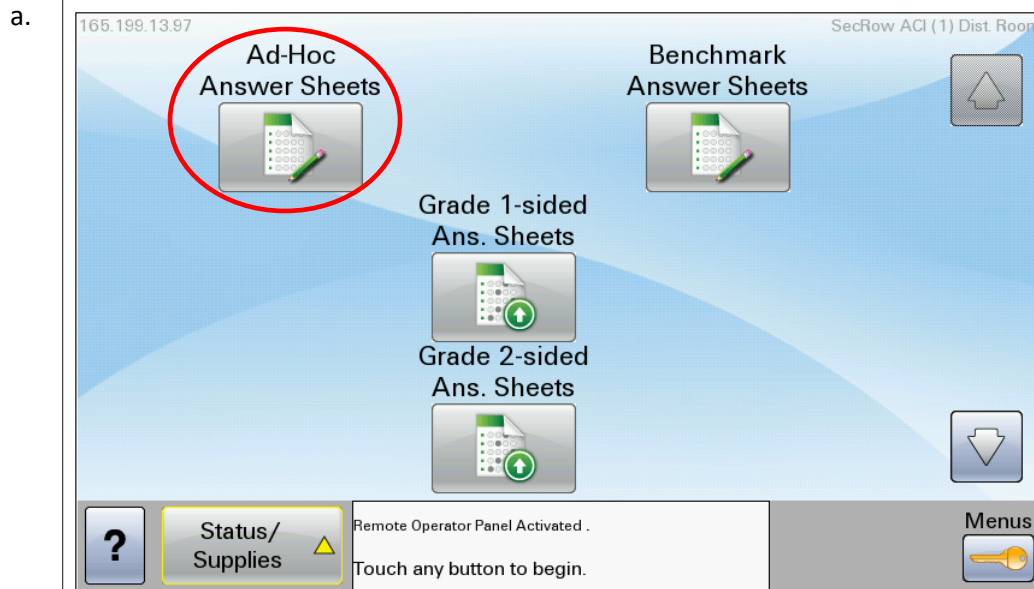


## Ad-Hoc Tests and Answer Sheets

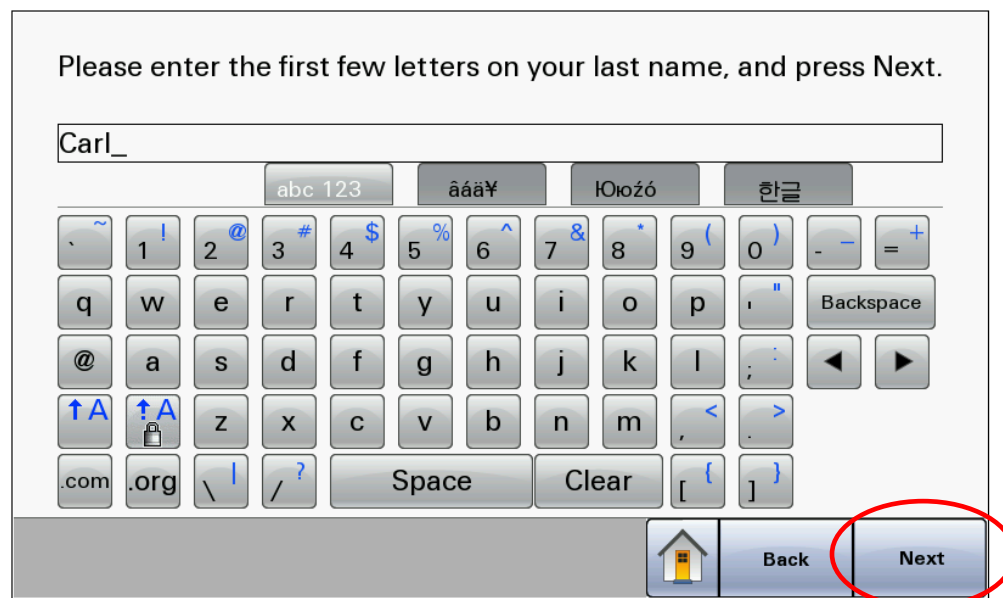
Ad-Hoc tests are campus- or teacher-developed tests. The Lexmark machine will print class sets of scan sheets along with an Answer Key for these tests. The answer key will be filled in by the teacher and placed on top of the class set when scanning.

