



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](mailto: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](http://examscan.unc.edu)

# Our In-Take form

## Instructor Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Box #: \_\_\_\_\_ Do you want to pick up your scantrons? \_\_\_\_\_

ONYEN: \_\_\_\_\_ Email: \_\_\_\_\_  
(if different from ONYEN)

## Course Information

Course Name & Number: \_\_\_\_\_

Course Section: \_\_\_\_\_

## Exam Information

Number of Questions: \_\_\_\_\_ Does your exam have multiple versions? \_\_\_\_\_

**WEIGHTS:** Weight is 1 by default.

**Weight can be DECIMAL or WHOLE NUMBER.**

How do you want your reports set up?

Score Only

Score with Details (Correct & Incorrect Responses)

**We do not release STUDENT SCORES.**

Instructors can release grades by going to [examscan.unc.edu](http://examscan.unc.edu)

Question		Weight
	to	

## Information after Exams are Scanned

You will receive an email from Exam Scanning once your exam reports are ready. You will use your ONYEN and password to log into [examscan.unc.edu](http://examscan.unc.edu) to access, view and print your exam data. If you have any questions, contact us at [exam\\_scanning@unc.edu](mailto:exam_scanning@unc.edu) or call 919.982.5283.  
Place this completed form inside the folder with scantron forms. Keep the YELLOW copy for your records.

**Internal Use Only**

Exam ID: \_\_\_\_\_

Date Scanned: \_\_\_\_\_

# of Docs: \_\_\_\_\_

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

ED05  
Mark Refill® EM-4400-2-14  
SCANTRON

NAME (LAST, FIRST)	IDENTIFICATION NUMBER	SEQUENCE NUMBER

A  B  C  D  E  
 1  2  3  4  5  
 6  7  8  9  0

**PAGE NUMBER**  
 2  3  4  5  6  7  8  9  0

**IDENTIFICATION**  
 A. 0 1 2 3 4 5 6 7 8 9  
 B. 0 1 2 3 4 5 6 7 8 9  
 C. 0 1 2 3 4 5 6 7 8 9  
 D. 0 1 2 3 4 5 6 7 8 9  
 E. 0 1 2 3 4 5 6 7 8 9  
 F. 0 1 2 3 4 5 6 7 8 9  
 G. 0 1 2 3 4 5 6 7 8 9  
 H. 0 1 2 3 4 5 6 7 8 9  
 I. 0 1 2 3 4 5 6 7 8 9

Office of Information  
 Technology  
 University of North  
 Carolina Chapel Hill

## General Purpose Answer Sheet

1. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	6. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	7. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	8. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	9. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	10. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

ON MY HONOR, I HAVE NEITHER GIVEN NOR RECEIVED UNAUTHORIZED AID ON THIS EXAMINATION

**INSTRUCTIONS**  
 USE NO. 2 PENCIL ONLY

• Do NOT use ink or ballpoint pens.  
 • Make heavy black marks that fill the circle completely.  
 • Erase cleanly any answer you wish to change.  
 • Make no stray marks.

**WRONG**  
 1  2  3  4  5

**RIGHT**  
 0  1  2  3  4  5

11.  1  2  3  4  5  
 12.  1  2  3  4  5  
 13.  1  2  3  4  5  
 14.  1  2  3  4  5  
 15.  1  2  3  4  5  
 16.  1  2  3  4  5  
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 18.  1  2  3  4  5  
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 95.  1  2  3  4  5  
 96.  1  2  3  4  5  
 97.  1  2  3  4  5  
 98.  1  2  3  4  5  
 99.  1  2  3  4  5  
 100.  1  2  3  4  5

SIDE 1

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

The screenshot shows the top navigation bar of the examscan.unc.edu website. On the left is the University of North Carolina at Chapel Hill logo. In the center is the 'digitaldesk INSTRUCTOR TOOLS' logo. On the right, the user's name 'Gina Bradford <gina>' and a 'SIGN OUT' button are visible. Below the navigation bar is a menu with the following items: DASHBOARD (highlighted), RESCORE, SHEET DATA, REPORTS, ANSWER KEYS, and SETTINGS.

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

Login to

[examscan.unc.edu](https://examscan.unc.edu)

with your ONYEN and password

EXAMS PROCESSING TODAY

Exam ID	Desc.	Instructor	Course	Score Date	Status
---------	-------	------------	--------	------------	--------

SYSTEM MESSAGES

Broadcast message goes here! Testing, testing!!!!

EXAMS PROCESSED THIS SEMESTER

Exam ID	Desc.	Instructor	Course	Score Date	Status
7107	9009	Chanon, Vicki	PSYC 225	2017-06-15	✓
7106	Sample Test	Instructor, Gina	CLS 999	2017-06-14	✓
7105	9000	Battaglini, Claudio	EXSS 376	2017-06-12	✓
7104	8998	Hanson, Erik	EXSS 276	2017-06-12	✓
7103	Sample 1	Instructor, Gina	CLS 999	2017-06-12	✓
7102	t8996	Griffin, Desiree	PSYC 101	2017-06-08	✓
7101	Dummy Test	Instructor, Gina	CLS 999	2017-06-08	✓
7100	8994	Rivero, Alicia	SPAN 203	2017-06-08	✓
7099	t8989	Ma, Wenting	ECON 101	2017-06-05	✓

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.

