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.

The forms must be fed one at a time, from right to left.

Feed the form with the black timing tracks at the bottom.

Power ON/OFF: Two beeps indicate the machine is working properly. (Power OFF clears the machine's memory).

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)   [**%**]   [**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.

SUBJECTIVE SCORE
INSTRUCTOR USE ONLY

100	[90]	[80]	[70]	[60]	
50	[40]	[30]	[20]	[10]	1 6 3
9	[8]	[7]	[6]	[5]	
4	[3]	[2]	[1]	[0]	