

Objective Test Scoring Service User Guide

Information Systems and Technology

Dawson College

v-2.2, May 5, 2011

1 Overview

IST offers a service for scanning and grading objective tests. This document outlines the procedure to be followed.

2 Obtaining Blank Answer Sheets

Answer Sheets (also called “Opscan” Sheets) may be obtained at 5B.5-1, between 8:00 am and 6:00 pm.

3 Submitting Answers for Grading

Along with the completed answer sheets, you must fill in a submission form and an Opscan Master form.

Note: Opscan forms must be completed with pencil (Scanner does not read pen marks).

3.1 Complete and attach Opscan submission form.

The online form and procedure are available at:

<http://www.dawsoncollege.qc.ca/our-services/information-services-and-technology/docs-policies/forms>

3.2 Opscan Master Form

(Refer to Example 1)

There are five (5) areas that require your input.

- a) Identify that this sheet is the Master and the course name at the top;
- b) Shade in 0000001 in the student number area;
- c) Shade in the group number if applicable
- d) Shade in your first and last name
- e) Shade in the answers area.

3.3 Opscan Omit Question(s) Form

Optionally you may indicate on a separate Opscan form that some questions are to be omitted in the results.

(Refer to Example 2 - Questions 17, 19 and 21 omitted)

- a) Write down the question(s) to be omitted and the course name at the top;
- b) Shade in 0000002 in the student number area;
- c) Shade in your first and last name
- d) Shade in the letter A of the question(s) to be omitted.

Drop these forms and the answer sheets at 5B.5-1 or in the mail slot next door.

4 Getting Results

Depending on whether you indicated “Pickup” or “Send” on the submission form, results will be sent by internal mail or available at 5B.5-1.

We strive to have results available within the next business day.

Dawson College - Opscan Submission Form

Last Name: *Doe*

First Name: *Jane*

Phone ext: *1433*

Dept.: *Math*

Date: *May 3, 2011*

Course Title: *Introduction to College English 603-101-04* Version:

Pickup Send exam (please check one)

Total number of questions on the exam: *21*
(include omitted questions if any)

Exam value (as a percentage %): *100%*

Decimal value is now accepted

Number(s) of the question(s) you are omitting: *17, 19, 21*

Checklist before submitting

Transmittal form

All spaces are filled in correctly

Master

0000001 as student number, is shaded in
 course title is written on top

Omitted question(s) (if applicable)

0000002 as student number, is shaded in
 first letter of each question omitted is filled in

Additional comments (if any)

New Scanner Requirements

The following information must be completed by the teacher:

LAST NAME
FIRST NAME

On 0000001 Master

For any questions or inquiries, please call 1648.

This form is now available ONLINE at:

<http://www.dawsoncollege.qc.ca/our-services/information-services-and-technology/docs-policies/forms>

