

# Exam Report Order Form



COURSE  
exams

Please complete all sections of this order form. For assistance, to order answer sheets, or to download this form or directions for completing this form, please contact the Office of Measurement Services at (612) 626-0006 or visit our website: [oms.umn.edu/exams](http://oms.umn.edu/exams).

**The following fields are required for reporting, electronic transfer, and timely exam processing.  
Failure to include this information will result in a delay in processing your exam.**

Instructor (Last, First):	Phone:	x500 Email:	Exam Report Recipient: <input type="checkbox"/>
T.A. (Last, First):	Phone:	x500 Email:	<input type="checkbox"/>
Department:	Course Name & Number (Example: ANTH1001):		
EFS Number: _____ - _____ - _____ - _____ ( _____ - _____ - _____ ) Fund Department ID Program (Chart Field Employee ID*) <i>* only if required</i>			

**Returning Answer Sheets & Returning Results** (Please Note: Photocopied answer sheets cannot be scanned)  
PDF and CSV report files will be available via the OMS Secure Portal. Recipients are notified by email when results are available.

<p><b>Returning Answer Sheets (Required – Select One)</b> I would like to have my answer sheets returned via:</p> <p><input type="checkbox"/> Campus Courier  <input type="checkbox"/> Pickup at OMS (879 29<sup>th</sup> Ave. SE)  <input type="checkbox"/> *Campus Mail (Delivery Code: _____)  <input type="checkbox"/> **Securely Destroy after 6 weeks</p>	<p>If you would like your reports printed (extra charge per page), please indicate below how you would like to receive them:</p> <p><input type="checkbox"/> Campus Courier  <input type="checkbox"/> Pickup at OMS (879 29<sup>th</sup> Ave. SE)</p>
<p><b>Campus Courier / Campus Mail Information</b> (Required if Campus Courier or Campus Mail is selected above) Room Number: _____ Building: _____</p>	

\*Though minimal, I accept the entire risk associated with sending scored answer sheets via campus mail. Initials: \_\_\_\_\_  
 \*\* I acknowledge that answer sheets **will be destroyed** after 6 weeks (an electronic copy will remain on file for 6 months). Initials: \_\_\_\_\_

**Exam Information (an answer key must be supplied or your exam cannot be scored)**

<p><b>A. Is there more than one version of your exam?</b> (For example: If you have Form A and Form B, you have two groups. If you have Section 1 and Section 2, you have two groups.)</p> <p><input type="checkbox"/> No  <input type="checkbox"/> Yes; this is group _____ of _____</p> <p><i>Fill out A-G on a separate order form for each exam group. Forms should then be separated into groups. (You will receive reports for each group, plus reports for all groups combined.)</i></p>	<p><b>B. Total Number of Questions on Exam:</b> _____  <b>C. Total Quantity of Omitted Questions:</b> _____  <b>D. Omitted Question Numbers:</b> _____  <b>E. Number of Exam Questions to be Scored:</b> _____  <b>F. Number of Total Exam Points:</b> _____  <b>G. Answer Keys to be Punched?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes  <b>H. Number of Submitted Answer Keys:</b> _____  <small>(Continue to page 2 to determine how many Answer Keys you will need to submit. A maximum of 4 Answer Keys may be submitted per exam group.)</small></p>
---	---

**Report Results** (Default Options are indicated by **Bold text**.)

<p><b>Report Package Option:</b> (Details on pg. 3)</p> <p><input type="checkbox"/> <b>Standard</b>  <input type="checkbox"/> Advanced  <input type="checkbox"/> Premium</p> <p><b>Additional File:</b> (Optional)  <input type="checkbox"/> Canvas Data File</p>	<p>In addition to a <b>Raw Score</b> Class List sorted alphabetically, choose one: (All Packages)</p> <p><input type="checkbox"/> <b>Sorted by ID # Without Names</b>  <input type="checkbox"/> Sorted by ID # With Names  <input type="checkbox"/> Sorted by Score Without Names  <input type="checkbox"/> Sorted by Score With Names</p>	<p>In addition to a <b>Converted Score</b> Class List sorted alphabetically, choose one: (Advanced &amp; Premium Packages Only)</p> <p><input type="checkbox"/> <b>Sorted by ID # Without Names</b>  <input type="checkbox"/> Sorted by ID # With Names  <input type="checkbox"/> Sorted by Score Without Names  <input type="checkbox"/> Sorted by Score With Names</p>
---	--	--

UNIVERSITY OF MINNESOTA  
 103 University Stores South  
 879 29<sup>th</sup> Avenue Southeast  
 Minneapolis, MN 55414  
 Fax: 612-624-1336  
 Phone: 612-626-0006

For Office Use Only	
Number of Answer Sheets: _____	Number of Report Pages: _____

**OMS Pickup Verification**  
 (Required at time of pickup if 'Pickup at OMS' is selected)  
 Picked up by (Signature): \_\_\_\_\_  
 Date: \_\_\_\_\_

# Exam Report Order Form

## Answer Key with Examples



COURSE  
exams

### Exam with Multiple Parts:

A "Part" represents questions that are either weighted differently and/or scored separately from other questions (or other "parts") of the exam. The point values in each "Part" must be **positive whole numbers**. Each "Part" requires its own individual answer key page.

Part 1	Questions in Part 1	
	Point Value of Questions in Part 1	

Part 2	Questions in Part 2	
	Point Value of Questions in Part 2	

Part 3	Questions in Part 3	
	Point Value of Questions in Part 3	

Part 4	Questions in Part 4	
	Point Value of Questions in Part 4	

Do any "parts" of this Exam contain questions with ALL answers correct?

