



INFORMATION MANAGEMENT

OMR Scanning Submission Form (Optical Mark Recognition)

Course Code: _____

Date Submitted: _____

Trimester/Study Period Number: _____

Campus: _____ Convenor: _____ Email: _____@griffith.edu.au Student Qty: _____

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Campus: _____ Convenor: _____ Email: _____@griffith.edu.au Student Qty: _____

Primary Convenor Name: _____ Contact Phone No: _____

Nine standard analysis reports will be provided

Reports:

- ◆ Test Analysis
- ◆ Student Score Histogram
- ◆ Condensed Item Analysis
- ◆ Test Statistics
- ◆ Excel Batch Report
- ◆ Class Frequency Distribution
- ◆ Student Response
- ◆ Condensed Test
- ◆ Test Item Statistics

Test Scores Options:

1. Provide **basic** spreadsheet of results
2. Provide **additional data*** spreadsheet of results

Test Return Options:

1. Test/s to be collected from Records Services (N54) 2.40 Nathan Campus
2. Test/s to be returned by Courier Request

Results are shared via Google Drive with email notification

(Retained for a period of six month, after release of results)

Return Internal Mail Address:

Name: _____ Building No.: _____ Room No.: _____

(Tests are returned via Courier Request to above address, if blank will be returned to convenor)

NB: We are unable to take responsibility for any loss or damage of tests sent by internal mail.

Please submit answer sheets, with completed 'OMR Scanning Submission' form and completed **Master (Marks Sense) Answer Sheet**, at any Griffith Library service desk, where staff will ensure secure delivery to the Nathan campus for scanning, **Bray Centre (N54) 2.40**. All enquiries please email: **exam-scanning@griffith.edu.au**

Keep answer sheets **flat and uncreased as possible** (especially in transit)

*Additional Data Spreadsheet

Contains individual marks for every question answered.

Office Use Only:

File name:

Sheet count:

What are the different Analysis Reports?

Test Analysis

Provides summary information about the test. It is useful for a quick view of overall performance along with any anomalies of which you should be aware of.

Class Frequency Distribution

Provides a distribution of the grades for an entire class and test. This report is useful for gaining a quick grasp on class performance.

Student Score Histogram

Displays a graphic representation of the student scores and their frequency. It also provides an overview of the exam; allowing you to see class performance using a variety of different statistical information.

Student Response

Provides a graphical view of each student on the test and each question on the test in a matrix style. This report allows you to quickly see performance on both a student and question level.

Condensed Item Analysis

Provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. Using the Item Analysis report, you can see how students responded to the question. If problems are found (e.g., the question was poorly worded), you can throw out the question or allow additional responses to be considered correct without rescanning test forms.

Condensed Test

Provides answer choice frequency information on a question by question basis, including distractor and class score information. This report is a great way to see question and class performance at a glance.

Test Statistics

Provides basic statistics on the test as a whole and is useful for gaining a quick look at performance and basic statistical analysis.

Test Item Statistics

Displays basic statistical information for each question. This report allows you to quickly see which questions were answered correctly or incorrectly. It also includes information on question reliability.

Excel Batch Report

This report produces an Excel spreadsheet containing a selection of reports available from the Remark service. It contains many key elements from reports provided in separate worksheets.

For further descriptions of these reports, please refer to the [Remark Webpage](http://remarksoftware.com/products/classic/test-grading/).
<http://remarksoftware.com/products/classic/test-grading/>

Important Information about provision of test results.

It must be noted that questions not answered, or where two responses have been shaded on answer sheet, will be marked incorrect. This is also the case with a *crossed out* answer.