

DigitalDesk Instructor Tools USER GUIDE

Scanning Services

Hours of Operation: Monday-Friday, 8:15am – 5:00pm

Ask Us: scanning@tamu.edu

Updated September 2023



TEXAS A&M UNIVERSITY

Office of Institutional Effectiveness
& Evaluation

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Logging In

Navigate to <https://digitaldesk.tamu.edu> in an Internet browser. Instructor Tools works best in Chrome, Edge, Safari, or Firefox. Information may not display correctly in Internet Explorer.

Authenticate through CAS using your NetID and Password. This is the same login information used to access Howdy.

IMPORTANT: If logging in from an off-campus computer, **VPN is required**. VPN stands for Virtual Private Network. It creates an encrypted path between the computer and the VPN server, which serves to protect the student information which is accessible in Instructor Tools. Please contact your college and/or departmental IT staff for VPN Access/Support.

Central Authentication Service
DIVISION OF INFORMATION TECHNOLOGY

Menu

LOG IN

Current Users

NetID or Email Address

a.odasso

.....

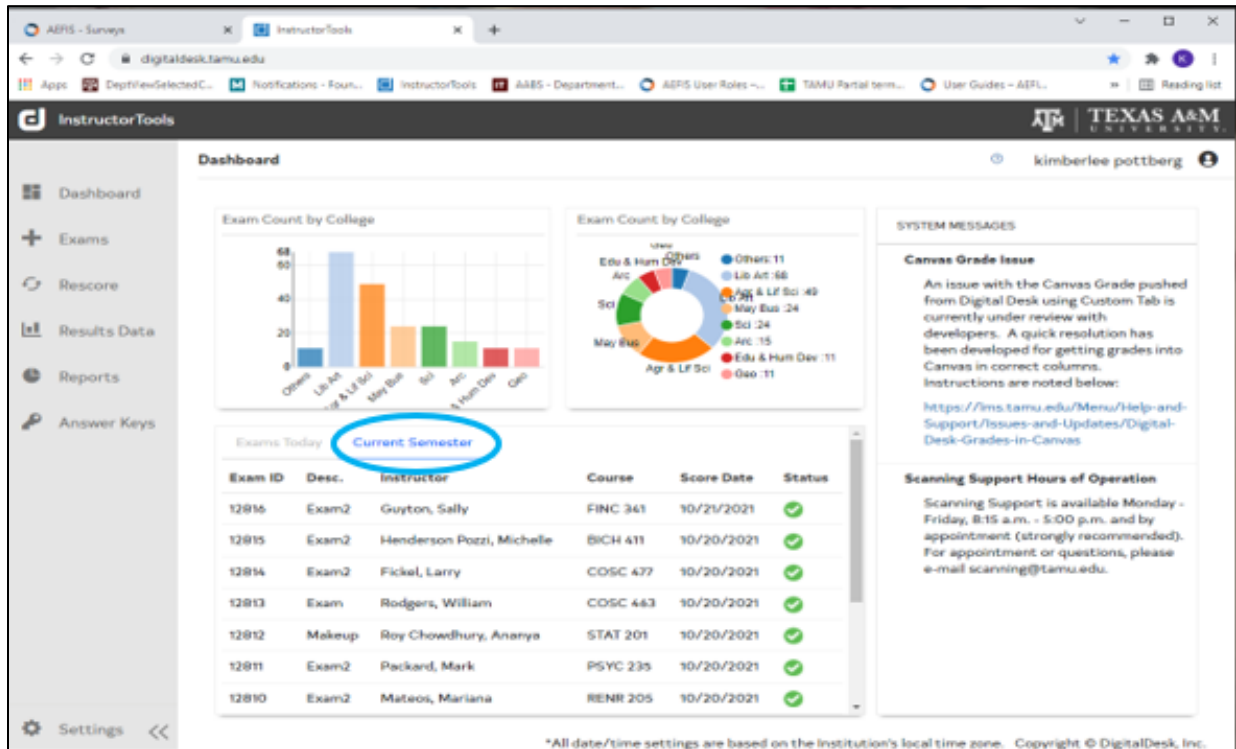
Next

[Forgot your password?](#)

[New Student or Employee? Activate your NetID](#)

Instructor Tools Dashboard

Upon logging in, the Instructor Tools dashboard appears. The dashboard shows exams processed on the day of login. Instructors can also view other exams processed in the current semester by clicking the **Current Semester** tab. See an example below:



On the right side of the dashboard there is a *System Messages* section where OIEE may periodically post important information for all Instructors who use Scanning Services.

Assigning a Teaching Assistant

To assign a Teaching Assistant (TA) who has access to a course's exam information in Instructor Tools, click on *Settings* in the lower left corner of the screen. Under the *Add Class Managers* tab, ensure *Add TA* is selected. Next, select the **Course** and **Course Section** from the two dropdown menus.

Under *Teaching Assistants*, search for the student via their UIN or TAMU email address. Click **Search**. A pop-up window will appear with the student’s name. Click **+Add TA**. The student’s name will now be listed under *Teaching Assistants*, and a button to remove them if needed. OIEE removes all TAs at the end of each semester.

Exams: Create & Modify

From the *Exams* menu item, Instructors can create a new exam or modify an existing exam. This feature allows Instructors to complete an exam setup before bringing scantrons in to Scanning Services for processing. This is not a requirement, but it is an option available to Instructors who wish to set up their own exams and scoring profiles prior to scanning. The steps below describe how to create a new exam in Instructor Tools.

Create New Exam



Step 1. Use the dropdown menu to select the course. Once the course is selected, all relevant sections will appear. Select the desired section(s). Click **Next**.

NOTE: If multiple sections are selected, all sections will be included in a single exam setup and scantrons from all sections will be run as one exam.

The screenshot shows the 'Exam Management' page in the InstructorTools interface. The user is Alyce Odasso. A 'START OVER' button is visible. A dropdown menu shows 'CTC - 1'. Below is a table with columns: Section, Instructor, Title, Term, Location, and Enrolled.

Section	Instructor	Title	Term	Location	Enrolled
<input type="checkbox"/> 1	None, None	Consolidated Testing Course	202231	TAMU	
<input checked="" type="checkbox"/> 1	Odasso, Alyce	Consolidated Testing Course	202231	TAMU	
<input type="checkbox"/> 1		Consolidated Testing Course	202231	TAMU	

A 'Next' button is located below the table. A progress indicator shows 'New Exam Course & Section 0 of 6'.

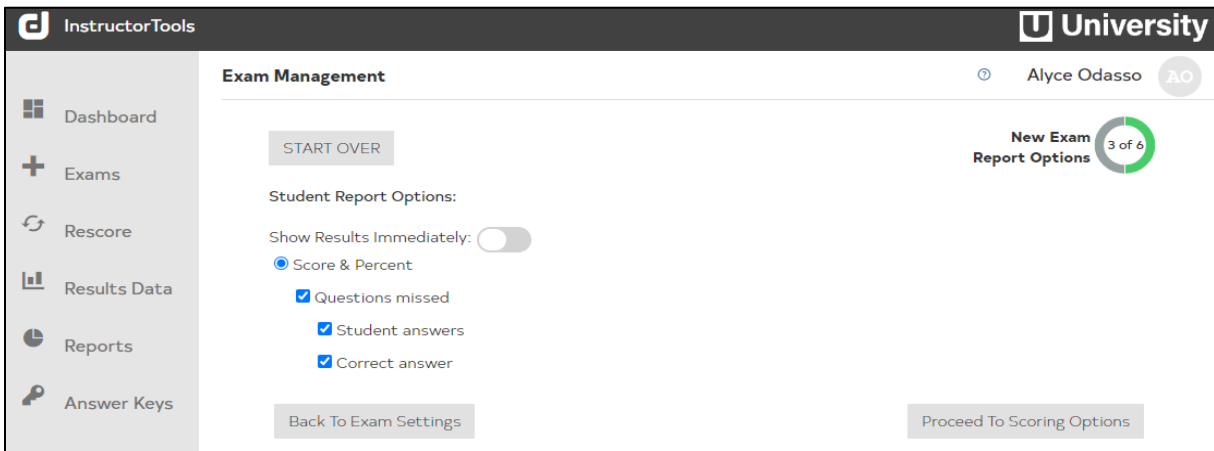
Step 2. Enter the **Exam Title** and select or type the **Number of Forms** (i.e., answer key versions). The maximum number of answer keys is four. It is NOT necessary to fill in any other fields, including Start Date and End Date. Click **Proceed to Exam Settings**.

NOTE: The *Online Exam* function is not enabled for our campus.