### How to Print Ad-Hoc Answer Sheets

1. At the Lexmark device, follow the prompts to print Ad-Hoc Answer Sheets



- 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	<input type="radio"/>
CARLTON, KIMBERLY - 4611	<input checked="" type="radio"/>

Navigation buttons: Home, Back, Next (circled in red)

- 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)	<input checked="" type="radio"/>
Print Answer Key Only	<input type="radio"/>
Print Blank Bubble Sheet(s)	<input type="radio"/>

Navigation buttons: Home, Back, Next (circled in red)

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

The image shows two screenshots of a web application interface for selecting a course. Both screenshots have the heading "Please select your course".

The left screenshot shows a list with two options: "1011 - ENG 2" (highlighted in blue with a green checkmark icon) and "1084 - ENG 2 V" (white with a grey square icon). At the bottom are buttons: "Deselect All" (red), "Select All" (green), a home icon, and "Back" (blue).

The right screenshot shows a list with six options: "E2001 - SOCIAL STUDIES", "E3001 - MATHEMATICS", "E4001 - SCIENCE", "E5001 - HEALTH", "E7001 - TECHNOLOGY", and "E9001 - ATTENDANCE" (highlighted in blue with a green checkmark icon). To the right of the list are up and down arrow icons. At the bottom are buttons: "Deselect All" (red), "Select All" (green), a home icon, "Back" (blue), and "Next" (blue, circled in red).

f.

The image shows a screenshot of a web application interface for selecting a class period. The heading is "Please select your class period(s)".

There is a list with one option: "02" (highlighted in blue with a green checkmark icon). At the bottom are buttons: "Deselect All" (red), "Select All" (green), a home icon, "Back" (blue), and "Next" (blue).

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

The image shows a screenshot of a web application interface for selecting students. The heading is "Please select your student(s)".

There is a list of six students, all highlighted in blue with green checkmark icons: "ARCE, ANTHONY", "COX, CHARLES S", "DE LA CRUZ RIVAS, MARTIN", "DELA ROCA, EVELIN V", "GARCIA, VICENTE A", and "GONZALEZ, BRISA D". To the right of the list are up and down arrow icons. At the bottom are buttons: "Deselect All" (red), "Select All" (green), a home icon, "Back" (blue), and "Next" (blue, circled in red).

- 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	<input type="radio"/>	
100 Item Test A-E F-K	<input type="radio"/>	
100 Item Test A-E	<input type="radio"/>	<input checked="" type="radio"/>
30 Item Test A-E F-K	<input checked="" type="radio"/>	
60 Item Test A-E	<input type="radio"/>	
60 Item Test A-E F-K	<input type="radio"/>	

