

# Instructions to Submit Exams

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## Exam Scoring

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## Preface

Syracuse University's exam scoring service is located in the office of Institutional Effectiveness and Assessment (IEA) at 400 Ostrom Ave. 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](mailto:examscoring@syr.edu).

## Update

IEA exam scoring services are offered for Syracuse University courses using Scantrons. **Exams can be submitted inside our office at 400 Ostrom Ave.** 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](mailto:examscoring@syr.edu) if there are any additional notes or information we will need while scoring the exams.

# Instructor Control Sheet




## 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., PSY) and darken the corresponding circles.

## Student Number Field

-  **Course Number**  
Code the three-digit course number in the first three columns (e.g., 274) and darken the corresponding circles.

## Additional Coded Data Field

-  **Score Report Option**  
Code one of the following numbers in column A and darken the corresponding circles.
  - 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 each section
-  **Item Analysis Option**  
Code one of the following numbers in column B and darken the corresponding circles.
  - 0 = no item analysis
  - 1 = item analysis
-  **Individual Student Report Option**  
Code one of the following numbers in column C and darken the corresponding circles. This report shows which individual student responses were correct.
  - 0 = no individual student reports
  - 1 = individual student reports

NAME (Last, First, M.I.)										
ZZPROF			SMITH					PSY		
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

SYRACUSE UNIVERSITY

INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_

STUDENT NUMBER									
A	B	C	D	E	F	G	H	I	
2	7	4							
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
1	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

51 A B C D E  
1 1 2 3 4 5  
A B C D E

52 A B C D E  
1 1 2 3 4 5  
A B C D E

53 A B C D E  
1 1 2 3 4 5  
A B C D E

54 A B C D E  
1 1 2 3 4 5  
A B C D E

55 A B C D E  
1 1 2 3 4 5  
A B C D E

56 A B C D E  
1 1 2 3 4 5  
A B C D E

57 A B C D E  
1 1 2 3 4 5  
A B C D E

58 A B C D E  
1 1 2 3 4 5  
A B C D E

59 A B C D E  
1 1 2 3 4 5  
A B C D E

60 A B C D E  
1 1 2 3 4 5  
A B C D E

# Answer Key Control Sheet

## 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:** Code any additional keys in sequential order, '02', '03', '04', etc. and darken the corresponding circles. These are used if there is more than one correct answer for a question (e.g., if a question has three correct answers then three keys are needed).

## Additional Coded Data Field

**Number of Questions**  
Code the total number of questions and darken the corresponding circles. Numbers with less than 3-digits must be coded with leading zeros (e.g., a 50-question exam is coded as '050').

**Note:** If submitting more than one answer key, only code the number of questions on the first key.

## Answer Fields

**Correct Answers**  
**First Key:** Darken the circle corresponding to the correct answer per question.

**Additional Keys:** Darken the circle corresponding to the additional correct answer per question.

SYRACUSE UNIVERSITY  
INSTRUCTOR \_\_\_\_\_  
COURSE \_\_\_\_\_

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

STUDENT NUMBER  
01

ADDITIONAL CODED DATA  
050

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

# 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: 0 2 0 1

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

## 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.

**FIRST NAME INI**  
YOUR LAST NAME  
B R O W N M

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

**SECTION**  
0 2

**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.  
ERASE COMPLETELY WHEN NECESSARY.

EXAMPLE: T F  
A ● C D E

1 T F  
A B C D E  
T F  
2 A B C D E  
T F  
3 A B C D E  
T F  
4 A B C D E  
T F  
5 A B C D E  
T F  
6 A B C D E  
T F  
7 A B C D E  
T F  
8 A B C D E  
T F  
9 A B C D E  
T F  
10 A B C D E  
T F  
11 A B C D E  
T F  
12 A B C D E  
T F  
13 A B C D E  
T F  
14 A B C D E

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



# Subtest Control Sheet

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 subset in columns A and B. A one-digit number must be coded with a leading zero (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.)										
ZZSUB										
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	●	1	1	1	1	1	1	1	1	1
T	T	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	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	●	●	2	2	2	2	2	2	2	2

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

# 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

SYRACUSE UNIVERSITY  
INSTRUCTOR \_\_\_\_\_  
COURSE \_\_\_\_\_

STUDENT NUMBER  
A B C D E F G H I  
0 2

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

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

## 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](mailto:examscoring@syr.edu).


# Weighted Scoring Control Sheet

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

By default, the 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 this option.

