUST** be picked up (signed out) at the receptionist desk in the Computer Center.

***Seven (7) days after finals, any Scantrons
not picked up will be destroyed.***

THE TEST KEY SHEET

All sheets must be filled out on an **OPTICAL SCANNING SHEET**, either 5-response (orange) or 10-response (red), using a #2 lead pencil or black pen.

*The two types of sheets: **Orange & Red** These may not be mixed within one group of tests.*

One **KEY SHEET** must be provided for each set of tests to be graded. Please do not use an old key. Sensors will pick up erased digits and further delay scanning.

1. Fill in the **ID AREA** below the name with **dept. name, course number, section number, test number, date** and **instructor name**.
2. Leave the area headed by the words “**Tech ID NUMBER**” blank.
3. *Leave both “**FORM**” areas blank (below ‘Tech ID Number’ and below ‘Options’) unless you have chosen Option B and used a standard **ALTERNATE FORM** (one that the testing programs recognize) for this test.*
4. It is not necessary to code the area headed “**TEST NUMBER**”, however it may be coded with one digit (0-9) for test identification.
5. Code the CRN in the area headed by the words “**Course Request Number**”, (Note: This is **NOT** the department number) one digit per box using all five boxes.
6. Code the option(s) you wish to request in the area to the right of “**OPTIONS**”. (See **OPTIONS**, page 5)
7. Code the number of the standard alternate form, **if Option B is used**, in the area to the right of “**FORM**”. (See **ALTERNATE FORMS**, page 6)
8. Code an “**A**” in the area to the right of “**SHEET TYPE**” (see Pg 4).
9. Code all correct answers in the response section for the number of questions on the **test** beginning with number “1”.

*One answer per question **ONLY**.*



TEXAS TECH UNIVERSITY
TEST FORM ANSWER SHEET

R	Techid NUMBER									
	0	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9	9

FORM 1 2

DO NOT WRITE BELOW THIS LINE

TEST NO.	COURSE REQUEST NUMBER				
1	2	3	4	5	
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

