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

ID	Report Name and Description	Excel	PDF
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.	██	
Canvas *NEW!*	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
Total score:		*Points*

MORE REPORT OPTIONS ON OTHER SIDE ➡

Test Analysis/Student Reports

ID	Report Name and Description	Excel	PDF
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.	███	
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 _____