

Helpful Hints to Ensure Accurate Scoring Office Results

(Exams, Surveys, Data and SIRS forms)



NO



NO



NO



YES!

- Accurately write in **AND** bubble complete PID/name fields.
- Use #2 pencil only. *Most pens no longer contain the amount of graphite needed for the Scoring Office scanners to read data. Bubble sheets completed in ink will be returned to instructors/TA's unscored, if scanner is unable to read.*
- Multiple answers bubbled on student bubble sheets will be marked wrong. *Keys may have multiple correct answers; however, students must only choose one.*
- For written/non-objective answers, students must only write in the blank area provided. Do not write in preprinted bubble sheet areas or on timing marks along edges.

REMINDERS

- Please align bubble sheet cut corners before turning them in to the Scoring Office.
Aligning forms in the same direction allows for more efficient scanning and faster turnaround times.
- Student bubble sheets **must** be sorted by Form Type (key), unless students mark EXACT Form Type as the answer key it is to be scored against. *(i.e. Form Type 1A is **not** the same as Form Type A.)*

REPORTS - All reports can be run separately by section or combined per instructor preference

- Students not enrolled will not appear on D2L Export or Cumulative Score reports, which mirror enrollment. These students will need to be added to the D2L Export before importing or manually into D2L Gradebook. *Information for these students can be found on all other reports.*
- Students not enrolled in course, but have a valid PID, will still receive their Student Score Report (if/when released).

Asterisk (*) = multiple answers bubbled

Question mark (?) or **blank** = no answer bubbled

Standard Reports

- **Student Score Reports (.pdf)**
View results as seen by individual students, if/when released
- **Roster Report (.pdf)**
View question totals for missed/correct/bonus/non-objective
- **Exam Analysis (.pdf)**
View question statistics
- **CSV Score Export (.csv)**
View results per student, including non-objective/short answer scores
- **Incorrect Response Analysis (.csv)**
Easily identify incorrect student responses
**Generated with CSV Score Export*
- **CSV Data Export (.csv)**
View data as recorded from each student bubble sheet
- **Answer Key Analysis (.pdf)**
View exam answer key(s) with assigned point values
- **Score Graph (.pdf)**
View scores as they relate to frequency/bell curve

Custom Reports

- **Cumulative Score Report (.csv)**
View cumulative student results throughout a semester
- **D2L Report (.csv)**
Easily import grades into D2L gradebook



Scoring Office
MICHIGAN STATE UNIVERSITY

Computer Center
450 Auditorium Road, Room 114
East Lansing, MI 48824

Phone: (517) 355-1819

General Hours

Monday-Friday, 8:00 a.m. to 5:00 p.m.

Fall & Spring Final Exam Week Hours
Monday-Friday, 8:00 a.m. to 8:00 p.m.
Saturday, 9:00 a.m. to 12:00 p.m.

www.scoring.msu.edu

Instructor Tools

dd.scoring.msu.edu