OPTIONS: A B C D E F G H

FORM: 1 2 3 4 5 6 7 8

SHEET TYPE: W

USE BLACK LEAD-PENCIL ONLY
(NO. 2, OR SOFTER)
GIVE ONLY ONE ANSWER FOR EACH QUESTION

NAME (LAST) _____ ~*~ Test Key Sheet (example) ~*~ INSTRUCTOR _____

DEPT _____ COURSE _____ SECTION _____ TEST NO. _____ DATE _____

SIDE 1

- 1 (A) (B) (C) (D) (E) 11 (A) (B) (C) (D) (E) 21 (A) (B) (C) (D) (E) 31 (A) (B) (C) (D) (E) 41 (A) (B) (C) (D) (E) 51 (A) (B) (C) (D) (E)
- 2 (A) (B) (C) (D) (E) 12 (A) (B) (C) (D) (E) 22 (A) (B) (C) (D) (E) 32 (A) (B) (C) (D) (E) 42 (A) (B) (C) (D) (E) 52 (A) (B) (C) (D) (E)
- 3 (A) (B) (C) (D) (E) 13 (A) (B) (C) (D) (E) 23 (A) (B) (C) (D) (E) 33 (A) (B) (C) (D) (E) 43 (A) (B) (C) (D) (E) 53 (A) (B) (C) (D) (E)
- 4 (A) (B) (C) (D) (E) 14 (A) (B) (C) (D) (E) 24 (A) (B) (C) (D) (E) 34 (A) (B) (C) (D) (E) 44 (A) (B) (C) (D) (E) 54 (A) (B) (C) (D) (E)
- 5 (A) (B) (C) (D) (E) 15 (A) (B) (C) (D) (E) 25 (A) (B) (C) (D) (E) 35 (A) (B) (C) (D) (E) 45 (A) (B) (C) (D) (E) 55 (A) (B) (C) (D) (E)
- 6 (A) (B) (C) (D) (E) 16 (A) (B) (C) (D) (E) 26 (A) (B) (C) (D) (E) 36 (A) (B) (C) (D) (E) 46 (A) (B) (C) (D) (E) 56 (A) (B) (C) (D) (E)
- 7 (A) (B) (C) (D) (E) 17 (A) (B) (C) (D) (E) 27 (A) (B) (C) (D) (E) 37 (A) (B) (C) (D) (E) 47 (A) (B) (C) (D) (E) 57 (A) (B) (C) (D) (E)
- 8 (A) (B) (C) (D) (E) 18 (A) (B) (C) (D) (E) 28 (A) (B) (C) (D) (E) 38 (A) (B) (C) (D) (E) 48 (A) (B) (C) (D) (E) 58 (A) (B) (C) (D) (E)
- 9 (A) (B) (C) (D) (E) 19 (A) (B) (C) (D) (E) 29 (A) (B) (C) (D) (E) 39 (A) (B) (C) (D) (E) 49 (A) (B) (C) (D) (E) 59 (A) (B) (C) (D) (E)
- 10 (A) (B) (C) (D) (E) 20 (A) (B) (C) (D) (E) 30 (A) (B) (C) (D) (E) 40 (A) (B) (C) (D) (E) 50 (A) (B) (C) (D) (E) 60 (A) (B) (C) (D) (E)
- 61 (A) (B) (C) (D) (E) 71 (A) (B) (C) (D) (E) 81 (A) (B) (C) (D) (E) 91 (A) (B) (C) (D) (E) 101 (A) (B) (C) (D) (E) 111 (A) (B) (C) (D) (E)
- 62 (A) (B) (C) (D) (E) 72 (A) (B) (C) (D) (E) 82 (A) (B) (C) (D) (E) 92 (A) (B) (C) (D) (E) 102 (A) (B) (C) (D) (E) 112 (A) (B) (C) (D) (E)
- 63 (A) (B) (C) (D) (E) 73 (A) (B) (C) (D) (E) 83 (A) (B) (C) (D) (E) 93 (A) (B) (C) (D) (E) 103 (A) (B) (C) (D) (E) 113 (A) (B) (C) (D) (E)
- 64 (A) (B) (C) (D) (E) 74 (A) (B) (C) (D) (E) 84 (A) (B) (C) (D) (E) 94 (A) (B) (C) (D) (E) 104 (A) (B) (C) (D) (E) 114 (A) (B) (C) (D) (E)
- 65 (A) (B) (C) (D) (E) 75 (A) (B) (C) (D) (E) 85 (A) (B) (C) (D) (E) 95 (A) (B) (C) (D) (E) 105 (A) (B) (C) (D) (E) 115 (A) (B) (C) (D) (E)
- 66 (A) (B) (C) (D) (E) 76 (A) (B) (C) (D) (E) 86 (A) (B) (C) (D) (E) 96 (A) (B) (C) (D) (E) 106 (A) (B) (C) (D) (E) 116 (A) (B) (C) (D) (E)
- 67 (A) (B) (C) (D) (E) 77 (A) (B) (C) (D) (E) 87 (A) (B) (C) (D) (E) 97 (A) (B) (C) (D) (E) 107 (A) (B) (C) (D) (E) 117 (A) (B) (C) (D) (E)
- 68 (A) (B) (C) (D) (E) 78 (A) (B) (C) (D) (E) 88 (A) (B) (C) (D) (E) 98 (A) (B) (C) (D) (E) 108 (A) (B) (C) (D) (E) 118 (A) (B) (C) (D) (E)
- 69 (A) (B) (C) (D) (E) 79 (A) (B) (C) (D) (E) 89 (A) (B) (C) (D) (E) 99 (A) (B) (C) (D) (E) 109 (A) (B) (C) (D) (E) 119 (A) (B) (C) (D) (E)
- 70 (A) (B) (C) (D) (E) 80 (A) (B) (C) (D) (E) 90 (A) (B) (C) (D) (E) 100 (A) (B) (C) (D) (E) 110 (A) (B) (C) (D) (E) 120 (A) (B) (C) (D) (E)

OPTIONS

Option A: This option is the “EQUAL WEIGHT OPTION”.

