

OPSCAN SERVICES

University of
Massachusetts
Amherst

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OpScan Services has been upgraded to be better than ever!

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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.

The service is super easy to use.

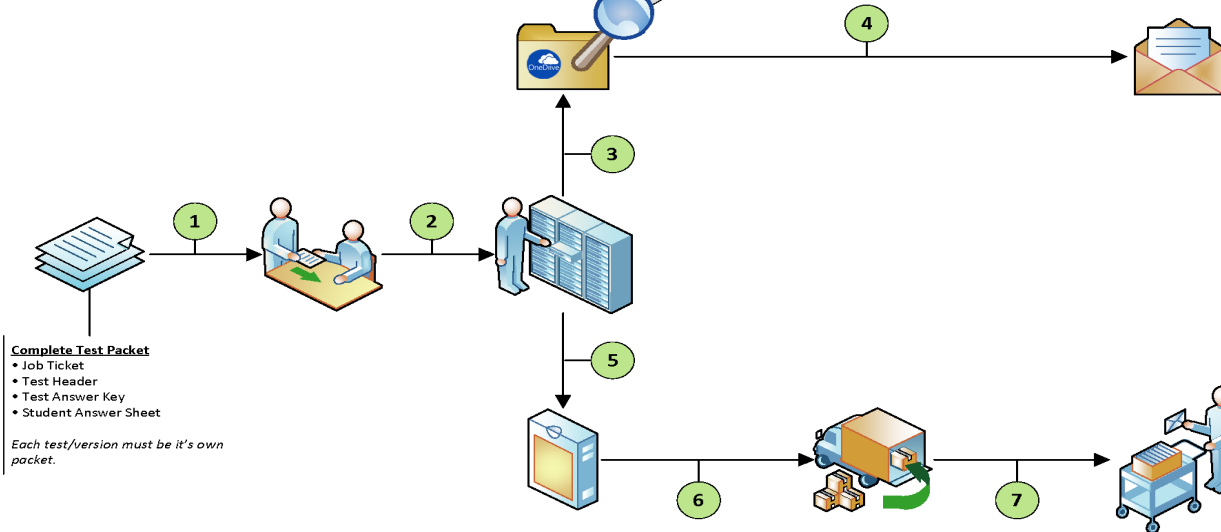
The following presentation will lead you through the process.

THE SCORING PROCESS

At-A-
Glance

OpScan Scoring Process

1. Test packet is submit 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 hard copies are securely packaged for return to the professor.
6. The packet is picked up by Distribution Services.
7. The packet is delivered by Distribution Services to the staffed location indicated on the job ticket.



REVISED
8/27/2021

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STEP ONE

SUBMISSION

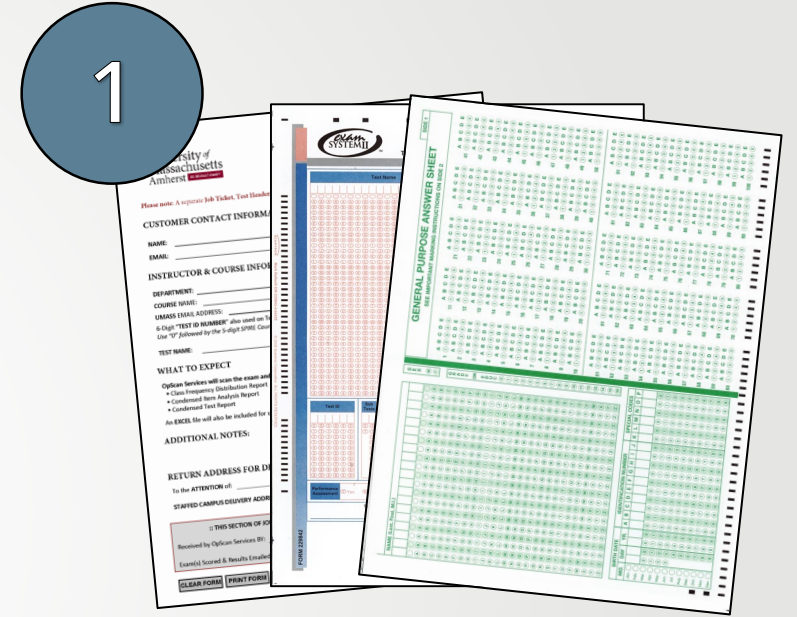
SUBMISSION PROCESS

OpScan test forms will now be brought to the Mail Services Office located at **120 Tillson Farm Road, Amherst** (Across from the UMass Campus Police Station) between the hours of 9:00AM and 5:00PM, Monday through Friday. ***Whitmore is no longer a drop-off location.***

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

- Completed a [job ticket](#).
- Completed a Test Header Sheet.
- Completed a Test Answer Key, *clearly marked with the test/version name.*
- 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.)
- Only green answer sheets will be accepted.

