



Report Request Form

Scanning Services – University Teaching & Learning Center

Welcome to UNCG! Fill out this form and bring it with you the first time you drop Scantron tests off. The information on the back can be found, along with sample reports, on our website at utlc.uncg.edu/scanning.

(Note: Teaching or Graduate assistants do not need to fill out this form. Simply indicate:

Assistant Name: _____ E-Mail : _____)

Faculty Name: _____

Department (3 Letter Code): _____ Phone: _____

Email: _____ Hold tests for Pickup

Office location: _____ Return Campus Mail

Select any from the following reports:

- | | | | |
|---------------------------------------------------------------------------------------------|------------------------------------|-----------|----------------------------------|
| 101 – Student Statistics Report
(Individual student grades) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |
| 103 – Class Frequency Report
(Bar graph of the grade distribution in class) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |
| 104 – Test Statistics Report
(General statistics of test and grades) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |
| 207 – Test Item Statistics Report
(Displays summary statistics for each question) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |

Basic Package

101, 103, 104, 204, 207, 301,
textual excel

PRINT **or** **PDF**

Select only one of the following reports:

- | | | | |
|-------------------------------------------------------------------------------------------------|------------------------------------|-----------|----------------------------------|
| 201 – Detailed Item Analysis
(Individual question statistics with bi-serial analysis) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |
| 203 – Item Analysis Graph Report
(Simplified version of 201) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |
| 204 – Condensed Item Analysis Report
(Individual question analysis) | PRINT <input type="radio"/> | or | PDF <input type="radio"/> |

The following are available via **electronic version only**; please choose either **Text OR Numeric Excel**:

- Textual Excel Spreadsheet** with student answers in textual format with grades included. (Answers in form: MULT, BLANK, A, B, C, D, E)
- Numeric Excel Spreadsheet** with student answers in numerical format with grades included. (Answers in form: 0, 1, 2, 3, 4, 5)
- 301 – Student Grade Report PDF** (lists incorrect answer, correct answer, and grade for each student)
- Raw Data Format** - we can provide SPSS (.sav), ASCII, comma-delimited, and a variety of other formats

Scanning Services

121 McIver Building

(336) 334-3871

scanning@uncg.edu

www.utlc.uncg.edu/scanning



Some Notes About Scanning Services

Damon Roberts

Scanning Services Administrator

drrobert@uncg.edu

- Scanning Services operates from **8-5 Monday through Friday**. Tests can be dropped off in person any time during office hours, or using the secure drop box in 121 McIver when outside of office hours.
- Turnaround time is typically 24 hours maximum, although during midterm and finals weeks you may experience a longer wait.
- We can return the sheets through campus mail or hold them in 121 McIver for pickup for up to 2 weeks, after which they are mailed to your department.
- We scan and grade **only the Red 200-answer, 5-item** answer sheets, sold in the bookstore and in bulk by Scanning Services. We are unable to scan any other type of form.
- We provide a number of various reports, samples of which can be found online at utlc.uncg.edu/scanning or in room 121 McIver. We can either email PDF copies to you or provide printouts of the reports.
- In consideration of student privacy, please do not post grades on a website or physical location accessible to other students. You may post grades in the Blackboard course management software where students may only see their own grades.
- Students should enter their first and last name on their test sheet. Other identification fields such as birthdate and ID can be used, but are not necessary. Students should never put their Social Security number on the sheet.
- **All sheets must be filled out with pencil.** Circles must be filled in completely and mistakes must be erased completely. We will never make changes to a student's answer sheet or make assumptions about their answers, so it's very important the sheet is properly filled out.
- To create a key, fill out a blank Scantron with the correct answers, and enter either "KEY" or the instructor's name in the name field. This must be filled out with pencil, but any notes or additional contact information can be written in pen in the margins.
- You will need a separate key for each version of a test and course section, unless different versions can use the same key. If there are special requests, such as extra credit or giving credit for multiple answers, please note this on the key or on a separate sheet of paper.

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