



TESTING AND EVALUATION OPERATIONS

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Faculty Guide To Apperson DataLink Exam Scoring Services

The purpose of this guide is to explain the machine-scoring services provided by Testing and Evaluation Operations (TEO). Please review this guide before submitting an exam for scoring. If you have any questions, TEO staff are available to assist you.

This guide includes information on:

- Administering an exam for machine scoring
- Preparing and submitting exams for scoring
- Understanding available exam result reports
- Using enhanced scoring features, including learning objectives/standards, weighted question values, custom grading scales, and questions with multiple correct responses

Under normal circumstances, exams are processed within **48 business hours**. Whenever possible, exams are scanned upon receipt. Once scoring is complete, TEO will notify the instructor using the preferred contact method indicated on the Exam Scoring Request Form.

If questions arise about machine scoring or any other Testing and Evaluation Operations services, please contact our office. We are happy to assist you.

Regular Business Hours

- **Fall and Spring Semesters:** Monday–Friday, 8:00 a.m.–12:00 p.m. and 1:00 p.m.–4:30 p.m.
- **Summer Semester:** Monday–Thursday, 7:30 a.m.–12:00 p.m. and 12:45 p.m.–4:30 p.m.; Friday, 7:30 a.m.–12:00 p.m.

Location: McAfee Gym, Suite 2000

Main Office Phone: 217-581-1185

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Administering an Exam for Machine Scoring

Scannable Forms

Testing and Evaluation Operations (TEO) scores exams by scanning student answer sheets using the Apperson DataLink 3000 scanner and processing the results through Apperson software. Beginning with the Fall 2026 semester, TEO uses the Apperson DataLink system for all machine-scored exams.

To have an exam machine scored, students must record their answers on TEO-provided scannable answer sheets.

Available Scannable Forms

DataLink 3000 Form #29240 (Form number is printed at the bottom of the front page.)

- Single-sided form accommodating up to 100 multiple-choice questions
- Provides five response options (A–E) for each question
- Allows for use with multiple test versions

Scannable forms are available at the TEO reception desk in **McAfee 2010**, located on the second floor in the northeast corner of McAfee Gym.

Instructions for Students

To ensure accurate scoring, instruct students to follow these guidelines:

- Use **only a #2 pencil** to mark responses. **Responses completed in ink cannot be scanned.**
- Completely fill in each response circle so the letter inside is no longer visible.
- Erase any changed answers thoroughly.
- Avoid making stray marks anywhere on the form.
- Do not fold, tear, or otherwise damage the answer sheet.
- Students should legibly print their name in the **Name** field at the top of the form.
- If multiple exam versions are used, darken the correct **Test Version** circle at the top of the form. Up to four test versions may be used to help reduce opportunities for academic dishonesty.
- Students should enter their EIU **E-Number without the "E" (numbers only)** in the **Student ID Number** section and darken the corresponding bubbles. If the Student ID Number is not completed or is entered inaccurately, the student's name will not appear on exam reports. The Apperson system matches the numeric E-Number with university student records when generating reports.
- If your instructor plans to import scores into **D2L** using the **Gradebook Report**, **the Student ID Number must be completed accurately**. See the **Interpreting Exam Results** section of this guide for additional information.

After the exam has been administered, it is ready for submission to TEO for machine scoring.

Preparing and Submitting Exams for Machine Scoring

Exams may be submitted by the instructor or an authorized departmental representative.

The exam submission and pickup desk is located at the TEO reception desk in **McAfee 2010**, on the second floor in the northeast corner of McAfee Gym.

For security reasons, exams **cannot** be submitted through campus mail. Only in-person drop off or exams placed in the secured overnight mail drop slot will be scanned.

Regular Business Hours

- **Fall and Spring Semesters:** Monday–Friday, 8:00 a.m.–12:00 p.m. and 1:00 p.m.–4:30 p.m.
- **Summer Semester:** Monday–Thursday, 7:30 a.m.–12:00 p.m. and 12:45 p.m.–4:30 p.m.; Friday, 7:30 a.m.–12:00 p.m.

Location: McAfee Gym, Suite 2000

Main Office Phone: 217-581-1185

If you need to submit exams outside of business hours, a secure mail slot is available in the TEO suite door (**McAfee 2000**).

Steps for Submitting an Exam

To submit an exam for machine scoring:

1. Prepare the student response sheets for scanning. Instructors must ensure that the students have entered their EIU **E-Number without the "E" (numbers only)** in the **Student ID Number** section and darken the corresponding bubbles. If the Student ID Number is not completed or is entered inaccurately, the student's name will not appear on exam reports. The Apperson system matches the numeric E-Number with university student records when generating reports.
2. Prepare an answer key for each version of the exam.
3. Complete an **Exam Scoring Request Form**.

Note: Exams submitted without a completed Exam Scoring Request Form cannot be processed until the form has been received.

Preparing Exam Forms for Scanning

Before submitting your exams:

- Arrange all response sheets facing the same direction.
- Remove any blank or unused answer sheets.
- Place the completed **Exam Scoring Request Form** on top of the response sheets.
- Include the answer key for each exam version with the submission.
- Place all materials in a manila envelope.
- Clearly write the instructor's name and department on the outside of the envelope.