In an effort to provide the quickest turnaround possible, the test package(s) must be complete prior to being dropped off for scoring. Following the above instructions will help prevent delays in processing which could include holding the package(s) aside, unscored, until the missing information is provided or errors have been corrected.



POSITIVE takeaway

- Ample parking near building
- Bus stops nearby
- Bike station planned for future

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STEP TWO

GRADING

GRADING

Our new, high speed OpScan® 16 document scanning machine is designed to scan and score exams using Optical Mark Recognition (OMR) technology. Exam results will be calculated and exported into a series of pdf reports, a detailed results report spreadsheet and a simplified csv file for upload to the Learning Management System. (Currently MOODLE)

We pride ourselves on offering two-working-day service on all exams but often get scores and reports returned to our customers much sooner. This is especially true during extreme, high volume times such as mid-terms (anxious students, vacation times) and final exams, where time is critical for submitting final grades.

The original hard copies will follow within 3-5 business days via Distribution Services.

All exams are processed as quickly as possible on a first come basis.

2



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STEP THREE

RESULTS

RESULTS DELIVERY

Digital Exam Results

The results files will be uploaded to a secure University OneDrive folder that will only be accessible by you and the OpScan® staff.

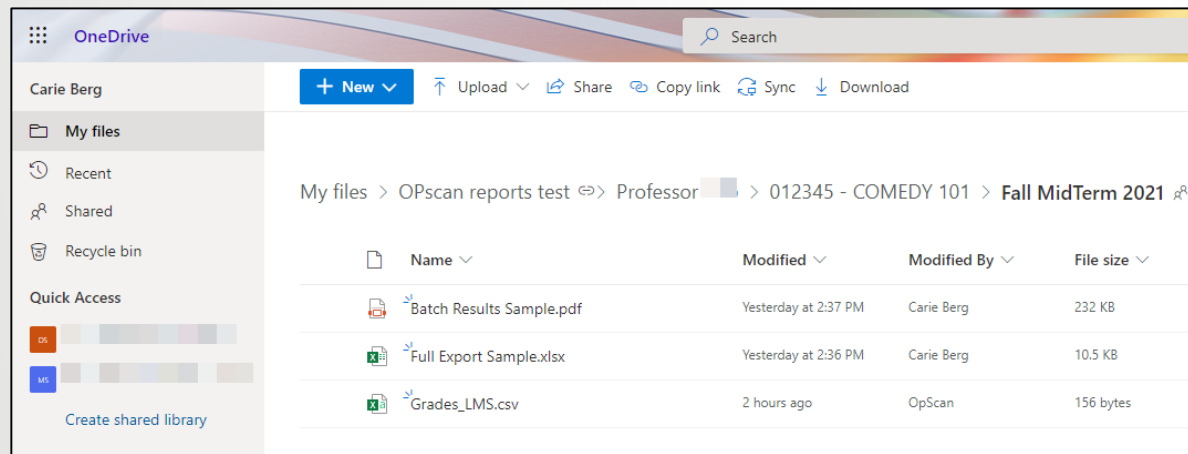
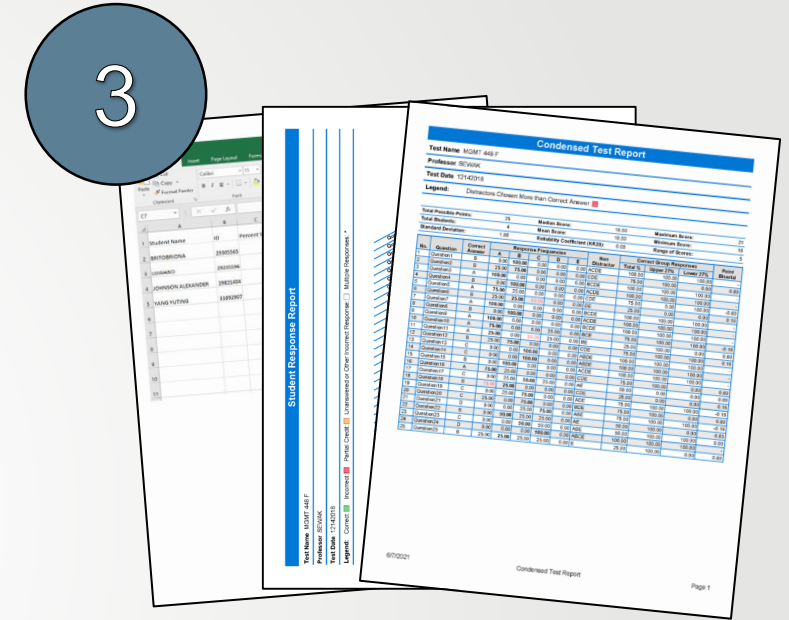


Fig. 1 - Example of the results file upload contents.



