

Multiple choice exams

Only the forms with 9-digit student ID numbers can be used for multiple-choice exams. An exam should only use one type of form. Different types of forms cannot be scanned together. Please ensure that all forms are face up and in the same direction.

Answer Key

The correct answers for an exam should be filled in on the same type of scanner form as that used for the exam, with a student ID number of 000000000 or all blank.

Standard Exams

A "standard exam" is a single-version or multiple-version exam with one master answer key form per version. Each question has an equal value of 1.

Weighted Exams

A "weighted exam" is a single-version or multiple-version exam in which some, or all of the questions or possible responses are given different values (or "weights"). Fractional weightings are accepted down to the second decimal place. Multiple correct responses are permitted for individual questions.

Multiple Versions

Multiple-version exams are used to deter cheating. Instructors typically use two to four versions of an exam with the same questions, but in different orders. A multiple-version exam can be submitted as a number of separate exams, with a master answer key form for each version, or with a mapping.

Mappings

Mappings are used to provide one set of marks for a multiple-version exam. One master answer key form is needed for version 1. A mapping is a file (text or spreadsheet) containing the question numbers for version 1 in the first column and the equivalent question numbers for the other versions.

For example, question 1 on version 1 might be the same as question 3 on version 2 and question 24 on version 3. Question 2 on version 1 might be the same as question 5 on version 2 and question 20 on version 3. The first two lines of the mapping file would look like this:

```
1 3 24  
2 5 20
```