1. Code if equal weight is desired (see Pg 8)
2. Leave blank if questions have different weights (see Pg 9)
3. Leave blank if a question is to be omitted (see Pg 10)

Option B: Code this option if a standard **ALTERNATE FORM** has been used for the test. If an alternate form other than one of the standard methods is used, each version will need to be submitted as an individual test.

Option C: **E-MAIL** – will consist of Excel file and 6 PDF files: Summary Page; Score Frequency; Roster of Results, Missed Questions; Choice Test Item Analysis; and Student Detail.

Option D: **MULTIPLE CLASSES** being graded using one key.
List additional CRN's at the top of the trailer. (See example on Pg 14)

OPTION E:
OPTION F:
OPTION G:
OPTION H:

} No
Longer
Used

Important News & Notes

Effective June 25, 2012

- List **one e-mail** address in the name section of ID Area at the top of your Trailer sheet.
- Multiple CRN's – Please list these on the Trailer Sheet in the name box at the top.
- In an effort to reduce the consumption of paper, **e-mail WILL BE utilized.**
- Omitted Questions – leave blank on Key & Weight.

ALTERNATE FORMS (Option B)

If there are 2 different keys made for each form of your test, then this is NOT an alternate form of the test.

Large classes and crowded classrooms often require some method to reduce the possibility of dishonesty. One method used is that of an **ALTERNATE FORM** of the test. For testing purposes, the term **ALTERNATE FORM** refers to some reordering of the sequence of the questions on the test. Corresponding questions on the **ALTERNATE FORM** must have the same choices and answers.

The test grading program permits only certain methods for forming an alternate form. Those forms permitted are: **FORM 1**, the original test and **FORM 2**, an altered order of the questions for **FORM 1**. There are three basic ways and four possible combinations used to alter the sequence of questions. The alternate form method number is coded in the area to the right of “**FORM**”.

METHOD 1: Direct Reversal

METHOD 2: Odd-Even Switch

METHOD 3: Split Half Switch

METHOD 4: Do METHOD 2 then do METHOD 1 in order

METHOD 5: Do METHOD 3 then do METHOD 1 in order

METHOD 6: Do METHOD 3 then do METHOD 2 in order

METHOD 7: Do METHOD 3 then do METHOD 2 then do METHOD 1 in order

Be sure on all of the combination METHODS to apply the METHODS in the order listed above.

TEST WEIGHT SHEET

All sheets must be filled out on an **OPTICAL SCANNING SHEET**, either 5-response (orange) or 10-response (red), using a #2 lead pencil or black pen.

One (1) **WEIGHT SHEET** must be provided for each group of tests to be graded.

Code a **‘W’** in the area to the right of **“SHEET TYPE”** (see **Pg 8**).

Fill in a response on the **#1** answer line.

Orange, 5-Response

A converts to 1 pt

B converts to 2 pts

C converts to 3 pts

D converts to 4 pts

E converts to 5 pts

Red, 10-Response

0 converts to 1 pt

1 converts to 2 pts

2 converts to 3 pts

3 converts to 4 pts

4 converts to 5 pts (Etc)

If no response is filled in the scanner will assume an **equal weight** of one.

HOW TO OMIT A QUESTION

In the area to the right of **“OPTIONS”** on the **KEY SHEET**, leave the **‘A’** blank (see **Pg 10**), leaving the omitted question blank on the **KEY**.

On the **WEIGHT SHEET**, mark a weight for each question you wish to grade leaving blank the weight of the question(s) that is not to be graded, corresponding with omitted question on Key (see **Pg 10**).

TEXAS TECH UNIVERSITY
TEST FORM ANSWER SHEET



TechID NUMBER									
R									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

FORM 1 2

DO NOT WRITE BELOW THIS LINE

TEST NO.					
COURSE REQUEST NUMBER					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

OPTIONS A B C D E F G H

FORM 1 2 3 4 5 6 7 8

SHEET TYPE A B

USE BLACK LEAD PENCIL ONLY
(AND, 2 1/2" OR SOFTER)
GIVE ONLY ONE ANSWER FOR EACH QUESTION

NAME (LAST)					TEST WEIGHT SHEET (example)	(INIT)	SIDE 1
DEPT	COURSE	SECTION	TEST NO.	DATE	INSTRUCTOR		

Equal weight of one (1) point per question.

