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Pre-Processing Information

Student Answer Sheets

1. Students need to use the **ParSCORE® Student Enrollment and SCORE Sheet (Form # F-1712-PAR-L)**.
2. Here are the proper marking instructions:
 - Students must use a No. 2 pencil only.
 - Students should fill in the bubbles completely and ensure all erased bubbles are clear and there are no stray marks to ensure their tests will be graded correctly.
3. Must fill out **First and Last Name**.

LAST NAME										FIRST NAME										M.I.	
STUDENT										IMMA											
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E

4. Must fill out **Identification #**.

- This should be right justified (as shown).
- Typically the students 9 digit Loyola ID.

LD. NUMBER								
	0	7	6	5	4	3	2	1
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1

Note: The Length of Student ID can be adjusted later on.

5. Select the **Test Form** version.



Answer Key

Note: Keys are created using the ParSCORE Student Enrollment and SCORE Sheet (Form # F-1712-PAR-L).

1. First Name section may be left blank.
2. Last Name section, fill in Test Name followed by "KEY."

LAST NAME										FIRST NAME										M.I.	
K	E	Y																			
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D

3. Select the Test Form version.

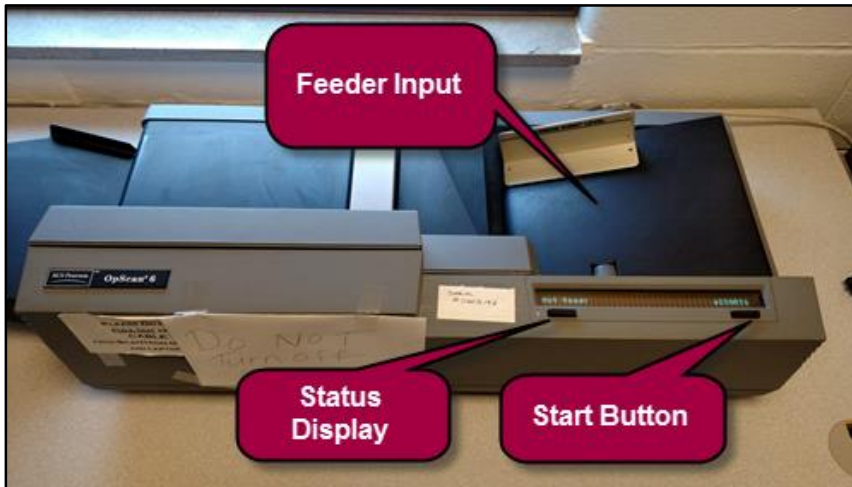


4. The **Main Questions Section** should have the correct answers for the test filled into each appropriate question row:

- Do not skip any rows or the Scantron machine will return in error.
- Rows can be deleted from the key once scanned.
- Rows can be set to **All Correct** from the key once scanned.
- Rows can be weighted from 1 – 99 points (1 by default).

Loading and Scanning Instructions

- For reference, here is the layout of the OpScan 6 Machine:

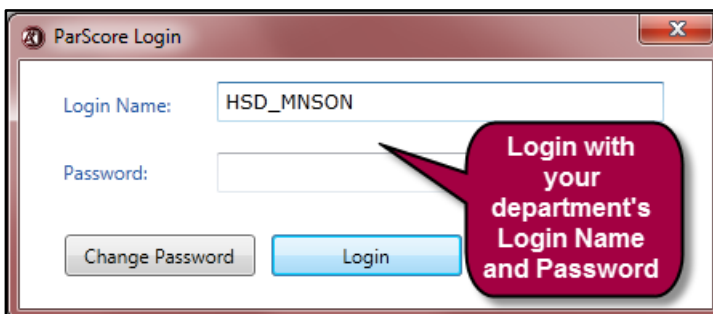


- Insert the forms into the Scantron input tray when instructed to do so in the ParSCORE Processing Information Section:
 - Sheets must be loaded into the right side of the OpScan machine with bar-coded side facing up and on the side closest to the display screen. (Order does not matter. Once scanned, it can sort based on individual specifications).
 - Key sheets and Sheet Response sheets should be loaded separately.