The screenshot shows the 'Exam Info' form in the InstructorTools interface. The user is Alyce Odasso. The form includes fields for Exam Title, Exam Type, Online Exam, Home Campus, Other Campus, Number of Forms, Start Date, and End Date. The 'Exam Title' field contains 'Exam1' and the 'Number of Forms' field contains '2'. Both fields are highlighted with a green border. A 'Proceed To Exam Settings' button is visible at the bottom right.

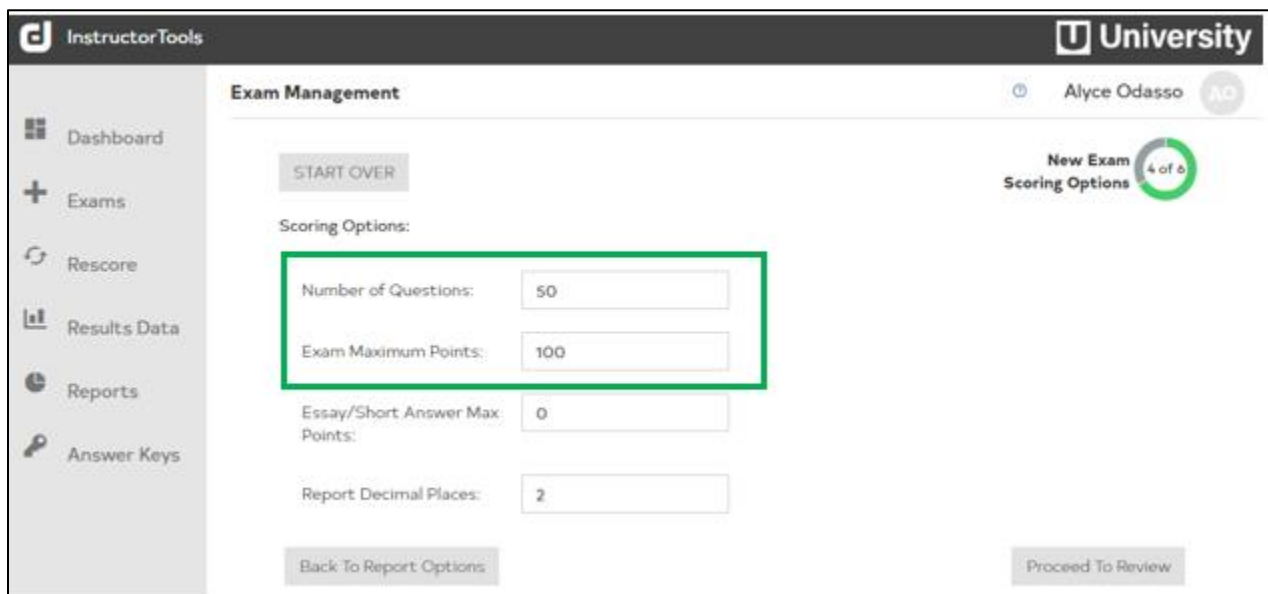
Step 3. *Supplemental Materials* is not currently utilized. Click **Proceed to Report Options** to skip.

Step 4. Under *Student Report Options*, the *Show Results Immediately* option is disabled. However, if the instructor intends to use the **Student Score Report** these options must be selected. Click **Proceed to Scoring Options**.



Step 5. Enter the **Number of Questions** and **Exam Maximum Points**. Click **Proceed to Review**.

NOTE: This information will need to be entered for each answer key individually if multiple keys were selected in Step 2.



Step 6. A Scoring Profile pop-up box will appear asking if you would like to set Item Weights. For a **standard exam setup** (i.e., all exam items worth the same number of points, equaling the Exam

Maximum Points), select **No**. If items on the exam have **varying values**, select **Yes**. See the picture below showing how to set item weights. When finished setting weights, click **Proceed to Review**.

NOTE: If there are multiple answer keys with varying point values, a scoring profile will need to be set up for each key.

The screenshot shows the 'Exam Management' interface. On the left is a navigation menu with options: Dashboard, Exams, Rescore, Results Data, Reports, and Answer Keys. The main area is titled 'Exam Management' and includes a 'START OVER' button. Below this are input fields for 'Form ID' (set to 1), 'Form Name' (Form 1), 'Start' (50), 'End' (50), 'Points' (1), and 'Bonus Type' (Regular). There are also checkboxes for 'And' and 'Required'. An 'Add' button is at the bottom left of the form fields. On the right side, there is a table with columns: Form, Start, End, Points, And, Required, BonusType, and buttons for Delete and Edit. A 'New Exam Item Weights' progress indicator shows '5 of 6' items completed. At the bottom right is a 'Proceed To Review' button.

Form	Start	End	Points	And	Required	BonusType	Delete	Edit
1	1	30	2	false	false	Regular	Delete	Edit
1	31	40	3	false	false	Regular	Delete	Edit
1	41	45	2	false	false	Regular	Delete	Edit
1	46	50	1	false	false	Extra Points Bonus	Delete	Edit

In the example above showing how to set up a scoring profile, first the form (i.e., answer key) is selected. This is an important step if there is more than one form for the exam. Then, using the **Start** and **End** fields, group together serial items that have the same point values. For each set of items with the same value, select under *Bonus Type* whether these are **regular points** or **bonus points**. On the right side of the picture, notice that the scoring profile for Form 1 has been completed:

- Items 1 through 30 are worth 2 regular points each (60 pts)
- Items 31 through 40 are worth 3 regular points each (30 pts)
- Items 41 through 45 are worth 2 regular points each (10 pts)
- Items 46 through 50 are worth 1 *additional bonus point* each

Notice how all items with regular point values add up to the exam maximum points—100, in this example. If there is more than one form, at this point the Instructor should select “2” from the Form ID dropdown and repeat the process for Form 2.

Step 7. After clicking **Proceed to Review**, an exam summary will appear. Confirm all the information is correct and click **Publish**. An **Exam ID** will be created, which can then be provided to the Scanning staff when the scantrons are brought into the office for processing.

Exam Management

START OVER New Exam Review 6 of 6

Here is the summary of the exam. Please review:

Course	Course: Section:	ACCT - 209 199-ACCT209
Exam	Exam Title: Dates: Exam Type: Exam Locations: Exam Forms: Exam Retakes: Student Report Options:	Exam 1 8/1/2023 - 8/1/2023 TAMU BATCH TAMU; 2 Score, Percent, Question Missed, Student Answer, Correct Answer Do Not show Results Immediately
Exam settings	Supplemental Materials: Special Instructions: Return Instructions:	
Scoring	Number of Questions: Maximum Points: Essay/Short Answer Max Points: Report Decimal Places: Scoring Profile:	50 100 0 2 Form 1 Question: 1-50, Points: 2, (,), Regular Form 2 Question: 1-50, Points: 2, (,), Regular

<< Back To Item Weights Publish

*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.

InstructorTools TEXAS A&M UNIVERSITY kimberlee pottberg

Exam Management

Success

New Exam Created/Updates were made to the Exam:

ExamID: 12530

Ok

Exam settings

Special Instructions:
Return Instructions:

Scoring

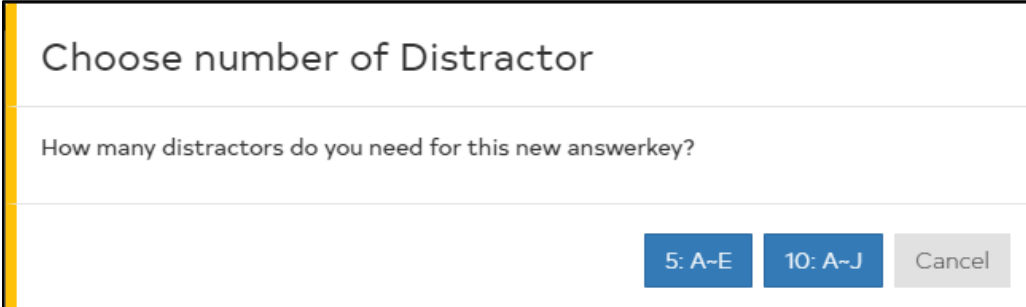
Number of Questions:	50
Maximum Points:	100
Non-Objective Max Points:	0
Report Decimal Places:	2
Scoring Profile:	

<< Back To Scoring Options Create AnswerKey Publish

Create Answer Key

Upon clicking OK to acknowledge the Exam ID, the exam management page now shows a **Create Answer Key** button (circled above). This feature is optional. Instructors who opt to use this feature do not need to fill out a paper scantron answer key for scanning.

