

## **GENERAL TESTING POLICY**

Faculty are requested to deliver the test to the Testing Center at least 24 hours in advance of the scheduled testing time.

All tests are secured in a testing file cabinet in a specially secured room until the test administration.

All instructions for the administration of the test are strictly followed. Any change or deviation from the instructions will be noted on the test cover.

Faculty are asked to retrieve the completed test from the Testing Center as quickly as possible after the administration of the test.

On the last day of each semester, any faculty member with tests still at the Testing Center will be notified as a reminder to collect tests before closing time.

## **GENERAL SCANNING POLICY**

Scantron answer sheets are available in the Testing Center. The Testing Center staff is able to advise faculty on the kind of answer sheet to request based on the reports that faculty wish to receive.

- Scantron most commonly used is the blue full sheet scantron (Form No. 95677).
- Scantron/class reports are able to be generated; such as: Student Statistics Report (gives the corresponding grade for each student ID number), Test Statistics Report (mean, range standard deviation, median, Kuder-Richardson), Condensed Item Analysis Report (analyzes how students responded to each test question), Test Item Statistics Report (number of correct/incorrect answers & reliability factor for each question on the test, ie: indicates “bad” questions.)

Faculty wishing to have scantron answer sheets scanned in the Testing Center are requested to call ahead to ensure that staff will be available to receive their answer sheets.

There is a twenty-four hour turn around policy, but tests will be scanned earlier if time allows.

- Blue scantron answer sheets for “right-wrong” scoring
- Red scantron answer sheets for reports: Individual test results, individual item response report, item analysis report, relative frequency distribution report, absolute frequency distribution report, and test score distribution report.