

Instructions to Submit Exams

Exam Scoring

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Preface

Syracuse University's exam scoring service is located in the office of Institutional Effectiveness and Assessment (IEA) in the Goldstein Alumni and Faculty Center. This reference is intended to show instructors and students how to correctly fill out control sheets and answer sheets for exams using Scantron forms. It includes color coded examples to easily locate and review how to correctly input the necessary information on Scantron forms.

All control sheets must be submitted using the Fiesta Pink Full Sheet forms.

Student answer sheets may be submitted using the Fiesta Pink Full Sheet or Tangerine Half Sheet forms.

For more information on this service, please visit our website at <http://effectiveness.syr.edu/exam-scoring/> and check out the [Exam Scoring Policies and Procedures](#). If you have any questions, contact IEA at examscoring@syr.edu.

Spring 2021 Semester Update

IEA exam scoring services are offered during the semester as long as Syracuse University continues holding in-person courses on campus. In an effort to follow public health guidelines and safe social distancing practices, **all exams must now be submitted using the new IEA drop-box** located **outside** of the Goldstein Alumni and Faculty Center. Please read below for updated requirements on how to Prepare Exams for Drop-off.

Prepare Exams for Drop-off

- Ensure all Scantron sheets are ordered in the same direction and every sheet front-facing in the following order:
 - ZZPROF (required)
 - ZZKEY (required)
 - ZZALT (if used)
 - ZZWGT (if used)
 - ZZDIST (if used)
 - Student answer sheets
- Bundle the complete exam (control sheets, answer sheets) inside a clapsed or tied envelope (to ensure sheets are secured) and clearly include the following information on the outside:
 - Course Prefix, Number, and Section
 - Professor Name
 - Professor SYR Email
 - Drop-off Person's Name
 - Drop-off Person's SYR Email
 - Date the exam is dropped off

Multiple envelopes can be used for large classes. Please indicate the number of envelopes for a single exam on the outside of the envelope (e.g., for exam forms in two separate envelopes, label "1/2" and "2/2")

- Contact us at examscoring@syr.edu if there are any additional notes or information we will need while scoring the exams.

Student Answer Sheets

Fiesta Pink Full Sheet - Max 200 questions

Name Field



Student Name

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

Student Number Field



Student Number

Instruct students to code 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. A one-digit number must be coded with a leading zero (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 to corresponding circles. A one digit number must be coded with a leading zero (e.g., form #1 should be coded as '01').

Answer Fields



Student Answers

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

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

NAME (Last, First, M.I.)
MARY BROWN

SYRACUSE UNIVERSITY
 INSTRUCTOR _____
 COURSE _____

STUDENT NUMBER: 1 2 3 4 5 6 7 8 9
 ADDITIONAL CODED DATA: 02 01

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

Tangerine Half Sheet - Max 84 questions

Name Field



Student Name

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

Student Number Field



Student Number

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

Section Field



Section Number

Students must code their section number in the first two columns and darken the corresponding circles. A one-digit number must be coded with a leading zero (e.g., section 2 should be coded as '02').

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.

Note: 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 of the exam.

The form is divided into several sections:

- Name Field:** A grid of circles for entering the last name (BROWN) and first name (M).
- Student Number Field:** A grid of circles for entering the student ID (123456789).
- Section Field:** A grid of circles for entering the section number (02).
- Test Form Field:** A grid of circles for selecting the test form (A).
- Administrative Fields:** Lines for COURSE, INSTRUCTOR, SECTION, and STUDENT SIGNATURE.
- Instructions:** "MAKE YOUR MARKS HEAVY AND DARK. USE #2 WOODEN PENCIL ONLY. ERASE COMPLETELY WHEN NECESSARY." An example shows a circled 'A' and a circled 'C' in a row of options.
- Answer Fields:** A list of 14 questions, each with a True/False (T/F) option and a multiple-choice grid (A, B, C, D, E).

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

Alternate Test Form Control Sheet

Alternate Test Form control sheets are completed when multiple forms of the same exam are used in which students are asked the same questions, but in a different order.

Complete the control sheet(s) as noted below, and then review the proceeding [Alternate Form Table 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. A one-digit number must be coded with a leading zero (e.g., the first alternate form should be coded '02', the next '03', etc.).

NAME (Last, First, M.I.)									
ZZALT									

○	○	○	○	○	○	○	○	○	○
A	A	●	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K
L	L	●	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S
T	T	●	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
●	●	Z	Z	Z	Z	Z	Z	Z	Z

STUDENT NUMBER								
A	B	C	D	E	F	G	H	I
02								
○	○	○	○	○	○	○	○	○
1	1	1	1	1	1	1	1	1
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
○	○	○	○	○	○	○	○	○	○
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

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

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Institutional Effectiveness and Assessment | 300 Goldstein Alumni and Faculty Center
examscoring@syr.edu | Syracuse University

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.

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, a copy of each exam form, and all applicable control sheets.

The Alternate Form Table should also be emailed as an Excel file to examscoring@syr.edu.

Weighted Scoring Table Instructions

To create a Weighted Scoring 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 second column, indicate the point value of that question. The following is an example of an exam with 10 questions and point value for each.

Question	Value
1	1
2	1
3	2
4	2
5	1
6	1
7	1.5
8	1
9	2
10	1

When submitting your exam for scoring, bring a printout of the Weighted Scoring Table, a copy of each exam form, and all applicable control sheets.

The Weighted Scoring Table should also be emailed as an Excel file to examscoring@syr.edu.

