

# 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 must be made in person at IRA (1200 Carnell Hall), Monday through Friday, 8:30 am - 5:00 pm. 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. Call IRA's Exam Services unit at (215) 204-8611 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 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/marcexams/](http://www.temple.edu/marcexams/)

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 in 1200 Carnell Hall (215-204-8611).

---

### GENERAL POLICIES

---

- Requests for examination processing services must be made in person at IRA (1200 Carnell Hall), Monday through Friday, 8:30 am - 5:00 pm. Test data and answer keys must be submitted on IRA-approved optical scanning forms (see below).
- Instructors with personal identification can pick up exam results and scan forms at IRA during regular working hours. Instructors' assistants with personal identification can pick up exam results only if they are specifically authorized by the instructor to receive the examination output, and this information is conveyed to IRA's Exam Services staff.
- IRA maintains the confidentiality and security of the data. In order to maintain the confidentiality of student scores, examination results cannot be delivered, mailed, or faxed.
- Although there are a number of safety checks during the exam processing procedure, IRA is not responsible for inaccurate scores which are due to conditions beyond its control. These conditions include: light marks; incomplete erasures; stray marks on the answer sheet; responses marked in ink; marks beyond boundaries; more than one marked response per test item; incorrect responses marked on the answer key; and/or torn, folded or stapled answer sheets.
- IRA provides test scoring services for Temple University classroom examinations. Any other requests for these services must be submitted in writing to the Director.
- Direct any questions about Classroom Examination Scanning and Processing to a member of IRA's Exam Services Staff in 1200 Carnell Hall (215-204-8611).
- Classroom exam results are ready within one working day (24 hours) from the time the exam is submitted for processing, but may be ready in fewer than 24 hours. If an instructor signed up for the Exam Access System, classroom exam results are available via the EAS website within one working day.

---

### SCAN FORMS TO USE

---

The exam data (student answer sheets and answer key) 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 any 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

---

## **SUBMITTING DATA FOR CLASSROOM EXAM PROCESSING**

---

Use the following guidelines when preparing classroom exam sheets for processing:

- Verify that all data sheets (student sheets and answer key) are completed with a #2 pencil. If a sheet is marked with pen, darken the existing marks with pencil.
- Make sure that all pencil marks are dark, circles are completely filled and that all erasures are done thoroughly.
- 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
  - have names and TUID numbers printed in the appropriate blocks with the corresponding circles darkened (This is especially important if you would like lists sorted by name and/or TUID number.)
  - have the proper codes printed and gridded when Special Processing Options are selected
  - are grouped by the test form if the Alternate Forms Special Option is used. A separate answer key for each test form and an [Alternate Forms Designation Sheet](#) are also necessary when using the Alternate Forms option.
- Verify that the answer key has a correct answer marked for each question on the exam and is free of stray marks.
- Bring a completed [Classroom Examination Processing Request](#) form when delivering the sheets to IRA.
- Be prepared to provide the following information:
  - instructor's name (the person whose name will appear on the printout)
  - the school/college and department
  - a telephone number where the instructor can be reached if there is a question or problem with the exam
  - a count of the student sheets
  - the number of items on the exam
  - the type of output and student listings needed (the "short form" IAP with three student listings is the most often-requested output)
  - any Special Processing Options requested

- the name of the person(s) authorized to pick up results

---

## **PROCEDURES FOR HEALTH SCIENCE CAMPUS**

---

Instructors at the Health Sciences Campus can make special arrangements to drop-off and pick-up classroom examinations at the School of Pharmacy, Office of the Dean, Room 148, 3307 N. Broad Street. This service requires that the instructor complete a Classroom Examination Processing Request form (to provide detailed information about the examination) and submit this form with the exam materials.

Exams are taken from the Health Sciences Campus once a day, in the morning, and delivered to IRA by approximately 2:00 pm. IRA processes the exams as quickly as possible, but cannot guarantee the exact return time at HSC.

The classroom exam answer sheets and exam results are considered secure, confidential documents, and special arrangements have been made to transport the materials between the School of Pharmacy and IRA. IRA and the School of Pharmacy cannot, however, be responsible for delays, loss, or inconvenience that might arise from circumstances beyond our control.

---

## **PROCEDURES FOR AMBLER CAMPUS**

---

Working with Academic Services, instructors at the Ambler Campus can make special arrangements to drop-off and pick-up classroom examinations in West Hall, Room 102. This service requires that the instructor complete a Classroom Examination Processing Request form (to provide detailed information about the examination) and submit this form with the exam materials.

Call Academic Services in West Hall at x3-8260 (an extension reserved for faculty and staff use only) before taking the exam materials and completed Processing Request form to West Hall, Room 102.

Exams are taken from the Ambler Campus once a day, usually in the morning, and delivered to IRA. IRA staff processes the exams as quickly as possible, but cannot guarantee the exact return time at Ambler.

The classroom exam answer sheets and exam results are considered secure, confidential documents, and special arrangements have been made to transport the materials between the Ambler Campus and IRA. IRA and the Ambler Campus drop-off site cannot, however, be responsible for delays, loss, or inconvenience that might arise from circumstances beyond our control.