

OpScan Services

Information and Guide Sheets

OpScan Services can be utilized by any UMass Amherst campus department or associated group which has a need to score or compile a multiple-choice / true-false quiz or exam.

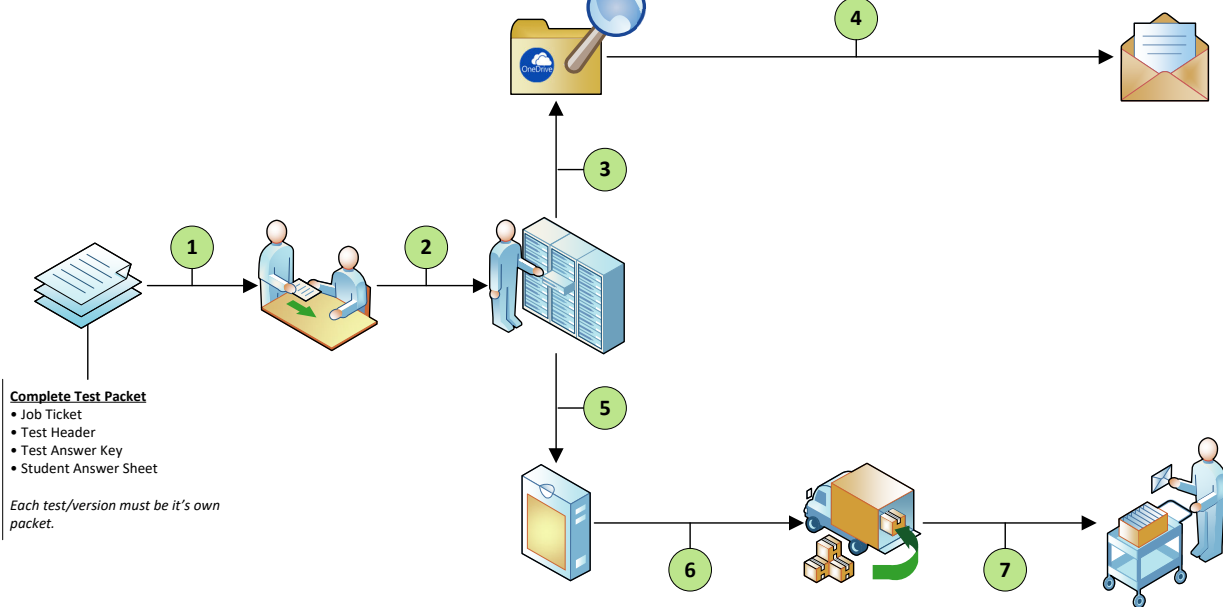
OpScan test packets can be dropped off at the Mail Services Office at 120 Tillson Farm Road between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. For more information, please visit the OpScan web page at <https://www.umass.edu/mail/opscan-services> or call 413-577-9500.

Before you drop off your exam(s), please be sure that you have done the following:

- Completed a job ticket.
- Completed a Test Header Sheet for EACH exam being submitted.
- Completed a Test Answer Key for EACH exam being submitted.
- Verified that all Student Answer Sheets are face up and oriented in the same direction. (The easiest way is to align the notches at the top.)

OpScan Scoring Process

1. Test packet submitted for scoring.
2. Test is scanned and scored.
3. Results are tabulated and then uploaded to OneDrive.
4. A notification email is sent to the professor.
5. The packet is securely packaged for return to the professor.
6. The packet is picked up by Distribution Services and scanned for tracking.
7. The packet is delivered by Distribution Services to the staffed location indicated on the job ticket.



TEST HEADER GUIDE SHEET



TEST HEADER

MARKING INSTRUCTIONS

Use a No. 2 pencil only.
Make dark marks that fill the oval completely.
Erase cleanly any mark you wish to change.
Make no stray marks.

CORRECT MARK:  INCORRECT MARKS:   

Test Name

B I O 1 0 0 3 C

Choose a "Test Name" that will make it easy for you to identify the test data files and reports.
Each test name must be unique.

Must use the instructor listed in SPIRE
NO EXCEPTIONS.

Test ID

0 1 2 3 4 5

Sub Tests

0 1

Formula Scoring

☒ Yes ☐ No

Factor

1 2 3 4 5 6 7 8 9

Printer

☐ On ☒ Off

Zone

1 2 3

Versions

☒ Yes ☐ No

If yes, Qty:

1 2 3 4

Instructor's Last Name

S M I T H

First Name

D O N

Test Date

MONTH: 1 0 DAY: 0 7 YEAR: 2 0 1 5

School/District

0 0 0 0

Grade/Group

0 0 0 0

Class/Subgroup

0 0 0 0

Performance Assessment

☒ Yes ☐ No

Test Data Set Name

Always fill "NO".

Always use "01".

Always fill "NO" and leave Factor blank.

