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 6-224 or 9-203 Scanning Drop Boxes
or mail to: “Scanning office Room 6-224” (add 1-3 days for mail delivery)

Job Request turnaround is 2 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 Arts & Science
□ School of Business
□ Faculty of Fine Arts and Communications

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

MacEwan Mail Drop Address & Dept. __________________________________________
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: Place a checkmark (✓) beside each report requested.

✓ 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 remainder of this form is 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: __________________

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Scanning Office Job Sheet & Instructions

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 envelop 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 envelop to 6-224 or 9-203 Scanning Drop Boxes.

Interoffice mail secure and sealed interoffice mail envelope addressed to “Scanning Office 6-224”. Interoffice mail delivery is 1-2 business days. Scanning turnaround is 2 business days from the date it is received by staff in 6-224. (i.e. 1-2 days (delivery) + 2 days (scanning) = 4 - 5 business day turnaround)

Scanning turnaround is 2 business days from the date it is collected.

Contact Information:

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