

## Grading Exams with QuickScore



### Before you Begin

**Getting answer sheets.** To pick up answer sheets, please check with the departmental staff member at the desk in the graduate lounge on the second floor of the Soc-Psych Building.

The best sheets to use are the "big sheets," or form number F-1712-PARL-L. If you are not affiliated with Psychology, you will be charged for each answer sheet you use.

**Student IDs.** The field "I.D. Number" must be filled out on every test sheet or the form will not go through. This can be the student's Duke ID or an arbitrary number assigned by you. The only rule is that the id length must be the same number of characters for all test sheets.

**Test Form Version.** The "Test Form" field must be filled in for each test sheet. Unless you are giving multiple versions of the same test (with different answer keys), you can have each student mark "A" as the default test form version.

**Answer Keys.** If you want, you can use one of the test forms as the answer key so that you can scan it in rather than typing it in manually. You will also need to fill out the "Test Form" field for this as well.

**No pens.** Use no. 2 pencils only.

**Access to 236.** The scanner and workstation are located in the Psychology grad cluster in room 07A Soc-psych. If you do not know the combination to get in, please see one of the staff members.

### Logging in

Login to the scanning computer. There are a couple of ways to do this. If you are in Psychology and have a network account, then you will just login normally. If you don't have a network account, you will need to login locally as "student."

To login as student (if you don't have a network account):

- i. Hit [ CTRL-ALT-DEL ]
- ii. In the bottom right corner of the dialogue box, click on [ Advanced ]

iii. In the drop-down window, select the machine name [the pull-down menu choice that does not say ASADMIN]

iv. In the top part of the window, type in the local login name and password.

Name = "student"

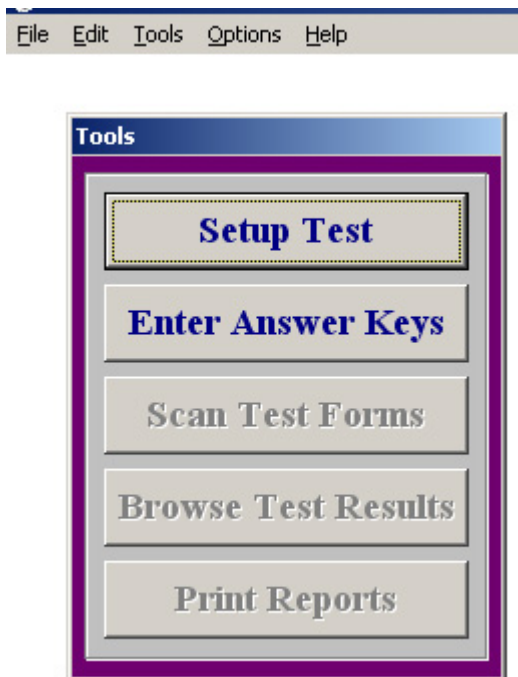
Password = "stu!dent"

### Opening the Program

Simply click on the shortcut in the lower left titled "QuickScore for Windows." If you don't see this shortcut, or it doesn't open for you, you can find the program by going to Start/Programs/QuickSCOREII. (The program lives under C:\QS and the executable is called QSWIN.exe.)

Note that there is a QuickScore manual sitting by the computer.

The initial screen should look something like this:



### Setting Up the Printer

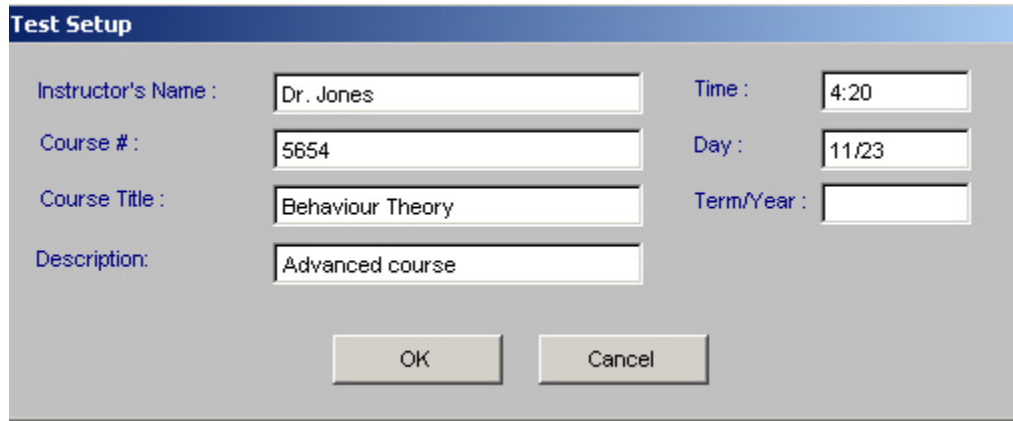
The default printer for printing out QuickScore reports is the printer closest to the scanner in the computer cluster. If you are logged in as "student," or you have previously printed to this printer from this machine, you don't need to worry about setting up a printer. Otherwise, you will want to make sure that the NEW CLUSTER PRINTER is your