Always fill "OFF" and leave Zone blank.

Always fill "NO" and leave number blank.

Use the date that the test was given to students.

Leave all three blank.

Please fill out the correct bubble below each character of text entered of this form.

To assure proper scoring do not make any other marks or writing on this form.

FORM 229842



Helpful Hints:

- Use #2 pencils only. Ink is not permitted.
- Student ID numbers must be included on the answer sheets.
- Do not bend, fold, rip or fold up any of the sheets to be scanned as they may jam the scanner. Damaged sheets that do not scan will be returned to the instructor to be scored by hand.
- The bubbles need to be fill in dark and complete. Light marking or use of checkmarks, x's, etc have a high probability of being missed during scanning.
- Make sure no erasure marks are left on the sheet. They could be misread as a response by the scanner.
- Do not include paper clips, staples or rubber bands with your packet.
- Do not include any blank sheets as it could skew the test statistics.

Need more green OpScan answer sheets or blue books? You can order them online at:
<https://umass.webdeskprint.com/>

NAME (Last, First, M.I.)

SEX (M) (F)

GRADE OR EDUC (0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16)

Any name - at least three letters. Simple is better.

BIRTH DATE			IDENTIFICATION NUMBER												SPECIAL CODES											
MO.	DAY	YR.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P								
Jan.																										
Feb.																										
Mar.																										
Apr.																										
May																										
Jun.																										
Jul.																										
Aug.																										
Sep.																										
Oct.																										
Nov.																										
Dec.																										

SIDE 1

GENERAL PURPOSE ANSWER SHEET
SEE IMPORTANT MARKING INSTRUCTIONS ON SIDE 2

ANSWER KEY
PENCIL ONLY!

Fill in correct answers

1	A B C D E	11	A B C D E	21	A B C D E	31	A B C D E	41	A B C D E
2	A B C D E	12	A B C D E	22	A B C D E	32	A B C D E	42	A B C D E
3	A B C D E	13	A B C D E	23	A B C D E	33	A B C D E	43	A B C D E
4	A B C D E	14	A B C D E	24	A B C D E	34	A B C D E	44	A B C D E
5	A B C D E	15	A B C D E	25	A B C D E	35	A B C D E	45	A B C D E
6	A B C D E	16	A B C D E	26	A B C D E	36	A B C D E	46	A B C D E
7	A B C D E	17	A B C D E	27	A B C D E	37	A B C D E	47	A B C D E
8	A B C D E	18	A B C D E	28	A B C D E	38	A B C D E	48	A B C D E
9	A B C D E	19	A B C D E	29	A B C D E	39	A B C D E	49	A B C D E
10	A B C D E	20	A B C D E	30	A B C D E	40	A B C D E	50	A B C D E

NAME (Last, First, M.I.)

SEX (M) (F)

GRADE OR EDUC (0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16)

**Last Name First
(Always start in first row - only 1 bubble per row)**

BIRTH DATE			IDENTIFICATION NUMBER												SPECIAL CODES											
MO.	DAY	YR.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P								
Jan.																										
Feb.																										
Mar.																										
Apr.																										
May																										
Jun.																										
Jul.																										
Aug.																										
Sep.																										
Oct.																										
Nov.																										
Dec.																										

SIDE 1

GENERAL PURPOSE ANSWER SHEET
SEE IMPORTANT MARKING INSTRUCTIONS ON SIDE 2

STUDENT ANSWER SHEET

1	A B C D E	11	A B C D E	21	A B C D E	31	A B C D E	41	A B C D E
2	A B C D E	12	A B C D E	22	A B C D E	32	A B C D E	42	A B C D E
3	A B C D E	13	A B C D E	23	A B C D E	33	A B C D E	43	A B C D E
4	A B C D E	14	A B C D E	24	A B C D E	34	A B C D E	44	A B C D E
5	A B C D E	15	A B C D E	25	A B C D E	35	A B C D E	45	A B C D E
6	A B C D E	16	A B C D E	26	A B C D E	36	A B C D E	46	A B C D E
7	A B C D E	17	A B C D E	27	A B C D E	37	A B C D E	47	A B C D E
8	A B C D E	18	A B C D E	28	A B C D E	38	A B C D E	48	A B C D E
9	A B C D E	19	A B C D E	29	A B C D E	39	A B C D E	49	A B C D E
10	A B C D E	20	A B C D E	30	A B C D E	40	A B C D E	50	A B C D E

Student ID number required
Must start in row "A" and be at least 3 numbers long. Test will reject without Student ID number

Reports - What to Expect

The five reports shown below arrive combined into one pdf file named "Batch Reports".

