

# Instructions for Submitting Exams for Scoring

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# Instructions for Submitting Exams for Scoring

## INSTRUCTOR CONTROL SHEET

(Fiesta Pink Full-sized Scantron Form – 200 Choice)

### Name Field

#### Instructor Control Sheet Indicator

Code 'ZZPROF' and darken the corresponding circles.

#### Instructor Name

Code the instructor's last name (e.g., Smith) and darken the corresponding circles.

#### Course Prefix

Code the course prefix in the last three columns (e.g., ARC) and darken the corresponding circles.

### Student Number Field

#### Course Number

Code the three digit course number in the first three columns (e.g., 101) and darken the corresponding circles.

### Additional Coded Data Field

#### Score Report Option

Code one of the following numbers in column A indicating your student score report selection.

- 1 = alphabetical and SUID score lists for overall course
- 2 = alphabetical score list for overall course
- 3 = SUID score list for overall course
- 4 = alphabetical and SUID score lists for overall course and for each section
- 5 = alphabetical score list for overall course and for each section
- 6 = SUID score list for overall course and for each section

#### Item Analysis Option

Code a '0' or a '1' in column B indicating your test item analysis selection.

- 0 = no item analysis
- 1 = item analysis

#### Individual Student Report Option

Code a '0' or a '1' in column C indicating your individual student report selection. This report tells students which of their responses were correct.

- 0 = no individual student score reports
- 1 = individual student score reports

NAME (Last, First, M.I.)																										
ZZPROF																						SMITH			ARC	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

STUDENT NUMBER								
A	B	C	D	E	F	G	H	I
1	0	1						
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

ADDITIONAL CODED DATA									
A	B	C	D	E	F	G	H	I	J
4	1	1							
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

SYRACUSE UNIVERSITY  
#31004-057SU

INSTRUCTOR

COURSE \_\_\_\_

	A	B	C	D	E
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	1	2	3	4	5
6	1	2	3	4	5
7	1	2	3	4	5
8	1	2	3	4	5
9	1	2	3	4	5
10	1	2	3	4	5
51	1	2	3	4	5
52	1	2	3	4	5
53	1	2	3	4	5
54	1	2	3	4	5
55	1	2	3	4	5
56	1	2	3	4	5
57	1	2	3	4	5
58	1	2	3	4	5
59	1	2	3	4	5
60	1	2	3	4	5

# Instructions for Submitting Exams for Scoring

## ANSWER KEY CONTROL SHEET (Fiesta Pink Full-sized Scantron Form – 200 Choice)

### Name Field

**Key Sheet Indicator**  
Code 'ZZKEY' and darken the corresponding circles.

### Student Number Field

**Key Number**  
**First Key:** Code '01' and darken the corresponding circles.

**Additional Keys:** If you have more than one correct answer for any question, use an additional Answer Key Control Sheet for each correct answer. Code the additional keys '02', '03', '04', etc. and darken the corresponding circles.

### Additional Coded Data Field

**Number of Questions**  
Code the number of the last exam question in Columns A, B, and C and darken in the corresponding circles (e.g., a 50 question would be coded as '050'). NOTE: If submitting more than one answer key, code this field only on the first key. Numbers with less than 3 digits must be coded with leading '0's.

### Answer Fields

**Correct Answers**  
**First Key:** Darken the circle corresponding to the correct answer for each question. If you wish to omit a question, leave its corresponding number blank on this key and inform our staff when submitting the exam for scoring.

**Additional Keys:** If you have more than one correct answer for any question, darken the circle corresponding to the additional correct answer.

NAME (Last, First, M.I.)										
Z	Z	K	E							
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER									
A	B	C	D	E	F	G	H	I	
0	1								
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

ADDITIONAL CODED DATA										
A	B	C	D	E	F	G	H	I	J	
0	5	0								
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

SYRACUSE UNIVERSITY  
#31004-057SU

INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

	A	B	C	D	E
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	1	2	3	4	5
6	1	2	3	4	5
7	1	2	3	4	5
8	1	2	3	4	5
9	1	2	3	4	5
10	1	2	3	4	5
51	1	2	3	4	5
52	1	2	3	4	5
53	1	2	3	4	5
54	1	2	3	4	5
55	1	2	3	4	5
56	1	2	3	4	5
57	1	2	3	4	5
58	1	2	3	4	5
59	1	2	3	4	5
60	1	2	3	4	5

# Instructions for Submitting Exams for Scoring

## STUDENT ANSWER SHEET

(Fiesta Pink Full-sized Scantron Form – 200 Choice)

Instruct students to use a #2 pencil, to darken circles completely, and to erase changes thoroughly.

