MacEwan UNIVERSITY

EXAM SERVICES SCANNING JOB SHEET
Submit one job sheet for every exam to be scanned
Email questions to: scanningoffice@macewan.ca
Submit job requests to 7-164 **Scanning Drop Box**
or mail to: "Scanning office Room 7-198" (add 1-3 days for mail delivery)

Job Request turnaround is 5-7 business days from the date it is collected by scanning staff.
Required items: 1) completed job sheet   2) scantron answer key   3) scantron student exams
Without the required items your request cannot be processed

Instructor Name: _____

Faculty: ☐ Faculty of Health & Community Studies   ☐ Faculty of Nursing
☐ Faculty of Arts & Science   ☐ School of Business
☐ Faculty of Fine Arts and Communications

MacEwan Email: _____ *@macewan.ca* ****DROP OFF DATE:** _____
cc: _____ *@macewan.ca*
All reports are emailed in .pdf format to the MacEwan staff email address provided

MacEwan Mail Drop Address & Dept. (i.e. 6-396):_____
Exam sheets are mailed to the MacEwan mail drop address provided

Course & Section# (i.e. Soci 100 550)**:**_____   **Number of Questions:** _____

Exam (i.e. quiz1, mid2, fin v3, etc.)**:**_____   **Number of Students:** _____

*If using multiple answer keys, list total here:_____ (must complete "special codes" on exams, read more information on the next page)

Reports: We send ALL reports below by default:

❖ Student Statistics Report, including student names (student list with score) *required report*
❖ Student Statistics Report, including student names in .xls format (student list with score)
❖ Student Grade Report (shows correct & incorrect answers for each student)
❖ Test Statistics Report (overall test stats; i.e. min, max & mean score)

*The following reports are NOT available when using multiple answer keys:

❖ Detailed Item Analysis Report (large graphs; 2-3 questions/page; includes: response, frequency, percent, point biserial)
❖ Test Item Statistics Report (includes: question summary stats & question reliability stats)
❖ Condensed Item Analysis Report (small graphs; 10 questions detailed per page; includes: response, frequency, percent)
❖ Item Analysis Graph Report (small graphs; 10 questions/page not in numerical order; includes: response, percent)

Omitted Questions: erase omitted questions from answer key and list question numbers here: _____

Multiple Answers: If this exam requires more than one answer for any question then:

Fill in ALL correct responses on the answer key and complete the below "AND" "OR" section

____ "AND" (i.e. must fill in **both** A **AND** C to be correct); list questions numbers here: _____

____ "OR" (i.e. must fill in **either** A **OR** C to be correct); list questions numbers here: _____

____ Accommodated students writing with Exam Services, please list here if you want included: _____

Office Use Only			
Job ID#:	Date Received:	Date Completed:	Scanning Staff Initials:

Exam Scanning Job Sheets located at:

Go to www.macewan.ca/examservicescentre, select "Information for Faculty", "Exam Scanning Sheet". You can also view samples of reports available at this location.

Please Ensure to:

- Complete one Exam Scanning Job Sheet for each job
- All sheets should be stacked upright and facing in the same direction with the job sheet and answer key on top of the exams
- Place your exams in an ***interoffice mail envelope*** with your name and mailing address on it
- Place the answer key on top of the exams

Multiple Answer Keys (This is when using more than 1 key for 1 exam and compiling as 1 job)

- Please note the number of keys used on the scanning job sheet
- Must complete the "special codes" section on answer keys and student exams (scantrons)
- Detailed Item Analysis, Test Item Statistics, Condensed Item Analysis and Item Analysis Graph reports are NOT available with multiple answer keys
- Different Values, Omitted and OR | AND questions are NOT available with multiple answer keys

Condition of scantron sheets

- All sheets should be stacked upright and facing in the same direction with the job sheet and answer key on top of the exams
- Sheets in poor condition (i.e., rips, smudges, folds, etc.) may not be read by the scanner and in some cases may cause damage to the scanner
- White out/liquid paper can damage the scanner. DO NOT use on scantron sheets
- Elastics can damage and curl sheets making them difficult to scan
- Stray markings/writing in margins can render scantron sheets unreadable

Submit Exam Scanning Job Requests:

Deliver interoffice mail envelope to 7-198 Scanning Drop Boxes.

Interoffice mail secure and sealed interoffice mail envelope addressed to "Scanning Office 7-198". If sending your request through Interoffice mail, scanning turnaround could take anywhere between 6-10 business days (i.e. 1-3 days for delivery + 5-7 days for scanning).

<div align="center">Scanning turnaround is 5-7 business days from the date it is collected.</div>

Contact Information:

Please direct questions or concerns to the Scanning Office at: **scanningoffice@macewan.ca**
Phone: 780-497-4780