

Opscan Job Request Form

Date:	Last name:	First name:
Dept:		No. of Sheets:
No. of versions:	No. of class sections:	No. of keys:
Were all versions of the test given to all class sections? Y N		Print score on test? Y N
Course no:	Section no:	Test name:
Email electronic files to:		Any Q's with multiple right answers? Y N

Report Options: Check Desired Reports and Formats

Overall Class

<i>ID</i>	<i>Report Name and Description</i>	<i>Excel</i>	<i>PDF</i>	<i>Print</i>
101	Student Statistics: Basic. Lists all students who took the test and their grades. Includes percent score, T score, mean.			
103	Class Frequency: Intermediate. Counts the number of grades between 90 – 100%, 80 – 90%, etc. Includes histogram, class mean.			
310	Test Statistics (was 104): Specialty. Shows statistics about the overall test: highest score, lowest score, mean, median percentiles, reliability.			
RN	Scores for ReggieNet: Intermediate. Lists students with UIDs and logins for ReggieNet. (Excel only.)			
Canvas <i>NEW!</i>	Scores for Canvas: Intermediate. Lists students with UIDs and email addresses for Canvas. (Excel only.)			

Scoring Options

Assign the following points

Weight Section 1	Points per question
Weight Section 2	Points per question
Weight Section 3	Points per question
Weight Section 4	Points per question
<i>Total score:</i>	<i>Points</i>

MORE REPORT OPTIONS ON OTHER SIDE



Test Analysis/Student Reports

<i>ID</i>	<i>Report Name and Description</i>	<i>Excel</i>	<i>PDF</i>	<i>Print</i>
100	Test Analysis: Basic. A one-page summary that provides the average, the highest score, the lowest score, the ten easiest questions, and the ten hardest questions.			
105	Student Response: Intermediate. Shows all student responses to all questions along with their grades in a grid. Incorrect answers are highlighted in gray.			
150	Student Grade (was 301): Basic. On a separate sheet for each student, shows the student grade, their responses, and the correct answers.			
203	Item Analysis Graph: Intermediate. For each question, shows percentage of class that selected each response and a bar chart. Large output.			
204	Condensed Item Analysis: Intermediate. For each question, shows the count and percentage of the class that selected each response. Shows which distractors were more popular than the correct answer. Includes bar chart. Moderate output.			
206	Condensed Test (was 106): Specialty. For each question, shows percentage of class that selected each response. Shows mean, median, KR20. Very compact.			
530	Comparative Changed Answer: Specialty. Attempts to count the number of questions that each student changed and how many they changed to the right answer.			
RAW	Raw Data: Lists student scores, along with their responses. Includes responses from the key as a reference. (Excel only.)			

Special Instructions

Internal Use Only

Waiting?	
Time	
Initials	
Files	

Picked up by: _____ on date _____