default printer. To do this, select "Printer Setup" from the File Menu. The default printer should say NEW CLUSTER PRINTER.

### Setting Up the Test

Click on the [ **Setup Test** ] button.

A drop-down dialogue box will allow you to enter a number of bits of info about the test. None of this information is required, but it will show up on reports that you create later:



Test Setup			
Instructor's Name :	Dr. Jones	Time :	4:20
Course # :	5654	Day :	11/23
Course Title :	Behaviour Theory	Term/Year :	
Description:	Advanced course		
OK		Cancel	

### Entering Answer Keys

This system allows you to enter four different answer keys, in case you have different forms of the exam. Unlike the old system, you can enter the answers either by filling in a blank answer form and running it through as a key or by entering the data through the keyboard.

Regardless of which way you are entering your answers, you start out by clicking on the button labeled [ **Enter Answer Keys** ]:





In the "Enter Answer Keys" box note that there is a setting for evaluating multiple marks per item-- either "and" or "or." This determines whether you are accepting multiple responses for the answer ("or") or the student has to put multiple responses to get the question right ("and"). **Where this can be particularly useful** is if you are throwing out a question after item analysis reveals it was a poor item. Instead of re-doing the answer key all over again, you can edit the answer key. First, select "OR," since this means that A or B or C or D or E would be the "right" answer. Then in the answer field, type | "ABCDE, " as shown in the graphic below:

No.	Answer	Point	Penalty
1	ABCDE	1.00	0.00
2		1.00	0.00

In the above example, when the scanner looks at question #1, it knows that any response--A,B,C, D or E--is acceptable. Note, however, that since "OR" was selected in this example, if a student marks more than one response for a single question, the scanner will indicate an error.

Conversely, if the student has to fill in ALL the answers--A,B,C,D, and E--to answer question 1 correctly, you would need to code the Answer field like this:

No.	Answer	Point	Penalty
1	A+B+C+D+E	1.00	0.00
2		1.00	0.00

In the above example, remember that you would also need to select the "AND" checkbox item from before.

Another advantage over the old system is that you can decide to accept just a couple of responses. If you realize that both C and E could be acceptable for a particular item, just list both as answers (i.e., "CE" but make sure NOT to list it as "C+E" [see above]).

### Adjusting Enrollment Setup

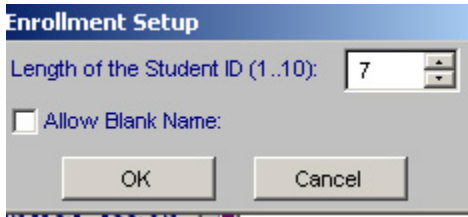
Every exam must have the I.D. Number field filled out. As mentioned earlier, the

numbers

can be arbitrary (for example, a three-digit number defined by you) or you can have the students use their Duke I.D. The only rule is that all the I.D. numbers MUST be the same number of characters.

i. In the top menu, click on [ **Options** ]

ii. Click on [ **Enrollment Setup** ]