### Name Field

#### Student Name

Instruct students to code their name and darken the corresponding circles (e.g., Tina Brown).

### Student Number Field

#### Student Number

Instruct students to enter their SUID and darken the corresponding circles (e.g., 123456789).

### Additional Coded Data Field

#### Section Number

Students must code their section number in columns A and B and darken the corresponding circles. One digit numbers must be coded with a leading '0' (e.g., section 2 should be coded as '02').

#### Form of Test

If more than one form of the exam is used, the student must code the form taken in columns C and D and darken the corresponding circles. One digit numbers must be coded with a leading '0' (e.g., form #1 should be coded '01').

### Answer Fields

#### Student Answers

Darken the circle corresponding to the correct answer for each question on the exam.

NAME (Last, First, M.I.)										
T	I	N	A		R	O	B	N	S	
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER								
A	B	C	D	E	F	G	H	I
1	2	3	4	5	6	7	8	9
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

ADDITIONAL CODED DATA									
A	B	C	D	E	F	G	H	I	J
0	2	0	1						
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

SYRACUSE UNIVERSITY  
#31004-057SU

INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

A	B	C	D	E
1	1	2	2	4
A	B	C	D	E
2	1	2	2	4
A	B	C	D	E
3	1	2	2	4
A	B	C	D	E
4	1	2	2	4
A	B	C	D	E
5	1	2	2	4
A	B	C	D	E
6	1	2	2	4
A	B	C	D	E
7	1	2	2	4
A	B	C	D	E
8	1	2	2	4
A	B	C	D	E
9	1	2	2	4
A	B	C	D	E
10	1	2	2	4
A	B	C	D	E
51	1	2	2	4
A	B	C	D	E
52	1	2	2	4
A	B	C	D	E
53	1	2	2	4
A	B	C	D	E
54	1	2	2	4
A	B	C	D	E
55	1	2	2	4
A	B	C	D	E
56	1	2	2	4
A	B	C	D	E
57	1	2	2	4
A	B	C	D	E
58	1	2	2	4
A	B	C	D	E
59	1	2	2	4
A	B	C	D	E
60	1	2	2	4

# Instructions for Submitting Exams for Scoring

## STUDENT ANSWER SHEET (Tangerine Half-sheet Scantron Form – 84 Choice)

Instruct students to use a #2 pencil, to darken circles completely, and to erase changes thoroughly.

### Name Field

#### Student Name

Instruct students to code their name and darken the corresponding circles (e.g., Brown T).

### Student Number Field

#### Student Number

Instruct students to code their SUID and darken the corresponding circles (e.g., 123456789).

### Section Number

#### Section Number

Students must code their section number and darken the corresponding circles. One digit numbers must be coded with leading '0's (e.g., section 1 should be coded as '01').

### Test Form Field

#### Form of Test

If more than one form of the exam is used, the student must darken the corresponding circle for the form taken. Forms are designated by alpha characters, so form #1 would be coded 'A', form #2 would be coded 'B', etc.

### Answer Fields

#### Student Answers

Darken the circle corresponding to the correct answer for each question on the exam.

