

RITTS TEST SCORING REQUEST FORM

Instructor: _____
 RIT Username: _____
 Telephone: _____

ITS HelpDesk, 7B Gannett Building, Room 1113
 Email: helpdesk@rit.edu
 Phone: 585-475-4357 (voice)

Directions: Fill in the total number of questions to be processed. This includes normal exam questions (those that the grade will be based upon), experimental questions (being tested for validity), and survey questions (e.g., course evaluation). RITTS can process forms which consist of any or all of the above three types of questions.

1. Fill in Total number of questions to be processed. This includes normal exam questions (those that the grade will be based upon), experimental questions (being tested for validity), and survey questions (e.g., course evaluation). RITTS can process forms which consist of any or all of the above three types of questions. Col (1-2) 01 Card 1

Col (3-5) _____

Optional: If there are questions to be excluded, fill out Section [1A & 1B] OR [1C].

Part A. Total Number of Experimental Questions: Col (6-7) _____
Note: If the answer key is filled in for every question, BUT any requested omitted question will not be included in the final scoring.

Part B. If you did not answer Part A, leave this section blank. Fill in the question numbers for each of the experimental questions. **Limit of 10 questions.**

Col 8-10 _____ Col 12-14 _____ Col 16-18 _____ Col 20-22 _____ Col 24-26 _____
 Col 28-30 _____ Col 32-34 _____ Col 36-38 _____ Col 40-42 _____ Col 44-46 _____

Part C. Fill in the number of survey questions. These questions are tabulated only; they are not graded. Please indicate total number of questions that are blank on the answer key. Col (48-50) _____

2. Grading Method Check ONLY one option (either A or B) below. Students should be aware of the grading method being used when the exam is given.

Method A-Computes a percentage based on the number of correct answers divided by the total number of questions. All omitted answers are counted as wrong.

Method B-This method should be used if you wish to 'correct for guessing'. If this method is used, specify the number of possible choices for each question (e.g., 5 choices per question) in the box provided.

A. Percentage of Correct Answers. Col (51) _____(1)
 B. Right – (Wrong choices – 1) _____ (2)

Total number of questions to be counted in the final score.

*****If Method (B) is chosen, enter the largest number of choices possible for any of your questions. Col (52) _____

3. Printout Options Please check ONLY one option below indicating which printing option is preferred for reporting student scores. Choose (A), (B), or (E) if you have only 1 section.

A. Name Order (Alphabetical) for All sections combined: Col (53) _____(1)
 B. Student Number order (Numeric) for All sections combined: _____ (2)
 C. Name Order (Alphabetical) within Each Section: _____ (3)
 D. Student Number Order (Numeric) within Each Section: _____ (4)
 E. No Special Order. _____ (5)

4. RITTS will report the Score Summary, Score Distribution, and Item Analysis of your test:

For additional reports, check the appropriate boxes below:

- Response Report, Each Section: Col (54) _____
- Score Histogram, Each Section: Col (55) _____
- Score Histogram, All Sections: Col (56) _____
- Split Group Discrimination index, Each Section: Col (57) _____
- Split Group Discrimination Index, All Sections: Col (58) _____
- Alpha List above delimiting score, Each Section: Col (59) _____
- Alpha List above delimiting score, All Sections: Col (60) _____
- Upper Delimiting Score: Col (61-62) _____
- Alpha List below delimiting score, Each Section: Col (63) _____
- Alpha List below delimiting score, All Sections: Col (64) _____
- Lower Delimiting Score: Col (65-66) _____
- Answer Key to be printed: Col (67) _____

5. Output File (Check only One Option):

- A. Standard File (Named RITTSOUT.DAT in VMS Account): Col (68) _____ (1)
- B. User Named File (User will supply name in Question 7 BELOW): _____ (2)

6. File Format ONLY if you answered Question 5 above.

Select the format to be used for creating the summary file asked for in Question #5. Leave this question blank unless you answered Question #5. If you plan to use the summary information as input to another program, it will probably be easier to use Format 1. If you anticipate the need to write the summary information file to cards or other 80 character media, use format 2.

- A. One record per student. Length of record = 47 + n characters, n = total questions on the test. Col 69 _____ (1)
- B. One to four records per student with the student identification number and the record sequence number at the beginning of each record. ***No record is greater than 80 characters in length: Col 69 _____ (2)

7. File Name: If you chose to name the Score Data File in Question 5B, fill in a name
Name must be (7 characters or less) and File Extension must be (3 characters or less).

Col (70-80) _____
(File Name) (File Extension)

8. Title: Fill in the title to be printed at the top of each page:

(Col 1-2) **02 Card 2**

_____ (Col 3-25)

_____ (Col 26-48)

9. Percentage Score will be based on (IF OTHER THAN 100)

Col (49 -50) _____

10. Report Emailed to your Username?

Mail__Report = _____ (Y or N)

11. Data file Emailed to your Username?

Mail__Rawdatafile = _____ (Y or N)

Rawdatafile = " _____ " (Insert Name of File from #7 above.)

12. Grade file Emailed to your username as an attachment (this is required for importing grades in to myCourses)?

Mail__Gradebook = _____ (Y or N)

*You are responsible for the security of data files that contain student information. Please handle them responsibly.
These files will be created in your VAX account. If you use your VAX account, please be aware of directory or file access permissions.*