# Ad-Hoc Tests and Answer Sheets

Ad-Hoc tests are campus- or teacher-developed tests.   The Lexmark machine will print class sets of scan sheets along with an Answer Key for these tests. The answer key will be filled in by the teacher and placed on top of the class set when scanning.

How to Print Ad-Hoc Answer Sheets

1. At the Lexmark device, follow the prompts to print Ad-Hoc Answer Sheets
   a.
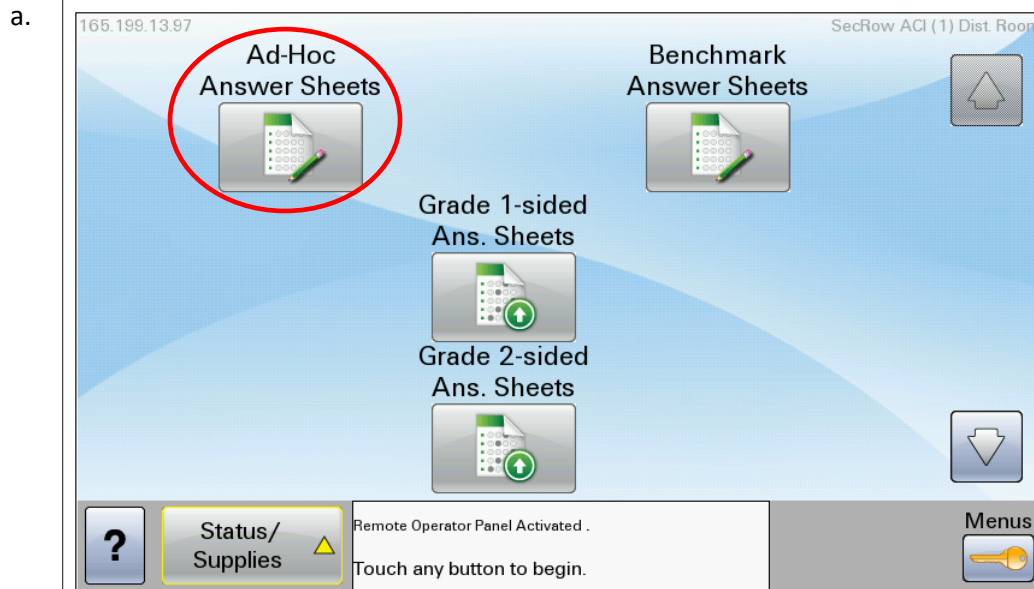
   b. Use the keypad to type in the teacher's last name. Typing a few letters will bring up a list of teachers at your campus with last names beginning with the letters you typed in. Click "Next".
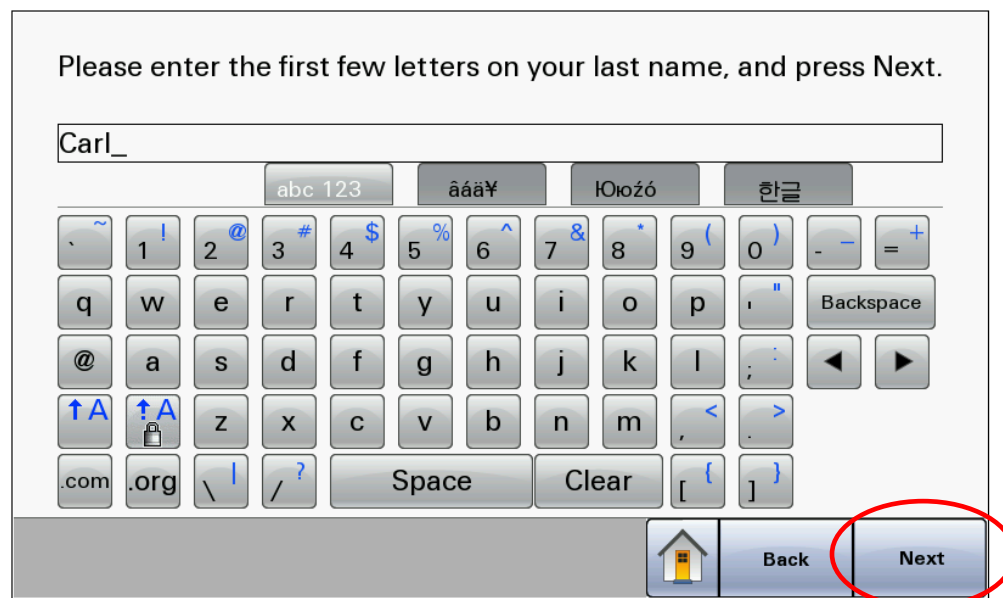
c. Choose the correct teacher from the dropdown.

