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.

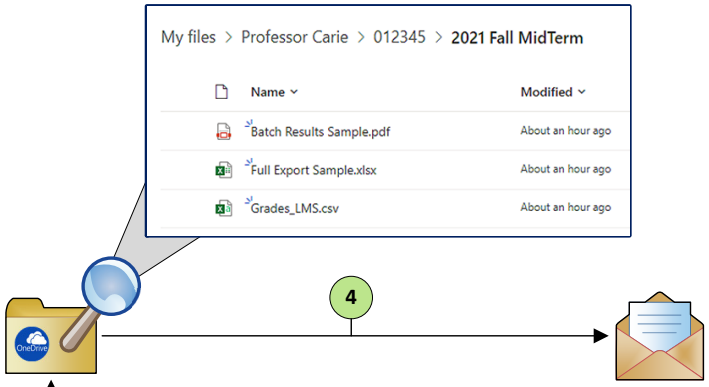
OpScan test packets can be dropped off at the Mail Services Office at 120 Tillson Farm Road between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. For more information, please visit the OpScan web page at https://www.umass.edu/mail/opscan-services or call 413-577-9500.

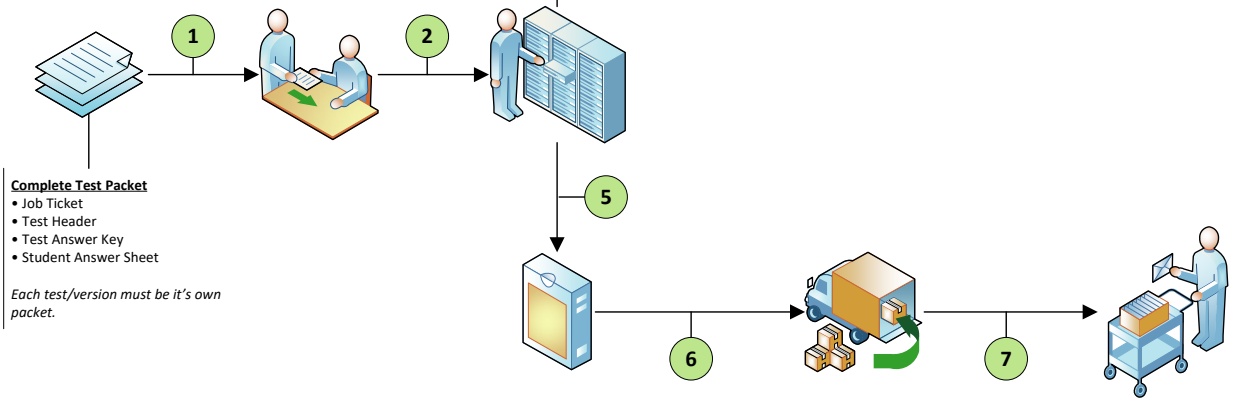
Before you drop off your exam(s), please be sure that you have done the following:

- 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.