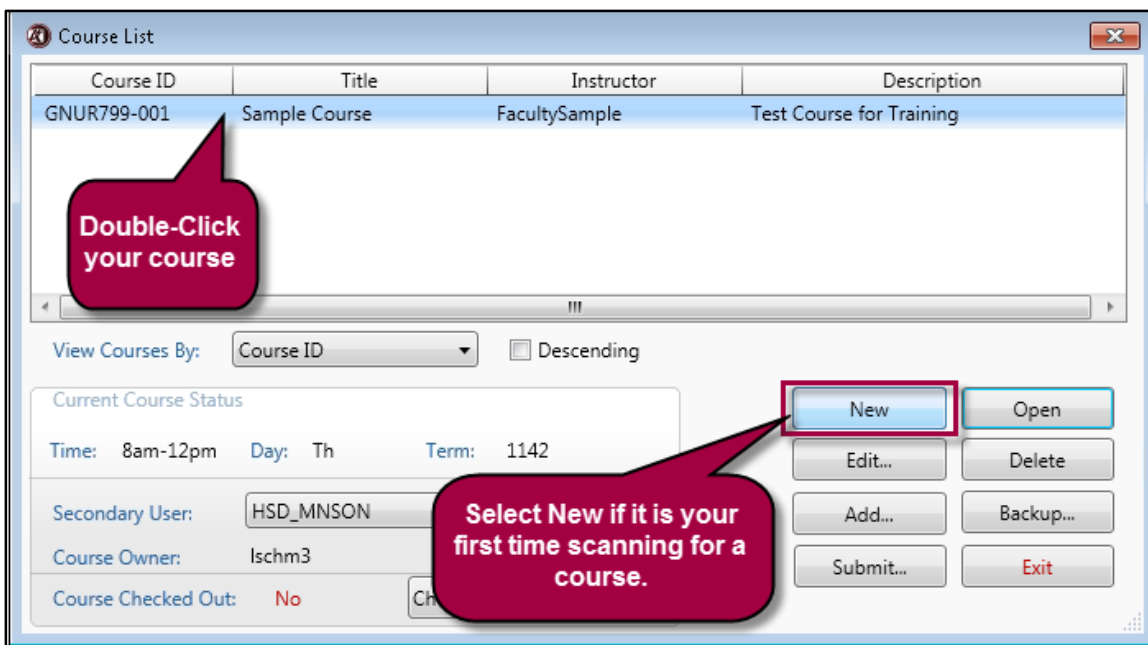
ParSCORE Processing Information

- Login to the computer.
- Click on the ParSCORE icon in the Start Menu.
- You will have to login using your departments login credentials.

Note: if your department does not have a login, you can request one to be created by contacting helpdesk@luc.edu.

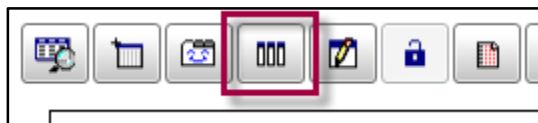


- Select the course you will be scanning into and open it.



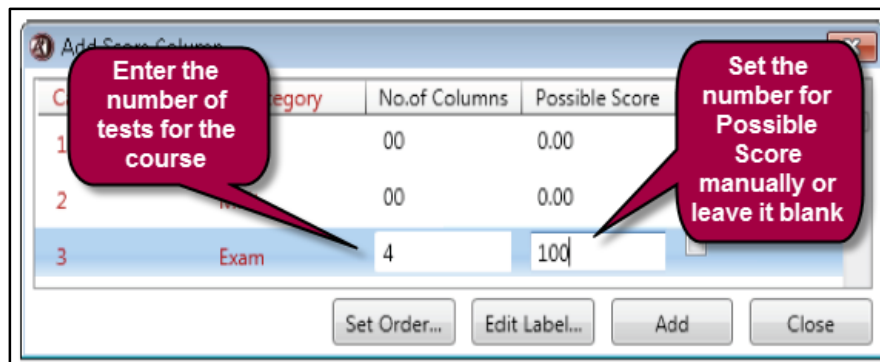
Note: If this is your first time scanning for this course you will have to setup your course by clicking **New** and fill in the course information.

5. Setting up the Exam Roster – This is where exams for a course are entered.
 - a. To add Exam columns, select the **Create Score Columns** button.



- b. Enter the estimated number of tests for the duration of the course into the **No. of Columns** for Exam or other type of assessment.
- c. You can set the number for **Possible Score** manually or leave it blank.
- d. Click **Add** to set and return to the previous page.