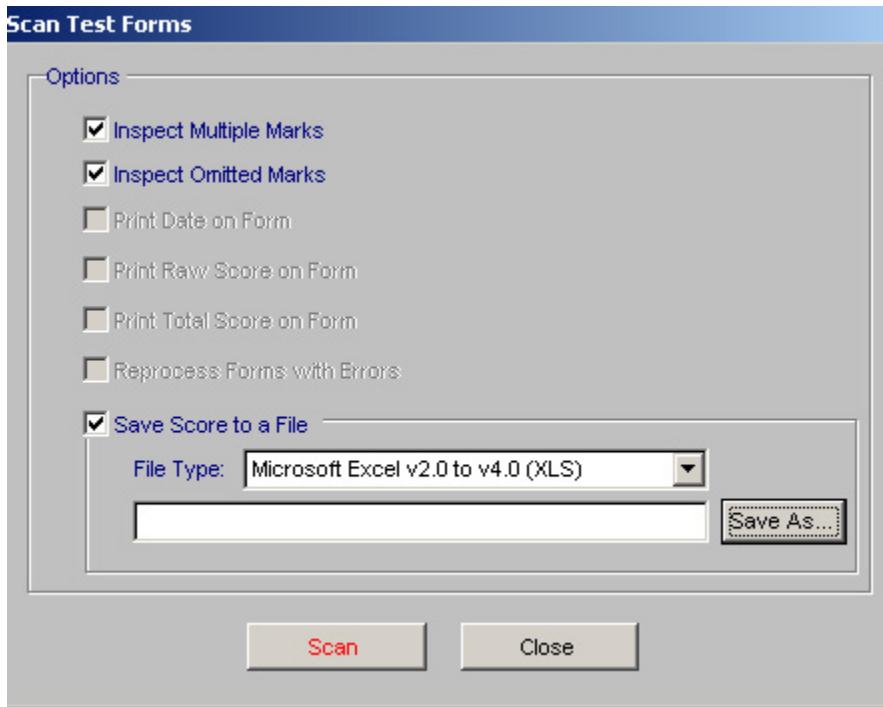
Enter the number of digits you are using in the ID# field

### **Scanning the Forms**

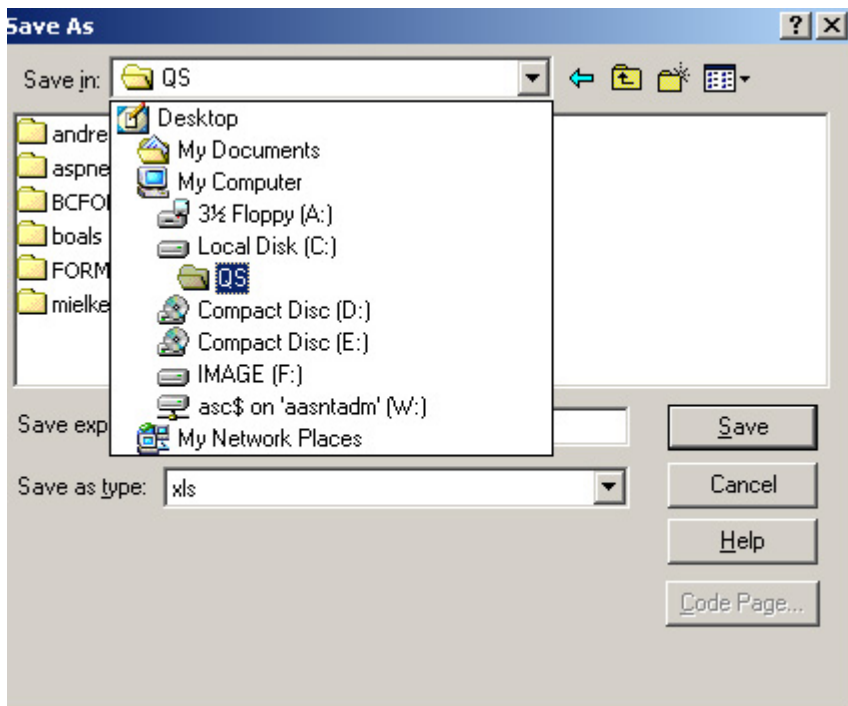
Although the software lets you scan in multiple forms, the sheets often get snagged in the feeder. You should not place in more than 5-10 forms at a time. In fact, you may find it easier just to scan in one form at a time--the process is very quick if there are no errors on the forms.

From the main menu, click [ **Scan Test Forms** ]

Click [ **Save as** ]



For your convenience, Quickscore will save the test results for you as an excel spreadsheet. By default, it will save it to the directory **C:\QS**:



Under **C:\QS**, you will see directory names of other users who have used the scanner. Click on the folder icon in the upper-right-hand corner to create your own sub-folder under **C:\QS**



After naming your folder, give your file a name in the [**Save Export**] box and then click "Save."

REMEMBER: The default directory is going to be whatever was last used by the program, *so make sure you don't save your data in someone else's directory.*

Place your first form(s) in the scanner. First, push down on the feeder tray until it snaps into place, and then place your form, right-side up, into the feeder. Then "unsnap" the feeder so that it comes straight back up.