If yes, please indicate the "part(s)" and the question number(s) below.

- Part 1: \_\_\_\_\_
- Part 2: \_\_\_\_\_
- Part 3: \_\_\_\_\_
- Part 4: \_\_\_\_\_

Exam questions with **all** correct answers (A-E or A-J) can be indicated above and/or by filling in each bubble for that question on the **Primary Answer Key**.

### Example:

**Part 1:** #1-10 is 1 Point Each  
**Part 2:** #11-20 is 2 Points Each

Part 1	Questions in Part 1	#1 - #10
	Point Value of Questions in Part 1	1 Point Each

Part 2	Questions in Part 2	#11 - #20
	Point Value of Questions in Part 2	2 Point Each

### Questions with Multiple Correct Answers:

More than one possible answer may be correct for a question, but only one response can be scored for each question at one time. Additional answer keys are required for questions with multiple correct answers.

#### Notes:

The columns labeled **P-4** indicate the number of answer keys required for each "Part"

The answers in the **P-column** are included in the **Primary Answer Key**, answers in the **2-column** are included in the **Secondary Answer Key**, the **3-column** represents the **Third Answer Key**, and the **4-column** represents the **Fourth Answer Key**.

Part 1	Answer Key →	P	2	3	4
	# _____ Correct Answers:	_____	_____	_____	_____
Part 1	# _____ Correct Answers:	_____	_____	_____	_____

Part 2	Answer Key →	P	2	3	4
	# _____ Correct Answers:	_____	_____	_____	_____
Part 2	# _____ Correct Answers:	_____	_____	_____	_____

Part 3	Answer Key →	P	2	3	4
	# _____ Correct Answers:	_____	_____	_____	_____
Part 3	# _____ Correct Answers:	_____	_____	_____	_____

Part 4	Answer Key →	P	2	3	4
	# _____ Correct Answers:	_____	_____	_____	_____
Part 4	# _____ Correct Answers:	_____	_____	_____	_____

Answer Keys Required for Part 1: \_\_\_\_\_

Answer Keys Required for Part 2: \_\_\_\_\_

Answer Keys Required for Part 3: \_\_\_\_\_

Answer Keys Required for Part 4: \_\_\_\_\_

Total Answer Keys Required: \_\_\_\_\_

### Example:

**Part 1:** Question #8 has **two** possible Correct Answers: **A or C**

**Part 2:** Question #15 has **three** possible Correct Answers: **B, D, or E**

Part 1	Answer Key →	P	2	3	4
	# <u>8</u> Correct Answers:	<u>A</u>	<u>C</u>	_____	_____
Part 1	# _____ Correct Answers:	_____	_____	_____	_____

Part 2	Answer Key →	P	2	3	4
	# <u>15</u> Correct Answers:	<u>B</u>	<u>D</u>	<u>E</u>	_____
Part 2	# _____ Correct Answers:	_____	_____	_____	_____

# Exam Report Order Form

## Report Package Options



COURSE  
exams

Below is a list of features included in some/all of our report packages. At the bottom of this document is a list of available Exam Reporting Packages and their available features. All packages include a scan serial report listing students' names and the order in which the exams were submitted.

If you would like to request special reporting services, please contact customer service at (612) 626-0006 or <https://oms.umn.edu/reachUs.php>

Detailed descriptions of reports are available on our website:

<http://oms2.umn.edu/newoms/departments/exams/Report-Options-And-Interpretation-Guide.php>

## List of Features

### **Descriptive Statistics**

Includes means, standard deviations, variance, range, distribution of scores table, and frequency graph.

### **Standard Item Analysis**

Includes frequency and percentage corresponding to each item, item difficulty, point biserial correlation coefficient, average score of correct response, and reliability coefficient.

### **Extended Item Analysis**

Includes standard item analysis statistics, as well as frequency and percentage corresponding to each item, item difficulty, point biserial correlation, average score of correct response, reliability coefficient and confidence levels, difficulty index, and additional means.

### **Data Transfer**

Excel .csv file of data and Adobe .pdf file of reports will be sent to the email address(es) provided on the Exam Reporting Order Form via the secure OMS portal.

### **Raw Score Class List**

A Raw Score Class List includes tables indicating the number of correct answers for each student, sorted alphabetically. In addition, you may choose to sort your Raw Score Class List by student ID number or by score.

### **Converted Score Class List**

A Converted Score Class List includes tables indicating standard scores, percentiles, and percent correct for each student, sorted alphabetically. In addition, you may choose to also sort your Converted Score Class List by student ID number or by score.

### **Individual Reports**

Includes a separate report for each individual student, detailing student answers, correct answers, percentile rank, and group statistics.

## Package Options

Standard Package	Advanced Package	Premium Package
Includes: <ul style="list-style-type: none"><li>• Descriptive Statistics</li><li>• Data &amp; Report Transfer</li><li>• Standard Item Analysis</li><li>• Raw Score Class List</li></ul>	Includes: <ul style="list-style-type: none"><li>• Descriptive Statistics</li><li>• Data &amp; Report Transfer</li><li>• Extended Item Analysis</li><li>• Raw Score Class List</li><li>• Converted Score Class List</li></ul>	Includes: <ul style="list-style-type: none"><li>• Descriptive Statistics</li><li>• Data &amp; Report Transfer</li><li>• Extended Item Analysis</li><li>• Raw Score Class List</li><li>• Converted Score Class List</li><li>• Individual Reports</li></ul>