Operating Instructions

Four Simple Steps

1. Prepare Teacher’s Key.
2. Feed the Key through the machine.
3. Feed the student forms.
4. Feed an Item Analysis form.

Preparing Teacher’s Key

• Create the Key using the same form used by the students.

• Using a No. 2 pencil, fill in the correct answers with dark marks. Make clean erasures if you change any marks.

• Select one of the Scoring Programs below and fill in the appropriate bubble(s). Always mark bubble “5” to signify that the form is the “Key.”

Scoring Programs:

Program #1

[ % ] [ 2 ] [ 3 ] [ 5 ]
Error mark incorrect answers and print a raw score.

Program #2

[ % ] [ 2 ] [ 3 ] [ 5 ]
Print alpha correct answer and a raw score. Asterisk indicates more than one correct answer.

Program #3

[ % ] [ 2 ] [ 3 ] [ 5 ]
Print numeric correct answer and a raw score. Asterisk indicates more than one correct answer.

Optional Program

Add a percentage score. Mark the percent bubble in combination with a program above.

For assistance, contact the USG Copy Center at x6308 or visit Bldg 2. Room 1000
After Hours: contact the OIT Helpdesk at x6363 or visit Bldg. 3, 2nd Floor
Scoring Student Tests

- Flip the switch to **Power On**.
- Feed **Teacher’s Key** through machine.
- Feed **student forms** through machine

Leave power ON and feed an **Item Analysis form**.

To score a **second test**, turn power OFF to clear the memory; then repeat process.

Processing Form Errors

If the machine **beeps once**, or the document **alarm sounds** and lamp is **illuminated**, do not turn the machine off. Simply remove the problem form, examine it, make corrections, and feed it through the machine again. Potential trouble areas:

- Bubble “5” is not marked on the Key.
- Form is upside down (i.e. **timing track** must be on the **bottom**)
- Erasures are not clean
- Extraneous marks are outside the bubble(s) or in timing track.

Combining Side 1 and Side 2 Scores

**Marking Teacher’s Key:** Mark Key bubble “5” on both **side 1 and side 2**. Fill in other program bubbles only on side 1. Then fill in with the correct test answers.

For example: If you mark these two bubbles on side 1,

```
(side 1) [ 96 ] [ 2 ] [ 3 ] [ 5 ]
```

then side 2 should be marked like this.

```
(side 2) [ % ] [ 2 ] [ 3 ] [ 5 ]
```

**Scoring Tests:** Feed side 1 of Key immediately followed by side 2. **Next, score the student’s test form by feeding side 1 immediately followed by side 2**. Repeat this process for each student. Last, feed through an Item Analysis form.

Combining Subjective and Objective Scores

**Marking Teacher’s Key:** Fill in total possible subjective points. Maximum point total is **163** as in example. Only **one bubble per line** may be filled in. If box is not marked, this area will not be scored. Then fill in the correct answers for the objective portion of the test.

**Scoring Tests:** Mark the student’s subjective score on the test form **after** the student has completed the objective part of the test. Feed the Key, the student’s test forms, followed by the Item Analysis form.