- 1 A B C D E 11 A B C D E 21 A B C D E 31 A B C D E 41 A B C D E 51 A B C D E
- 2 A B C D E 12 A B C D E 22 A B C D E 32 A B C D E 42 A B C D E 52 A B C D E
- 3 A B C D E 13 A B C D E 23 A B C D E 33 A B C D E 43 A B C D E 53 A B C D E
- 4 A B C D E 14 A B C D E 24 A B C D E 34 A B C D E 44 A B C D E 54 A B C D E
- 5 A B C D E 15 A B C D E 25 A B C D E 35 A B C D E 45 A B C D E 55 A B C D E
- 6 A B C D E 16 A B C D E 26 A B C D E 36 A B C D E 46 A B C D E 56 A B C D E
- 7 A B C D E 17 A B C D E 27 A B C D E 37 A B C D E 47 A B C D E 57 A B C D E
- 8 A B C D E 18 A B C D E 28 A B C D E 38 A B C D E 48 A B C D E 58 A B C D E
- 9 A B C D E 19 A B C D E 29 A B C D E 39 A B C D E 49 A B C D E 59 A B C D E
- 10 A B C D E 20 A B C D E 30 A B C D E 40 A B C D E 50 A B C D E 60 A B C D E

- 61 A B C D E 71 A B C D E 81 A B C D E 91 A B C D E 101 A B C D E 111 A B C D E
- 62 A B C D E 72 A B C D E 82 A B C D E 92 A B C D E 102 A B C D E 112 A B C D E
- 63 A B C D E 73 A B C D E 83 A B C D E 93 A B C D E 103 A B C D E 113 A B C D E
- 64 A B C D E 74 A B C D E 84 A B C D E 94 A B C D E 104 A B C D E 114 A B C D E
- 65 A B C D E 75 A B C D E 85 A B C D E 95 A B C D E 105 A B C D E 115 A B C D E
- 66 A B C D E 76 A B C D E 86 A B C D E 96 A B C D E 106 A B C D E 116 A B C D E
- 67 A B C D E 77 A B C D E 87 A B C D E 97 A B C D E 107 A B C D E 117 A B C D E
- 68 A B C D E 78 A B C D E 88 A B C D E 98 A B C D E 108 A B C D E 118 A B C D E
- 69 A B C D E 79 A B C D E 89 A B C D E 99 A B C D E 109 A B C D E 119 A B C D E
- 70 A B C D E 80 A B C D E 90 A B C D E 100 A B C D E 110 A B C D E 120 A B C D E

THE STUDENT TEST SHEET

All sheets must be filled out on an **OPTICAL SCANNING SHEET**, either 5-response (orange) or 10-response (red), using a #2 lead pencil or black pen.

1. Fill out **BOTH** lines in the **ID Area**.
2. Code area headed by the words “**Tech ID Number**” with student’s **R#**, one digit per box*. If the bubbles are not darkened in this area, the students will be given a **random R#** beginning with 00000001 and incrementing by one digit for each additional sheet with the R# not bubbled in.
3. If a standard **ALTERNATE FORM** (one that our program accepts) was used for the test, the student **must** code the correct form number in the bubble to the right “**FORM**” (→ see example on Pg 12)

If no form number is coded, the test will be assigned as Form 1 & graded accordingly.

4. Code the answer chosen in the correct bubble to the right of the question number.

If the answer is to be changed, the original answer must be completely erased, do not “X” or mark through.

