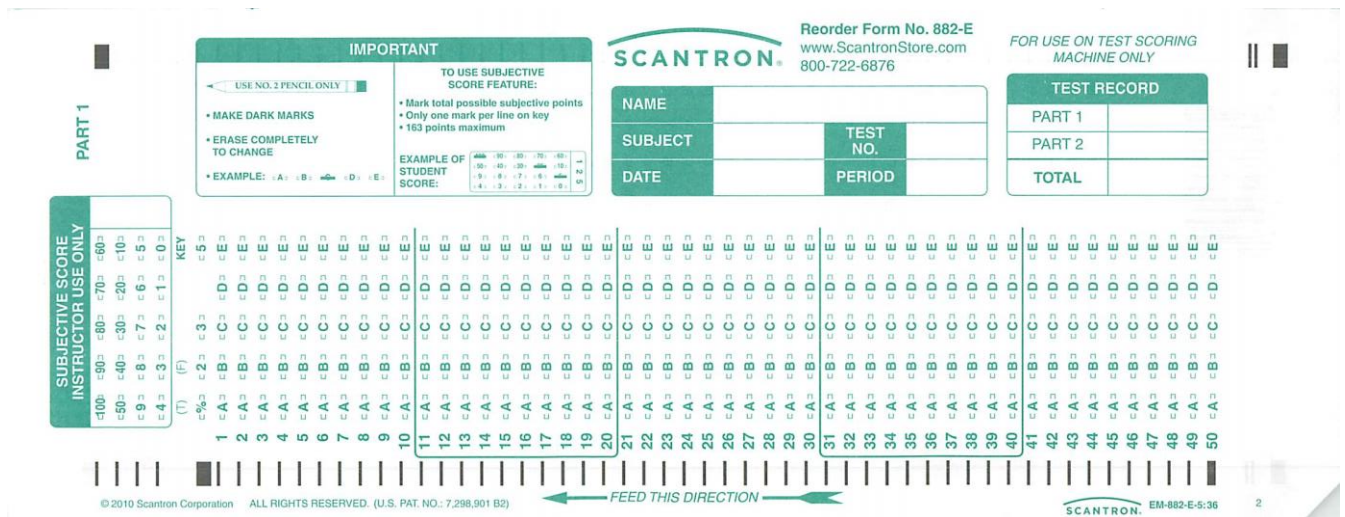


Effective Fall 2018, the scanning of exam scantrons has been moved from ITS to Academic Affairs. The COSS Dean’s Office has purchased a scanner and has developed a process for the grading of these exams. The scantron machine only accepts the below two types of scantrons. Both of these scantrons may be purchased in the UWG bookstore. The scantrons produce different results so examples of reports are listed below.

(1) Small green scantron (Form 882-E: 100 questions)



Scoring results:

- **NO student ID generated since not bubbled on scantron**
- **Physical exam results will be printed on the scantron by the machine (NO report will be given unless requested by the faculty member. Specific student information cannot be provided on this digital report – [click here to see full report example](#))**

Class Results Report																			
Teacher:										Class/Period:									
Test:										# Questions: 10									
Test Date: 08/20/2018										Max Subjective: 0									
Class Average: 4.0 40.0%																			
Highest Score: 4 40.0%																			
Lowest Score: 4 40.0%										Test Source File: 4D147249.ITD									
										Legend									
										Incorrect									
										Skipped									
										Learning Objective									
ID	Name	Grade	Objective Score	Subjective Score	Total Raw Score	Total % Score	Incorrect Score	Missing / Multiple Mark	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	
Key			10	0	10		0	0	A	B	C	C	B	D	E	B	B	C	
1	(SN-1)	F	4	0	4	40.00%	6	0	A	B	B	C	D	C	B	D	B	D	
Total Correct										1	1	0	1	0	0	0	0	1	0
Missing/Multiple										0	0	0	0	0	0	0	0	0	0
Incorrect										0	0	1	0	1	1	1	1	0	1

COSS Process

Faculty or Departmental Assistants should bring the scantrons and grading key to the COSS Dean's office, Pafford 336 and complete the required form. Dean's office staff will scan the scantrons, email the faculty member a report that is generated and return the scantrons to the appropriate academic department once complete. Please allow at least 2 business days for this process.

For questions, please contact:

Erin Brannon
ebrannon@westga.edu
678-839-5172

Melanie McLean
mmclean@westga.edu
678-839-5170

NOTE: *The large pink scantron (Exam System II forms 229629 and 229633) will have to be scanned by the faculty member in Academic Testing Services, Strozier Hall Room 119. Instructions for training and scheduling an appointment to scan can be found [here](#).*

For ease and efficiency, we strongly recommend that faculty use one of the two scantrons that can be scanned in the Dean's office.

Scantron Grading Request Form

Date:

Professor's Name:

Course Title and Number:

ex. SOCI 1101-01

How many test versions?

1 2 3 4 Other: _____

Building and Office Number of Professor:

ex. Pafford 336

*Contact Information (email and extension):

*Required

For office use only:

Time In:

Time Out:

Please allow up to 2 business days to process test requests