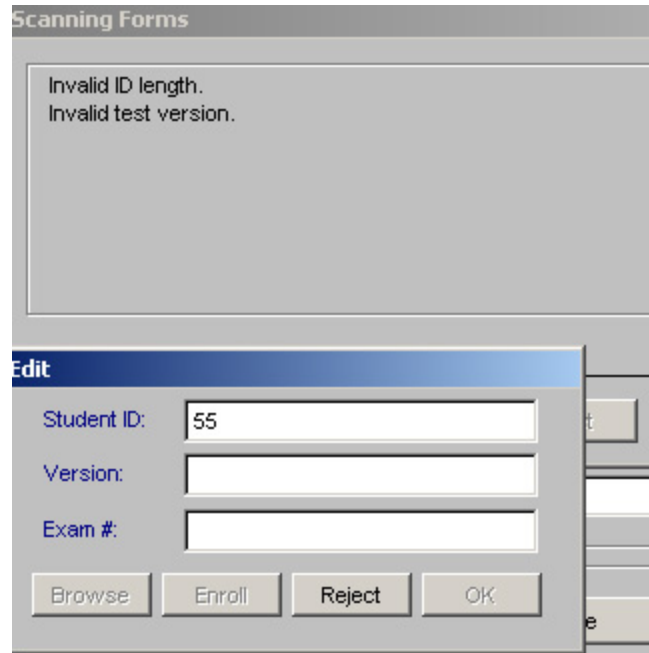
*NOTE: you don't have to push down on the feeder tray each time you put a form in, but it seems to help the forms align a little better.*

There is a metal clip with a hook marked "Scantron" that can be used to hold documents down. If the clip is attached to the tray when you are using it, make sure the documents are placed underneath it. If it is a nuisance to you, you can remove it.

Click [**Scan**]. Green lights will start flashing for 15-20 seconds, then your first form should go through.

If there is a jam (there will be), you will need to hit the [**END**] button on the scanner to resume scanning. Note that the forms tend to bend near the bottom left corner, so you will probably have to sooth/straighten them out if they jam.

When scanning a form, an edit box may pop up with an error message:



In the above example, the Student ID was not the correct length, and the version number is missing. Once the information has been corrected/added, you can hit the **[OK]** button to continue. If the ID looks like it is the correct number of characters but you are still getting the error message, make sure there aren't any white spaces in between the characters--this is a common problem!

If a student has filled in more than one item in a question, or left one blank, the program will pause and ask you about it. This is one of the nicest aspects of this program because you don't have to fill in the bubble or erase it and then rerun the form, you can just enter the correct response in the keyboard.

If a question was not responded to, then simply hit the **[Continue]** button.

If it read no response but there was one, or if it read two responses and you can see which is correct, then click on **[Edit]** and go into the table and enter the student's response.

If a name is missing, you can enter the name by clicking **[Enroll]**

Once a form has gone through, you should be able to feed another one in immediately,  
and so on. You may be prompted to hit the [ **Continue** ] button if you have just fixed a  
problem with a previous form.

Click [**Close**] when done. (And you'll have to hit the [**End**] button on the scanner also.

## **Printing Reports**

Printing Reports. There are 9 different reports you can print. In order to print various  
reports, just:

Click [ **Print Reports** ].

Choose which reports you desire (with the appropriate options, when necessary).  
*NOTE: There are 9 different types of reports you can print; each type is represented next  
to a square checkbox. If you don't want to print a particular report, uncheck it.*

If you want to look at your reports before printing, click [ **Preview** ].

Click [ **Print** ].

## **What are these reports and what do I get with each?**

This section is broken down into "useful/most popular reports" and "other reports."

You may find that you need all of these reports; however, most people can get all  
the  
information they need from the first set of reports.

## **Useful/Most Popular Reports**

- **Test Result Report.** Lists ID #s, student names, and raw scores in table format. Useful if you want a hard-copy of grades to enter into your gradebook. (Although remember that you can always import scores from the Excel file) One could also print this without names listed (by ID# only) for public posting of scores.
- **Student Test Report.** This is the report you can give back to the students. There are a couple of versions of the report. The better versions tell the students their scores as well as what they got right/wrong. The versions are:
  - Basic

- Standard
- Detailed
  - You may want to use the Standard version. It will give each student their raw score, their percent correct, the class mean and median, a list of the correct answers, and a list of all of their responses (a dash means they got it right; a blank space means they didn't answer the question).
  - If you want, you can click on the [Two Student Reports Per Page] option to save on paper. It doesn't change the info printed.
  - The Basic report provides the student with raw and percent scores only, no info on individual responses.
  - The Detailed report must be one student per page, and only adds an explanation of the responses (i.e., A-E = answers; - = correct response; # = multiple correct responses, etc) and details regarding individual responses on questions with multiple correct answers. This report does NOT include class mean and median info!
  