If the Instructor chooses to create an answer key in Instructor Tools, click the button and a pop-up will appear asking how many **distractors** are needed for the answer key. Distractors are the number of answer options. There are 5 distractors on the scantrons that are processed by Scanning Services, so “5” should be selected. This does NOT mean each exam item must have five options; just that five is the maximum number of response options available.



The image shows a pop-up dialog box with a white background and a thin black border. The title bar at the top reads "Choose number of Distractor". Below the title bar is a text input field containing the question "How many distractors do you need for this new answerkey?". At the bottom right of the dialog, there are three buttons: a blue button labeled "5: A~E", a blue button labeled "10: A~J", and a grey button labeled "Cancel".

Upon selecting distractors, an answer key profile will appear. Select the distractor box(es) for each item that will result in points being awarded for that item.

IMPORTANT: Once key(s) have been set up, you **MUST** rename the key(s) as letters instead of numbers. The default Form name is Form 1, Form 2, etc. **These must be renamed as Form A, Form B, etc.,** using the **Edit Form Name button** (as seen in the picture below). If this is not completed prior to processing student scantrons, there may be issues with scoring. Please let the Scanning staff know whether this has been completed prior to the processing of scantrons.

The screenshot shows the 'Exam Management' interface. At the top, there is a 'START OVER' button and a user profile for 'Alyce Odasso'. The exam details are 'Exam: 14124' and 'Review 6 of 6'. Below this is a dropdown menu showing '1. Form A' and a 'Create Key Link' checkbox. The main part of the interface is a table with the following columns: Question No., A, B, C, D, E, Points, And, and Required. The table contains five rows of questions, each with a score of 1 point and 'false' for both 'And' and 'Required' columns. The 'A' column for all questions has a checked checkbox. At the bottom of the table, there are 'Save' and 'Undo' buttons. The 'Edit Form Name' button is circled in blue.

Question No.	A	B	C	D	E	Points	And	Required
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false

IMPORTANT: Currently, the DigitalDesk software **DOES NOT** support multiple correct answers for a single test question. The scanners will automatically read a student’s answer as incorrect if they have bubbled in more than one bubble on their scantron. The software **DOES** support “either/or” scoring—e.g., If the answer key has both A & B bubbled in, a student can mark EITHER A OR B to receive full credit on the item.

Once the steps above have been completed for all forms/keys, click **Save**. Back on the *Exam Management* page, click **Publish** a second time to ensure both the exam setup and newly created answer key(s) are saved.

Additionally, it is possible to use a single answer key to set up multiple forms with specific scoring profiles. There are seven pre-programmed patterns in Instructor Tools that use a single answer key to create up to three additional forms/keys. This can be done by selecting the **Create Key Link** checkbox. See *Appendix A* for more information.

REMINDER: Exam setup and creation of answer keys in Instructor Tools is optional. Scanning Services staff is trained to set up exams and scan answer keys manually filled out and provided by the Instructor.

Modify Existing Exam

From the *Exam* menu item, existing exams can be modified by clicking the folder icon (as seen on page 3). Simply click **Detail** next to the exam to be modified. Modifications can also be made after exam scantrons have been processed.

The system will walk Instructors through each of the exam setup steps detailed under the *Create New Exam* section in this manual. Simply change information and settings on each of these pages as necessary. Click **Publish** when finished.

<input type="checkbox"/>	Exam ID	Desc.	Instructor	Course	Score Date	
<input type="checkbox"/>	15199	test-exam 1		CTC 1	08/02/2023	Detail
<input type="checkbox"/>	15198	Exam1		ACCT 209	08/01/2023	Detail
<input type="checkbox"/>	15197	Quiz 2		HIST 106	07/28/2023	Detail
<input type="checkbox"/>	15196	Exam 2		HIST 106	07/28/2023	Detail
<input type="checkbox"/>	15195	test		CTC 1	07/26/2023	Detail
<input type="checkbox"/>	15194	test		BIOL 320	07/26/2023	Detail
<input type="checkbox"/>	15193	Exam 3		BIOL 320	07/25/2023	Detail
<input type="checkbox"/>	15192	Exam 3		BICH 411	07/24/2023	Detail

Rescore & Add Bonus Points

The *Rescore* menu item is typically used after scantrons have been processed for an exam. This is where exams can be rescored if changes have been made to point values or maximum points via *Modify Existing Exam*.

On the *Rescore* page, select the Exam ID from the dropdown menu and click the blue **Rescore Exams** button at the bottom of the page to make changes go into effect.

The screenshot shows the 'Rescore' interface in InstructorTools. The left sidebar has 'Rescore' selected. The main area has a search bar, a 'Semester' dropdown set to 'Current', and an 'Exam ID' dropdown menu with a refresh icon. Below that is an 'Add Bonus Points' checkbox, a text input field with '0', and radio buttons for 'All' and 'Individual'. At the bottom, there is a blue 'Rescore Exams' button and a 'Cancel' button.

From *Rescore*, Instructors can add bonus points to student scores. After selecting the Exam ID from the dropdown menu, student information including their names and scores will appear in the right-hand window. To add bonus points, simply click the checkbox next to **Add Bonus Points** and enter the number of points to be added. Then select whether the bonus points should be applied to **All** or **Individual**.

Rescore

SEARCH

Semester: **Current** Previous Any

Exam ID: 15199 - 99999 - test exam 1

Instructor: [Redacted]
 ID: 422007888
 Course: 99999
 Exam Description: test exam 1
 Exam Dates: 08/02/2023 to 08/02/2023

Decimal Places: [Dropdown]

Add Bonus Points

2

All Individual

Rescore Exams Reset

ID	Name	Date	Form	Max	Pts	Bonus	Grade
[Redacted]	[Redacted]	08-02-2023	Form A	10	9	2	110.00
[Redacted]	[Redacted]	08-02-2023	Form A	10	10	2	120.00
[Redacted]	[Redacted]	08-02-2023	Form A	10	10	2	120.00

With **Individual** selected, click which student will receive the bonus points. This will highlight the student row in yellow. Select **Rescore Exams** to re-calculate student scores.

Rescore

SEARCH

Semester: **Current** Previous Any

Exam ID: 15199 - 99999 - test exam 1

Instructor: [Redacted]
 ID: 422007888
 Course: 99999
 Exam Description: test exam 1
 Exam Dates: 08/02/2023 to 08/02/2023

Decimal Places: [Dropdown]

Add Bonus Points

2

All Individual

Rescore Exams Reset

ID	Name	Date	Form	Max	Pts	Bonus	Grade
[Redacted]	[Redacted]	08-02-2023	Form A	10	9	0	90.00
[Redacted]	[Redacted]	08-02-2023	Form A	10	10	2	120.00
[Redacted]	[Redacted]	08-02-2023	Form A	10	10	0	100.00

Results Data: Accessing & Managing Exam Results

From the *Results Data* menu item, Instructors can see a summary of student exam score reports by name (alphabetical listing). Simply select the Exam ID from the dropdown.

The screenshot displays the 'Exam Results' page in the Instructor Tools interface. The page title is 'Exam Results' and it includes a search bar and a dropdown menu for Exam ID, currently set to '15197 - HIST 106 - Quiz 2'. The main table lists exam results with columns: SheetNo, SeqNo, Form, ID, Name, Section, Scan Date, Max Pts, Points, Non-Obj, Bonus, and Grade. Below the main table, there is a section for 'Error Type' and 'Items' with a 'CHECK FORM' button. Red arrows highlight the 'Results Data' menu item, the 'Current' semester button, and the 'CHECK FORM' button.

SheetNo	SeqNo	Form	ID	Name	Section	Scan Date	Max Pts	Points	Non-Obj	Bonus	Grade
1693408	62	Form A				07-28-2023	100	84.62	0	0	84.62
1693396	50	Form A			200	07-28-2023	100	100	0	0	100
1693375	29	Form A				07-28-2023	100	92.31	0	0	92.31
1693372	26	Form A			200	07-28-2023	100	100	0	0	100
1693350	4	Form A			200	07-28-2023	100	92.31	0	0	92.31
1693353	7	Form A				07-28-2023	100	92.31	0	0	92.31
1693442	96	Form A				07-28-2023	100	69.23	0	0	69.23
1693429	83	Form A				07-28-2023	100	92.31	0	0	92.31
1693436	90	Form A				07-28-2023	100	100	0	0	100

Sheet	SeqNo	Error Type	Items	Action
1693423	77	MRK_ERROR	< 4 >, - Wilkins	CHECK FORM
1693455	109	MRK_ERROR	< 10 >, - Sudina	CHECK FORM

IMPORTANT: Take notice of whether any information appears at the bottom of the *Exam Results* page, below the student score summary. If the scanner picked up any errors while scanning individual scantrons, those errors will be listed in this section of the page. These errors, usually labeled MRK_ERROR, are tied to specific items on the affected scantron. They may simply indicate that the student left that item blank, but sometimes they indicate stray pencil marks that were made on the item line which prevented the scanner from reading the student's answer. Additionally, sometimes damage to the scantron will cause these errors (wet/water marks, tears, extensive creasing, etc.). When multiple items are listed next to a MRK_ERROR, this may be an indication that the scantron was damaged and students' answers were not recorded even though answer bubbles were filled in. In such a case, Instructors may wish to locate the scantron and record the student's responses using the instructions above. In the example below, there are three scantrons with MRK_ERRORS. The students' last names appear next to the list of affected items.