Reports included:

- Class Frequency Distribution Report
- Condensed Item Analysis Report
- Condensed Test Report
- Student Response Report (PDF & Excel)
- Test Item Statistics Report
- Grades CSV file for import to the Learning Management System (Currently Moodle)

RESULTS DELIVERY

Notifications

You will receive a notification message and link via email when the exam(s) have been graded and the digital file(s) have been delivered to the OneDrive folder. Simply click on the link provided to navigate to the file(s).

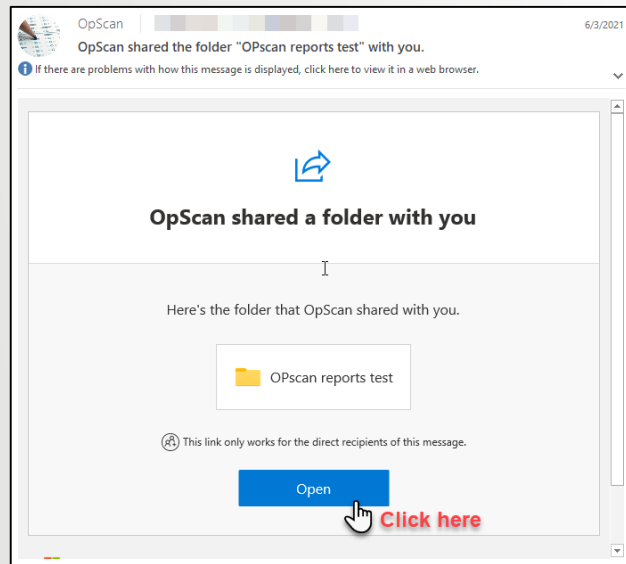


Fig. 2 - Example of new folder notification email.

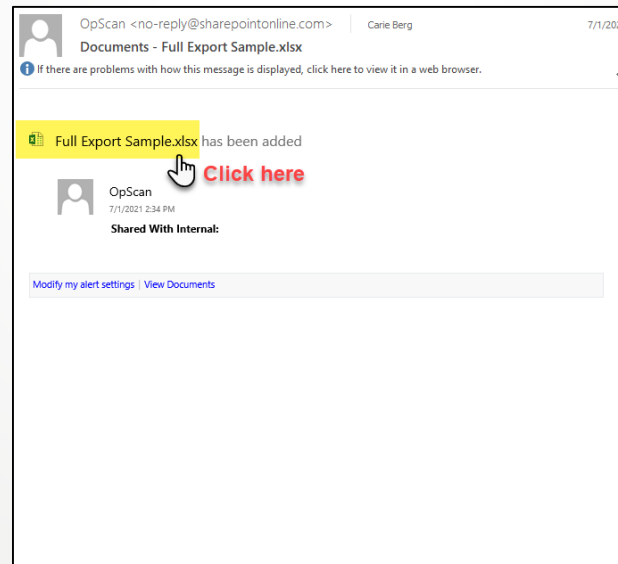


Fig. 3 - Example of new file notification email.

RESULTS DELIVERY

Paper Originals

The paper originals will be delivered in a **tamper evident** taped envelope to the address you specify at the bottom of your job ticket.

In order to maintain confidentiality and for security tracking purposes, the originals must be signed for at the time of delivery; therefore, the delivery destination must be staffed.



A CLEAR, CONCISE ADDRESS IS REQUIRED.



RETURN ADDRESS FOR DELIVERY OF SCORED EXAM SHEETS (REQUIRED):

To the ATTENTION of:

1

DEPARTMENT:

2

STAFFED CAMPUS DELIVERY ADDRESS:

3

(Room # and Building)

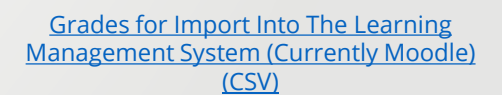
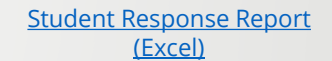
SUMMARY OF CHANGES

- Whitmore is no longer a drop-off location. The new drop-off location is in the Mail Services building located at **120 Tillson Farm Road.**
- Exam results files will be delivered to a secure OneDrive folder. The files themselves will no longer be emailed. A notification email will be sent to the professor when the files have been delivered to the OneDrive folder.
- For security purposes, exam results will only be delivered to the professor's OneDrive folder. The professor will be responsible for dissemination to their authorized teaching staff.
- The job ticket has changed. Please digitally fill it in, print it and include it with your exam package. This will drastically reduce readability errors. ***If you still have printed copies left over from the previous year, please discard them.***



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The two reports below are individual spreadsheets.