- **Item Analysis Report.** This report shows you which questions students found hard and which were not, as well as which were potentially "bad" questions in the sense that they were misleading to everyone in the course (even the smart kids). You may want to print this report first and then decide if a particular question was too tricky and should be thrown out; then go back and correct those items before printing the individual reports.  
 This report lists the following data for each test item:
  - % correct responses for the whole class
  - % correct responses for the Top Quartile
  - % correct responses for the Bottom Quartile
  - gross response frequencies for each answer
  - identification of "non-distractors" (distractors that were chosen by no students)
- **Score Distribution Histogram.** Graphical representation of raw score distribution.

### Other Reports

- **Answer Keys Report.** Shows you what the answer was to each item for each form (if you have multiple versions of the test). Maybe this is useful to you just to double-check that you entered your answer key correctly. Also, if you have questions weighted variably, this information is presented.
- **Class Response Report.** This is like a shortened version of the report you give to students that indicates their responses to individual items, but all in a table. Not sure how this is useful to the instructor, unless perhaps you want to have it available to make sure a student who is challenging you on a question did indeed choose the answer they claim.
- **Score Distribution Percentile Report.** Includes raw scores, percent correct, and percentiles for each student.
- **Student Profile Report.** This is almost identical to the Test Result Report, except that it includes the possibility of printing three "optional" columns.
- **Error Log Report.** Lists all of the read errors including multiple marks and omitted answers for any item for all individual tests.

### **Closing out and Saving your Session**

When you are finished with everything, you may want to save the scoring session so you can come back to it later. The program saves your session as a file with the .ssf extension.

You will want to save it in the directory you created under C:\QS.

#### **To save your scoring session:**

- From the File menu at the main QuickScore window, select "Save Scoring Session."
- Navigate to your folder and open it
- Give the file a name and click [Save]

#### **To come back to an old scoring session:**

- From the File menu at the main QuickScore window, select "Open Scoring Session."
- Find the folder you created under C:\QS, find the file you saved with the .ssf extension, and open it.

## **Help and Troubleshooting**

**This section helps to answer some common questions and concerns.**

What if I need to change an answer on my answer key? Will I have to re-scan all the tests?

What if I want to throw out a question?

A form is jammed. What can I do?

My forms aren't going through. What am I doing wrong?

How can I contact technical support?

### **What if I need to change an answer on my answer key? Will I have to re-scan all the tests?**

No. You have the ability to re-score the answer key, which will automatically change all the student test results. Granted, you will have to print out new reports, but you will not have to re-scan all the forms. To re-score the test, click on the [ **Enter Answer Keys** ] from the main Quickscore page. Use the procedure for editing the answer key outlined in the "Entering Answer Keys" section. When you are finished, click [Rescore]. The test results will be modified immediately.

### **What if I want to throw out a question?**

The best thing to do in this case is to re-score the answer key (see above section) so that whatever answer the student gives for the problem question is counted correct. See the Multiple Response Items section of the Entering Answer Keys section of this document. In the answer key, you would select "ABCDE" as the answer to the question, so that whatever answer the student selected, they would get right.

### **A form is jammed. What can I do?**

If a form is stuck, carefully lift up the black bar (I have drawn an arrow to it on the scanner) and pull the sheet of paper out. Press the [ **END** ] button on the scanner to cancel the scan.

### **My forms aren't going through. What am I doing wrong?**

First, you probably want to feed the forms in one at a time. You also may want to press the document tray down, put the form on it, and then pop it back up. It seems to align better when you do this. It may take a few tries before you develop a "magic touch." The forms have a tendency to get pulled in from the bottom left side. You need to make the alignment as straight as possible.

**My form went through, but the little dialog box keeps coming back up. What's wrong?**

READ the error message it is giving you. If there is a problem with the Student ID, make sure that the ID is the appropriate number of characters, and that there isn't any white space between characters. Make sure the Version field is not blank (if it is, type in the version number). When you have made your changes, click OK to continue.

**How do I contact technical support?**

If you have to call technical support, the number is **1-800-445-3141**. You will need to give them the serial number for the unit, which is ed-04701.