Condensed Test Report

Test Name: MGMT 448 F

Professor: SEWAK

Test Date: 12/14/2018

Legend: ■ Correct ■ Incorrect ■ Distractors Chosen More Than Correct Answer ■ Changed Answer

Total Possible Points: 20 Median Score: 10.00 Maximum Score: 20

Total Students: 4 Raw Score: 10.00 Minimum Score: 0

Standard Deviation: 1.00 Probability Coefficient (KRIO): 0.00 Range of Scores: 0

Question Performance									
Q#	Question	Correct Answer	A	B	C	D	E	Discrete	Total %
1	Question1	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
2	Question2	B	25.00	75.00	0.00	0.00	0.00	0.00	75.00
3	Question3	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
4	Question4	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
5	Question5	A	75.00	25.00	0.00	0.00	0.00	0.00	75.00
6	Question6	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
7	Question7	C	100.00	0.00	0.00	0.00	0.00	0.00	100.00
8	Question8	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
9	Question9	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
10	Question10	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
11	Question11	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
12	Question12	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
13	Question13	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
14	Question14	C	100.00	0.00	0.00	0.00	0.00	0.00	100.00
15	Question15	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
16	Question16	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
17	Question17	C	100.00	0.00	0.00	0.00	0.00	0.00	100.00
18	Question18	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
19	Question19	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
20	Question20	C	100.00	0.00	0.00	0.00	0.00	0.00	100.00
21	Question21	A	100.00	0.00	0.00	0.00	0.00	0.00	100.00
22	Question22	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00
23	Question23	C	100.00	0.00	0.00	0.00	0.00	0.00	100.00
24	Question24	D	100.00	0.00	0.00	0.00	0.00	0.00	100.00
25	Question25	B	100.00	0.00	0.00	0.00	0.00	0.00	100.00

6/27/2021

Condensed Test Report

Page 1

Condensed Test Report

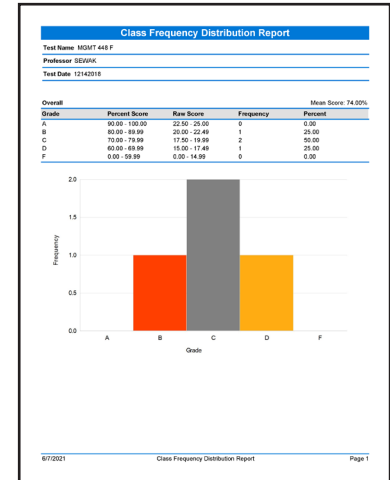
Condensed Item Analysis Report									
Test Name: MGMT 448 F									
Professor: SEWAK									
Test Date: 12/14/2018									
Legend: ☐ Correct ☐ Incorrect ☐ Distractors Chosen More Than Correct Answer ☐ Changed Answer ☐									
Question1					Question2				
Response	Frequency	Percent			Response	Frequency	Percent		
A	4	100.00			A	1	25.00		
B	0	0.00			B	3	75.00		
C	0	0.00			C	0	0.00		
D	0	0.00			D	0	0.00		
E	0	0.00			E	0	0.00		
Question3					Question4				
Response	Frequency	Percent			Response	Frequency	Percent		
A	4	100.00			A	0	0.00		
B	0	0.00			B	4	100.00		
C	0	0.00			C	0	0.00		
D	0	0.00			D	0	0.00		
E	0	0.00			E	0	0.00		
Question5					Question6				
Response	Frequency	Percent			Response	Frequency	Percent		
A	3	75.00			A	1	25.00		
B	1	25.00			B	1	25.00		
C	0	0.00			C	2	50.00		
D	0	0.00			D	0	0.00		
E	0	0.00			E	0	0.00		
Question7					Question8				
Response	Frequency	Percent			Response	Frequency	Percent		
A	4	100.00			A	0	0.00		
B	0	0.00			B	4	100.00		
C	0	0.00			C	0	0.00		
D	0	0.00			D	0	0.00		
E	0	0.00			E	0	0.00		
Question9					Question10				
Response	Frequency	Percent			Response	Frequency	Percent		
A	4	100.00			A	3	75.00		
B	0	0.00			B	0	0.00		
C	0	0.00			C	0	0.00		
D	0	0.00			D	1	25.00		
E	0	0.00			E	0	0.00		

5/27/2021

Condensed Item Analysis Report

Page 1

Condensed Item Analysis Report



Class Frequency Dist. Report

Student Response Report									
Test Name: MGMT 448 F									
Professor: SEWAK									
Test Date: 12/14/2018									
Legend: ☐ Correct ☐ Incorrect ☐ Partial Credit ☐ Unanswered or Other Invalid Response ☐ Multiple Response *									
Students									
Student	Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Question9
Account Key	1	1	1	1	1	1	1	1	1
MOPT 448 F	07/15/18	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
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MOPT 448 F	07/15/2018	0	0	0	0	0	0	0	0
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MOPT 448 F	07/15/2018	0	0	0	0				