

# Directions for filling out Exam Report Order Form

For questions regarding these instructions, to order answer sheets, or for additional assistance please contact the Office of Measurement Services at (612) 626-0006 or visit our website: [oms.umn.edu/exams](https://oms.umn.edu/exams)

## Exam Report Order Form Page 1

**Required Fields – if not filled out, exam processing will be delayed.**

- ✓ Instructor Name
- ✓ Contact Phone Number
- ✓ Email Address for secure data transfer (note: additional fee for second email address, such as TA)
- ✓ Department, Course Name and Number for accurate class identification
- ✓ An EFS Number for timely exam processing and reporting. An EFS is a 31-digit budget number consisting of:
  - Fund (4-digits)
  - Dept. ID (5-digits)
  - Program (5-digits)
  - Chart Field (10-digits) → Optional Depending on Department
  - Employee ID (7-digits) → Optional Depending on Department

### *Example:*

\*EFS Number: 1 2 3 4 - 1 2 3 4 5 - 1 2 3 4 5 - 1 2 3 4 5 6 7 8 9 0 - 1 2 3 4 5 6 7  
                  \*Fund, - \*Department ID, - \*Program, - (Chart Field, - Employee ID)

## Returning Answer Sheets

There are multiple options for receiving your scored answer sheets from OMS, including:

- ✓ Campus Courier
  - Please provide room number and building
  - Signature required upon delivery
- ✓ Pick up at OMS
  - Signature required at OMS office.
  - If not picked up, answer sheets will be returned by campus courier at your expense
- ✓ Campus Mail
  - Please provide campus delivery code, room number, and building
  - Please initial to indicate that you accept the minimal risk associated with this option
- ✓ Securely Destroyed
  - We safely preserve the scored answer sheets for 6 weeks before having them securely recycled
  - We continue to store an electronic copy for an additional 6 months if the need arises for review
  - Please initial to acknowledge that answer sheets will be destroyed



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## Returning Results

With our Paperless Exam Reporting you will receive a Microsoft Excel CSV file of data, and an Adobe PDF File for your reports via our secure web portal, accessible by the designated email(s) provided on the Exam Report Order Form. If you would like us to print your reports there is an extra charge per sheet, and your report returning options are limited to:

- ✓ Pick-up in person at OMS (879 29th Ave. SE)
  - Printed Reports and Answer Sheets are available for pick up at our office between 8:00 AM and 4:30 PM after completion
- ✓ Campus Courier
  - Results and Answer Sheets will be sent via Campus Courier upon completion.

## Exam Information

This area must be filled out to ensure that OMS receives the correct answer key(s) and is aware of the number of group and points on the exam. An answer key is an answer sheet using the same form (bubble sheet) used by the students, with all the correct answers filled in. **Note that an answer key must be supplied or your exam cannot be scored.**

- A. Is there more than one version of your exam?
  - The number of groups depends on how many different groups of people take the test. This can depend on the number of test forms.
  - For example, if a professor gave the same test to both Section 1 and Section 2 of his class, there would be only 1 group. If the professor gave a different test to each section, there would be two groups.
  - Note that groups identified by information that has been filled in on the answer sheets (such as section number) can be processed as one group and subsequently partitioned for reporting. Please physically separate your groups of answer sheets as well.
- B. Total Number of Questions
  - This is the total number of items or questions on the test
- C. For "Total Quantity of Omitted Questions" write the amount of questions being omitted from the exam
- D. For "Omitted Question Numbers" write the exam question number(s) of the question(s) being omitted
- E. Number of Questions to be scored
  - This is the total number of items or questions on the test, minus the number of items on the test that have been omitted from scoring

### *Example:*

If your exam consists of 100 questions in total and the final 2 questions are going to be omitted, **B-E would correctly be expressed like this:**

- B. 100
- C. 2
- D. 99, 100
- E. 98



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- F. Number of total exam points
- Total possible points includes the total of all parts of the test (sections that have an unlike point value). If each item is weighted "1" and there are no added points, this number is the same as the number of items scored. If part scores are differentially weighted, consider the weights when calculating the maximum possible score. **Questions must be weighted as a positive whole number between 1 and 99.**
- G. Answer key to be punched
- This is where a specialized hole punch is used to punch out the answers to each question on the answer key and can be used by instructors for hand scoring late exams. If nothing is selected the answer keys will not be punched.
- H. . For "Number of Submitted Answer Keys" write the number determined on Page 2

## Report Results

- ✓ Read through the options for each package and choose the reports that will best suit your needs. Most instructors choose the Standard Package.
- ✓ In addition to a report package, OMS can provide you with an optional data file, enabling you to upload exam scores into Canvas.
- ✓ If the Packaging Options do not suit your needs, please contact OMS at 612-626-0006 **before you send your test to OMS for scoring.**

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## Exam Answer Keys *(Note: Photocopied answer keys cannot be scanned.)*

Are there exam questions with Multiple Correct Answers OR is there more than one Part in the exam?

- If yes, continue to Exam Report Order Form Page 2 to find out how many keys are needed
  - i. The number of answer keys will be determined on this page
  - ii. Please fill out this section to make sure that OMS receives the correct number of keys
- **No more than 4 answer keys can be submitted per exam version**
- Please contact OMS with additional questions regarding multiple answer keys

## Part Information

Part: A section of the exam that is weighted differently and/or scored separately from another section of the exam.

- a. A test has **multiple parts** if there are questions that are worth varied amounts. For example, if there are 20 questions on a given test and Questions 1-10 are worth 1 point each and Questions 11-20 are worth 2 points each, then there are 2 parts to the test, and two answer keys need to be made.
- b. If a test has **multiple content areas** and a score is required for each area, the test is broken up into the corresponding number of parts. For example, a math test may have questions on Algebra and on Calculus. If the professor would like to see separate scores for each area, two answer keys are needed.

## Multiple Correct Answers

Multiple Correct Answers: More than one possible answer may be correct for a question.

- a. Example: Answers A, B, or C will be correct for one particular question. This would require three keys.
- b. Questions in which **All** answers are correct do not require additional answer keys.
- c. OMS cannot process exam questions that require more than one correct answer. For example, an item requiring both A and B bubbled in to be correct cannot be scored.

*Note: Photocopied answer sheets and answer keys cannot be scanned.*