EXAM RESULTS												
Exam ID		Semester					Search:					
5049 - STAT 302 - Newton		Current Previous Any										
<input type="checkbox"/>	SheetNo	SeqNo	Form	ID	Name	Section	Scan Date	Max Pts	Points	Non-Obj	Bonus	Grade
<input type="checkbox"/>	447363	0	Form A			509	05-09-2017	105	78	0	0	74
<input type="checkbox"/>	447418	0	Form B			509	05-09-2017	105	75	0	0	71
<input type="checkbox"/>	447365	0	Form A			509	05-09-2017	105	93	0	0	89
<input type="checkbox"/>	447357	0	Form A			509	05-09-2017	105	75	0	0	71
<input type="checkbox"/>	447361	0	Form A			509	05-09-2017	105	72	0	0	69
<input type="checkbox"/>	447431	0	Form B			509	05-09-2017	105	72	0	0	69
<input type="checkbox"/>	447446	0	Form B			509	05-09-2017	105	99	0	0	94
<input type="checkbox"/>	447388	0	Form A			509	05-09-2017	105	66	0	0	63
<input type="checkbox"/>	447440	0	Form B			509	05-09-2017	105	81	0	0	77

Sheet	SeqNo	Error Type	Items	Action	<input type="checkbox"/> Show Resolved Errors
447407	0	MRK_ERROR	< 10 >, < 20 >	CHECK FORM	
447450	0	MRK_ERROR	< 30 >	CHECK FORM	
447457	0	MRK_ERROR	< 23 >	CHECK FORM	

Clicking on one of these three rows will take the Instructor directly to that student's summary of individual item responses. The Instructor may wish to cross-reference the paper scantron with the affected items and make any necessary manual updates. Remember to **Update** and **Save** if changes are made.

To see detailed exam results for an individual student, click on the row for that student. Here, the Instructor can see how the student responded to each item (see below). The key is also listed for reference. If, for whatever reason, a student's responses need to be manually changed, that can be done here by the Instructor. Simply click the response to be changed and select the new response from the distractors listed below. Additionally, if a student's scantron was evaluated against the wrong answer key, simply select the correct key from the *Key Version* dropdown menu. After any changes are made, click **Update** and **Save**.

Finally, Instructors can download a student's individual score report from this page. More information about the Student Score Report can be found in the *Reports* section of this manual.

SHEET REPONSES

Sheet Number
447405

 [Score Report](#)

Student
Arceneaux, Steven (823008145) [Edit](#)

Key Version
Form A - 7015

Points
42

NonObjPoints
0

Bonus
0

Grade
40

Objective Non-Objective

Item	Response	Key
1	C	A
2	B	B
3	A	A
4	D	A
5	B	A
6	C	A
7	B	A
8	C	D
9	E	E
10	B	B
11	B	D
12	B	B
13	A	A

- A B **C** D E

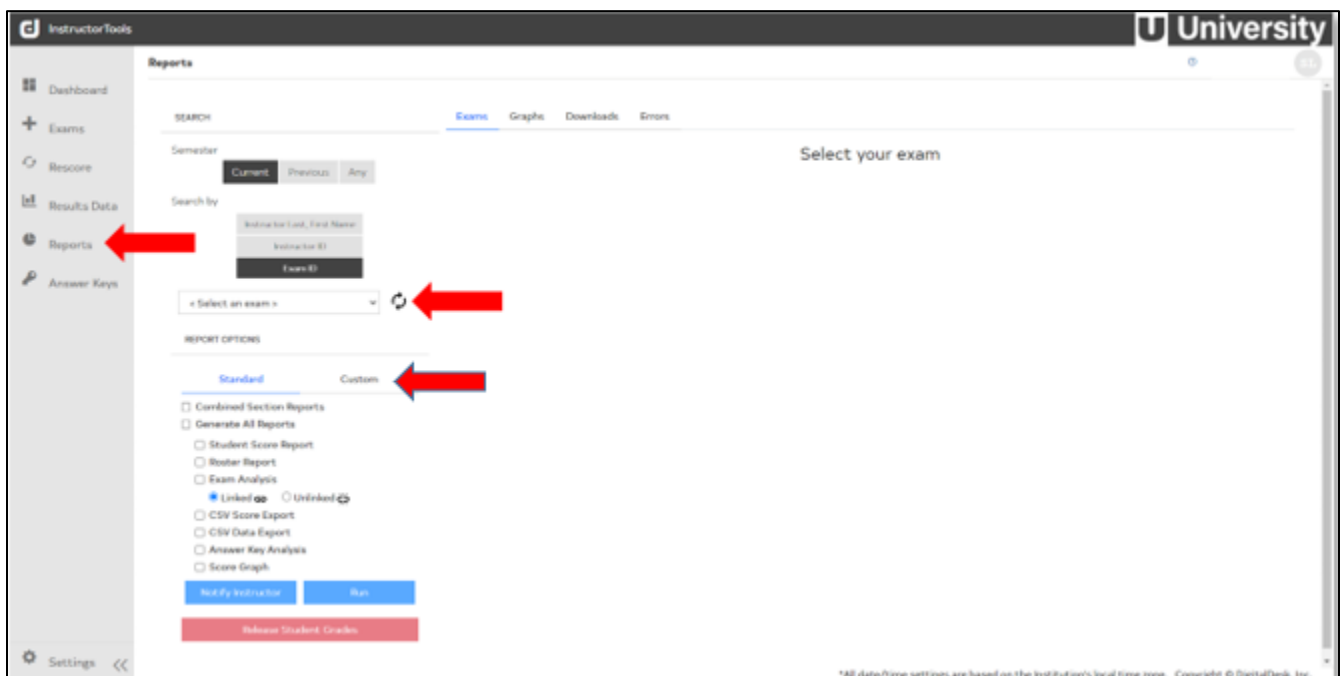
[Update](#) [Save](#)

Reports & Sending Grades to the LMS

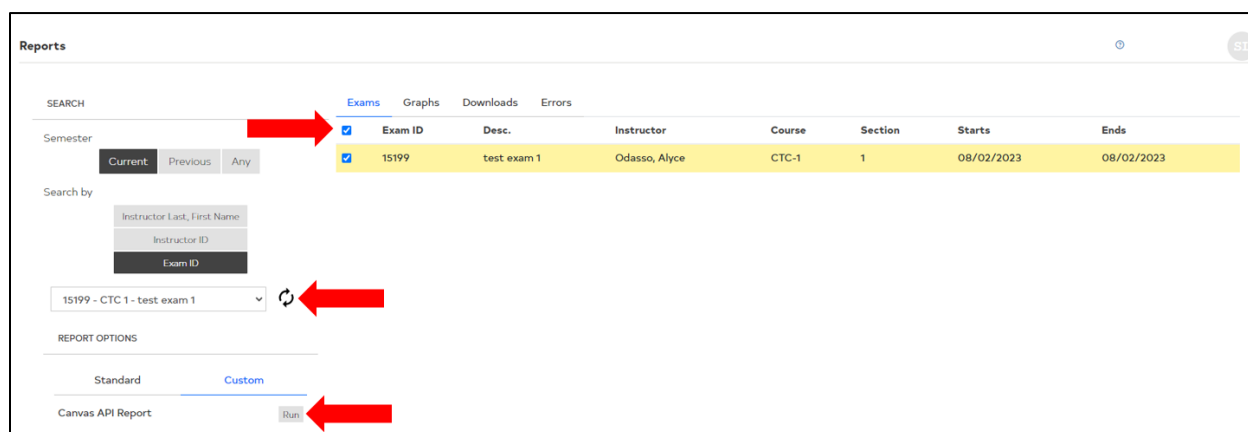
From the *Reports* menu item, Instructors can generate and download various useful reports for their own purposes. This is also where Instructors go to push exam grades to gradebooks in their Canvas courses.

