

EVALUATION OF INSTRUCTION PROGRAM - TEST SCORING SERVICE

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Instructions for importing Test Scoring Service data files into Excel

1. Make sure to open Excel first, then open the text file using the Open command – don't just double-click on the text file. Since this is not yet an Excel file, choose All Files under the Files of type option bottom of the Open File dialog box. Then click Open.

2. When the file is opened, Excel will bring up the Text Import Wizard.

On the first screen, Data Type - choose the Delimited button. Then click Next.

On the second screen, Delimiters - choose either Tab or Comma. We usually create tab-delimited files unless asked otherwise. The filename should include the words tab or comma as a reminder. Then click Next.

On the third screen, Column Data Format - specify any options desired and click Finish.

3. The result is an Excel worksheet which can be used to manipulate test data as needed. Use the Save As command to re-name the file and specify Save as type as Microsoft Excel Workbook.

Once you open and save the file, there will be many columns of information. Here are the most important ones that you will see:

B	Test ID – the number we assigned to keep track of your exam
C	Test Date
D	Test Name
G	Instructor Last Name
H	Instructor First Name or initial
M	Total # of questions
N	# of subtests
O – X	# of Questions on Subtests 1 – 10
AI	Student ID # – you may need to widen this column in order to see the complete number
AJ	Student Last Name
AK	Student First Name
AM	Grade or Educ (year in school)
AN	Special Codes data
AO	Birthdate
AP	Gender
AQ	Total # of questions answered correctly
AR – BA	# of questions answered correctly on Subtests 1 – 10
BB	Total score (any weights used are calculated)
BC – BL	Subtest score (any weights used are calculated)
BM	Beginning of question responses (A – E represented by 1 – 5)