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| **JMU Test Scoring Form**IT Help Desk- 540-568-3555*Please fill out and deliver with your scantron forms. For help filling out sections, please refer to instructions below the tables. \*\*All test reports will be available digitally by default.\*\** |
|  |  |
| **A. Instructor Name** |       |
| **B. Email Results To:**  |       |
| **C. File/Header Name** | EX: fa24-[Course Number]-[Section Number]-[Test Number] |
|  |
| **D. Scantron Delivery** | Help Desk Pickup [ ] Name:       | Campus Mail [ ] MSC:       |
| **E. Optional Printed Reports** *(Note: You will receive all printed reports as well as emailed reports)* | [ ]  Yes, I would like to receive printed reports.  |
|  |
| **F. Question Blocks**How many questions are being graded?       |
|  | Begin | End | Pt. Value | Extra Credit/OR(and Value) | Partial Credit(and Value) |
| **1.** |       |       |       | [ ]        | [ ]        |
| **2.** |       |       |       | [ ]        | [ ]        |
| **3.** |       |       |       | [ ]        | [ ]        |
| **4.** |       |       |       | [ ]        | [ ]        |
| **5.** |       |       |       | [ ]        | [ ]        |
| **6.** |       |       |       | [ ]        | [ ]        |
| **7.** |       |       |       | [ ]        | [ ]        |
| **8.** |       |       |       | [ ]        | [ ]        |
| **For more information on filling out the Test Scoring Form, please refer to the Quick Guide found on the second page of the Form. For additional questions on the Test Scoring process, please visit** [**https://www.jmu.edu/testscoring**](https://www.jmu.edu/testscoring) |

**Test Scoring Form Quick Guide:**

1. Instructor Name- Who is requesting Test Scoring Services.
2. Email Results To- Email of person(s) who will be receiving the completed test results and reports. This does not have to be the same as the instructor’s name and can include multiple recipients.
3. File/Header Name- Name of the File that will be recorded and how the Header will be saved on all reports. Format breakdown: [Semester Code]-[Course Number]-[Section Number]-[Test Number]
	1. *Note*: Due to how certain reports are created, there are limitations on name creation that we are unable to manage or adjust
4. Scantron Delivery- Please let us know if you would prefer to have your Scantron’s delivered to you via Campus Mail, or if you will be collecting them yourself. You can choose to elect an alternative individual to collect your completed tests
	1. If you are picking them up: Be aware that the Help Desk will require ID Verification to ensure we are providing the correct tests to the correct individuals
	2. If you request to have them mailed: Please be sure you provide the correct MSC as this can delay your delivery of your test results.
5. Optional Printed Report: Choosing this option will provide you with the emailed results, as well as those results in printed form. Be aware that depending on the class size, this may cause delay in Test Scoring completion
6. Questions Blocks- Allow for different sections of test to be scored with unique values.
	1. Begin- Which test question number begins the block.
	2. End- which question number ends the block.
	3. Point Value- How many points each question is worth in that range.
	4. Extra Credit/OR(optional)-
		1. Extra Credit: Select this option if you wish to allow incorrect answers not count against the total score, but rather add to the base score.
		2. OR: Allows the option for multiple answers to be chosen correctly or incorrectly, depending on whether you have allowed Partial Credit
	5. Partial Credit- Allows for a partial amount of points for an incorrect answer

Example of a completed form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Begin | End | Pt. Value | Extra Credit/OR(and Value) | Partial Credit(and Value) |
| **1.** | 1 | 8 | 2 |  |   |
| **2.** | 9 | 9 |  | [x]  2 |   |
| **3.** | 10 | 14 | 3 |   |   |
| **2.** | 15 | 16 |  | [x]  2 | [x]  1 |
| **3.** | 17 | 20 | 3 |   |   |

**For more information or help with Test Scoring, please visit** [**https://www.jmu.edu/testscoring**](https://www.jmu.edu/testscoring)