Push Grades to Canvas

Select the Exam ID from dropdown and click the checkbox next to the exam when it populates in the right-hand window. Select the **Custom** tab under *Report Options*.



Click **Run** next to the **Canvas Grade** option. A pop-up will appear indicating whether the process was successful. It may take up to 15 minutes for the grades to appear in the Canvas gradebook. Instructors should receive an automated email from the Office of Academic Innovation once grades have been successfully loaded to the Canvas gradebook.



In the Canvas gradebook, there will be a new column titled “DD-XXXX”. The exam name will take place of the Xs. Review the data in this column to ensure everything worked as expected.

In some cases, Canvas may not allow manual entry of “0” in this column for students who did not take the exam. It also may not allow selection of “Excused”. **To manually enter a grade of “0” or select Excused in the DD column**, follow these steps:

1. Go to *Assignments* in the Canvas course.
2. There will be an assignment created for the exam, with the same name as the column header in the gradebook. Click on the assignment.
3. Click **Edit**.
4. Scroll to the bottom of the page and locate the *Assign* section. Click **Add** if nothing is currently showing there. Then select **Everyone** from the list. Click **Save**.
5. Go back to the gradebook and notice you can now manually enter a 0 for all students who didn’t take the exam (or, alternatively, select Excused for individual students).

Download Reports

Select the exam from the dropdown menu and wait for the exam to populate the window on the right. In that window, click the checkbox to the left of the exam to select it. NOTE: If multiple course sections were scanned under the same Exam ID, select all sections. If multiple sections were scanned the Instructor wishes for all sections to be included in each report, select **Combined Section Reports** under *Report Options*. All available reports can be generated at the same time or individual reports can be selected for generation. Click **Run** when ready.

Once the reports have been run, they can be downloaded from the *Download* and *Graph* tabs across the top of the page.

InstructorTools

Reports

SEARCH

Exams Graphs 1 Downloads 11 Errors

Exam ID	Desc.	Instructor	Course	Section
12818	Exam2	Allen, Natalie	ACCT210	501

Semester: Current Previous Any

Search by:

Instructor Last, First Name
Instructor ID
Exam ID

12818 - ACCT 210 - Exam2

REPORT OPTIONS

Standard Custom

- Combined Section Reports
- Generate All Reports
- Student Score Report
- Roster Report
- Exam Analysis
 - Linked
 - Unlinked
- CSV Score Export
- CSV Data Export
- Answer Key Analysis
- Score Graph

Run

Release Student Grades

Settings <<

*All date/time settings are based on the insti

If **Generate All Reports** was selected, on the *Downloads* tab there will be a long list of reports for download. Click **Download All**, which will create a zip file with all reports.

Available Reports	
	Report Name
↓ Download All	Download 11 reports as a zip file
Download	Score Graph - PDF - ACCT 210 - Section - MULTIPLE; Exam2
Download	Score Graph Combined- ExamID 12818- Section MULTIPLE
Download	Answer Key Analysis - Form A - ACCT210 - MULTIPLE; Exam2
Download	Data Export - ExamID 12818 - Section MULTIPLE-Sorted By Name
Download	Data Export - ExamID 12818 - Section MULTIPLE-Sorted By Sequence
Download	Score Export - Incorrect Response Analysis - ExamID 12818 - Section MULTIPLE
Download	Score Export - ExamID 12818 - Section MULTIPLE
Download	Exam Analysis - Raw Data - Exam 12818 - Form A - Section ALL
Download	Exam Analysis - Exam 12818 - Form A - Section ALL
Download	Roster Report - ACCT 210 - Exam2 - Section - MULTIPLE
Download	Student Score Report - ACCT 210 - Exam2 - Section ALL

Types of Reports

Each of the reports which can be downloaded from Instructor Tools will be briefly described below. Examples of these reports can be found in *Appendix B*.

Student Score Report

This report will download as a single PDF with each individual student score report on a different page in the file. Each individual student report shows the exam summary (course information and number of possible points), and the student's exam results (total regular/bonus points earned and grade percentage).

By default, the Student Score Report also shows which questions the student missed. In the *Questions Missed* section of the report, the item number, student's answer, and correct answer will be displayed. The information that shows up under *Questions Missed* can be customized when setting up and exam using the *Create New Exam* option in Instructor Tools.

Roster Report

This report provides the Instructor with a quick overview of student exams. It is a PDF file that includes a row for each student with their Student ID, Name, Missed Points, Correct Points, Total Points with any bonus included, and overall Score.

Exam Analysis

This report provides Instructors with a detailed overview of exam questions and student answers. It includes summary statistics (High/Low scores, Mean, Median, Standard Deviation, Cronbach's Alpha) and item-specific statistics. This allows Instructors to take a deeper look at their exams and provides useful information for potentially improving exams in the future. Some key things communicated in this report are:

- Effectiveness of exam questions to differentiate between students of varying ability
- Question difficulty
- Effectiveness of question distractors (i.e., incorrect answer options)

CSV Score Export

Two files are generated when this option is selected. Both are CSV files that will open in Excel. The first is a summary that includes the same information as the *Roster Report*. The other file is the *Incorrect Response Analysis*. It includes a row for each student with their earned points, grade, and which distractor they selected for each item. Correct responses are indicated by a blank cell. This report *only* shows incorrect responses for each item and what the student selected. This is an easy way to visually determine which items were the most difficult for students overall, and what the most common incorrect responses were.

CSV Data Export

Two files are generated when this report is selected. Both are CSV files that will open in Excel. The first, *Sorted by Sequence*, provides summary data for each student as well as their responses to each on the exam. The answer key is also included on this report in its own row. The order in which the data appears in this file is simply by the order their exam scantrons were processed through the scanner. The other file, *Sorted by Name*, includes the same information but the results are listed in alphabetical order by Student Last Name. *Only the Sorted by Name report is included in the Appendix.*

Answer Key Analysis

This report provides a view of the answer key with weights listed for each item (i.e., number of points per item). Items are color coded by type—standard items are gray and bonus questions are orange.

Score Graph

Two files are generated when this report is selected: one JPEG and one PDF. The graph shows the distribution of scores for the exam in bar graph format.

Editing Answer Keys & Giving Partial Credit

From the *Answer Keys* menu item, Instructors can make changes or corrections to the answer key. This includes changing question weights and adding additional credit after an exam has been processed. To make any such changes, select the Exam ID and Key you intend to update.

To Change a Standard Question Weight:

Select the question number/answer in the right-hand window. This will highlight it yellow. The current information for that question is then populated under *Modify Item Value*. Instructors can change the item value by entering a different number in the text box, and they can also select a response (A-E) to indicate a different correct answer. Once the desired changes are made, click **Update** and **Save**.

The screenshot displays the 'Answer Keys' interface. On the left, there are fields for Semester (Current, Previous, Any), Exam ID (15199 - 99999 - test exam 1), Name, University ID, Email Address, Instructor (Odasso, Alyce), Course (99999), Sections (1 - Odasso, Alyce), Description (test exam 1), and Key Form (Form A - 24243). On the right, a 'QUESTIONS' table lists 10 questions with their corresponding answer keys. The first row (QTN 1, Answer Key A) is highlighted in yellow. Below the table, the 'Modify Item Value' section is visible, containing an 'Item Value' text box (set to 1), radio buttons for 'Standard', 'Partial Credit', 'And', and 'Require All', and a 'Bonus Type' section with options: 'Additional Bonus', 'Replacement Bonus', and 'None'. A red box highlights the 'Modify Item Value' section. At the bottom, there are 'Reset' and 'Update' buttons, and a 'Question 1' section with 'Cancel' and 'Save' buttons. Red arrows point to the highlighted row in the table and the 'Update' and 'Save' buttons.

QTN	Answer Key
1	A
2	B
3	C
4	D
5	E
6	A
7	B
8	C
9	D
10	E

To Assign Partial Credit:

In this case, a single answer is assigned the Standard value/weight of the question, but one or more responses is also selected for partial credit. Select the question number/answer in the right-hand window. Under *Modify Item Value*, select **Partial Credit**. As an example, if A is the most correct answer worth 2 points (Standard question weight), but B and C should be worth 1 point each, select the checkboxes next to B and C and enter "1" in the text box next to each of them. Once the desired changes are made, click **Update** and **Save**.