Complete the control sheet as noted below, and then review the proceeding [Weighted Scoring Table Instructions](#) to provide additional required information.

## Name Field

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

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

○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
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
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
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
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

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

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)

## 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](mailto:examscoring@syr.edu).


# Distribution of Raw Scores Report Control Sheet

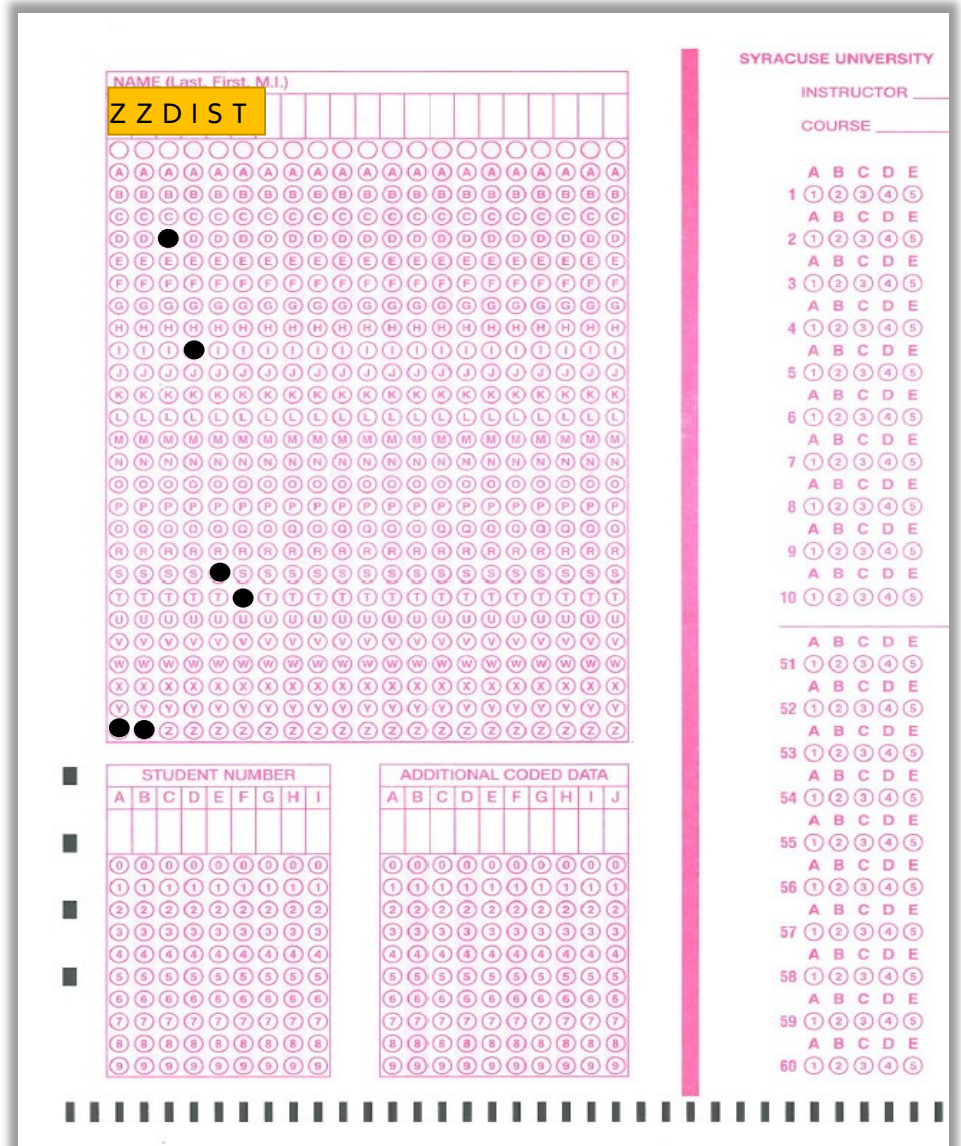
The Distribution of Raw Scores Report returns a vertically oriented graphic representation of the raw scores of an exam.

Included are the mean, median, maximum/minimum scores, standard deviation, range, and 1st and 3rd quartiles for the exam as well as the frequency, percent, cumulative frequency, and cumulative percent for each score.

If the exam includes students from multiple sections of the class, a separate report is included for each section.

## Name Field

 Distribution of Raw Scores Control Sheet Indicator  
Code 'ZZDIST' and darken the corresponding circles.



NAME (Last, First, M.I.)  
**ZZDIST**

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

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