This year (starting Spring 2007) we are implementing a new test scoring system. The old system will still be in place for those who have test banks or information that has not been identified and exported to the new system. The Office of Educational Development will now be scanning the exam forms and running the analysis. Both the new and old system are now located in room 238. Matt Vassar is also located in that office and can help with problems as he gets more familiar with the system (they are both new to him). Even though the old system will be available, it will not be maintained or supported beyond January 1, 2007. I encourage everyone to move to the new system.

This new system will require new procedures.

1. The exam forms used for the new system were customized for OSU-CHS and will be purchased in bulk through the company. All departments must start using the new exam forms. Departments must submit a Request for Exam Forms at the beginning of each semester (by the Friday before classes start) to cover the number of forms that will be needed for exams the entire semester. The total number of forms needed for the semester based on the requests will be distributed to the departments. Emergency forms can still be picked up through the OED but cannot be guaranteed in stock if not requested at the beginning of the semester. OED will continue to make purchases and keep a stock of forms based on requests and needs each semester. Faculty will obtain exam forms for an exam from the departmental administrative assistants throughout the semester.

2. A Test Scoring Request Form must be filled out and provided to the Office of Educational Development with the exam key for all versions of the exam at least 24 hours in advance of the exam.

3. The new test scoring machines are sensitive to any marks outside of the bubbles or fill in spaces. If you like to put numbers on the exam forms that match to numbers on the actual test given to students, please put those numbers on the backside of the exam form in the essay space instead of the front.

4. Students will have to be given the following instructions for completing the exam forms:
   a. Student ID should be their eight digit ID number assigned by the University. Students are responsible for finding and having this number for all exams. The number must be filled in and bubbled appropriately to ensure correct identification of students in the test scoring system.
   b. All bubbles must be filled in for both a student’s first and last name and student ID number including blanks for spaces that are not needed. Also be aware that first name is now before last name.
   c. #2 pencils are still required
   d. The new forms have an area for students to key in the course code. This is the special four digit number assigned to all courses (i.e. PCME 8117 would be 8117). Although this information is not required, it is essential for longitudinal reporting or comparisons from semester to semester since that reporting will be based on the course not individual students.
   e. A special code area has been added to the new forms. This area can be used for any special information you might need. (i.e. student locker numbers, group numbers, etc.)
   f. There is also now a spot for both test version (A, B, C, etc.) and exam number (1, 2, 3, etc) to be bubbled on the new forms.
   g. Location does not need to be filled out. This was an area added in case future branches or locations are assessed in addition to the Center for Health Sciences.
   h. There should be no markings anywhere on the exam form except in the appropriate areas (fill in spaces and bubbles)
5. **For keys**, please fill in Key for the first name (bubbling in the letters). The key should only be given to someone in the Office of Educational Development.

6. After results and reports have been completed, they will be distributed to the designated person (either faculty member or administrative assistant as specified in the contact information area of the Test Scoring Request Form) via the format that was specified on the Test Scoring Request Form.

7. If exams need to be rescored for any reason, a new Test Scoring Request Form must be filled out with the appropriate instructions and given to the Office of Educational Development.

8. If a student does not fill in an answer on an exam form, that form will be flagged for review by the faculty member.

9. Results will be given within 24 hours. Most days the results will be returned within the same day. However, extreme test days like finals week the results may take up to 24 hours.

It is critical that students know ahead of time what is expected of them during testing so that they can be prepared with the correct information, so they can take ownership of completing the forms properly, and so that they know the consequences of not filling in an exam form appropriately. For this reason, I encourage you to not only add the following information to your syllabi but also to go over this information in class during orientation.

Example of excerpt for course syllabi:

**Exam Policy**

There is a no tolerance policy for cheating (see below for additional details about academic misconduct). To uphold this policy, students are required to leave all personal belongings at the edges of the room prior to sitting for the exam. Students are expected to be on time for exams and quizzes. Students who arrive late to an exam may not be permitted to sit for the exam or quiz if one student has already completed the exam and left the testing environment. There is a closed exam policy for this course and no exams or exam questions can be removed from the room. The removal of exam content is considered cheating and violators are subject to the academic misconduct policy.

Students are responsible for coming to exams prepared to take the exam. This means that **students must know their Student ID number**. This number is required and will not be provided to students by faculty or staff before or during the exam. Students who do not have required information will be in danger of losing their score for the exam. It is very important that you be responsible and professional enough to come prepared with this information. In addition, **students are responsible for filling out and bubbling in all required information on the exam form including: first name, last name, student ID number, and course code**. All bubbles must be filled in for required Information. This includes not only letters and numbers that correspond to information but also the extra blank spaces in those areas. The test scoring system is very sensitive and any marks outside of the bubbles on the form can impede the scoring process. There should be no markings anywhere on the exam form except in the appropriate areas (fill in spaces and bubbles). It is the students’ responsibility to ensure that all answers are bubbled on the exam form. **Answers filled out on the test (providing exam questions) will not be counted as final answers for the exam. Only answers given in a proper manner on the exam form will be given credit on the exam.** To ensure that answers given on the exam form are scored properly, the bubbles must be dark and filled in fully. Any bubbles that are left blank or not dark enough for the machine to read will receive no points. Finally, students should come to each exam with all items needed for the exam including at
least two sharpened #2 pencils with erasers. Extra pencils and erasers will not be provided and you will not be allowed to leave the room or your seat to get extras. Students will only be allowed to leave the room to go to the bathroom in emergency situations and then only one student will be allowed to leave at a time. Any violations of these policies may result in loss of some or all exam points.

**Academic Misconduct**

Students are expected to work independently on individual (versus group) assignments, papers, quizzes and exams. Any use of resources other than your own recollection and reasoning ability on an individual assignment, paper, quiz or exam is cheating. Inappropriate use of electronic or wireless technology (e.g., cellular telephone, pagers, PDA's, laptops) during quizzes or the final exam is considered academic misconduct. Reporting on work conducted that you did not actually do is also cheating. Allowing your name to be added (or putting another’s name) on a group assignment or paper that you did not contribute to in a meaningful way is dishonest. The use of plagiarism, another form of cheating that occurs when another person’s work is used or copied without proper acknowledgement is also not allowed.

The University policies regarding academic misconduct will be strictly enforced. **Anyone caught cheating will receive an F for the course and his/her name will be reported to the Office of Academic Affairs.** Please consult the University regulations and policies in the Student Handbook for further discussion of academic misconduct and the penalties that it may incur.