The Apperson scanning software automatically generates reports in alphabetical order by student name, regardless of the order in which the response sheets are submitted.

Manila envelopes are available from the Testing and Evaluation Operations Office, if needed.

When using the after-hours mail slot, all exam materials must be sealed in a manila envelope before submission.

Using Multiple Exam Versions

When multiple versions of an exam are administered:

- Prepare a separate answer key for each exam version.
- On each answer key, darken the appropriate **Test Version** block (A, B, C, or D).
- Place all answer keys on top of the stack of student response sheets.
- Student response sheets do **not** need to be sorted by exam version. However, each student **must** darken the correct **Test Version** circle on their answer sheet.
- Response sheets with no test version marked cannot be scored because they cannot be matched to the appropriate answer key.

Preparing the Answer Key

A completed answer key is required for machine scoring. If the same exam is used for multiple course sections, only one answer key is needed.

Complete the answer key as follows:

- **Test Version:** If multiple exam versions are used, darken the appropriate test version letter (A, B, C, or D).
- **Name Block:** Write "**Key.**"
- **Test Name Block:** Enter identifying information, such as the course, section, and exam name.
Example: *EIU 1111 Exam 1 FA26*
- **Answer Block:** Completely darken the circle for the correct answer to each question.

Completing the Exam Scoring Request Form

An Exam Scoring Request Form must be submitted with every exam.

The form is available:

- At the main reception desk in McAfee Gym, Suite 2000 (northeast corner of McAfee)
- Online at the Testing and Evaluation website

Side 2 of the form is required **only when** enhanced exam scoring options are used.

Side 1: Standard Exam Information

Completion of Side 1 is required and includes the following information:

Instructor and Exam Information

Provide all requested information to ensure the exam is processed efficiently.

The “Exam Title” will appear on the reports and is required for electronic reports.

If submitting exams for multiple sections, ensure:

- Keys and response sheets are **separated**
- Each group is paper **clipped and labeled**

If multiple exam versions are used, indicate the number of exam forms on the form.

Instructors must select how they wish to retrieve their completed scoring sheets: Sent through campus mail or if they would like to pick them up in the Testing Office. If picking up, the Instructor must enter the name of the individual who is the designated person to pick up the exams.

Test results will be uploaded to a secure shared drive. An email with a link to the test results will be sent to the instructor once scoring is finished. Instructors will need to log in using their EIU network ID and password.

Reporting Options

Each instructor will receive a full report in an Excel file format that includes the following worksheets within the workbook:

- 1) **Results Grid** (matrix list of students & their responses, raw score, percentage score and basic item analysis)
- 2) **Class Results** (containing student raw score, percentage score and letter grade)
- 3) **Item Analysis Worksheet** for each exam key (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- 4) **Detailed Item Analysis** for each exam key (contains statistical analysis of each question of the exam, response frequencies and point biserial)

A Gradebook Report for D2L is also available but will only be sent as a CSV file so that student scores can be imported into the D2L system.

The following additional reports are available in PDF format:

- 1) **Student Test Results Report** (contains a full-page report detailing individual student raw score, percentage score, and student incorrect responses with correct key answers and points possible)
- 2) **Item Analysis Report** (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- 3) **Histogram Report** (includes graphical representation of high/low/median/mean scores)

The following additional reports are only available with exams that have Learning Objectives/Standards:

- 1) **Standards Question Alignment Report** (lists how the standards are aligned to exam questions)
- 2) **Student Proficiency Report** (student information report detailing how their exam responses aligned to standards)
- 3) **Class Proficiency Report** (summary report as to how students were considered proficient with a standards-aligned exam)
- 4) **Class Proficiency Item Analysis Report** (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- 5) **Non-Proficient Students By Group Report** (summary report that shows non-proficient students for each group of the Learning Objective/Standard Category of the exam)
- 6) **Non-Proficient Students By Standard Report** (summary report that shows non-proficient students for each Learning Objective/Standard Category of the exam)

For security reasons, reports cannot be sent as email attachments.

Special Instructions

Use this section for any other requests that may relate to the scoring of the exam(s):

Side 2: Enhanced Exam Options

Complete Side 2 only if your exam includes:

- Questions with values other than 1 point
- Questions with multiple correct answers
- Learning Objectives/Standards
- A custom grading scale

Question Point Values

If questions are worth more than 1 point:

- List the question numbers or learning objectives
- Enter the assigned point value
- Provide the total exam point value

Questions not listed are assumed to be worth 1 point.

Multiple Correct Answers

Three scoring options are available:

- **All** - Students must select every correct option to receive credit.
- **Either/Or** – Student may choose either/or correct answer to receive credit. However, if the student selects both answers, they will not receive credit.
- **Both** – Student may select any or all of the answers and get the question correct. Any combination of answers with this selection the student will receive credit.