Rescore

https://examscantools.unc.edu/Exams/Rescore

90%

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

digitaldesk | INSTRUCTOR TOOLS

DASHBOARD RESCORE SHEET DATA REPORTS ANSWER KEYS SETTINGS

Abi Winegarden <winegard> SIGN OUT

ID	Name	Date	Form	Max	Pts	Bonus	Grade
981234567	Eight, Student	08-20-2018	Form 2	39.5	10.5	0	26.6
956781234	Five, Student	08-20-2018	Form 2	39.5	5	0	12.7
0000000000	FOURSTUDENT,	08-20-2018	Form 2	39.5	10	0	25.3
912345678	One, Student	08-20-2018	Form 1	39.5	10.5	0	26.6
123456789	PERFECT,	08-20-2018	Form 1	39.5	39.5	0	100.0
978123456	Seven, Student	08-20-2018	Form 1	39.5	11.5	0	29.1
967812345	Six, Student	08-20-2018	Form 1	39.5	12	0	30.4
999999999	SMITH, TODD	08-20-2018	Form 2	39.5	6	0	15.2
934567812	Three, Student	08-20-2018	Form 1	39.5	14.5	0	36.7
0000000000	TWOSTUDENT,	08-20-2018	Form 2	39.5	8.5	0	21.5

Semester  
Current Previous Any

Exam ID  
8631 - CTC 888 - Test One 08/20/18

Instructor  
Instructor, Gina  
ID  
710746678  
Course  
CTC 888  
Exam Description  
Test One 08/20/18  
Exam Dates  
2018-08-20 to 2018-08-20

Decimal Places

Add Bonus Points

0

All Individual

Rescore Exams Reset

# SHEET DATA Tab

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

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.

THE UNIVERSITY of NORTH CAROLINA CHAPEL HILL | digitaldesk | INSTRUCTOR TOOLS

SHEET DATA | REPORTS | ANSWER KEYS | SETTINGS | Gina Instructor <ch>

SHEET SEARCH

Exam ID: 8631 - CTC 888 - Test One 08/20/18 | 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	

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

"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.

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

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

PDF download of this student score sheet

← Back to exams

SHEET RESPONSES

Sheet Number  
1139569

Student  
Five, Student (956781234)

Key Version  
Form 2 - 12901

Points  
5

NonObjPoints  
0

Bonus  
10

Grade  
38

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

A  B  C  D  E

# 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.

The screenshot shows the SAKAI Reports interface. At the top, there is a navigation bar with links for DASHBOARD, RESCORE, SHEET DATA, REPORTS (active), ANSWER KEYS, and SETTINGS. The user is identified as Gina Bradford <gina> with a SIGN OUT button.

Below the navigation bar, there are tabs for Exams, Graphs, Downloads (highlighted with a red box), and Errors. A search bar is present, and a dropdown menu for Semester is set to 'Current'. A table of exams is displayed with columns: Exam ID, Desc., Instructor, Course, Section, Starts, and Ends. The first row, with Exam ID 7106 and description 'Sample Test', is highlighted in yellow and has a checkmark in the Exam ID column (also highlighted with a red box).

Below the table, there are search options for Instructor Last, First Name, Instructor ID, and Exam ID. A dropdown menu shows '7106 - CLS 999 - Sample Test'. Under 'REPORT OPTIONS', there are two tabs: Standard and Custom (selected). A list of report options includes 'Generate All Reports' (checked), 'Student Score Report', 'Roster Report', 'Exam Analysis' (with radio buttons for Linked and Unlinked), 'CSV Score Export', 'CSV Data Export', 'Answer Key Analysis', and 'Score Graph'. A 'Run' button is visible, and a red button labeled 'Release Student Score Reports' is at the bottom.

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**.

# ANSWER KEY TAB

Semester **Current** **Previous** Any

Exam ID 7106 - CLS 999 - Sample Test

Name	University ID	Email Address
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

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.

MODIFY ITEM VALUE

Item Value 3

Standard  
 Partial Credit

Bonus Type

Add  
Replace  
**None**

<input type="checkbox"/> A	0
<input checked="" type="checkbox"/> B	3
<input checked="" type="checkbox"/> C	3
<input type="checkbox"/> D	0
<input type="checkbox"/> E	0

Reset  
Update

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

Question 3

Cancel Save

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

# SETTINGS TAB

The screenshot shows the 'Settings' tab in the DigitalDesk Instructor Tools interface. The page is titled 'THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL' and 'digitaldesk | INSTRUCTOR TOOLS'. The navigation menu includes DASHBOARD, RESCORE, SHEET DATA, REPORTS, ANSWER KEYS, and SETTINGS. The user is logged in as 'Abi Winegarden <winegard>' and can click 'SIGN OUT'.

The main content area has tabs for 'TA Assignments', 'System Messages', 'Logs', and 'Window Snip'. Below these are two dropdown menus for 'Search for Course' (selected: CLS - 777) and 'Section' (selected: ExamScan Training - 001). The 'Info' section displays the following details:

Course ID	CLS - 777
Section ID	77777001
Section Name	ExamScan Training
Section Code	001
Section Term	2189

The 'Teaching Assistants' section has a search input field labeled 'Enter TA PID' and a 'Search' button. Below this, it states 'No teaching assistances for section 001'.

Two callout boxes provide instructions:

- Left callout: 'Select your course and section. Add your TA using their PID.'
- Right callout: '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.'

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# How will students get their grades?

Course	Exam	Grade
<input checked="" type="radio"/> PSYC 220	t8144	64.2900
<input type="radio"/> PSYC 260	t8086 Dummy Test	85.7100
<input type="radio"/> 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](#)