Multiple answers per question are **not acceptable.**

***See Pg 12 for completing “R” number (TechID Number) on Scantrons**

TEXAS TECH UNIVERSITY
TEST FORM ANSWER SHEET



TechID NUMBER									
R	1	2	3	4	5	6	7	8	
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

FORM 1 2

DO NOT WRITE BELOW THIS LINE

TEST NO.					
COURSE REQUEST NUMBER					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

OPTIONS A B C D E F G H

FORM 1 2 3 4 5 6 7 8

SHEET TYPE A W

USE BLACK LEAD PENCIL ONLY
 (NO. 2, OR SOFTER)
 GIVE ONLY ONE ANSWER FOR EACH QUESTION

NAME (LAST) *** Student Test Sheet - Alternate Form (example) *** SIDE 1
 (FIRST)
 DEPT _____ COURSE _____ SECTION _____ TEST NO. _____ DATE _____ INSTRUCTOR _____

- 1 A B C D E 11 A B C D E 21 A B C D E 31 A B C D E 41 A B C D E 51 A B C D E
- 2 B C D E 12 A B C D E 22 A B C D E 32 A B C D E 42 A B C D E 52 A B C D E
- 3 A B C D E 13 A B C D E 23 A B C D E 33 A B C D E 43 A B C D E 53 A B C D E
- 4 A B C D E 14 A B C D E 24 A B C D E 34 A B C D E 44 A B C D E 54 A B C D E
- 5 A B C D E 15 A B C D E 25 A B C D E 35 A B C D E 45 A B C D E 55 A B C D E
- 6 B C D E 16 A B C D E 26 A B C D E 36 A B C D E 46 A B C D E 56 A B C D E
- 7 B C D E 17 A B C D E 27 A B C D E 37 A B C D E 47 A B C D E 57 A B C D E
- 8 A B C D E 18 A B C D E 28 A B C D E 38 A B C D E 48 A B C D E 58 A B C D E
- 9 A B C D E 19 A B C D E 29 A B C D E 39 A B C D E 49 A B C D E 59 A B C D E
- 10 A B C D E 20 A B C D E 30 A B C D E 40 A B C D E 50 A B C D E 60 A B C D E
- 61 A B C D E 71 A B C D E 81 A B C D E 91 A B C D E 101 A B C D E 111 A B C D E
- 62 A B C D E 72 A B C D E 82 A B C D E 92 A B C D E 102 A B C D E 112 A B C D E
- 63 A B C D E 73 A B C D E 83 A B C D E 93 A B C D E 103 A B C D E 113 A B C D E
- 64 A B C D E 74 A B C D E 84 A B C D E 94 A B C D E 104 A B C D E 114 A B C D E
- 65 A B C D E 75 A B C D E 85 A B C D E 95 A B C D E 105 A B C D E 115 A B C D E
- 66 A B C D E 76 A B C D E 86 A B C D E 96 A B C D E 106 A B C D E 116 A B C D E
- 67 A B C D E 77 A B C D E 87 A B C D E 97 A B C D E 107 A B C D E 117 A B C D E
- 68 A B C D E 78 A B C D E 88 A B C D E 98 A B C D E 108 A B C D E 118 A B C D E
- 69 A B C D E 79 A B C D E 89 A B C D E 99 A B C D E 109 A B C D E 119 A B C D E
- 70 A B C D E 80 A B C D E 90 A B C D E 100 A B C D E 110 A B C D E 120 A B C D E

THE TEST TRAILER SHEET

All sheets must be filled out on an **OPTICAL SCANNING SHEET**, either 5-response (orange) or 10-response (red), using a #2 lead pencil or black pen.

The **TRAILER SHEET** is used to indicate the end of a specific group of test sheets. This is where the email address is posted; also, additional CRN's for multiple tests.

Code both 'A' and 'W' in the area to the right of "**SHEET TYPE**" (see Pg 14).

SHEET ORDER

Before submitting the test for grading, make sure all of the sheets are in the following order.

1. **KEY SHEET****
2. **WEIGHT SHEET**
3. **STUDENT SHEETS**
4. **TRAILER SHEET**

****REMEMBER THAT SHEET TYPE "A" AND OPTION "A" ARE TWO ENTIRELY DIFFERENT THINGS.**

SHEET TYPE identifies your key, weight and trailer Scantrons in the system.

OPTIONS are the choices you elect to have your test graded with.