Note: You can add more Exams later by repeating this step.

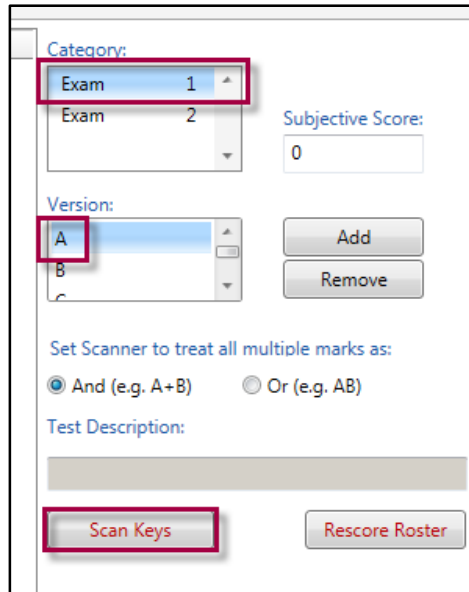


6. Scan the Exam Key.
 - a. Select the **Keys** tab in the top of the screen.

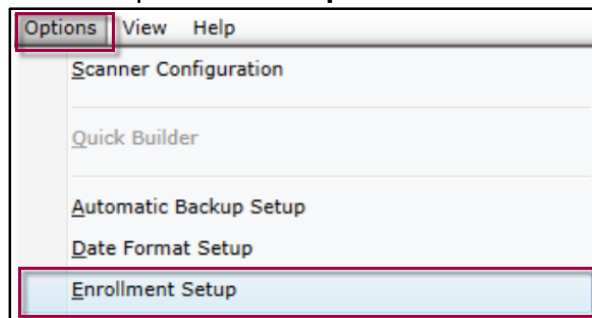


- b. Select the exam you wish to scan, and the version of the exam.

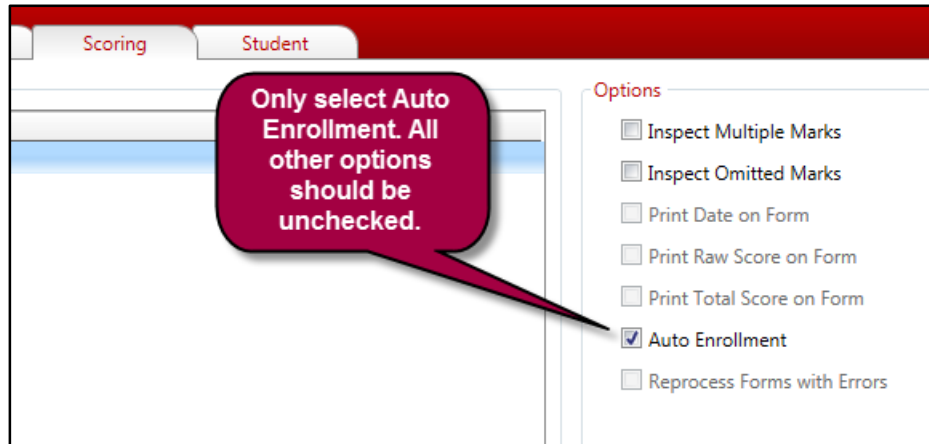
Note: A Test Form version must be indicated on the answer key form, and also on each student test form. If there is only one version of an exam, use Version A for the answer key and the student test forms.



7. Place the key in the scanner and click **Scan Keys** button.
8. Scan the Answer Forms.
 - a. From the top menu, click **Options** and select **Enrollment Setup**.



- b. If needed, update the **Length of Student ID** field to reflect the # of digits used on student score sheets.
- c. Select the **Scoring** tab at the top of the screen.
- d. Check the **Auto Enrollment** choice under the **Options** list.



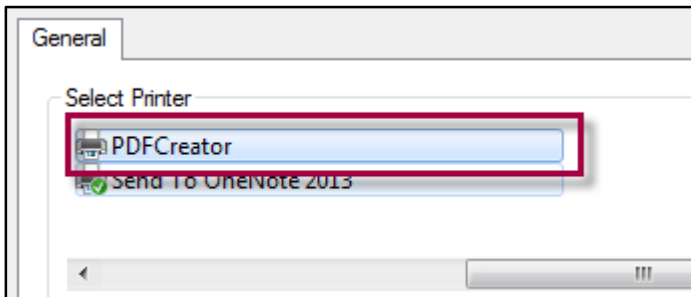
9. Select the Exam #.
 - a. Load the Answer Forms and click **Scan**.
 - b. Once completed, click **End**.
 - c. Select the **Roster** tab to display the results.