Learning Objectives/Standards

You may group questions into learning objectives. In order for an exam to be graded with associated Learning Objectives / Standards the following information must be included:

- Prefix Title for each Learning Objective / Standard (Normally, this is an associated course Number – 2100)
- Title of the Learning Objective
- Question Numbers associated with each Learning Objective / Standard

Results will display performance by learning objective within the reports.

Custom Grade Scale

Instructors may define their own grading scale by entering the minimum percentage required for each letter grade.

If no scale is provided, the default scale is used:

- A = 90–100%
- B = 80–89%
- C = 70–79%
- D = 60–69%
- F = below 59%

Interpreting Exam Results

Once the tests have been scanned, the instructor will receive an email with a link to the secure shared drive containing the test results.

The different types of reports available to instructors can be found under the Instructor and Exam Information section on page 6 of this guide.

Student Exam Score Reports

Results Grid Report (Excel File)

The Results Grid Report (Excel Report) is a matrix list of students and their responses, raw score, percentage score and basic item analysis.

The report includes:

- **Student Name**
- **ID Number (E-Number without the “E”)**
- **Percentage Score**
- **Total Score**
- **Number of Questions Correct**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Student Name	ID Number	Key Name	%	Score	# Correct	Blank	Multiple	Test ID	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11	Q 12
2	Key				34	34				A	B	C	D	E	E	D	C	B	A	A	B
3	Ann, Mary	87654321		70.6%	24	24	0	0		A	B	C	E	D	B	D	C	B	A	A	B
4	Smith, Joe	12345678		58.8%	20	20	0	0		A	C	C	B	E	D	A	A	B	B	A	C

Class Results Report

The Class Results Report (Excel Report) contains student raw score, percentage score and letter grade.

The report includes:

- **Student Name**
- **ID Number (E-Number without the “E”)**
- **Total Score**
- **Percentage Score**
- **Student Grade**
- **Total Points Possible**
- **Highest Score**
- **Lowest Score**
- **Number of Exams Graded**
- **Class Mean**

Example of Class Results Roster Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Instructor:		Total Possible:	34		Exams Graded:	2						
2	Exam Name:		Highest Score:	24	70.59%	Average:	22	64.71%					
3	Exam Date:	Thursday, June 25,	Lowest Score:	20	58.82%	Median:	22	64.71%					
4	Class ID:												
5	Name		ID Number	Score	Percentage	Grade							
6	Mary	Ann	87654321	24	70.59%	C-							
7	Joe	Smith	12345678	20	58.82%	F							
8													
9													

Item Analysis Report

The Item Analysis Worksheet Report (Available in an Excel Report and PDF File) is provided for each exam key that is submitted for scoring. This detailed report contains a statistical analysis of each question of the exam, response frequencies and point biserial.

The report includes:

- **Total Points Possible**
- **Highest Score**
- **Lowest Score**
- **Class Mean**
- **Number of Questions**
- **Percentage of All Answers Selected with the Correct Answers Highlighted**

Example of Item Analysis (Excel File) Report

Exam Item Analysis Report										Exams Graded: 2	
Instructor:		Total Possible:		34		Average:		22		64.71%	
Exam Name:		Highest Score:		24		70.59%		Median:		22	
Exam Date: Thursday, June 25, 2026		Lowest Score:		20		58.82%		KR20:		0.1287879	
Cronbach's Alpha:		0.1287879		Disc. Index:		0.1287879					
Item	Correct answers are shown in bold and italics	Blanks	Multiples	Pt. Biserial	Correct	Pct. Incorrect					
Q1	A (2, 100.00%)	B (0, 0.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q2	A (0, 0.00%)	B (1, 50.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q3	A (0, 0.00%)	B (0, 0.00%)	C (2, 100.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q4	A (0, 0.00%)	B (1, 50.00%)	C (0, 0.00%)	D (0, 0.00%)	E (1, 50.00%)	0.00	0, 0.0%	100.0%			
Q5	A (0, 0.00%)	B (0, 0.00%)	C (0, 0.00%)	D (1, 50.00%)	E (1, 50.00%)	-1.00	1, 50.0%	50.0%			
Q6	A (0, 0.00%)	B (1, 50.00%)	C (0, 0.00%)	D (1, 50.00%)	E (0, 0.00%)	0.00	0, 0.0%	100.0%			
Q7	A (1, 50.00%)	B (0, 0.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q8	A (1, 50.00%)	B (0, 0.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q9	A (0, 0.00%)	B (2, 100.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q10	A (1, 50.00%)	B (1, 50.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q11	A (2, 100.00%)	B (0, 0.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q12	A (0, 0.00%)	B (1, 50.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q13	A (0, 0.00%)	B (0, 0.00%)	C (1, 50.00%)	D (1, 50.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q14	A (0, 0.00%)	B (0, 0.00%)	C (0, 0.00%)	D (1, 50.00%)	E (1, 50.00%)	0.00	1, 50.0%	50.0%			
Q15	A (0, 0.00%)	B (0, 0.00%)	C (1, 50.00%)	D (0, 0.00%)	E (1, 50.00%)	-1.00	1, 50.0%	50.0%			
Q16	A (0, 0.00%)	B (0, 0.00%)	C (0, 0.00%)	D (0, 0.00%)	E (2, 100.00%)	0.00	2, 100.0%	0.0%			
Q17	A (0, 0.00%)	B (0, 0.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q18	A (0, 0.00%)	B (1, 50.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	1.00	1, 50.0%	50.0%			
Q19	A (0, 0.00%)	B (2, 100.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q20	A (2, 100.00%)	B (0, 0.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q21	A (0, 0.00%)	B (2, 100.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	0, 0.0%	100.0%			
Q22	A (0, 0.00%)	B (2, 100.00%)	C (0, 0.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q23	A (0, 0.00%)	B (0, 0.00%)	C (2, 100.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	2, 100.0%	0.0%			
Q24	A (0, 0.00%)	B (1, 50.00%)	C (0, 0.00%)	D (1, 50.00%)	E (0, 0.00%)	-1.00	1, 50.0%	50.0%			
Q25	A (1, 50.00%)	B (0, 0.00%)	C (0, 0.00%)	D (0, 0.00%)	E (1, 50.00%)	1.00	1, 50.0%	50.0%			
Q26	A (0, 0.00%)	B (1, 50.00%)	C (0, 0.00%)	D (0, 0.00%)	E (1, 50.00%)	1.00	1, 50.0%	50.0%			
Q27	A (0, 0.00%)	B (1, 50.00%)	C (1, 50.00%)	D (0, 0.00%)	E (0, 0.00%)	0.00	0, 0.0%	100.0%			

