Testing Center
Exam Scanning Services

Mellencamp Hall B28  PO Box 749  Milwaukee, WI 53201
414 229 4689 ph.  414 229 6940 fax
www.testingcenter.uwm.edu website.
DEStest@uwm.edu  email
UWM Testing Center Business Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>10:00 a.m. - 6:30 p.m.</td>
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<td>Tuesday - Thursday</td>
<td>8:00 a.m. - 4:30 p.m.</td>
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<td>Friday</td>
<td>10:00 a.m. – 4:30 p.m.</td>
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EXAM SERVICES

The UWM Testing Center offers exam processing services to faculty, staff, and teaching assistants for classroom examinations at no charge. Machine scoring is available using scannable forms. The forms are sold in the Testing Center and can accommodate up to 200 questions with 5 possible answer choices. Standard reports include student test score rosters and test statistics such as standard deviation, difficulty factor, average score, and median score. Reports are available via paper and Pantherfile. There is a 24-hour turn around time for all exams during regular semester hours. During Final Exam Processing hours, the exam turn around time is 4 hours. Please plan accordingly.

The Testing Center is not responsible for any material dropped off other than exam answer sheets and keys. Exams that are not picked up from the Testing Center within a month of the processing date will be shredded.

DROPPING OFF YOUR EXAM

Exams may be dropped off at the Testing Center. Fill out an Exam Processing Request Form. A job number will be assigned. Please note this job number so we can easily locate your exam at this time of pick up.

If you are unable to get to the Testing Center during office hours, you may use the white drop box located on the east side of Mellencamp Hall in the parking lot. Use an inter-campus envelope and write "Attn: Testing Center." We provide Ty-Vek (water-proof) envelopes which can be requested at the front desk. Please include a completed Exam Scoring Request form, available in our office or on our website www.testingcenter.uwm.edu Exam Services. Be sure to complete all of the requested information. The Testing Center will log your exam the following morning.

PICKING UP YOUR EXAM

All exams must be picked up in person by authorized individuals. We do not send exam materials through inter-campus mail as that compromises test security. Your exam results will be placed in your folder on the Testing Centers Pantherfile storage when processing is completed. Scantron forms can be picked up at the front desk during business hours. You will be requested to provide the exam job number and sign for the sheets at the time of pick up.

EXAM PROCESSING REQUEST FORM

Every job must be accompanied by an Exam Processing Request form. This form must be filled out with the proper department information, a phone number of someone who can be reached that is eligible to pick up the exam. Indicate how the results should be processed and the type of reports requested.
KEY SHEET

All exams require a key sheet that has the correct answers filled in and includes the instructor name. Make sure the marks are dark and completely fill the circles.

ANSWER SHEETS

Blue scantron sheets must be used for statistical scoring. Student names and Identification numbers should be filled in.

- Answer sheets must be filled out with a #2 pencil in order to be read by the scanner.
- Answer sheets filled out in ink will not receive results.
- Do not make marks along the left hand edge or the bottom of the sheet.
- Face all answer sheets in the same direction.
- Do not fold, bend, or staple the sheets. Keep the sheets flat and dry.
- Creased or wrinkled answer sheets may not be scannable.
- Use a file folder or intercampus envelope to separate multiple sections.

MULTIPLE SECTIONS

If you have a test with multiple sections that you would like scored separately, be sure to keep all sections separate and identified. When completing the request form, indicate there are multiple sections. All sections will have separate reports.

WEIGHTED QUESTIONS

Different weight values can be assigned to each question. The weight values are used to calculate the raw score and related statistics.

Exam Report Options and Examples

Our software, Remark Classic, has many key features and capabilities:

- Quickly scores tests of varying length and format
- Easily accommodates up to 200 questions per test
- Powerful scoring and analysis capability
- Assign a different weight value to each question (1-99). Weight values are used to calculate the raw score and all related statistics
- Supports multiple correct answers per question
- Easily exports score data to other software such as D2L, gradebook programs and Excel

Remark Classic has eight statistical reports available:

- Condensed Item Analysis
- Student Grade Report
- Condensed Test Report
- Test Item Statics report
- Test Statistics Report
- Detailed Item Analysis Report
- Class Frequency Distribution Report
- Student Statistics Report

ASCII file

- Name, ID, raw score (D2L compatible)
- Name, ID, total score, responses, special codes, # correct5, percentile, percent score

ORDERING ANSWER SHEETS

Scantron answer sheets for machine processing are obtained from the Testing Center. Blue scantron forms are used for exams and green scantron forms are used for evaluations.

- Exam answer sheets cost 32.00/ pack of 500
- Evaluation answer sheets cost 25.00/ pack of 500
- Survey answer sheets cost 25.00/ pack of 500

To place an order, fill out the online order form or call 229-4689. The online order form can be found at testingcenter.uwm.edu under Exam Services.

A Direct Billing Authorization Form must be on file to place an order. This form can also be found on our website under Exam Services or call the Business office at 229-6046.
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<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Lisa Fugina</td>
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