Answer Keys

Semester: **Current** Previous Any

Exam ID: 15199 - 99999 - test exam 1

Name: University ID: Email Address:

Instructor: Course: 99999

Sections: 1-

Description: test exam 1 Max Points: 11.0000

Key Form: Form A - 24243

QTN	Answer Key
1	A
2	B
3	C
4	D
5	E
6	A
7	B
8	C
9	D
10	E

MODIFY ITEM VALUE

Item Value: 2

A: 2

B: 1

C: 0

D: 0

E: 0

Bonus Type: **Additional Bonus**

Buttons: Reset, Update

To Assign Additional Bonus:

If a question's weight should not be included in the Maximum Points for the exam and only function as additional bonus points for students who answer it correctly, select the question number/answer in the right-hand window, under *Modify Item Value* select **Additional Bonus** under *Bonus Type*, and select the checkbox next to the correct answer. Instructors can also revise the bonus question weight. Once the desired changes are made, click **Update** and **Save**.

Answer Keys

Semester: **Current** Previous Any

Exam ID: 15199 - 99999 - test exam 1

Name: University ID: Email Address: @tamu.edu

Instructor: Course: 99999

Sections: 1-

Description: test exam 1 Max Points: 9.0000

Key Form: Form A - 24243

QTN	Answer Key
1	A
2	B
3	C
4	D
5	E
6	A
7	B
8	C
9	D
10	E

MODIFY ITEM VALUE

Item Value: 1

A: 0

B: 0

C: 0

D: 0

E: 1

Bonus Type: **Additional Bonus**

Buttons: Reset, Update, Save

Appendix A: How to Use One Key to Create Multiple Forms

There are 7 preprogrammed patterns that use a single answer key to create up to 3 additional forms for an exam. The patterns are (1) Reversal, (2) Odd-Even Switch, (3) Split-Half Switch, (4) Odd-Even Switch followed by Reversal, (5) Split-Half Switch followed by Reversal, (6) Split-Half Switch followed by Odd-Even Switch, and (7) Split-Half Switch followed by Odd-Even Switch followed by Reversal.

Examples For EVEN Number of Exam Items

	Reversal	Odd-Even Switch	Split-Half Switch	Odd-Even Switch followed by Reversal	Split-Half Switch followed by Reversal	Split-Half Switch followed by Odd-Even Switch	Split-Half Switch followed by Odd-Even Switch followed by Reversal
1	10	2	6	9	5	7	4
2	9	1	7	10	4	6	5
3	8	4	8	7	3	9	2
4	7	3	9	8	2	8	3
5	6	6	10	5	1	1	10
6	5	5	1	6	10	10	1
7	4	8	2	3	9	3	8
8	3	7	3	4	8	2	9
9	2	10	4	2	7	5	6
10	1	9	5	1	6	4	7

Examples For ODD Number of Exam Items

	Reversal	Odd-Even Switch	Split-Half Switch	Odd-Even Switch followed by Reversal	Split-Half Switch followed by Reversal	Split-Half Switch followed by Odd-Even Switch	Split-Half Switch followed by Odd-Even Switch followed by Reversal
1	11	2	6	11	11	7	11
2	10	1	7	9	5	6	4
3	9	4	8	10	4	9	5
4	8	3	9	7	3	8	2
5	7	6	10	8	2	1	3
6	6	5	1	5	1	10	10
7	5	8	2	6	10	3	1
8	4	7	3	3	9	2	8
9	3	10	4	4	8	5	9
10	2	9	5	2	7	4	6
11	1	11	11	1	6	11	7

To set this up in Instructor Tools:

1. First Create and Publish a new exam.

2. Click **Create Answer Key** (see picture on page 7).
3. With the first form selected in the dropdown, fill out the answer key for each item.
4. Select the next form from the dropdown and click the **Create Key Link** checkbox.
5. Select the Link Method (one of the 7 patterns listed above).
6. Repeat for any other forms and click **Save**.
7. Back on the *Exam Management* page, click **Publish**.

Exam Management
Alyce Odasso AO

START OVER

Exam: 13913
 Review 6 of 6

2. Form 2

Question No.	A	B	C	D	E	Points	And	Required
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	false	false

Edit Form Name

Create Key Link

Primary Key:

1. Form 1

Link Method:


- Reversal
- Odd-Even Switch
- Split-Half Switch
- Odd-Even Switch > Reversal
- Split-Half Switch > Reversal
- Split-Half Switch > Odd-Even
- Split-Half Switch > Odd-Even > Reversal
- Duplicate

Save

Undo

Appendix B: Example Reports

Student Score Report - Example



Student Score Report

Instructor: [redacted] Exam ID: 13903
Course: [redacted]

<p>[redacted]</p> <p>Student ID: [redacted]</p> <p>Exam Date: 09/02/22 01:59:46 PM</p> <p>Description: test, Form A</p> <p>Spec Code:</p> <p>Elapsed Time: 0 min</p>	<table border="1"><thead><tr><th colspan="2">Exam Results</th></tr></thead><tbody><tr><td>Regular Points:</td><td style="text-align: right;">9.00</td></tr><tr><td>Bonus Points:</td><td style="text-align: right;">0.00</td></tr><tr><td>Non-Obj Points:</td><td style="text-align: right;">0.00</td></tr><tr><td>Total Points Earned:</td><td style="text-align: right;">9.00</td></tr><tr><td>Possible Points:</td><td style="text-align: right;">10.00</td></tr><tr><td>Grade:</td><td style="text-align: right;">90.00%</td></tr></tbody></table>	Exam Results		Regular Points:	9.00	Bonus Points:	0.00	Non-Obj Points:	0.00	Total Points Earned:	9.00	Possible Points:	10.00	Grade:	90.00%
Exam Results															
Regular Points:	9.00														
Bonus Points:	0.00														
Non-Obj Points:	0.00														
Total Points Earned:	9.00														
Possible Points:	10.00														
Grade:	90.00%														

Questions Missed*

(Format: Question Number. Your Answer, Correct Answer)

2. A, B

* If allowed by your instructor, the questions that you missed are listed. Optionally, your answer and the correct answer may be listed as allowed by your instructor. Items with "?" indicate no student Response.

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Roster Report - Example



Exam Roster Report


Instructor: [Redacted] Exam ID: 13894

Course: [Redacted] Number of Students Tested: 21

Form	Student ID	Student Name	Date Posted	Missed	Correct	Points	Non-Obj	Bonus	Total	Max	Score
Form	[Redacted]	[Redacted]	08/29/22 12:16:09	18	37	37.00	0.00	0.00	37.00	55.00	67.27%
Form	[Redacted]	[Redacted]	08/29/22 12:19:04	15	40	40.00	0.00	0.00	40.00	55.00	72.73%
Form	[Redacted]	[Redacted]	08/29/22 12:16:12	10	45	45.00	0.00	0.00	45.00	55.00	81.82%
Form	[Redacted]	[Redacted]	08/29/22 12:16:06	11	44	44.00	0.00	0.00	44.00	55.00	80.00%
Form	[Redacted]	[Redacted]	08/29/22 12:16:36	15	40	40.00	0.00	0.00	40.00	55.00	72.73%
Form	[Redacted]	[Redacted]	08/29/22 12:16:19	20	35	35.00	0.00	0.00	35.00	55.00	63.64%
Form	[Redacted]	[Redacted]	08/29/22 12:16:50	20	35	35.00	0.00	0.00	35.00	55.00	63.64%
Form	[Redacted]	[Redacted]	08/29/22 12:16:17	19	36	36.00	0.00	0.00	36.00	55.00	65.45%
Form	[Redacted]	[Redacted]	08/29/22 12:16:39	8	47	47.00	0.00	0.00	47.00	55.00	85.45%
Form	[Redacted]	[Redacted]	08/29/22 12:16:04	20	35	35.00	0.00	0.00	35.00	55.00	63.64%
Form	[Redacted]	[Redacted]	08/29/22 12:16:49	17	38	38.00	0.00	0.00	38.00	55.00	69.09%
Form	[Redacted]	[Redacted]	08/29/22 12:16:41	13	42	42.00	0.00	0.00	42.00	55.00	76.36%
Form	[Redacted]	[Redacted]	08/29/22 12:16:57	17	38	38.00	0.00	0.00	38.00	55.00	69.09%
Form	[Redacted]	[Redacted]	08/29/22 12:16:16	8	47	47.00	0.00	0.00	47.00	55.00	85.45%
Form	[Redacted]	[Redacted]	08/29/22 12:16:07	14	41	41.00	0.00	0.00	41.00	55.00	74.55%
Form	[Redacted]	[Redacted]	08/29/22 12:16:08	11	44	44.00	0.00	0.00	44.00	55.00	80.00%
Form	[Redacted]	[Redacted]	08/29/22 12:16:38	27	28	28.00	0.00	0.00	28.00	55.00	50.91%
Form	[Redacted]	[Redacted]	08/29/22 12:16:34	27	28	28.00	0.00	0.00	28.00	55.00	50.91%