Example of Item Analysis (PDF File) Report

Exam Item Analysis Report						Exams Graded: 2				
Instructor:			Total Possible:		34	Class Average:		22.0 - 64.71%		
Exam Name:			Highest Score:		24 - 70.59%	Class Median:		22.0 - 64.71%		
Exam Date: Thursday, June 25, 2026			Lowest Score:		20 - 58.82%	Cronbach's Alpha:		0.129		
Class ID:						KR20:		0.129		
Correct answers are shown in bold and italics						Blanks	Multiples	Point Biseiral	Correct	Percent Incorrect
Q 1	<i>A (2, 100.0%)</i>	B (0, 0.0%)	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 2	A (0, 0.0%)	<i>B (1, 50.0%)</i>	C (1, 50.0%)	D (0, 0.0%)	E (0, 0.0%)			1.00	1, 50.0%	50.0%
Q 3	A (0, 0.0%)	B (0, 0.0%)	<i>C (2, 100.0%)</i>	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 4	A (0, 0.0%)	B (1, 50.0%)	C (0, 0.0%)	<i>D (0, 0.0%)</i>	E (1, 50.0%)			0.00	0, 0.0%	100.0%
Q 5	A (0, 0.0%)	B (0, 0.0%)	C (0, 0.0%)	D (1, 50.0%)	<i>E (1, 50.0%)</i>			-1.00	1, 50.0%	50.0%
Q 6	A (0, 0.0%)	B (1, 50.0%)	C (0, 0.0%)	D (1, 50.0%)	<i>E (0, 0.0%)</i>			0.00	0, 0.0%	100.0%
Q 7	A (1, 50.0%)	B (0, 0.0%)	C (0, 0.0%)	<i>D (1, 50.0%)</i>	E (0, 0.0%)			1.00	1, 50.0%	50.0%
Q 8	A (1, 50.0%)	B (0, 0.0%)	<i>C (1, 50.0%)</i>	D (0, 0.0%)	E (0, 0.0%)			1.00	1, 50.0%	50.0%
Q 9	A (0, 0.0%)	<i>B (2, 100.0%)</i>	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 10	<i>A (1, 50.0%)</i>	B (1, 50.0%)	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			1.00	1, 50.0%	50.0%
Q 11	<i>A (2, 100.0%)</i>	B (0, 0.0%)	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 12	A (0, 0.0%)	<i>B (1, 50.0%)</i>	C (1, 50.0%)	D (0, 0.0%)	E (0, 0.0%)			1.00	1, 50.0%	50.0%
Q 13	A (0, 0.0%)	B (0, 0.0%)	<i>C (1, 50.0%)</i>	D (1, 50.0%)	E (0, 0.0%)			1.00	1, 50.0%	50.0%
Q 14	A (0, 0.0%)	B (0, 0.0%)	C (0, 0.0%)	<i>D (1, 50.0%)</i>	E (1, 50.0%)			1.00	1, 50.0%	50.0%
Q 15	A (0, 0.0%)	B (0, 0.0%)	C (1, 50.0%)	D (0, 0.0%)	<i>E (1, 50.0%)</i>			-1.00	1, 50.0%	50.0%
Q 16	A (0, 0.0%)	B (0, 0.0%)	C (0, 0.0%)	D (0, 0.0%)	<i>E (2, 100.0%)</i>			0.00	2, 100.0%	0.0%
Q 17	A (0, 0.0%)	B (0, 0.0%)	C (0, 0.0%)	<i>D (2, 100.0%)</i>	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 18	A (0, 0.0%)	B (1, 50.0%)	<i>C (1, 50.0%)</i>	D (0, 0.0%)	E (0, 0.0%)			-1.00	1, 50.0%	50.0%
Q 19	A (0, 0.0%)	<i>B (2, 100.0%)</i>	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 20	<i>A (2, 100.0%)</i>	B (0, 0.0%)	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 21	<i>A (0, 0.0%)</i>	B (2, 100.0%)	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	0, 0.0%	100.0%
Q 22	A (0, 0.0%)	<i>B (2, 100.0%)</i>	C (0, 0.0%)	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 23	A (0, 0.0%)	B (0, 0.0%)	<i>C (2, 100.0%)</i>	D (0, 0.0%)	E (0, 0.0%)			0.00	2, 100.0%	0.0%
Q 24	A (0, 0.0%)	B (1, 50.0%)	C (0, 0.0%)	<i>D (1, 50.0%)</i>	E (0, 0.0%)			-1.00	1, 50.0%	50.0%
Q 25	A (1, 50.0%)	B (0, 0.0%)	C (0, 0.0%)	D (0, 0.0%)	<i>E (1, 50.0%)</i>			1.00	1, 50.0%	50.0%
Q 26	A (0, 0.0%)	B (1, 50.0%)	C (0, 0.0%)	D (0, 0.0%)	<i>E (1, 50.0%)</i>			1.00	1, 50.0%	50.0%
Q 27	A (0, 0.0%)	B (1, 50.0%)	C (1, 50.0%)	<i>D (0, 0.0%)</i>	E (0, 0.0%)			0.00	0, 0.0%	100.0%
Report Run Date: 6/25/2026 1:38 PM						Pagina 1				