Please select the correct teacher

CARLISLE, SUSAN - 10223	○
CARLTON, KIMBERLY - 4611	◉

Back   Next

d. "Print Class(es)" will print the Answer Key for the test along with the pre-printed student answer sheets . The correct answers will need to be bubbled in on the Key.

Choose An Action

Print Class(es)	◉
Print Answer Key Only	○
Print Blank Bubble Sheet(s)	○

Back   Next

e. Select your course. Elementary will choose "Attendance" to print a class set.

Please select your course

1011 - ENG 2	✓
1084 - ENG 2 V	☐

Deselect All   Select All   Back

Please select your course

E2001 - SOCIAL STUDIES	☐
E3001 - MATHEMATICS	☐
E4001 - SCIENCE	☐
E5001 - HEALTH	☐
E7001 - TECHNOLOGY	☐
E9001 - ATTENDANCE	✓

Deselect All   Select All   Back   Next

f.

Please select your class period(s)

02	✓

Deselect All   Select All   Back   Next

g. All students in the class are automatically selected. You may deselect those not testing if necessary.

Please select your student(s)

ARCE, ANTHONY	✓
COX, CHARLES S	✓
DE LA CRUZ RIVAS, MARTIN	✓
DELA ROCA, EVELIN V	✓
GARCIA, VICENTE A	✓
GONZALEZ, BRISA D	✓

Deselect All   Select All   Back   Next

h. Choose a form. You will need to know how many questions are on the test and if the test answer choices are only A-E or if they alternate A-E and F-K. There are forms available for up to 100 item tests and some with grade appropriate grids.

Which form would you like to print?

- 30 Item Test A-E ○
- 100 Item Test A-E F-K ○
- 100 Item Test A-E ○
- **30 Item Test A-E F-K** ⦿
- 60 Item Test A-E ○
- 60 Item Test A-E F-K ○

Back   Next

i. Use the keypad to type in the test name.

Please enter a name for the test

English Class Quiz - October 2011_

abc 123   áàä¥   Ююźó   한글

Back   Next

j. "No" takes you back to the home screen.

"Yes" takes you to the "Choose an action" screen.
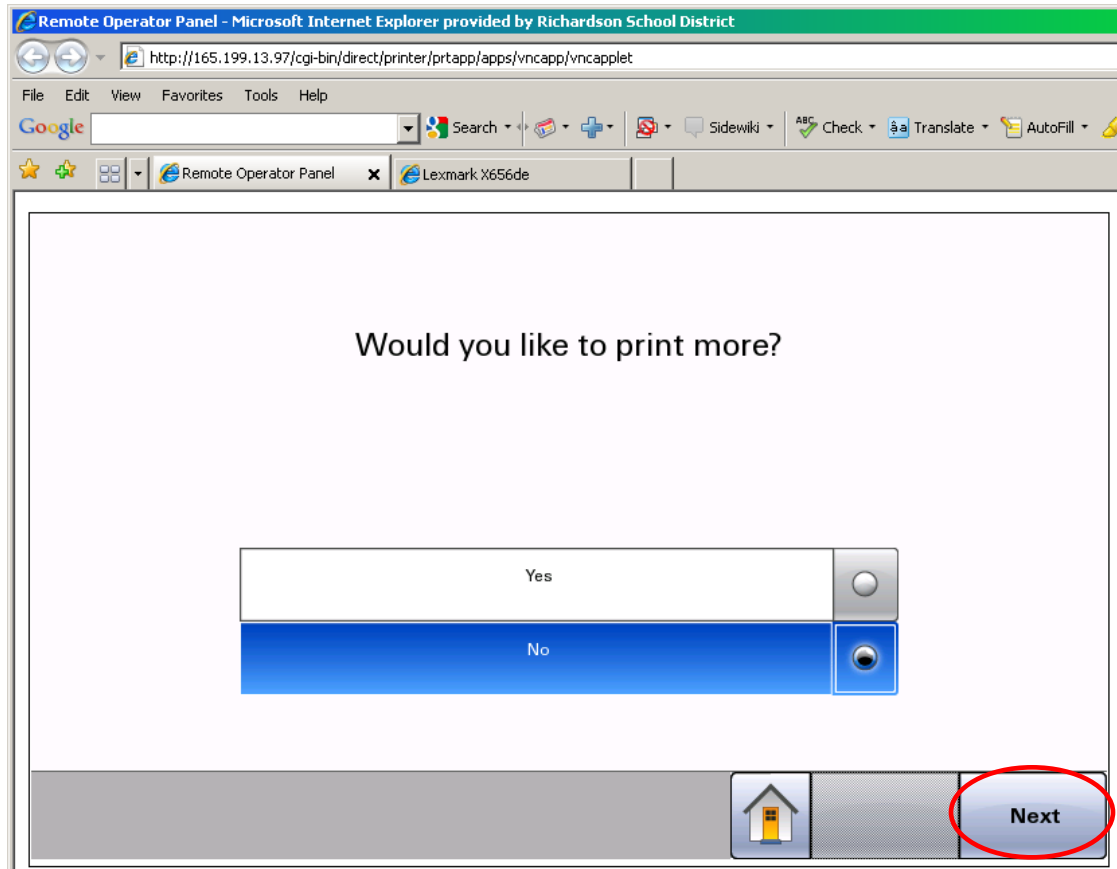
k. If at any time you need to make a change or start over, you can press the "Back" button to go to a previous window or the Home button to start over.

