

# EVALUATION OF INSTRUCTION PROGRAM - TEST SCORING SERVICE

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## Test Scoring Service Policies and Instructions

### Appointments:

1. All scoring appointments must be made two business days in advance. If an appointment is unable to be kept, we will re-schedule as soon as our schedule permits. Please call us in advance to cancel.
2. If we have made a mistake in scoring the exam, we will re-score it as soon as possible.
3. If an exam needs to be re-scored because a question needs to have a different answer or be removed, then we will re-schedule a new appointment slot as soon as our schedule permits.
4. We will not be held responsible for items that are left overnight, left outside our office or are lost in the campus mail. This is a score-while-you-wait service. Please use our designated waiting room while we process your exam, which usually takes 15-20 minutes. If for some reason an instructor or assistant is unable to stay for the duration of the test scoring, we will return exam sheets and reports by campus mail if they are not picked up by the following morning.

### Scoring:

We require all users of the service to fill out a cover sheet when they arrive for the appointment. This sheet provides us with contact information about the instructor or assistant and important information needed to score the exam. On this sheet the instructor may specify which type of reports will be needed. Both cover sheets and answer sheets may be picked up in advance at any time our office is open. The cover sheet may be downloaded, please see below.

Answer sheets must be organized prior to the appointment as follows:

- An answer key is required for each test, version or sub-test to be scored.
- If multiple versions are to be scored they must be separated.
- All sheets need to be turned facing the same way.
- All information must be filled out in pencil.
- Name and ID number bubbles must start at the left edge of the field box.
- The ID # field is required on student response sheets, however this number does not have to be a UID. Students who do not provide a number will be assigned one.
- There is no need to alphabetize the sheets, the scoring software can sort by alphabetical order for reports.

We currently offer a standard set of reports which you may choose any or all of:

- Individual Test Results
- Individual Item Response
- Item Analysis
- Absolute Frequency Distribution
- Test Score Distribution

Our current software does not allow for multiple correct answers. On an answer key a question can have:

- One correct answer bubbled in
- All answers bubbled in, therefore any response counted as correct (giving the point to all students)
- No answer bubbled in, therefore the question is not counted

We do not have the capability to merge test versions at this time. Our scanners are only able to read our specialized forms, no other answer sheets or photocopies may be used. The cover sheet and these policies and instructions can be found on our website at:

<http://www.oid.ucla.edu/units/eip/testscoring/>