Report Run Date: 6/25/2026 1:38 PM

Página 1

Detailed Item Analysis Report

The Detailed Item Analysis Report (Excel Report) is provided for each exam key that is submitted for scoring. This detailed report contains a statistical analysis of each question of the exam, response frequencies and point biserial.

The report includes:

- **Total Points Possible**
- **Highest Score**
- **Lowest Score**
- **Standard Deviation**
- **Class Mean**
- **Number of Questions**
- **Percentage of All Answers Selected with the Correct Answers Highlighted**

Exam Item Analysis Report																			
Instructor:	Total Possible:			34	Average:		22	64.71%	Exams Graded: 2										
Exam Name:	Highest Score:			24	70.59%	Median:	22	64.71%											
Exam Date:	Lowest Score:			20	58.82%	KR20:	0.1287879												
	Std. Deviation:			2	Cronbach's Alpha:		0.1287879												
Question #	Correct Response																		
1 Response	A	A	B	C	D	E													
Count	2	2	0	0	0	0													
%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%													
Upper Count	2	2	0	0	0	0													
Lower Count	0	0	0	0	0	0													
Pt. Biserial	0.00	0.00	0.00	0.00	0.00	0.00													
Question Pt. Biseri	0.00	Disc. Index		0.00															
No. Correct:	2	100.00%	No. Incorrect:	0	0.00%														
2 Response	B	A	B	C	D	E													
Count	1	0	1	1	0	0													

Student Test Results Report

The Student Test Results Report (PDF File) is a full-page report detailing individual student raw score, percentage score, and student incorrect responses with correct answers and points possible for each question.

The report includes:

- **Student Name**
- **ID Number (E-Number without the “E”)**
- **Total Score Possible**
- **Individual Student Percentage Score**
- **Individual Student Number of Correct Answers**
- **Class Mean**
- **Highest Score in Class**
- **Lowest Score in Class**
- **Student Response with Incorrect Answers Highlighted**
- **Correct Response**
- **Points Possible for Each Question**

Ann, Mary (87654321)

Instructor:	Total Possible:	34	Class Average:	22.0 - 64.71%
Exam Name:	Your Score:	24.0 - 70.59%	Highest Score:	24 - 70.59%
Exam Date: Thursday, June 25, 2026	Number Correct:	24	Lowest Score:	20 - 58.82%
Class ID:				

Q#	Response	Correct	Points	Q#	Response	Correct	Points
1	A	A	1.0				
2	B	B	1.0				
3	C	C	1.0				
4	E	D	0.0				
5	D	E	0.0				
6	B	E	0.0				
7	D	D	1.0				
8	C	C	1.0				
9	B	B	1.0				
10	A	A	1.0				
11	A	A	1.0				
12	B	B	1.0				
13	C	C	1.0				
14	D	D	1.0				
15	C	E	0.0				
16	E	E	1.0				
17	D	D	1.0				
18	B	C	0.0				
19	B	B	1.0				
20	A	A	1.0				
21	B	A	0.0				
22	B	B	1.0				

High Score: 70.6% Low Score: 58.8% Median: 64.7% Mean: 64.7%

Score Range	Frequency
0% - < 10%	0
10% - < 20%	0
20% - < 30%	0
30% - < 40%	0
40% - < 50%	0
50% - < 60%	1
60% - < 70%	0
70% - < 80%	1
80% - < 90%	0
90% - <= 100%	0

Gradebook Report for D2L (CSV File ONLY)

- **Student E-Number**
- **Student Raw Score / Number of Items Correct:** If a question is worth more than one point the raw score reflects the total points earned.
- **Exam Header:** A header is required for a D2L import that includes the **Exam Title** (as listed on the Exam Scoring Request Form) and the **Total Point Value** of the exam.