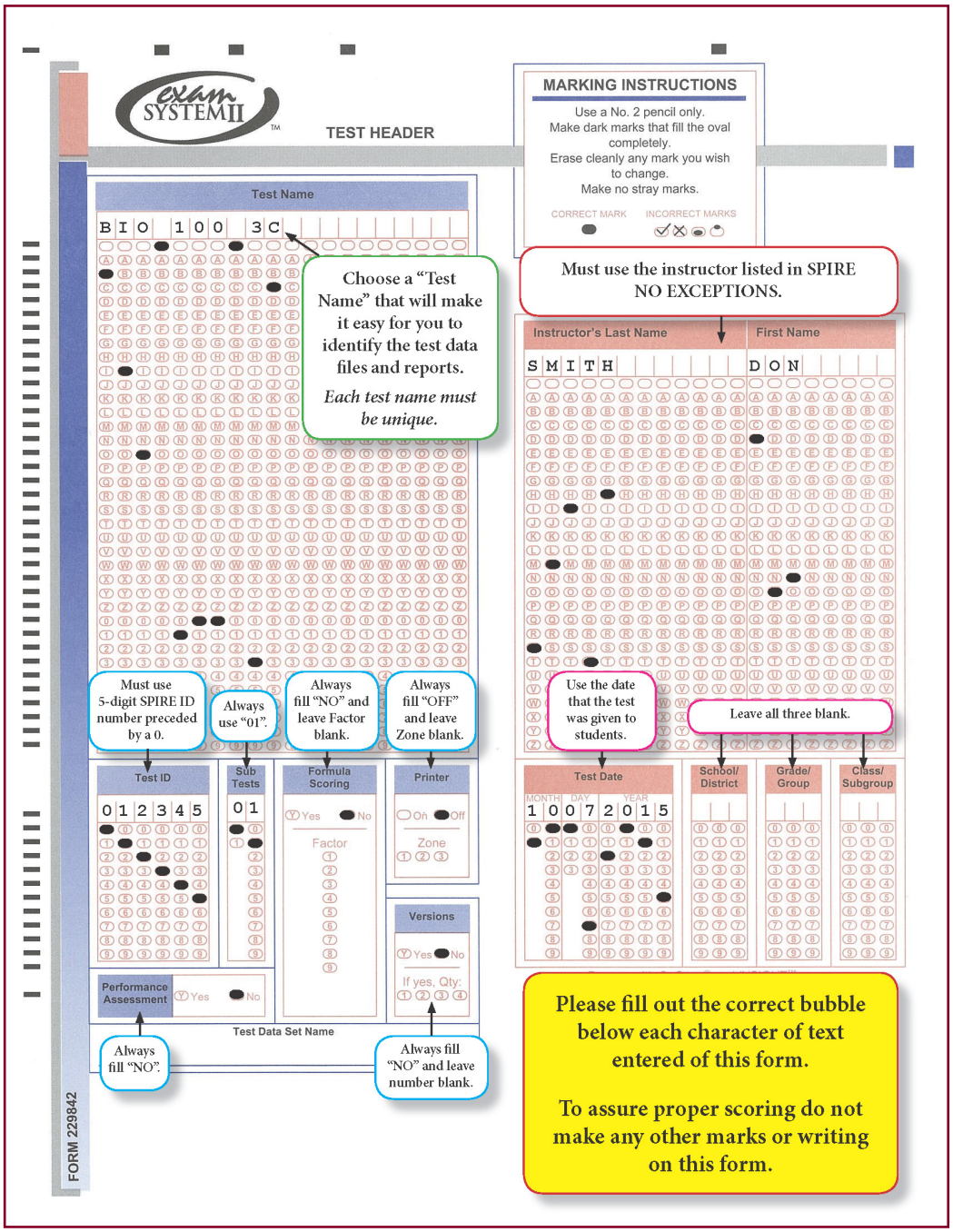


Complete Test Packet
- Job Ticket
- Test Header
- Test Answer Key
- Student Answer Sheet

Each test/version must be it's own packet.