**FIRST NAME INI** ↓

**YOUR LAST NAME**  
B R O W N T

**STUDENT NUMBER**  
1 2 3 4 5 6 7 8 9

**SECTION**  
0 0

**TEST FORM**  
A B C D E F G H I J

**COURSE:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**MAKE YOUR MARKS HEAVY AND DARK**

**USE #2 WOODEN PENCIL ONLY**

**EXAMPLE:** T F  
A ● C D E

**ERASE COMPLETELY WHEN NECESSARY.**

1 T F  
A B

2 T F  
A B

3 T F  
A B

4 T F  
A B

5 T F  
A B

6 T F  
A B

7 T F  
A B

8 T F  
A B

9 T F  
A B

10 T F  
A B

11 T F  
A B

12 T F  
A B

13 T F  
A B

14 T F  
A B

# Instructions for Submitting Exams for Scoring

## SUBTEST CONTROL SHEET

(Fiesta Pink Full-sized Scantron Form – 200 Choice)

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. More than one Subtest Analysis can be requested.

### Name Field

#### Subtest Control Sheet Indicator

Code 'ZZSUB' and darken the corresponding circles.

### Student Number Field

#### Subtest Number

Complete a separate subtest control sheet for each subtest requested. Code the number of each subtest in columns A and B. One digit numbers must be coded with a leading '0' (e.g., subtest 1 should be coded '01').

### Answer Fields

#### Subtest Question Indicator

For each question on the subtest, darken '1' in the corresponding circle, regardless of the correct answer.

NAME (Last, First, M.I.)										
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER								
A	B	C	D	E	F	G	H	I
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

ADDITIONAL CODED DATA									
A	B	C	D	E	F	G	H	I	J
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

SYRACUSE UNIVERSITY  
#31004-0575U

INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

	A	B	C	D	E
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	1	2	3	4	5
6	1	2	3	4	5
7	1	2	3	4	5
8	1	2	3	4	5
9	1	2	3	4	5
10	1	2	3	4	5
51	1	2	3	4	5
52	1	2	3	4	5
53	1	2	3	4	5
54	1	2	3	4	5
55	1	2	3	4	5
56	1	2	3	4	5
57	1	2	3	4	5
58	1	2	3	4	5
59	1	2	3	4	5
60	1	2	3	4	5

# Instructions for Submitting Exams for Scoring

## ALTERNATE TEST FORM CONTROL SHEET (Fiesta Pink Full-sized Scantron Form)

Alternate Test Form control sheets are completed when multiple forms of the same exam are used (e.g., on a 100 question exam, all students are asked the same questions, but in a different order). Complete the control sheet(s) as described below, and then review the *Alternate Forms Analysis* instructions to provide additional required information.

### Name Field

- Alternate Form Control Sheet Indicator**  
Code 'ZZALT' and darken the corresponding circles.

### Student Number Field

- Alternate Form Number**  
Using a separate control sheet for each, code the number of each alternate exam form in columns A and B. One digit numbers must be coded with a leading '0' (e.g., the first alternate form should be coded '02').

Go to [Alternate Forms Analysis](#) for additional instructions.

NAME (Last, First, M.I.)										
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER								
A	B	C	D	E	F	G	H	I
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

ADDITIONAL CODED DATA									
A	B	C	D	E	F	G	H	I	J
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

SYRACUSE UNIVERSITY  
#31004-057SU

INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

A	B	C	D	E
1	1	2	3	4
A	B	C	D	E
2	1	2	3	4
A	B	C	D	E
3	1	2	3	4
A	B	C	D	E
4	1	2	3	4
A	B	C	D	E
5	1	2	3	4
A	B	C	D	E
6	1	2	3	4
A	B	C	D	E
7	1	2	3	4
A	B	C	D	E
8	1	2	3	4
A	B	C	D	E
9	1	2	3	4
A	B	C	D	E
10	1	2	3	4
A	B	C	D	E
51	1	2	3	4
A	B	C	D	E
52	1	2	3	4
A	B	C	D	E
53	1	2	3	4
A	B	C	D	E
54	1	2	3	4
A	B	C	D	E
55	1	2	3	4
A	B	C	D	E
56	1	2	3	4
A	B	C	D	E
57	1	2	3	4
A	B	C	D	E
58	1	2	3	4
A	B	C	D	E
59	1	2	3	4
A	B	C	D	E
60	1	2	3	4

## ALTERNATE FORM TABLE INSTRUCTIONS

To create an Alternate Form Table, create an Excel file in which the items in Form 1 (the form that matches the Answer Key Control Sheet) are listed in the first column. In the subsequent column(s) indicate where each Form 1 item is located on the alternate form(s). The following is an example of a table for a five-item exam with three forms.