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Page 1



Exam Analysis Report

Form

Exam ID: 13894

Number of Students Tested: 21

High: 47.00 (85.5%) Low: 28.00 (50.9%) Mean: 39.14 (71.2%) Median: 40.00 (72.7%) Standard Deviation: 5.21 Cronbach's Alpha: 0.71

ITEM	A		B		C		D		E		F		G		H		I		J		PBS
	TTL	R	TTL	R	TTL	R	TTL	R	TTL	R	TTL	R	TTL	R	TTL	R	TTL	R	TTL	R	
1 - 100.0%							21	0.71/0.09													.00
2 - 57.1%			9	0.68/0.08	12	0.74/0.10															.31
3 - 14.3%	13	0.70/0.09	5	0.70/0.14			3	0.76/0.04													.20
4 - 95.2%	1	0.64/0.00			20	0.72/0.10															.18
5 - 95.2%			20	0.71/0.10			1	0.75/0.00													-.08
6 - 95.2%			20	0.71/0.10			1	0.73/0.00													-.04
7 - 57.1%	1	0.64/0.00	12	0.73/0.10	6	0.68/0.10	2	0.71/0.03													.29
8 - 47.6%	5	0.66/0.09	1	0.80/0.00	10	0.74/0.07	5	0.70/0.13													.25
9 - 28.6%			5	0.69/0.12	6	0.75/0.06	10	0.70/0.10													.25
10 - 66.7%	14	0.74/0.08	4	0.65/0.10	3	0.64/0.12															.48
11 - 71.4%	15	0.75/0.07	4	0.67/0.05	2	0.51/0.00															.66
12 - 61.9%	6	0.72/0.13	1	0.69/0.00	13	0.71/0.09	1	0.76/0.00													-.06
13 - 61.9%	4	0.68/0.15	13	0.71/0.09	3	0.75/0.05	1	0.73/0.00													.00
14 - 85.7%			18	0.72/0.10	3	0.69/0.04															.09
15 - 95.2%			1	0.64/0.00	20	0.72/0.10															.18
16 - 28.6%	13	0.70/0.09	6	0.77/0.08	1	0.64/0.00	1	0.64/0.00													.42
17 - 61.9%	13	0.75/0.06	5	0.61/0.11	1	0.64/0.00	2	0.75/0.10													.52
18 - 61.9%	8	0.73/0.08			13	0.70/0.11															-.15

Color Legend: Correct (Grey) Incorrect (Red) Review (Light Red) Marginal (Yellow) Better (Light Green) Best (Green)

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Understanding Your Report: Next to each item number is the % of students that answered the item correctly. The TTL column indicates the total number of students that selected the represented option. The R value is the mean score (%) and Std. Deviation of scores for a particular distractor. You would expect that the students that did well on the exam selected the correct response, thus generating a higher mean score and a higher PBS (Point Biserial Correlation). In cases where an incorrect response distracted students that did well on the exam, exhibited by a high R value, should result in a lower PBS score. PBS score ranges from -1.0 to 1.0, with a minimum desired score greater than 0.15. Refer to the color legend to identify problem items.

CSV Score Export: Summary - Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	INSTRUCTOR:															
2	COURSE DESC:															
3	EXAM DESC.:															
4	EXAM ID															
5																
6	STUDENT ID	USERNAME	LAST NAME	FIRST NAME	COURSE	SECTION	MISSED #	CORRECT #	REG. POINTS	BONUS #	BONUS PTS	NON OBJ	TOTAL POINTS	MAX POINTS	GRADE	DATE SCORED
7						1	18	37	37	0	0	0	0	37	55	67.27% 08 29 2022
8						1	15	40	40	0	0	0	0	40	55	72.73% 08 29 2022
9						1	10	45	45	0	0	0	0	45	55	81.82% 08 29 2022
10						1	11	44	44	0	0	0	0	44	55	80.00% 08 29 2022
11						1	15	40	40	0	0	0	0	40	55	72.73% 08 29 2022
12						1	20	35	35	0	0	0	0	35	55	63.64% 08 29 2022
13						1	20	35	35	0	0	0	0	35	55	63.64% 08 29 2022
14						1	19	36	36	0	0	0	0	36	55	65.45% 08 29 2022
15						1	8	47	47	0	0	0	0	47	55	85.45% 08 29 2022
16						1	20	35	35	0	0	0	0	35	55	63.64% 08 29 2022
17						1	17	38	38	0	0	0	0	38	55	69.09% 08 29 2022
18						1	13	42	42	0	0	0	0	42	55	76.36% 08 29 2022
19						1	17	38	38	0	0	0	0	38	55	69.09% 08 29 2022
20						1	8	47	47	0	0	0	0	47	55	85.45% 08 29 2022
21						1	14	41	41	0	0	0	0	41	55	74.55% 08 29 2022
22						1	11	44	44	0	0	0	0	44	55	80.00% 08 29 2022
23						1	27	28	28	0	0	0	0	28	55	50.91% 08 29 2022
24						1	27	28	28	0	0	0	0	28	55	50.91% 08 29 2022
25						1	15	40	40	0	0	0	0	40	55	72.73% 08 29 2022
26						1	14	41	41	0	0	0	0	41	55	74.55% 08 29 2022
27						1	14	41	41	0	0	0	0	41	55	74.55% 08 29 2022
28																
29																

CSV Score Export: Incorrect Response Analysis – Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	INSTRUCTOR:																		
2	COURSE DESC:																		
3	EXAM DESC::																		
4	EXAM ID																		
5																			
6	STUDENT ID	USERNAM	LAST NAME	FIRST NAME	POINTS EARNED	GRADE	1	2	3	4	5	6	7	8	9	10	11	12	
7					37	67.27%	B	A				C	A	D					
8					40	72.73%	B				D	D		D	B				
9					45	81.82%		B					B					A	
10					44	80.00%		A											
11					40	72.73%	B	A					D	B					
12					35	63.64%	B	A				A	D	B		B			
13					35	63.64%	B	A								B			
14					36	65.45%	B	A					A	D	B	B			
15					47	85.45%		A					D	D				A	
16					35	63.64%	B	B	A			C	D	D				A	
17					38	69.09%		A				D	A	D				A	
18					42	76.36%		A				C	A					D	
19					38	69.09%		B						D	C			B	
20					47	85.45%		B											
21					41	74.55%		A						D					
22					44	80.00%	B												
23					28	50.91%	B	B					D	D	C	C		A	
24					28	50.91%		A				C	A	B	B	C			
25					40	72.73%		A						B	C			A	
26					41	74.55%		A		D		C	D	B	B			A	
27					41	74.55%	B					C							
28																			
29																			

CSV Data Export - Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	COURSE DESC.																			
2	EXAM DESC.																			
3	EXAM ID																			
4																				
5	EXAM ID	SHEET NO	SEQ	DATE	KEY FORM	KEY/TEST	LAST NAME	FIRST NAME	SECTION	CORRECT	1	2	3	4	5	6	7	8	9	10
6	13894		1	8/29/22	Form	K				55 D	C	D	C	B	B	B	C	C	C	A
7	13894	1543136	6	8/29/22	Form	T				37 D	B	A	C	B	B	C	A	D	D	A
8	13894	1543151	21	8/29/22	Form	T				40 D	B	D	C	B	D	D	C	D	D	B
9	13894	1543138	8	8/29/22	Form	T				45 D	C	B	C	B	B	B	C	B	B	A
10	13894	1543133	3	8/29/22	Form	T				44 D	C	A	C	B	B	B	B	C	C	A
11	13894	1543144	14	8/29/22	Form	T				40 D	B	A	C	B	B	B	C	D	D	B
12	13894	1543142	12	8/29/22	Form	T				35 D	B	A	C	B	B	A	D	B	B	A
13	13894	1543149	19	8/29/22	Form	T				35 D	B	A	C	B	B	B	C	C	C	A
14	13894	1543141	11	8/29/22	Form	T				36 D	B	A	C	B	B	B	A	D	D	B
15	13894	1543146	16	8/29/22	Form	T				47 D	C	A	C	B	B	B	D	D	D	A
16	13894	1543132	2	8/29/22	Form	T				35 D	C	B	A	B	B	C	C	D	D	A
17	13894	1543148	18	8/29/22	Form	T				38 D	C	A	C	B	B	D	A	D	A	A
18	13894	1543147	17	8/29/22	Form	T				42 D	C	A	C	B	B	C	A	C	A	A
19	13894	1543150	20	8/29/22	Form	T				38 D	C	B	C	B	B	B	C	D	C	C
20	13894	1543140	10	8/29/22	Form	T				47 D	C	B	C	B	B	B	C	D	D	A
21	13894	1543134	4	8/29/22	Form	T				41 D	C	A	C	B	B	B	D	C	C	A
22	13894	1543135	5	8/29/22	Form	T				44 D	B	D	C	B	B	B	C	C	C	A
23	13894	1543145	15	8/29/22	Form	T				28 D	B	B	C	B	B	B	D	D	D	C
24	13894	1543143	13	8/29/22	Form	T				28 D	C	A	C	B	B	C	A	B	B	B
25	13894	1543137	7	8/29/22	Form	T				40 D	C	A	C	B	B	B	C	B	C	C
26	13894	1543139	9	8/29/22	Form	T				41 D	C	A	C	D	B	C	D	B	B	A
27	13894	1543131	1	8/29/22	Form	T				41 D	B	D	C	B	B	C	C	C	C	A
28																				

