Using the Scantron Machine and the Item Analysis Form

Faculty can obtain their 50 question scantrons for answer keys and the Item Analysis scantrons from CASA 114 or the HSC2 145. The students need to purchase a 50 question scantron form at the bookstore on campus.

Where are the Machines?

There is a scantron machine in each building on campus.

- ARTS 113S
- TECH 100 (1st floor suite of Tech building near the elevators)
- TECH 216
- HSC1 200B (2nd floor of HSC1)
- CASA 325 (3rd floor of CASA)
- LRNC 209 (Faculty Excellence Center in Library 2nd floor)
- ESEC 100B
- Fairbanks Center
- Cypress Center

Getting Ready – Please note each semester different courses are selected to participate in the Item Analysis process.

Prior to Scantron Machine use:

1. Separate your student scantrons per answer key (Version A or B). On your answer key please mark the following with a number 2 pencil:
   a. Mark X (at the top in the scoring and printing section)
   b. Fill in Answer Key Information (Located to the right of the answers in the blue area) with the number of questions on the exam (40).

2. On Item Analysis Scantron mark Print Out By: # INCORRECT

Ready for the Machine

1. The machine should say PERFORM TEST SCORE. If not, press quit.

2. Slide through your Answer KEY (top first-there are tiny arrows on the on right side to show feed direction). Lay scantron on its side towards bottom of machine. Press Start.

3. Slide through ALL of the student scantrons for that answer key. Place in and press Start. Even though the machine can handle a large number of scantrons at once, if they start to jam, you may want to only scan 5 or 6 at a time.

4. Run the Item Analysis scantron (Please note each semester 2 of the 3 TS Math courses will engage in the step of the process). Place in and press START.

5. YOU ARE READY FOR YOUR NEXT VERSION. Repeat steps 1 – 4.

6. Please turn in your Item Analysis Scantron when you turn in your other items at checkout!