### Alternate Form Table Example

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

**When submitting your exam for scoring, bring a printout of the Alternate Form Table and a copy of each form of the exam along with the necessary control sheets.**

**The Alternate Form Table should also be e-mailed as an Excel file to [oira@syr.edu](mailto:oira@syr.edu).**



# Instructions for Submitting Exams for Scoring

## WEIGHTED SCORING

(Fiesta Pink Full-sized Scantron Form – 200 Choice)

Weighted scoring allows different point values to be assigned to each question on the exam.

### Name Field

**Weighted Scoring Control Sheet Indicator**  
Code 'ZZWGT' and darken the corresponding circles.

NAME (Last, First, M.I.)																									
Z	Z	W	G	T																					
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER									
A	B	C	D	E	F	G	H	I	
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

ADDITIONAL CODED DATA										
A	B	C	D	E	F	G	H	I	J	
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

SYRACUSE UNIVERSITY  
#31004-057SU

INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

A	B	C	D	E	
1	1	2	3	4	5
A	B	C	D	E	
2	1	2	3	4	5
A	B	C	D	E	
3	1	2	3	4	5
A	B	C	D	E	
4	1	2	3	4	5
A	B	C	D	E	
5	1	2	3	4	5
A	B	C	D	E	
6	1	2	3	4	5
A	B	C	D	E	
7	1	2	3	4	5
A	B	C	D	E	
8	1	2	3	4	5
A	B	C	D	E	
9	1	2	3	4	5
A	B	C	D	E	
10	1	2	3	4	5
A	B	C	D	E	
51	1	2	3	4	5
A	B	C	D	E	
52	1	2	3	4	5
A	B	C	D	E	
53	1	2	3	4	5
A	B	C	D	E	
54	1	2	3	4	5
A	B	C	D	E	
55	1	2	3	4	5
A	B	C	D	E	
56	1	2	3	4	5
A	B	C	D	E	
57	1	2	3	4	5
A	B	C	D	E	
58	1	2	3	4	5
A	B	C	D	E	
59	1	2	3	4	5
A	B	C	D	E	
60	1	2	3	4	5

# Instructions for Submitting Exams for Scoring

## DISTRIBUTION OF RAW SCORES REPORT CONTROL SHEET (Fiesta Pink Full-sized Scantron Form – 200 Choice)

The Distribution of Raw Scores Report returns a vertically oriented graphic representation of the raw scores for the exam.

### Name Field

-  Subtest Control Sheet Indicator  
Code 'ZZDIST' and darken the corresponding circles.

NAME (Last, First, M.I.)																			
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER									
A	B	C	D	E	F	G	H	I	
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

ADDITIONAL CODED DATA									
A	B	C	D	E	F	G	H	I	J
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

SYRACUSE UNIVERSITY  
#31004-057SU  
INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

A B C D E  
1 ① ② ③ ④ ⑤

A B C D E  
2 ① ② ③ ④ ⑤

A B C D E  
3 ① ② ③ ④ ⑤

A B C D E  
4 ① ② ③ ④ ⑤

A B C D E  
5 ① ② ③ ④ ⑤

A B C D E  
6 ① ② ③ ④ ⑤

A B C D E  
7 ① ② ③ ④ ⑤

A B C D E  
8 ① ② ③ ④ ⑤

A B C D E  
9 ① ② ③ ④ ⑤

A B C D E  
10 ① ② ③ ④ ⑤

---

A B C D E  
51 ① ② ③ ④ ⑤

A B C D E  
52 ① ② ③ ④ ⑤

A B C D E  
53 ① ② ③ ④ ⑤

A B C D E  
54 ① ② ③ ④ ⑤

A B C D E  
55 ① ② ③ ④ ⑤

A B C D E  
56 ① ② ③ ④ ⑤

A B C D E  
57 ① ② ③ ④ ⑤

A B C D E  
58 ① ② ③ ④ ⑤

A B C D E  
59 ① ② ③ ④ ⑤

A B C D E  
60 ① ② ③ ④ ⑤