



## Description of Processing Options

**Report Label** – Instructors may specify a Report Label that will be displayed on the exam report's cover page and in the footer of each subsequent page (50 characters maximum). Instructors can use this optional string to better identify the course, differentiate exams, etc. The report label will appear as a "Description" on the Exam Access System (EAS).

**Report Type** – The *Standard* report (output) includes a cover page, summary, test score distribution, histogram, item analysis, summary statistics, and student score listings. The *Long* report contains all of the components of the *Standard* report but has more item analysis statistics and additional summary statistics. Most instructors find the Standard form sufficiently detailed to meet their needs.

**Score Listings** – Student score listings can be sorted alphabetically, by descending score, and/or by TUID number. If group processing is specified, the listings will be split by and sorted within groups. (A combined listing is also available with group processing.)

**Response Output** – Many instructors want to know which students answered which items incorrectly. When instructors review test items with students after the exam, some students may be tempted to change an answer and say that "the computer scored their test sheet incorrectly." The **Response List** is a record of the students' test answers listed specifically for the instructor. **Response Profiles** allow an instructor to return a "copy" of the students' test responses so that students can see their incorrect answers (without having their actual test sheets). The profiles are listed alphabetically and printed so that instructors can cut and distribute one profile to each student. (Note: the Response Profiles contain additional student information such as weighted and raw scores, form code, group code, etc.)

**Output Files** – Summary and raw data files can be provided to instructors upon request for printed output. However, these files are automatically available to EAS subscribers. Please bring a CD or floppy disk when dropping off test sheets or a USB jump drive at the time of exam pick up. The following types of output files are available:

**Excel "Summary" File** – Microsoft Excel (.xls) file with each column containing a field. Records contain each student's identification, scanner score, computed raw score, weighted score, and other codes and scores. (Note: summary output files do not contain raw data.) In addition, Excel Summary files are automatically available to EAS subscribers.

**Raw Data (DTA file)** – Raw data file records contain each student's raw score and item responses as captured by our scanner and can be useful to instructors who want to perform additional analyses of test items. By default, raw data records are written in Long record format (1 record per student – the easiest to use) and are automatically available to EAS subscribers.

**Variable Weighting of Items** – Instructors have the option of weighting any or all of the questions on an exam. (For example, questions 1-25 could be worth 2 points, and questions 26-50 could be 1 point each.) The default weight is 1 point for each question.

**Multiple Responses** – Often because of feedback from students, an instructor may decide that a question is ambiguous and that more than one response is correct. The instructor should mark the answer key with all of the correct responses for that question and then clearly list all of the "multiples" and their correct responses on this form. (The students, however, should mark only one response per question. Any multiple responses on a student's sheet will be scored as incorrect.)

**Omitted Items** – An instructor may choose to delete one or more questions on the exam by leaving those items blank on the answer key. Please list each item that you want to omit on this form.

**Separate Group Processing** – When the same exam is administered to more than one section of students, it is recommended that the instructor use separate group processing. One advantage is that separate group student listings and/or combined listings can be produced while the item analysis is based on all students across groups (more students - more stable statistics). Along with the overall statistics, there are summary statistics for each group and a statistical comparison (ANOVA) to determine whether the group means are significantly different. It is recommended that instructors assign each group a two-digit code and then instruct the students to carefully grid the code into the Group/Section columns of the test sheet. If you decide not to use codes, the sections must be physically separated before submitting them to MARC.

**Alternate Forms** – In order to decrease the possibility of cheating, some instructors administer two (or more) forms of the same test. The questions on the two forms are exactly the same, but the order of the questions is rearranged. An output of the combined data from the two forms of the exam is produced. Be sure to include all answer keys and the completed Alternate Form Designation Sheet(s) with your test sheets. Up to four alternate forms are allowed. (Contact MARC staff for more information before using this option for the first time.)

**Subtests** – In addition to the overall test analysis, up to 12 subtests can be defined. Subtests can be useful in determining students' grasp of specific subject areas included in the test. In addition to regular output, a mean and standard deviation is calculated for each subtest and the subtest scores appear on the student listings along with the total score for each student.

**List Standard Score** – The Percent Correct (PCTC) statistic represents the percentage of items answered correctly and appears on the student listings by default. On request, the Standard Score corresponding to the test score (STD) can be reported instead of the PCTC.

**Re-Run** – If an error is discovered on the answer key after the exam has been processed completely, the exam can be re-run. We normally do not have to rescan the student sheets, but we will need to know the original job number (for example, 'A0304') which is printed at the top of the original output. List all details about the changes needed.