2. Answer key. Bubble the correct answers in this sheet and place it on top of the answer documents when scanning.

3. Student answer document.

4. Scan as you would district benchmark answer documents.
5. Test scores will be emailed to the teacher whose name appears on the answer key. By default all reports are selected to be emailed. You may deselect those you don't wish to have.

6. Example of score report email

From: grading@risd.org [mailto:grading@risd.org]
Sent: Monday, October 17, 2011 3:59 PM
To: Carlton, Kimberly
Subject: Test Results Available - English Class Quiz - October 2011 - RHS - CARLTON, KIMBERLY
- 4611

Below are links to the test results of your ad hoc test. A few notes:

*** To quickly see student scores, click the Student Statistics Report ***

- For more detailed student score analysis see the Student Grade Report (Condensed and Full)
- For more detailed test statistics analysis see the Class Frequency Distribution, the Test
Statistics Report, or the Test Item Statistics Report
- For more detailed item analysis see the Item Analysis Report, Condensed Item Analysis
Report, or the Detailed Item Analysis Report
- CSV items are data files that you can import to Excel for your own use; this is the raw
data from the tests

These links will expire after 30 days - download any reports you wish to save to your
computer.

CSV Responses http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/responses_English%2
%20October%202011_Oct_17_2011_15_57_37_956.csv

CSV Test Item Data http://lxmlbdb1:9780/grading//English%20Class%20Quiz
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/testItemData_Englis
%20October%202011_Oct_17_2011_15_57_37_956.csv

CSV Result Data http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/resultData_English%
%20October%202011_Oct_17_2011_15_57_37_956.csv

Student Statistics Report http://lxmlbdb1:9780/grading//English%20Class
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/StudentStatistics_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Class Frequency Distribution http://lxmlbdb1:9780/grading//English%20Cl
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/ClassFrequency_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

1

Student Grade Report (Condensed) http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/StudentGradeCondensed_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Test Statistics Report http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/TestStatistics_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Detailed Item Analysis Report http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/DetailedItemAnalysis_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Student Grade Report (Full) http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/StudentGrade_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Item Analysis Report http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/ItemAnalysis_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Condensed Item Analysis Report http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/CondensedItemAnalysis_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

Test Item Statistics Report http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-
%20October%202011/RHS/CARLTON,%20KIMBERLY%20-
%204611/TestItemStatistics_English%20Class%20Quiz%20-
%20October%202011_Oct_17_2011_15_57_37_956.pdf

7. **Special Notes:**
   a. Elementary – If the subject is departmentalized, you can choose the subject being tested at the "Select Your Course" screen. All students being taught that course by that teacher will be listed in alphabetical order on the "Please select your student(s)" screen. After testing, if the department teacher would like to have reports grouped differently, separate the answer documents into the desired groupings and place the key with the first group, scan, place the key with the second group, scan, etc. Score reports will be generated for each group scanned.
   b. Blank scan sheets for new enrollees can be created for the Ad-Hoc tests. Follow the prompts on the screen being sure to choose the same course and period of the original test and be certain to type the name of the test in *exactly* as it was for the class set.
   c. Additional key sheets can be made if needed. Again, be certain to choose the same course and period and type the name of the test in *exactly* as it was the first time.
   d. Modified tests – If an Ad-Hoc test has a Modified version, scan sheets and keys must be created specifically for those versions. If you have printed a class set of scan sheets for the regular test and included students who would be taking the Modified version, you should remove those scan sheets and create the key and answer documents just for that Modified test.