



## General Information

- Exams must be submitted in person.
- Exam results are returned through the MySlice system.
- We aim to return all exam results within 24 hours, unless multiple test forms are used or weighted scoring is requested.
- Two types of forms can be used for the student answer sheets, which can be ordered from Materials Distribution.
  - Fiesta Pink Full-sheet: 200 questions, 5 response choices (Form #CS07-0057)
  - Tangerine Half-sheet: 84 questions, 5 response choices (Form #CS07-0064)
- Exam scoring and analysis services are performed free of charge.

## Important Information for Students before an Exam

Students must complete the required information on answer sheets as described under the Student Answer Sheet sections on pages 4 and 5 of the [Instructions for Submitting Exams for Scoring](#).

Although our optical scanner is able to read responses when completed in pencil or blue or black ink, we strongly suggest that answer sheets be completed using a #2 pencil. Complete erasure of ink is difficult when a response is changed.

In order for the scanner to accurately record responses, only one circle must be darkened for each question. It is imperative that changed responses and stray marks be completely erased. Crossing out a response and darkening another or darkening more than one response for a question will cause the scanner to drop the question and neither response will be recorded. Students should have the option of requesting and properly filling out a new answer sheet, should their original sheet become compromised through cross-out or stray marks.

To optimize responses students should:

- use a #2 pencil to darken response choices
- darken only one response choice per question
- completely erase (do not cross out) changed responses
- completely erase all stray marks on the form

If ink is the only option available, use **ONLY** blue or black ball point pens (no felt tips). Any other colors or types of pens are likely to not be scanned correctly.

### Submitting Exams for Scoring

The following **control sheets** are required for *each* exam:

- **Instructor Control Sheet:** Using a Fiesta Pink form, provide the information described on page 1 of the [Instructions for Submitting Exams for Scoring](#).
- **Answer Key Control Sheet:** Using another Fiesta Pink form, provide the information described on page 2 of the [Instructions for Submitting Exams for Scoring](#).

See the Other Analysis Reports and Scoring Options section below for information about reports and scoring options.

**Exams must be submitted in person.** Deliver control sheets, student answer sheets, and other materials if applicable (i.e., control sheets for optional requests, Alternate Form Table, copies of test forms, weighted scoring table), to OIRA at 400 Ostrom Avenue. Parking for drop-off and pick-up is available.

### Return of Exam Results

Exam score reports and files are delivered electronically and are accessible from any computer through a link on [MySlice](#). This method meets Syracuse University's security policy with respect to the protection of confidential data and supports its commitment to sustainability.

All instructors of record automatically have access to an Exam Scores link on their MySlice Assessment and Reporting pagelet. Exam scoring results are available through this link, organized by semester and course. Instructors should confirm that they have access to this link before submitting exams for scoring. If you do not have access, contact your department's Information Coordinator.

If access to exam score results is required for individuals who are not an instructor of record for the course (such as teaching assistants or graders), the department's Information Coordinator must submit a FAST request on behalf of the individual for access to **Prod OIRA Exam Viewer**. Once this request is submitted and approved, the individual will also have access to the requested exam results through MySlice.

### Other Analysis Reports and Scoring Options

#### Subtest Analysis Report

A Subtest Analysis shows students' performance on a subset of exam items. The report provides the number of correct responses for the group of questions specified. A subtest analysis can be requested for more than one subset of items.

To request a subtest analysis, complete the **Subtest Control Sheet** as described on page 6 of the [Instructions for Submitting Exams for Scoring](#).

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### Alternate Forms Analysis

Alternate Forms Analysis is provided when multiple forms of the same exam are administered (e.g., on a 100-item exam, all students are asked the same 100 items, but in a different order). To submit exams with alternate forms for scoring:

- Designate one form of the exam as Form 1. Based on that form, complete the **Answer Key Control Sheet** as described on page 3 of the [Instructions for Submitting Exams for Scoring](#). Complete an **Answer Key Control Sheet** for Form 1 ONLY.
- Designate the other forms of the exam as Form 2, Form 3, etc., and complete one **Alternate Exam Form Control Sheet** for each as described on page 7 of the [Instructions for Submitting Exams for Scoring](#).
- Complete an Alternate Form Table using Excel as described in the example below.
- Bring the following when submitting exams with multiple forms for scoring:
  - Instructor Control Sheet
  - Answer Key Control Sheet (based on Form 1 of the exam)
  - Alternate Test Form Control Sheet(s)
  - Printout of the Alternate Form Table
  - Copy of each form of the exam
- E-mail the Excel file of the Alternate Form table to [oira@syr.edu](mailto:oira@syr.edu).

### Example of an Alternate Form Table

List the items on Form 1 in the first column (Form 1 responses are recorded on the Answer Key Control Sheet). In subsequent column(s), indicate where each item on Form 1 is located on the alternate form(s). For example, a five-item exam with three forms would have an Alternate Form Table that looks like this:

Form 1	Form 2	Form 3
1	5	2
2	4	3
3	3	1
4	2	5
5	1	4

### Item Analysis Report

Item analysis can be used by instructors to identify areas for instructional improvement, as well as for improving the quality of the exam. Patterns within the analysis can highlight instructional or test construction issues within the context for which the test was designed. For example,

- If questions are answered correctly by most students, this could be a topic that was thoroughly reviewed by the instructor, a topic that required mastery before proceeding in the course, or the question was too easy and did not contain enough distractors.
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- If an item or items were answered incorrectly by a majority of students, this could signal a topic that requires additional instruction for mastery. Of course, this pattern also could be caused by an incorrect answer key or by poorly worded or confusing items.
- If the students who answered the item incorrectly chose relatively equally among the incorrect responses, then the distractors worked properly.
- If most students did not answer the last group of questions, the exam may have been too long for the time allotted.

To request an item analysis report, provide the information described under **Instructor Control Sheet** on page 2 of the [Instructions for Submitting Exams for Scoring](#).

### Weighted Scoring

By default, OIRA's exam scoring system assigns a value of one point for correct responses and zero points for incorrect responses. Different point values can be assigned to each question by requesting the Weighted Scoring option.

To request weighted scoring, complete the **Weighted Scoring Control Sheet** as described on page 9 of the [Instructions for Submitting Exams for Scoring](#). A listing of the point values to be assigned for correct responses to each question must also be included when submitting the exam for scoring. The maximum weighted score possible for the exam must be included on the list.

### Distribution of Raw Scores Report

The Distribution of Raw Scores Report is a vertically oriented graphic representation of the raw scores for the exam. Included are the mean, median, maximum and minimum scores, standard deviation, range, and 1st and 3rd quartiles for the exam; and the frequency, percent, cumulative frequency, and cumulative percent for each score. If the exam includes students from multiple sections of a class, a separate Distribution of Raw Scores Report is included for each section.

To request this report, complete the **Distribution of Raw Scores Control Sheet** as described on page 10 of the [Instructions for Submitting Exams for Scoring](#).

### Final Grade Calculation Report

At the end of the semester, a Final Grade Calculation Report can be provided. The report can reflect scanned exam scores, as well as students' grades for other class assignments (e.g., projects or papers). Each item may carry different weights in the final grade calculation. Contact OIRA for information about submitting grades for items other than scanned exams for inclusion in the report.

To request a final grade calculation report:

- Inform OIRA *within the first three weeks* of the semester for which a report is requested.
  - Instruct students to accurately code their SUID number on their **Student Answer Sheet** for exams that are to be included in the report.
  - Notify OIRA at least three working days in advance of the date the report is needed.
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## Exam Scoring Policies and Procedures

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- Include a memo with the last exam submitted for the semester containing the following:
  - The **instructor name, course and section**, and the **semester and year**
  - The **date** on which each exam was scored at OIRA
  - The **weight** of each exam and other assignments to be included (i.e., the percent that each will count toward the final grade for the course)
  - The **maximum score** possible for each item listed

### Example of a Final Grade Calculation Report Request

Instructor Name:	Doe, John			
Course/Section:	SOC101 M001			
Semester/Year:	Spring 2014			
	<b>Exam 1</b>	<b>Assignment 1</b>	<b>Exam 2</b>	<b>Project</b>
Date:	Oct. 15		Nov. 15	
Weight:	20%	10%	40%	30%
Max Score:	40	10	40	50

### More Information

If you would like more information, please contact OIRA at 443-8700 or [oiras@syr.edu](mailto:oiras@syr.edu).