## 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 | Print |
|---|---|---|---|---|
| 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 | Print |
|---|---|---|---|---|
| 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 _____