Answer Key Analysis – Example



Answer Key Analysis

Instructor: [REDACTED]
 Exam: [REDACTED]
 Scan Form: [REDACTED]

Exam ID: 13894
 Test Form: Form
 Max Points: 55.00

Number of Questions: 55	Number of Questions w/No Key: 0	New Grade Divisor: 55
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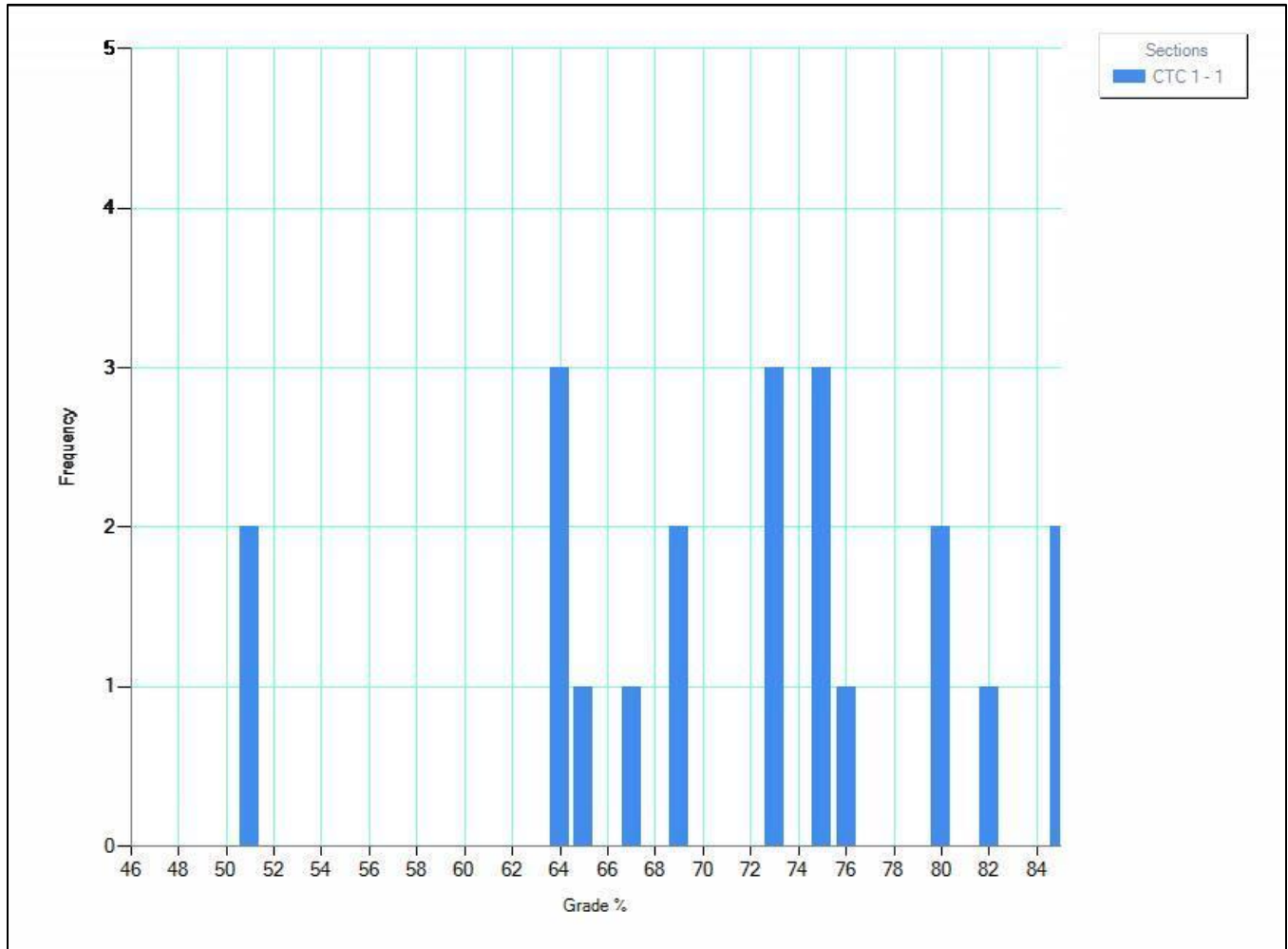
Item	A	B	C	D	E	F	G	H	I	J
1				S 1.00						
2			S 1.00							
3				S 1.00						
4			S 1.00							
5		S 1.00								
6		S 1.00								
7		S 1.00								
8			S 1.00							
9			S 1.00							
10	S 1.00									
11	S 1.00									
12			S 1.00							
13		S 1.00								
14		S 1.00								
15			S 1.00							
16		S 1.00								
17	S 1.00									
18			S 1.00							
19				S 1.00						
20		S 1.00								
21	S 1.00									
22				S 1.00						
23	S 1.00									
24		S 1.00								

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Color Legend: Standard AND OR Bonus Omit

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Score Graph – Example



Additional Information & Protocols

Instructors of Record

Instructors of Record must sign in to Scanning Services upon arrival with scantrons. After scanning, the Instructor of Record can access exam scores and analytics at <https://digitaldesk.tamu.edu>, via the DigitalDesk Instructor Tools secure website using TAMU CAS authentication.

Faculty who are Instructors of Record can request printouts of exam scores and analytics for each exam. These printed copies are to be signed for by the Instructor of Record and released/provided only to that Instructor of Record in a sealed envelope.

Exam scores and analytics can be provided via Filex (encrypted files) to the Instructor of Record, if requested. In such cases, an email will be sent to the Instructor of Record at their @tamu.edu email address with encryption keys sent from scanning@tamu.edu.

For security reasons and consistent with TAMU policy, only the official TAMU email account will be used to send information that includes any identifying information. Emails coming from scanning@tamu.edu will only be sent to the recipient at the official @tamu.edu address.

For courses that need to be cross-listed, instructors will need to contact Scheduling (458-4950) and request that their courses be cross-listed. Exams in cross-listed courses can be scanned/graded together.

Teaching Assistants & Staff

Teaching Assistants (TAs) for faculty designated as the Instructors of Record or staff members who help instructors need to sign in to Scanning Services upon arrival with scantrons. **No hard copies of exam analytics or test scores will be provided to any TA.** The Instructor of Record can authorize TA access in Instructor Tools via the Settings tab in the lower left corner of Instructor Tools upon login. Instructors will need the student's/staff's UIN or email address to add them to their course.

Verify Enrollment

Scanning Services verifies course enrollment when scanning, so only scantrons identified by enrolled student UINs will be processed. At the request of the Instructor of Record, Scanning Services can forego the verification of course enrollment to allow ALL scantrons to be processed (whether students are enrolled in the course or not). Please be aware that an unverified UIN has the potential of being assigned to a different TAMU student resulting in a grade not being recorded for the enrolled student when grades are sent to Canvas.

Office of Institutional Effectiveness & Evaluation

Purpose

The goal of assessment is to use data to make informed decisions about teaching, learning, program delivery, equity, and overall institutional effectiveness. Engaging in systematic, integrated, and thoughtful assessment of student learning, the student learning experience, and administrative and support functions helps our campus to ensure a high-quality, equitable experience for all students.

OIEE is committed to this endeavor and to assisting our faculty and staff in the continuous improvement of their programs and processes.

Mailstop: 1157 TAMU, College Station, TX 77843-1157

Campus Location: Henderson Hall, 3rd Floor

Phone: (979) 862-2918

Email: assessment@tamu.edu OR survey@tamu.edu OR scanning@tamu.edu

Website: <https://assessment.tamu.edu/>

AEFIS Login for Texas A&M University: <https://tamu.aefis.net/>

