EXAM SCANNING
AT UNC

https://examscan.unc.edu/

An introduction to our services.

Spring 2021

Drop off service is located in 022 Undergraduate Library, downstairs in the ITS suite with Classroom Hotline.

The Exam Scanning team can be contacted via phone at

962-5283 or by emailing us at exam_scanning@unc.edu

Our turn around time is 24-72 business hours from the time you drop off exams.

You will receive an email when your exam has been processed.

You will use your ONYEN to log into examscan.unc.edu

Our In-Take form

Campus mail is the default. It usually takes 1-2 business days to return your exams to your department. For pickup, we generally only hold exams for one week.

If you release scores through our website, how do you want the Student Reports setup? 'Details' shows correct answers for questions missed.

You can use decimals or whole numbers for weights. The default is 1pt each.

Scantron Form

You must fill in all ZEROES for "Identification Number" on the Answer Key. Students will bubble in their PID.

If your exam has Multiple Versions, use the "PAGE NUMBER" section to identify.

This must be done on the Answer Key AND student exams.

The Answer Key may have multiple choices; Student Exams may only bubble ONE answer

DASHBOARD Tab

Once your exams are processed, you will receive an email notification.

Login to

examscan.unc.edu

with your ONYEN and password

The first tab is your DASHBOARD. Your exam will appear here once it is complete.

System messages will appear here to let you know about outages to service

RESCORE Tab

The RESCORE tab is used to see a quick glance of student results. You can select from previous semesters as well.

Change the decimal point display, Rescore Exams to save changes.

You can add Bonus Points to individuals or the entire class, Rescore Exams to save changes.

SHEET DATA Tab

The SHEET DATA tab is used to review individual student responses, check for errors, and change student responses if necessary.

Click "Details" to see individual student answer sheets and edit student information

If a student name appears in ALL CAPS, there is an issue with the PID. They will not be able to view their released grades.

https://examscantools.unc.edu/Exams/Sheets   90%

THE UNIVERSITY of NORTH CAROLINA CHAPEL HILL

digitaldesk | INSTRUCTOR TOOLS

DASHBOARD   SHEET DATA   REPORTS   ANSWER KEYS   SETTINGS   Gina Instructor <ch

SHEET SEARCH

Exam ID

8631 - CTC 888 - Test One 08/20/:

Semester

Current | Previous | Any

Sheet	SeqNo	Form	Name	Scan Date	Max Pts	Points	Non-Obj	Bonus	Grade	Emailed	View
1139564	2	Form 2	Eight, Student	08-20-2018	39.5	10.5	0	10	51.9		Details
1139569	7	Form 2	Five, Student	08-20-2018	39.5	5	0	10	38		Details
1139570	8	Form 2	Four, Student	08-20-2018	39.5	10	0	10	50.6		Details
		Form 1	One, Student	08-20-2018	39.5	10.5	0	10	51.9		Details
1139567	5	Form 1	PERFECT,	08-20-2018	39.5	39.5	0	10	125.3		Details
1139568	6	Form 1	Seven, Student	08-20-2018	39.5	11.5	0	10	54.4		Details
1139572	10	Form 1	Six, Student	08-20-2018	39.5	12	0	10	55.7		Details

Sheet	Error Type	Items		Action
1139568	MRK_ERROR	< 3 >, - Seven		
1139569	MRK_ERROR	< 27 >, < 31 >, - Five		
1139572	MRK_ERROR	< 13 >. < 19 >. - Six		

"Mark Error" means that a student did not correctly bubble the scantron (multiple mark) or they left an answer blank.

SHEET DATA Tab – Student Details

Edit student info here: this must be correct to release student scores. A name in ALL CAPS indicates an error with the student PID.

Student Five left question 31 blank, this would show as a "Mark Error"

For multiple version exams, you can change which answer key this student sheet is scored with.