REVISED
8/27/2021

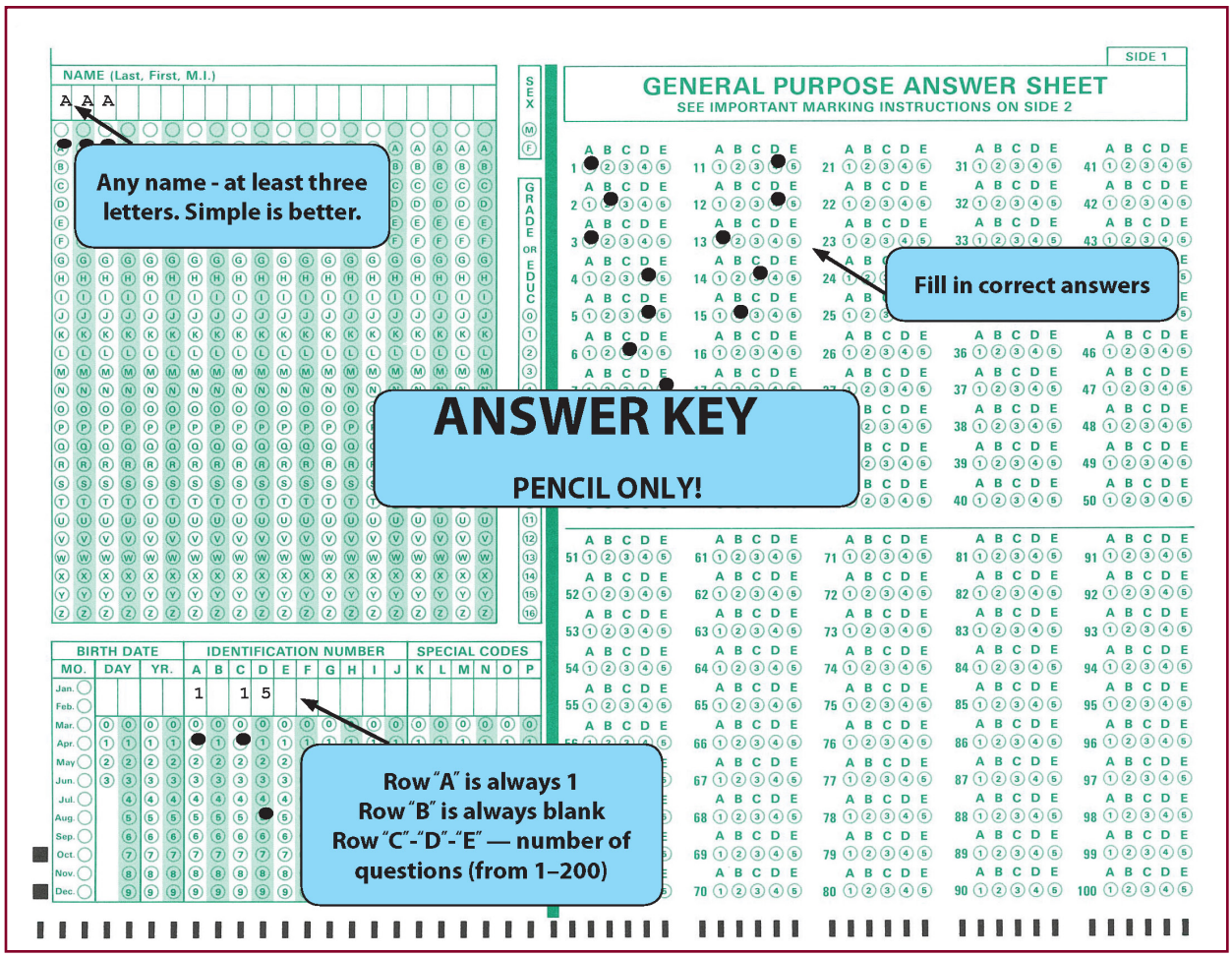
TEST HEADER GUIDE SHEET

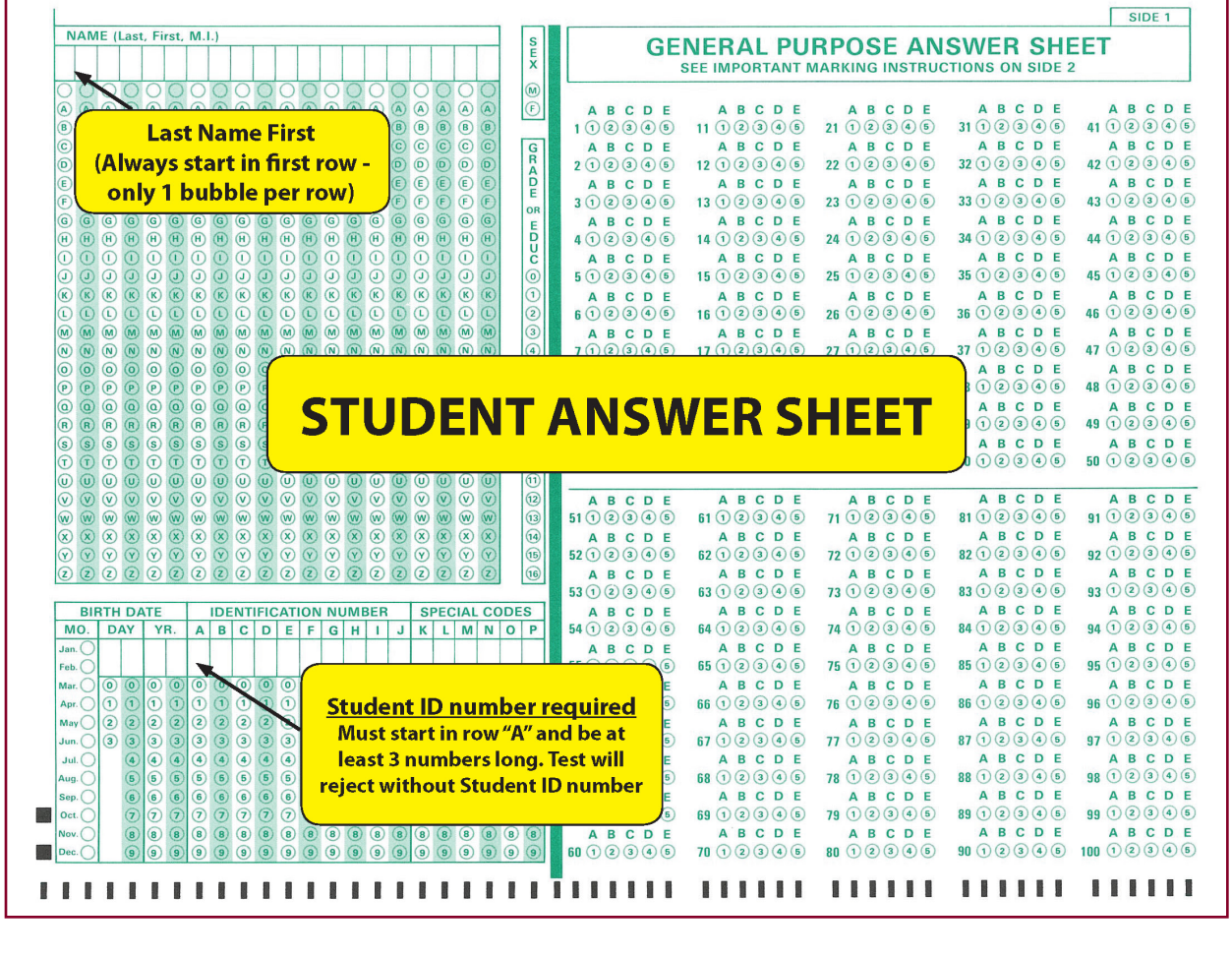


Helpful Hints:

- 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.

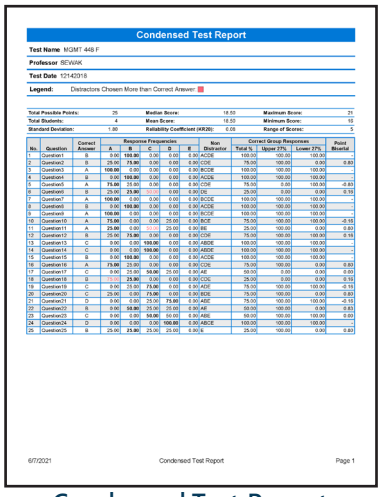
Need more green OpScan answer sheets or test headers? You can order them online at: https://umass.webdeskprint.com/


NAME (Last, First, M.I.)
Any name - at least three letters. Simple is better.
SEX
GRADE OR EDUC
SIDE 1
GENERAL PURPOSE ANSWER SHEET
SEE IMPORTANT MARKING INSTRUCTIONS ON SIDE 2
Fill in correct answers
ANSWER KEY
PENCIL ONLY!
