

USING IRA EXAM SCORING SERVICES

DESCRIPTION

The Office of Institutional Research and Assessment (IRA) offers classroom examination scoring services to members of Temple University's faculty. Requests for examination processing services may be dropped off in the mail slot of Room, G07 at any time. Please ensure materials are in an envelope and dropped through the mail slot for security. . Test data and answer keys must be submitted on IRA-approved optical scanning forms ("bubble forms") along with a Classroom Examination Processing Request form.

Output includes a detailed statistical item analysis (IAP) report which includes a variety of statistical indices and test measures, student listings and scoring options. Additionally, an Excel file containing summary data and a raw scan data text file are provided for each test.

Exams are usually processed in one business day. The status of each exam scoring job, IAP report (in pdf format), summary Excel file and raw data file are available through IRA's Exam Access System (EAS) website (printed reports are available on request). The status Exams are usually processed in one business day from the time the exam is submitted for processing but may be ready in fewer than 24 hours.

Please carefully review the Exam Processing Policies document which provides step-by-step instructions, scoring and report options, and general scoring policies. There are a number of processing options and answer keys and test sheets need to be filled out in specific ways. Contact IRA's Exam Services unit at ira-exam-services@temple.edu with questions.

EXAM ACCESS SYSTEM

The [Exam Access System \(EAS\)](#) allows instructors to access via the web the output from exams they have submitted for processing. The standard web output includes a statistical report (IAP) in PDF format, a raw data text file, and a summary score Excel file.

To sign up for EAS and receive your exam output via the web, complete an [EAS application](#) and dropoff the signed application and a copy of your OWLCard in the mail slot of Room G07.

Access the Exam Access System at [www.temple.edu/marce exams /](http://www.temple.edu/marce exams/)

When output is accessed via the web, instructors can retrieve their students' test sheets and scoring key when they drop off their next exam. ***Scoring keys and test sheets not picked up within six weeks after the end of the semester are destroyed.***

Direct questions about the Exam Access System or any of IRA's processing to a member of IRA's Exam Services staff at ira-exam-services@temple.edu.