Click the link below the form sample to access the pdf for download. ***The form is not intended for online use.***

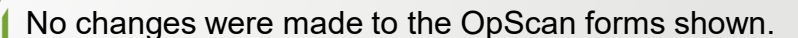
Below you will find guide sheets illustrating the proper way to fill out each of the OpScan forms to meet scanning requirements. Ensuring the accuracy of your forms will help avoid processing delays.

OpScan Job Ticket

Test Header Sheet

Test Answer Key

Student Answers Sample



Need more green answer sheets or blue books? You can now order them online! [Click here to get started.](#)

HELPFUL TIPS

- 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 filled 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.



OPSCAN SERVICES

(In the Mail Services building)

120 Tillson Farm Road

Amherst, MA 01003-9346

☎ 413.577.9500

✉ opscan@admin.umass.edu

🌐 <https://www.umass.edu/mail/opscan-services-0>

PDF MAPS AVAILABLE

[Color](#) | [Color \(Mobile Friendly\)](#) | [Black & White](#)

Last updated 8/9/21

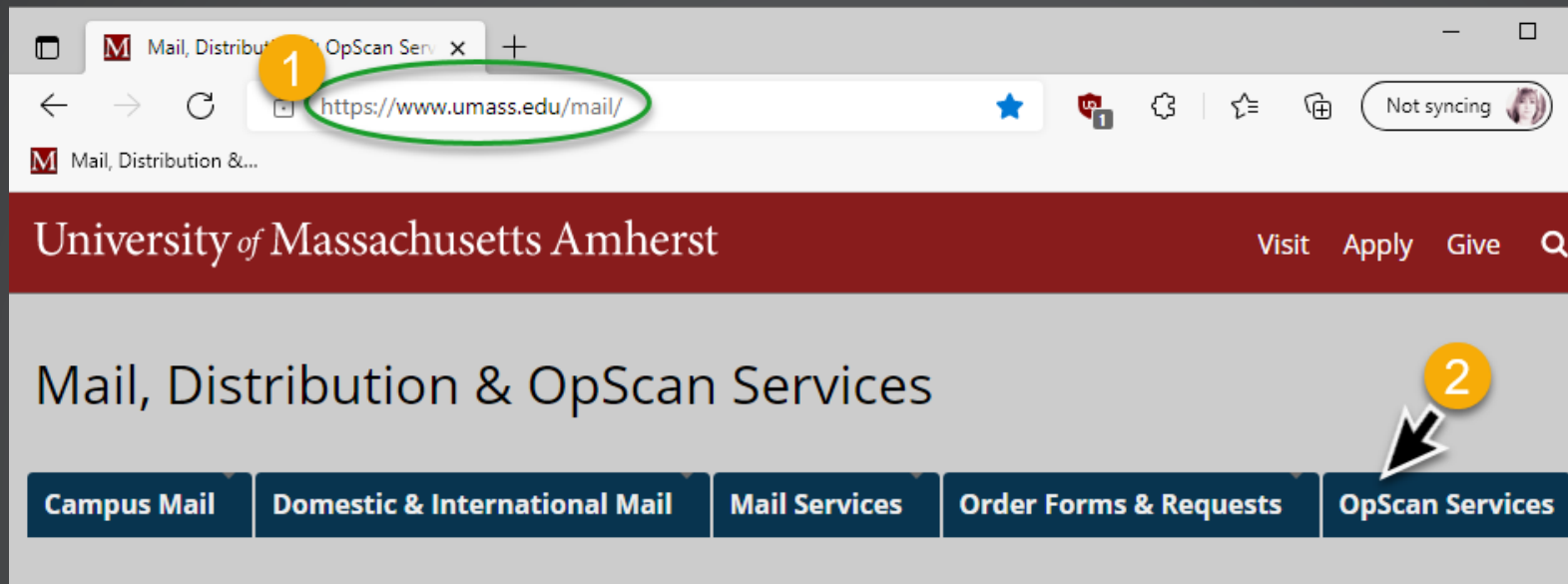
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