BIRTH DATE
MO. DAY YR.
IDENTIFICATION NUMBER
SPECIAL CODES
Row "A" is always 1
Row "B" is always blank
Row "C"-"D"-"E" — number of questions (from 1–200)

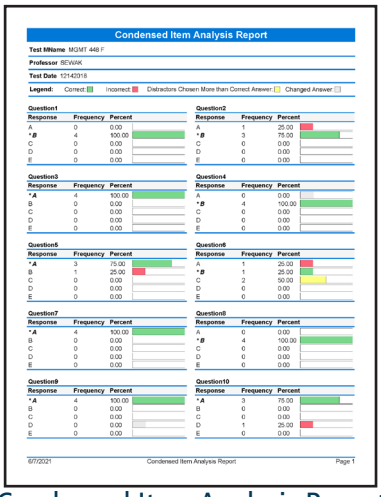

NAME (Last, First, M.I.)
Last Name First
(Always start in first row - only 1 bubble per row)
SEX
GRADE OR EDUC
SIDE 1
GENERAL PURPOSE ANSWER SHEET
SEE IMPORTANT MARKING INSTRUCTIONS ON SIDE 2
STUDENT ANSWER SHEET
BIRTH DATE
MO. DAY YR.
IDENTIFICATION NUMBER
SPECIAL CODES
Student ID number required
Must start in row "A" and be at least 3 numbers long. Test will reject without Student ID number

