

USING IRA DATA PROCESSING SERVICES

DESCRIPTION

The Office of Institutional Research and Assessment (IRA) offers **Frequency Distribution Evaluation Processing** services for faculty and departments that develop their own evaluations and need a method to capture and summarize the evaluation data. The output produced includes descriptive statistics such as the mean, standard deviation, and frequency distribution. Reports and raw data files are available via IRA's [Exam Access System \(EAS\)](#) or a printed report can be generated and the raw data copied to a user-supplied CD or USB flash drive.

IRA also offers **Research Data Scanning** services to Temple University students, faculty, and administrators. The data are captured on optical scanning sheets, scanned on an optical scanning machine and converted to data files. Data files are available online through IRA's [Exam Access System \(EAS\)](#) or can be copied to a user-supplied CD or USB flash drive. A printed listing of the data can also be supplied to the user.

SCAN FORMS TO USE

The evaluation data must be submitted on either of the following IRA-approved optical scanning forms:

Blue Classroom Exam Sheets (see sample at end of this document) are supplied to instructors by their academic department, not by IRA. Departments purchase these forms by using the Dupli punch-out in TUmarketplace (Dupli, Forms, Answer Sheet – FM100102). If there are questions, please call Purchasing.

- 200 items, 5 response options per item
- ID fields: last name, first name, middle initial, TUID, and 8 optional code fields

Red Data Forms (see sample at end of this document) are purchased through IRA using a Journal Entry Transfer (JET).

- Capacity: 120 items, 10 response options per item
- ID fields: last name, first name, middle initial, 9-column identification number, date, and 9 additional fields

EXAM ACCESS SYSTEM

The [Exam Access System \(EAS\)](#) online application allows users to obtain output from Frequency Distribution Evaluation Processing (DIST) and Research Data Scanning jobs they submitted for processing.

The standard web output for Frequency Distribution Evaluation Processing includes a statistical report) in PDF format and a raw data text file.

The standard web output for Research Data Scanning includes a raw data text file.

To sign up for EAS and receive your exam output via the web, complete an [EAS application](#) and deliver the signed application (with your Temple ID) to a member of IRA's Exam Services staff in 1200 Carnell Hall.

Access the Exam Access System at www.temple.edu/marce exams/

Instructors should retrieve their submitted forms from our office. **Forms 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 services to a member of IRA's Exam Services staff in 1200 Carnell Hall (215-204-8611).

FREQUENCY DISTRIBUTION SCANNING AND PROCESSING

POLICIES

IRA provides evaluation processing for Temple University courses. Any other requests for these services must be submitted in writing. Evaluations conducted by student groups must additionally have written authorization from the Dean of the school or college.

Requests for processing must be made in person at IRA (1200 Carnell Hall), Monday through Friday, 8:30 am - 5:00 pm. Evaluation results are ready in ten days and can be picked up at IRA during regular working hours by instructors with personal identification. Instructors' assistants with personal identification can pick up results if they are specifically authorized by the instructor to receive the output and this information is conveyed to IRA's Exam Services staff.

SUBMITTING DATA FOR FREQUENCY DISTRIBUTION EVALUATION PROCESSING

GUIDELINES FOR PREPARING EVALUATION MATERIALS:

Verify that all sheets are filled out with a #2 pencil. Make sure that all pencil marks are dark and circles are completely filled. All erasures must be done thoroughly.

Complete an instructor sheet for each section, using the same type of form as the student sheets. In each of the identification fields, complete the following information:

- Last Name - the instructor's name (last name, one blank, then the first initial; the last two columns are not read)

- First Name - the department (may use an appropriate abbreviation)
- TUID - the course number (first four columns) and the section number (last three columns)
- MI - the semester (F for Fall, S for Spring)
- Test Code - the year (13, 14, etc.)

Make sure the student sheets:

- do not have student names or TUIDs
- have only one response per question (multiple marks are read as blanks)
- have complete erasures and no stray marks

Place the sheets from each class in an envelope (the envelope does not need to be sealed). Each envelope must contain an instructor sheet, the student sheets, and all necessary identification information: the instructor's name, department, course and section number, and the number of student sheets written in the upper right corner of the envelope. For example, "Williams, Econ 1101, Sec 103, N=25".

When all materials are ready, bring the answer sheets to IRA and be prepared to provide the following information:

- the total number of envelopes and student sheets being submitted
- the number of questions on the evaluation
- the type of output requested (section, instructor, course, and/or overall)
- the response values you would like on the output (i.e., A=5, B=4, C=3, D=2, E=1)
- the semester and year when the evaluation took places

OPTICAL SCANNING OF RESEARCH DATA

POLICIES

Temple faculty, students, and administrators may submit research data for scanning. Students must also submit a letter from their faculty advisor stating that the student is conducting authorized research.

IRA provides research data scanning services for Temple-related research. Any other requests for these services must be submitted in writing. Requests for scanning of more than 2,000 sheets scanned in a twelve-month period must also be submitted in writing, and there may be a charge for sheets in excess of 2,000.

Requests for processing must be made in person at IRA (1200 Carnell Hall), Monday through Friday, 8:30 am - 5:00 pm. Evaluation results will be ready in ten days. Results may be picked up at IRA during regular working hours by instructors with personal identification. Instructors' assistants with personal identification may pick up results if they have been specifically authorized by the instructor to receive the output and this information has been conveyed to IRA's Exam Services staff.

SUBMITTING RESEARCH DATA FOR SCANNING

GUIDELINES FOR PREPARING RESEARCH DATA

Use only IRA-approved optical scanning forms.

Verify that all sheets are filled out with a #2 pencil. If a sheet is marked with pen, darken the existing marks with pencil.

Fill in only one response circle for each item, and make a dark mark that completely fills the response circle.

Erase completely all stray marks and undesired responses.

Ensure that all data sheets are handled carefully. Sheets cannot be processed if they are folded, torn, etc.

Check that the answer sheets are all facing the same way.