Printing Generated Reports

Note: Reports will be generated in a PDF format.

Selecting PDF printer

1. From the top menu, click on **File** menu and select **Printer Setup**.
2. Select **Adobe PDF** or **PDF Creator** as the printer.



3. Click **Apply** if necessary and exit out of the printer setup.
4. Be sure to **Print** all reports to your network drive or to your **Documents** directory.
Note: If you **Print** to a directory on the local drive, be sure to copy to a flash/network drive or email to the professor before your leave the machine.

Reports Menu

1. From the top menu, click on **Reports** menu and select the reports requested by the faculty member.
2. For each report, be sure to select the correct exam and version before printing.

Class Response Report

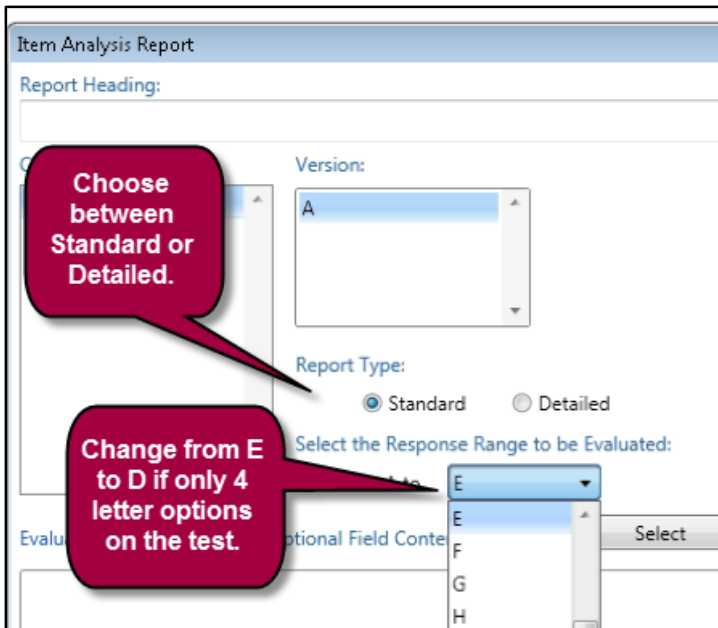
1. This report includes only the ID number. If the faculty member requests **Student Names** to be included, select that checkbox.

Roster Report

1. This report prints each student's exam scores for the entire course.

Item Analysis Report

1. Select **Standard** or **Detailed**.
2. Change the **Response Range to be Evaluated** to the correct number of options. For a 4 option multiple choice test, change the E to D, using the drop down box. Adjust the response range to match the number of options for the multiple-choice questions.



Score Distribution Report

1. By default, Percentile Report is selected. Select Histogram Report if requested.
2. Run twice if both types are requested.

Student Test Report

1. First, select either the **Detail Test Report** or the **Standard Test Report**.
2. If a **Standard Test Report** is selected, choose either **One Student Report Per Page** or **Two Student Reports Per Page**.
3. Finally, if the faculty requests the answer key to be included in the report, select the **Print Answer Keys** checkbox.

Troubleshooting

- Blank Last Name is not allowed** - Sometimes students will not fill in the bubbles or not left justify the last name.
Solution: You can edit this in the error dialog box, which does not require the sheet to be rescanned.
- Invalid ID length** - The **Length of Student ID** differs on the student response sheet and the value set in the **Options => Enrollment Setup** setting (shown in the Scanning the Answer Forms section below).
Solution: This can be edited in the error dialog box after which the form does not need to be rescanned.
- Invalid Test Version** - The version of the test is incorrect, or not marked.
Solution: This can be edited in the error dialog box after which the form does not need to be rescanned.
- Multiple Mark Item** - This error will occur if **Inspect Multiple Marks** was enabled during scanning and multiple circles are filled in/not fully erased.
Solution: The responses can be reviewed on the student score form and edited in the error dialog box after which the form does not need to be rescanned.

Note: The scanning machine will stop on each of the errors listed above – giving the person doing the scanning an opportunity to correct the sheet or click **Edit** via the error dialog box.