Reports - What to Expect

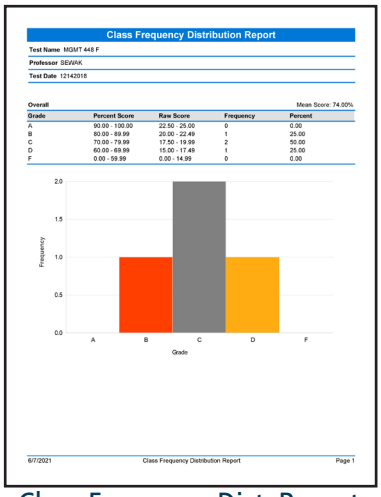
The five reports shown below arrive combined into one pdf file named "Batch Reports".



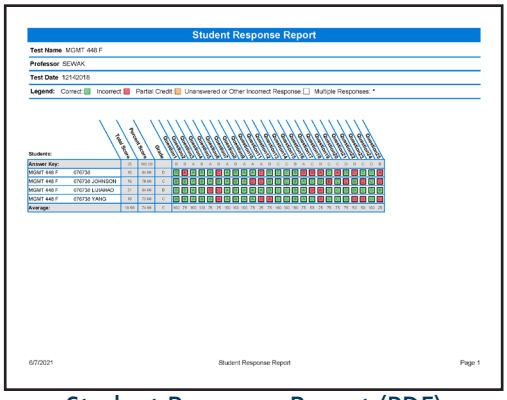
Condensed Test Report



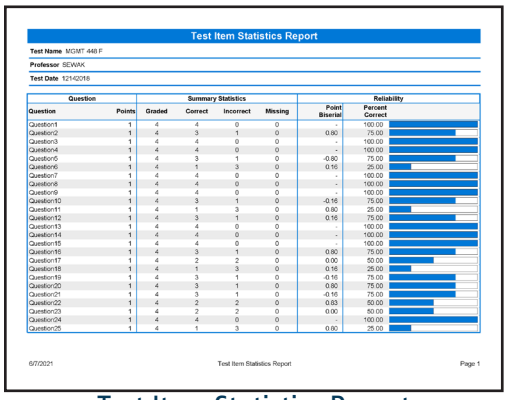
Condensed Item Analysis Report



Class Frequency Dist. Report

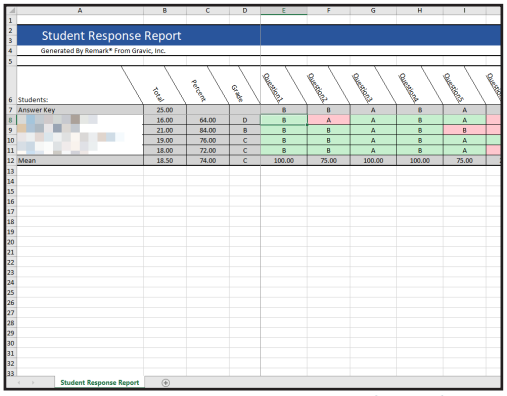


Student Response Report (PDF)

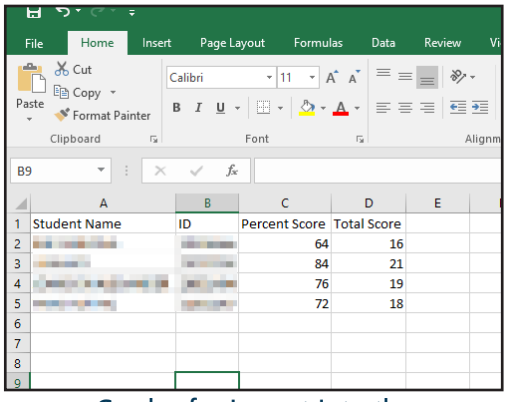


Test Item Statistics Report

The two reports shown below arrive as individual spreadsheets.



Student Response Report (Excel)



Grades for Import Into the Learning Management System