Exam Title
(as named on the Exam Scoring Request Form)

	A	B	C	D
1	OrgDefinedId	Example D2L Gradebook Report	Points Grade	End-of-Line Indicator
2	E12348765	20	#	
3				
4				
5				
6				
7				
8				
9				
10				

Student E-Number

Student Raw Score

The below reports are only available with exams that have Learning Objectives/Standards:

Standards Question Alignment Report

The Standards Question Alignment Report (PDF File) lists how the standards are aligned to exam questions.

The report includes:

- **Prefix Title (Course Number) for Each Standard**
- **Learning Objective/Standard Title**
- **Question Numbers that the Learning Objective Covers.**

Standards Question Alignment Report

Instructor:

Exam Name:

Exam Date: Thursday, July 16, 2026

Title	Description	Questions
21001. 21001.	Phonetics Phonetics	1-10
22002. 22002.	Language Acquisition Language Acquisition	11-20
25003. 25003.	Anat & Phys Anat & Phys	21-31

All questions have been assigned to a standard.

Student Proficiency Report

The Student Proficiency Report (PDF File) reflects student information as to how their exam responses aligned with the Learning Objectives/Standards.

The report includes:

- **Student Name**
- **Student ID Number (E-Number without the “E”)**
- **Total Score Possible**
- **Individual Student Percentage Score**
- **Class Mean**
- **Highest Score in Class**
- **Lowest Score in Class**
- **Prefix Title (Course Number) for Each Standard**
- **Learning Objective/Standard Title**
- **Percentage of Proficiency in Each Learning Objective/Standard**

Student Proficiency Report		Panther, Billy		12348765	
Instructor:		Total Possible:	31	Student Score:	20.0 - 64.5%
Exam Name:		Highest Score:	20 - 64.5%	Class Average:	20.0 - 64.5%
Exam Date:	Thursday, July 16, 2026	Lowest Score:	20 - 64.5%	Weighted Proficiency:	>= 76%
Standard	Description	Correct	Total		
21001. Phonetics				Proficiency: >= 80%	
21001.	Phonetics	5	10	50.0%	
Overall Proficiency		5	10	50.0%	
22002. Language Acquisition				Proficiency: >= 80%	
22002.	Language Acquisition	9	10	90.0%	
Overall Proficiency		9	10	90.0%	
25003. Anat & Phys				Proficiency: >= 70%	
25003.	Anat & Phys	6	11	54.5%	
Overall Proficiency		6	11	54.5%	
Proficiency Level		20	31	64.5%	

Missed Questions			
#	Correct	Your Answer	Prescriptive Information
1	A	B	
4	D	C	
5	E	D	
7	C	E	
8	B	E	
14	D	C	
23	C	B	
26	B	A	
27	C	B	
29	E	B	
30	D	C	

Class Proficiency Report

The Class Proficiency Report (PDF File) summary reflects how students were considered proficient with a standards-aligned exam.

The report includes:

- **Total Score Possible**
- **Class Mean**
- **Highest Score in Class**
- **Lowest Score in Class**
- **Prefix Title (Course Number) for Each Standard**
- **Learning Objective/Standard Title**
- **Percentage of Proficiency in Each Learning Objective/Standard**

Class Proficiency Report			Exams Graded: 1		
Instructor:		Total Possible:	31	Class Average:	20.0 - 64.5%
Exam Name:		Highest Score:	20 - 64.5%	Class Median:	20.0 - 64.5%
Exam Date: Thursday, July 16, 2026		Lowest Score:	20 - 64.5%	Weighted Proficiency:	>= 76%
Standard	Description	# Proficient	% Proficient		
21001. Phonetics			Proficiency: >= 80%		
21001.	Phonetics	0	0.0%		
	Standards Rating	0.0%	0.0%		
22002. Language Acquisition			Proficiency: >= 80%		
22002.	Language Acquisition	1	100.0%		
	Standards Rating	100.0%	100.0%		
25003. Anat & Phys			Proficiency: >= 70%		
25003.	Anat & Phys	0	0.0%		
	Standards Rating	0.0%	0.0%		
Overall Rating		33.3%	33.3%		

Class Proficiency Item Analysis Report

The Class Proficiency Item Analysis Report (PDF File) contains a statistical analysis of each question of the exam, response frequencies and point biserial.

