

Chemistry Undergraduate Office Exam Processing Form and Procedures

Faculty Name:		Course:	
Exam Number:	# of Exam Versions:	Quiz Number:	# of Quiz Versions:
Number of machine graded questions:		Each machine graded question is worth:	

Additional Faculty Instructions (check all that apply) :

- Faculty/AI to correct missing student information (name, version number and IUID#) on scantrons, or
- UGO to correct missing student information (name, version number and IUID#) on scantrons.
- UGO to process, score and print report as soon as possible.
- UGO to post exam results to CALM as soon as possible, or
- UGO to contact faculty before posting exam results to CALM.

UGO Standard Exam/Quiz Collating Instructions (check one):

- For exam/quiz with 2 versions, UGO will collate/stack version 1 (example: white) then version 2 (example: pink)
- For exam/quiz with 3 versions, UGO will collate/stack versions 1, 2, and then 3
- For exam/quiz with 4 versions, UGO will collate/stack versions 1, 2, 3, and then 4
- For exam/quiz with 5 versions, UGO will collate/stack versions 1, 2, 3, 4 and then 5
- For exam/quiz with 6 versions, UGO will collate/stack versions 1, 2, 3, 4, 5 and then 6
- For special collating instructions see back of page.

General UGO Instructions:

- Faculty/AI are responsible for ALL grading issues, do not refer students to the UGO for issues on their grades.
- Faculty/AI are responsible for the collecting and releasing of exams to students.
- Faculty/AI must provide notification in writing, such as an email, identifying the student, course, exam/quiz#, issue and a detailed description of what information is to be released to the student.
- Faculty/AI/Student have one (1) week after an exam/quiz to contact the UGO regarding scantron issues such as wrong version number.
- The Faculty/AI must notify duplicating AT LEAST 48 hours in advance of exam/quiz.
- The UGO must have the exam/quiz processing form completed by faculty before we process the exam/quiz.
- The UGO must have the exam/quiz keys completed by **faculty** before we process the exams. Each version of the exam/quiz must have a separate key.
- "Hand Graded" exam/quiz sections must be graded by faculty/AI and faculty/AI will be responsible for entering into CALM.
- Faculty/AI must separate/organize scantrons from exam/quiz prior to returning them to the UGO for processing.

General Instructions for Student:

1. Student to print Last Name and First Name
2. Student to bubble in Last Name and First Name
3. Student to bubble in version number of exam/quiz
4. Student to print IUID, NOT SS#
5. Student to bubble in IUID #

NOTE: IF STUDENTS DO NOT COMPLETE ITEMS 1 – 5 CORRECTLY THERE WILL BE SIGNIFICATE DELAY IN PROCESSING EXAM/QUIZ

General Faculty Exam Instructions:

1. **#C100 KEY Exam/Quiz#**

(Last, First, M.I.)

FACULTY NAME

GENERAL PURPOSE
SEE IMPORTANT MARK

1 A B C D E 11 A B C D E 21 A
A B C D E A B C D E A
2 A B C D E 12 A B C D E 4
A B C D E A B C D E A
3 A B C D E 13 A B C D E 5
A B C D E A B C D E A
4 A B C D E 14 A B C D E 24 A
A B C D E A B C D E A
5 A B C D E 15 A B C D E 25 A
A B C D E A B C D E A
6 A B C D E 16 A B C D E 26 A
A B C D E A B C D E A
7 A B C D E 17 A B C D E 27 A
A B C D E A B C D E A
8 A B C D E 18 A B C D E 28 A
A B C D E A B C D E A
9 A B C D E 19 A B C D E 29 A
A B C D E A B C D E A
10 A B C D E 20 A B C D E 30 A
A B C D E A B C D E A
51 A B C D E 61 A B C D E 71 A
A B C D E A B C D E A
52 A B C D E 62 A B C D E 72 A
A B C D E A B C D E A
53 A B C D E 63 A B C D E 73 A
A B C D E A B C D E A
54 A B C D E 64 A B C D E 74 A
A B C D E A B C D E A
55 A B C D E 65 A B C D E 75 A
A B C D E A B C D E A
56 A B C D E 66 A B C D E 76 A
A B C D E A B C D E A
57 A B C D E 67 A B C D E 77 A
A B C D E A B C D E A
58 A B C D E 68 A B C D E 78 A
A B C D E A B C D E A
59 A B C D E 69 A B C D E 79 A
A B C D E A B C D E A
60 A B C D E 70 A B C D E 80 A

BIRTH DATE **IDENTIFICATION NUMBER** **SPECIAL CODES**

MO.	DAY	YR.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Jan. <input type="radio"/>																		
Feb. <input type="radio"/>																		
Mar. <input type="radio"/>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Apr. <input type="radio"/>	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
May <input type="radio"/>	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Jun. <input type="radio"/>	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Jul. <input type="radio"/>	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Aug. <input type="radio"/>	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Sep. <input type="radio"/>	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Oct. <input type="radio"/>	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Nov. <input type="radio"/>	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Dec. <input type="radio"/>	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

999

1. On the top of the scanton include course #, indicate either exam # KEY or quiz # KEY.
2. Print faculty name.
3. Bubble in version number for each exam/quiz key.
4. Each question must be worth the same number of points. Each question can only have a single correct answer.
5. Bubble in "999" in the Special Codes section (in the N, O, P column).
6. The scanner can process up to six exam versions. Each version of the exam/quiz must have a separate key.

Special UGO Exam/Quiz Collating Instructions

- The UGO must have duplicated exam/quiz a minimum of 24 hours prior to the date of the exam/quiz
- Faculty to provide special UGO collating instructions in writing in the space provided below:
