Scantron Processing Guide

A Special Thanks to Lee Schmidt for developing the Scantron Training Guide

Checklist

✓ Preprocessing Information (pg. 2 - 3)
  Student Answer Form
  Professor Answer Key

✓ Using OpScan 6 (pg. 4)
  Loading and Scanning Instructions

✓ Trouble-Shooting (pg. 5)

✓ ParSCORE ® Processing Information (pg. 6 – 11)
  Key Scanning
  Student Score Sheet Scanning
  Generate Reports
  Save Reports

For additional assistance with the Scantron system, please contact the Helpdesk@luc.edu (x8-4487)
Pre-Processing Information

Student Answer Sheets
1. Students need to use the ParSCORE ® Student Enrollment and SCORE Sheet (Form # F-1712-PAR-L)
2. The below are the proper marking instructions:
   ✓ Students must use a No. 2 pencil only
   ✓ Students should fill in the bubbles completely and ensure all erased bubbles are clear and there are no stray marks to ensure their tests will be graded correctly.
3. Must fill out First and Last Name

4. Must fill out Identification #
   ✓ This should be right justified (as shown)
   ✓ Typically the students 9 digit Loyola ID

✓ Note that the Length of Student ID can be adjusted (please refer to page 4)

5. Select the Test Form version

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Answer Key

Keys are created using the ParSCORE® Student Enrollment and SCORE Sheet (Form # F-1712-PAR-L)

1. **First Name** section may be left blank.
2. **Last Name Section**, fill in **Test Name** followed by “KEY”

![Answer Key Image]

3. Select the **Test Form** version

![Test Form Image]

4. The **Main Questions Section** should have the correct answers for the test filled into each appropriate question row:
   - ✓ Do not skip any rows or the Scantron machine will return in error
   - ✓ Rows can be deleted from the key once scanned
   - ✓ Rows can be set to all correct from the key once scanned
     - Rows can be weighted from 1 to 99 points (1 by default)

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Loading and Scanning Instructions

1. For reference, here is the layout of the OpScan 6 Machine:

2. Insert the forms into the Scantron input tray when instructed to do so in the ParSCORE Processing Information Section:

   a. **Sheets** must be loaded into the right side of the OpScan machine with bar-coded side facing up and on the side closest to the display screen. (Order does not matter, once scanned it can sort based on individual specifications.)
   
   b. Key sheets and Sheet Response sheets should be loaded separately.

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Troubleshooting

- **Blank Last Name is not allowed** — Sometimes students will not fill in the bubbles or not left justify the last name.
  
  **SOLUTION:** You can edit this in the error dialog box, which does not require the sheet to be rescanned.

- **Invalid ID length** — The Length of Student ID differs on the student response sheet and the value set in the Options -> Enrollment Setup setting (shown in the Scanning the Answer Forms section below).
  
  **SOLUTION:** This can be edited in the error dialog box after which the form does not need to be rescanned.

- **Invalid Test Version** — The version of the test was incorrectly, or not marked.
  
  **SOLUTION:** This can be edited in the error dialog box after which the form does not need to be rescanned.

- **Multiple Mark Item** — This error with occur if Inspect Multiple Marks was enabled during scanning and multiple circles are filled in/not fully erased.
  
  **SOLUTION:** The responses can be reviewed on the student score form and edited in the error dialog box after which the form does not need to be rescanned.

**Note:** The scanning machine will stop on each of the errors listed above – giving the person doing the scanning an opportunity to correct the sheet or click **Edit** via the error dialog box.

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ParSCORE ® Processing Information

1. On the computer, login. Then, click on the ParSCORE ® icon in the Start Menu (located under Start > All Programs > ParSCORE > ParSCORE)

2. You will have to login using your departments login credentials
   - Please note that if your department does not have a login, you can request one be created by contacting helpdesk@luc.edu

3. Select the course you will be scanning into and open it.
   - Note that if this is your first time scanning for this course you will have to setup your course
   - Please click New and fill in the course information as display. For Example

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>GNUR 293 001 Fa14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>Instructor:</td>
<td>James Doe</td>
</tr>
<tr>
<td>Description:</td>
<td>Pathophysiology GNUR 293 001 Fa14</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 2014 = 1146</td>
</tr>
<tr>
<td></td>
<td>1 + last two digits of year + semester designation (Spring= 2, Summer= 4, Fall= 6)</td>
</tr>
</tbody>
</table>

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ParSCORE ® Processing Information – Cont’d

4. Setting up the Exam Roster – This is where exams for a course are entered.
   • To add Exam columns, select the Create score columns button
     ![Create score columns](image)
     • Enter the estimated number of tests for the duration of the course into the No.of Columns for Exam or other type of assessment.
     • You can set the number of Possible Score manually or leave it blank.
     • Click Add to set and return to the previous page.
     • Note: You can add more Exams later by repeating this step.

![Exam Roster screenshot](image)

5. Scan the Exam Key
   • Select the Keys tab in the top of the screen
     ![Keys tab](image)
     • Select the exam you wish to scan, and the version of the exam

*** Important Note ***
A Test Form version must be indicated on the answer key form, and also on each student test form.
If there is only one version of an exam, use Version A for the answer key and the student test forms.

![Scan the Exam Key screenshot](image)

6. Place the key in the scanner and click Scan Keys button

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ParSCORE ® Processing Information – Cont’d

7. Scanning Answer Forms
   - From the top menu, click **Options** and select **Enrollment Setup**

   ![Options menu with Enrollment Setup highlighted]

   - If needed, update the **Length of Student ID** field to reflect the # of digits used on student score sheets
   - Select the **Scoring** tab in the top of the screen
   - Check the **Auto Enrollment** choice under the **Options** list

   ![Scoring tab and Auto Enrollment option]

8. Select the Exam #
   - Load the Answer Forms and click **Scan**
   - Once completed, click **End**
   - Select the **Roster** tab to display the results

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Generate Reports

Reports will be generated in a PDF format

Selecting PDF printer
1. From the top menu, click on File menu and select Printer Setup
2. Select Adobe PDF or PDF Creator as the printer

3. Click Apply if necessary and exit out of the printer setup
4. Be sure to Print all reports to your network drive or to your Documents directory.
   • If you Print to a directory on the local drive, be sure to copy to a flash/network drive or email to the professor before you leave the machine.

Reports Menu
1. From the top menu, click on Reports menu and select the reports requested by the faculty member
2. For each report, be sure to select the correct exam and version before printing

Class Response Report
• Report includes only the ID number. If the faculty member requests Student Names be included, select that checkbox

Roster Report
• This report prints each student’s exam scores for the entire course

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Generate Reports – Cont’d

Item Analysis Report

- Selected **Standard** or **Detailed**
- Change the **Response Range to be Evaluated** to the correct number of options. For a 4 option multiple choice test, change the E to D, using the drop down box. Adjust the response range to match the number of options for the multiple-choice questions.

Score distribution report

- By default, **Percentile Report** is selected. Select Histogram Report if requested
- Run twice if both types are requested

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Generate Reports – Cont’d

Student Test Report

- First, select either the Detail Test Report or the Standard Test Report
- If a Standard Test Report is selected, choose either One Student Report Per Page or Two Student Reports Per Page
- Finally, if the faculty requests the answer key to be included in the report, select the Print Answer Keys checkbox

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