The report includes:

- **Total Score Possible**
- **Class Mean**
- **Highest Score in Class**
- **Lowest Score in Class**
- **Prefix Title (Course Number) for Each Standard**
- **Learning Objective/Standard Title**
- **Percentage of Proficiency in Each Learning Objective/Standard**
- **Questions Number**
- **Percentage of All Answers Selected with the Correct Answers Highlighted**

Class Proficiency Item Analysis Report

Instructor:	Total Possible:	31	Class Average:	20.0 - 64.5%
Exam Name:	Highest Score:	20 - 64.5%	Class Median:	20.0 - 64.5%
Exam Date: Thursday, July 16, 2026	Lowest Score:	20 - 64.5%	Weighted Proficiency Level:	>= 76%

Standard	Description	# Proficient	Proficiency: >= 80%
21001. Phonetics			
Group Mean: 5.00 (50.00%) Median: 5.00 (50.00%) High Score: 5.00 (50.00%) Low Score: 5.00 (50.00%) Standard Deviation: 0.00			
21001.	Phonetics	0	0.0%
Standard Mean: 5.00 (50.00%) Median: 5.00 (50.00%) High Score: 5.00 (50.00%) Low Score: 5.00 (50.00%) Standard Deviation: 0.00			
Item Analysis (correct in red)			
			Blanks Multiples Pt. Biserial Disc. Index
Q 1	A (0, 0.0%) B (1, 100.0%) C (0, 0.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 2	A (0, 0.0%) B (1, 100.0%) C (0, 0.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 3	A (0, 0.0%) B (0, 0.0%) C (1, 100.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 4	A (0, 0.0%) B (0, 0.0%) C (1, 100.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 5	A (0, 0.0%) B (0, 0.0%) C (0, 0.0%) D (1, 100.0%) E (0, 0.0%)		0.00 0.00
Q 6	A (0, 0.0%) B (0, 0.0%) C (0, 0.0%) D (1, 100.0%) E (0, 0.0%)		0.00 0.00
Q 7	A (0, 0.0%) B (0, 0.0%) C (0, 0.0%) D (0, 0.0%) E (1, 100.0%)		0.00 0.00
Q 8	A (0, 0.0%) B (0, 0.0%) C (0, 0.0%) D (0, 0.0%) E (1, 100.0%)		0.00 0.00
Q 9	A (1, 100.0%) B (0, 0.0%) C (0, 0.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 10	A (0, 0.0%) B (1, 100.0%) C (0, 0.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Standards Rating		0.0%	0.0%

22002. Language Acquisition			Proficiency: >= 80%
Group Mean: 9.00 (90.00%) Median: 9.00 (90.00%) High Score: 9.00 (90.00%) Low Score: 9.00 (90.00%) Standard Deviation: 0.00			
22002.	Language Acquisition	1	100.0%
Standard Mean: 9.00 (90.00%) Median: 9.00 (90.00%) High Score: 9.00 (90.00%) Low Score: 9.00 (90.00%) Standard Deviation: 0.00			
Item Analysis (correct in red)			
			Blanks Multiples Pt. Biserial Disc. Index
Q 11	A (0, 0.0%) B (0, 0.0%) C (1, 100.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 12	A (0, 0.0%) B (0, 0.0%) C (0, 0.0%) D (1, 100.0%) E (0, 0.0%)		0.00 0.00
Q 13	A (0, 0.0%) B (0, 0.0%) C (0, 0.0%) D (0, 0.0%) E (1, 100.0%)		0.00 0.00
Q 14	A (0, 0.0%) B (0, 0.0%) C (1, 100.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 15	A (0, 0.0%) B (0, 0.0%) C (1, 100.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00
Q 16	A (0, 0.0%) B (1, 100.0%) C (0, 0.0%) D (0, 0.0%) E (0, 0.0%)		0.00 0.00

Non-Proficient Students By Group Report

The Non-Proficient Students By Group Report (PDF File) summary records non-proficient students for each group of the Learning Objective/Standard Category of the exam.

The report includes:

- **Total Score Possible**
- **Class Mean**
- **Highest Score in Class**
- **Lowest Score in Class**
- **Prefix Title (Course Number) for Each Standard**
- **Learning Objective/Standard Title**
- **Percentage of Proficiency in Each Learning Objective/Standard**
- **Student Name and E-Number under Each Learning Objective/Standard**
- **Student Percentage Score for Each Learning Objective/Standard**

Non-Proficient Students by Group

Instructor:	Total Possible: 31	Class Average: 20.0 - 64.5%
Exam Name:	Highest Score: 20 - 64.5%	Class Median: 20.0 - 64.5%
Exam Date: Thursday, July 16, 2026	Lowest Score: 20 - 64.5%	Class Size: 1

Student Name	ID Number	Score
21001. Phonetics (Proficiency >= 80%)		
Panther, Billy	12348765	5 (50%)
22002. Language Acquisition (Proficiency >= 80%)		
All students proficient.		
25003. Anat & Phys (Proficiency >= 70%)		
Panther, Billy	12348765	6 (55%)

Non-Proficient Students By Standard Report

The Non-Proficient Students By Standard Report (PDF File) summary records non-proficient students for each Learning Objective/Standard Category of the exam.