You can update an individual answer here and save your selection

PDF download of this student score sheet

ⓘ 🔒 https://examscantools.unc.edu/Exams/Sheets   90%   ⋯ ✉ ☆

ⓘ DASHBOARD   ☑ RESCORE   📖 SHEET DATA   ⓒ REPORTS   🔑 ANSWER KEYS   ⚙ SETTINGS   👤 Gina Instructor <

← Back to exams

SHEET REPONSES

Sheet Number
1139569
Student
Five, Student (956781234)   Edit
Key Version
Form 2 - 12901   ▾

Points
5
NonObjPoints
0
Bonus
10
Grade
38

Objective	Non-Objective	
Item	**Response**	**Key**
29	E	D
30	B	E
31		B
32	B	A
33	A	E
34	E	D
35	A	B
36	C	C
37	B	D
38	A	C
39	C	B
40	C	A

Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ

Update   Save

Download

REPORTS Tab

You will access all of your exam data and reports from this tab. Select your exam from the drop down, then select the check box.

Choose your reports and select "RUN". The reports will then appear under Downloads. We will go into more detail about each report in the video tutorial.

SAKAI REPORT is found under "Custom"

Release student scores by selecting this red button. Make sure the check box is selected above; notice the red button turns **BOLD**.

① DASHBOARD   ☑ RESCORE   📄 SHEET DATA   🕘 REPORTS   🔗 ANSWER KEYS   ⚙ SETTINGS   👤 Gina Bradford <gina>   SIGN OUT

Exams   Graphs   Downloads   Errors

☑	Exam ID	Desc.	Instructor	Course	Section	Starts	Ends
☑	7106	Sample Test	Instructor, Gina	CLS 999	001	2017-06-14	2017-06-14

SEARCH

Semester

Current   Previous   Any

Search by

Instructor Last, First Name

Instructor ID

Exam ID

7106 - CLS 999 - Sample Test   ▼

REPORT OPTIONS

Standard   Custom

☐ Combined Section Reports
☑ Generate All Reports
  ☐ Student Score Report
  ☐ Roster Report
  ☐ Exam Analysis
    ◉ Linked 🔗   ○ Unlinked 🔗
  ☐ CSV Score Export
  ☐ CSV Data Export
  ☐ Answer Key Analysis
  ☐ Score Graph

Run

Release Student Score Reports

ANSWER KEY TAB

DASHBOARD RESCORE SHEET DATA REPORTS ANSWER KEYS SETTINGS Gina Bradford <gina> SIGN OUT

Semester: Current | **Previous** | Any

Exam ID: 7106 - CLS 999 - Sample Test

	Name	University ID	Email Address
Instructor	Instructor, Gina	710746678	jb@unc.edu

Course: CLS 999

Sections: 001 - Instructor, Gina

Description: Sample Test   Max Points: 23.00

Key Form: Exam C - 10865

QUESTIONS

QTN	Answer Key
1	B
2	ABCDE
3	BC
4	D
5	B D
6	A
7	C
8	B
9	D
10	E

Cancel | Save

MODIFY ITEM VALUE   Question 3

Item Value: 3

Reset
Update

- Standard
- Partial Credit

Bonus Type

Add
Replace
None

- [ ] A 0
- [x] B 3
- [x] C 3
- [ ] D 0
- [ ] E 0

On the ANSWER KEY tab you can make changes. Select your exam from the drop-down menus and your Answer Key appears here. Select the question that you would like to change.

Always "UPDATE" and "SAVE" then RESCORE when prompted.

Change or Add answers, change the point value, or make a question a Bonus.

SETTINGS TAB

Select your course and section. Add your TA using their PID.

Instructors may add their TA from the "Settings" Tab. This will allow the TA to have access to our Instructor Tools website to review student grades and download reports for your course.

How will students get their grades?

Course	Exam	Grade
⦿ PSYC 220	t8144	64.2900
○ PSYC 260	t8086 Dummy Test	85.7100
○ EXSS 181	Gina Test	3.0000

Exam: t8144 (Report Type: 5)		
Question Missed	**Your Answer**	**Correct Answer**
#1	E	A
#3	B	A
#6	B	C
#7	A	C
#10	A	B
#13	B	C
#16	A	D

Students will be able to check their grades through the Student Portal once the instructor has released scores from our website. If you choose "Score Only" the students will only see the grade. If you choose "Score with Details" the students will be able to see incorrect and correct responses as well.

You may choose to upload grades to Sakai Gradebook instead. Here is a tutorial on uploading grades into Sakai