The report includes:

- **Total Score Possible**
- **Class Mean**
- **Highest Score in Class**
- **Lowest Score in Class**
- **Prefix Title (Course Number) for Each Standard**
- **Learning Objective/Standard Title**
- **Percentage of Proficiency in Each Learning Objective/Standard**
- **Student Name and E-Number under Each Learning Objective/Standard**
- **Student Percentage Score for Each Learning Objective/Standard**

Non-Proficient Students by Standard

Instructor:	Total Possible: 31	Class Average: 20.0 - 64.5%
Exam Name:	Highest Score: 20 - 64.5%	Class Median: 20.0 - 64.5%
Exam Date: Thursday, July 16, 2026	Lowest Score: 20 - 64.5%	Class Size: 1

Student Name	ID Number	Score
21001. Phonetics (Proficiency >= 80%)		
21001. Phonetics		
Panther, Billy	12348765	5 (50%)
22002. Language Acquisition (Proficiency >= 80%)		
22002. Language Acquisition		
All students proficient.		
25003. Anat & Phys (Proficiency >= 70%)		
25003. Anat & Phys		
Panther, Billy	12348765	6 (55%)



Exam Scoring Request Form

Instructor Name: _____ Department: _____ College: CLAS/ CEHHS / LCBT

Instructor Email Address: _____ Phone: _____
Best Contact Number

Exam Title: _____ Course/Section: _____

☐ Exam utilizes multiple versions/test forms. If checked, please indicate # of Exam Keys: _____

Score multiple versions/test forms (please, choose if applicable): ☐ Separate ☐ Combined

Test Results will be uploaded to a secure shared drive and an email with a link to test results will be sent to the instructor once scoring is finished. How do you wish to receive the scanned forms once grading has been completed?

☐ Send through campus mail ☐ Pick up in Testing Office.

Designee to pick up exam(s): ☐ Instructor ☐ Dept Rep/Other (Enter Name): _____

Reporting Options - *See page 2 for enhanced exam options

Each instructor will receive a full report in an Excel file format that includes the following worksheets within the workbook:

- 5) **Results Grid** (matrix list of students & their responses, raw score, percentage score and basic item analysis)
- 6) **Class Results** (containing student raw score, percentage score and letter grade)
- 7) **Item Analysis Worksheet** for each exam key (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- 8) **Detailed Item Analysis** for each exam key (contains statistical analysis of each question of the exam, response frequencies and point biserial)

Additional Reports for exams without Learning Objectives (pdf files):

- ☐ **Student Test Results Report** (contains a full-page report detailing individual student raw score, percentage score, and student incorrect responses with correct key answers and points possible)
- ☐ **Item Analysis Report** (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- ☐ **Histogram Report** (includes graphical representation of high/low/median/mean scores)
- ☐ **Gradebook Report for D2L** (CSV FILE ONLY – importable student scores)

Additional Reports for exams with Learning Objectives/Standards (pdf files):

- ☐ **Standards Question Alignment Report** (lists how the standards are aligned to exam questions)
- ☐ **Student Proficiency Report** (student information report detailing how their exam responses aligned to standards)
- ☐ **Class Proficiency Report** (summary report as to how students were considered proficient with a standards-aligned exam)
- ☐ **Class Proficiency Item Analysis Report** (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- ☐ **Non-Proficient Students By Group Report** (summary report that shows non-proficient students for each group of the Learning Objective/Standard Category of the exam)
- ☐ **Non-Proficient Students By Standard Report** (summary report that shows non-proficient students for each Learning Objective/Standard Category of the exam)

Special Instructions:

For Office Use Only:

Date/Time Received:	By:	Date/Time Completed:	By:
Date/Time Contacted:	By:	Date/Time Picked Up / Mailed:	By:
Picked UP By: Instructor / Department Rep	Signature / Date:		

*Enhanced Exam Options:

Please complete corresponding item(s) below if your exam contains any of the following:

- Questions with values other than 1 point
- Questions with more than 1 correct answer
- Learning Objectives/Standards
- A Custom Grade Scale
Default grade scale: 90% = A; 80% = B, etc.

Questions with Values other than 1 Point

Please indicate which questions have point values other than 1, and their point value(s) below:

Question #'s	Point Value
Total Point Value:	

Questions with more than 1 correct answer:

Please write which items have more than one correct answer **and** indicate how item(s) is to be scored below:

Question(s): _____

- ☐ **All** – Students must select every correct option to receive credit.
- ☐ **Either / Or** – Student may choose either/or correct answer to receive credit. However, if the student selects both answers, they will not receive credit.
- ☐ **Both** – Student may select any or all of the answers and get the question correct. Any combination of answers with this selection, the student will receive credit.

Learning Objectives/Standards

Title of Standards Set: _____

Proficiency Standard for this exam: 90% 80% 70% 60% Other: _____

Write the title of the learning objective/subtest as you would like it to appear on your reports. In the corresponding row, write the question numbers, separated by a comma. If you have more than 5 learning objectives, please attach another sheet of paper.

Prefix Title For Each Standard (Course #)	Learning Objective Title	Question #'s
Example: 2100	Phonetics	1-5
1.		
2.		
3.		
4.		
5.		

Grade Scale Values

If exam grade scale is not the default (A = 90%, B = 80%, etc.), please write the desired **minimum percentage value** for each letter grade indicated below (for example, A = 93%, B = 86%, etc).

A = _____% B = _____% C = _____% D = _____%