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 âäå¥ Ÿöóô 한글

~ 1 ! 2 @ 3 # 4 \$ 5 % 6 ^ 7 & 8 \* 9 ( 0 ) - \_ = +

q w e r t y u i o p , " Backspace

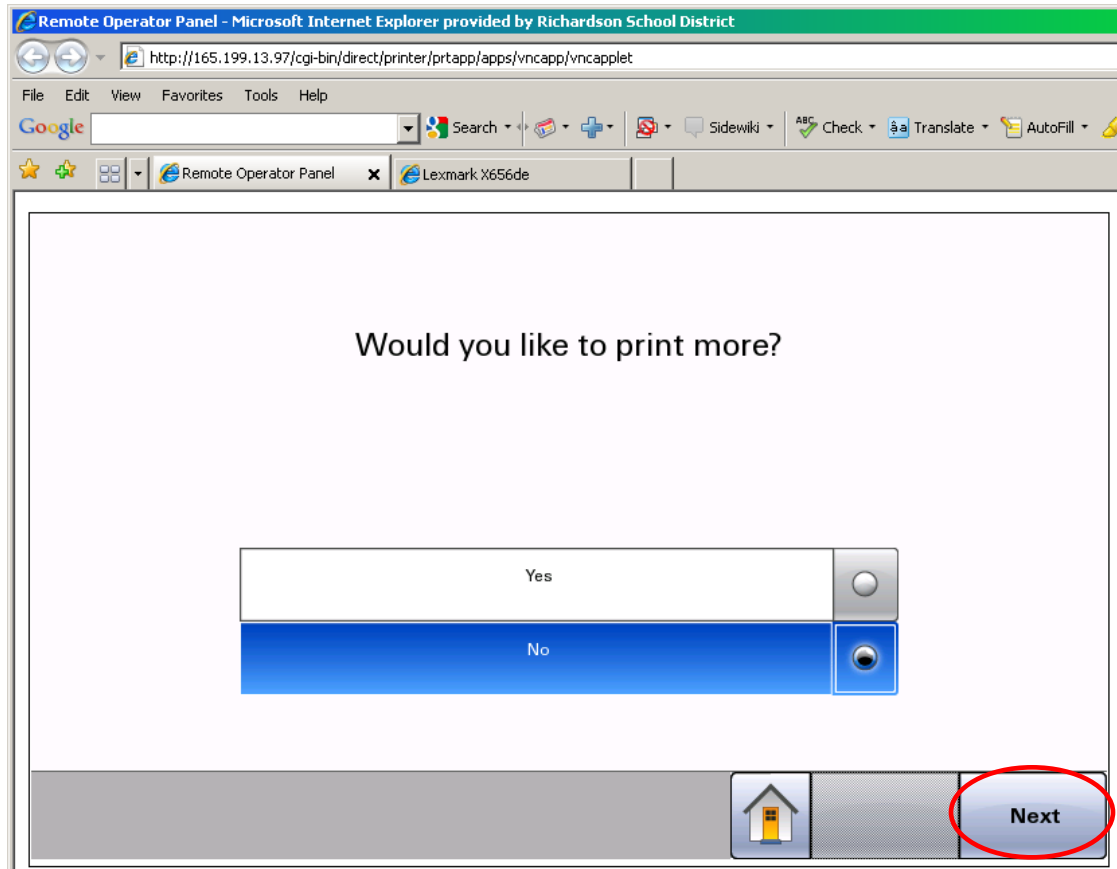
@ a s d f g h j k l ; ' < >

↑A ↑A z x c v b n m , . < >

.com .org \ | / ? Space Clear [ { ] }

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.

English Class Quiz - October 2011	
<b>ANSWER KEY</b>	<b>Teacher:</b> CARLTON, KIMBERLY
<b>ANSWER KEY</b>	<b>Teacher Email:</b> kimberly.carlton@richardson.k12.tx.us
<b>Course:</b> ENG 2	<b>Building:</b> RHS
<b>Course #:</b> 1011 - ENG 2	<b>Period:</b> 03
<b>Grade Level:</b> 11	Like This: <input type="radio"/> Not like this: <input checked="" type="radio"/> <input type="radio"/>


  

1. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	11. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	21. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	12. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	22. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
3. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	13. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	23. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	14. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	24. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
5. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	15. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	25. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
6. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	16. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	26. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
7. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	17. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	27. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
8. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	18. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	28. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
9. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	19. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	29. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
10. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	20. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	30. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S

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English Class Quiz - October 2011	
<b>Name:</b> ARCE, ANTHONY	<b>Teacher:</b> CARLTON, KIMBERLY
<b>Student #:</b> 092609	<b>Teacher Email:</b> kimberly.carlton@richardson.k12.tx.us
<b>Course:</b> ENG 2	<b>Building:</b> RHS
<b>Course #:</b> 1011 - ENG 2	<b>Period:</b> 03
<b>Grade Level:</b> 11	Like This: <input type="radio"/> Not like this: <input checked="" type="radio"/> <input type="radio"/>


  

1. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	11. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	21. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	12. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	22. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
3. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	13. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	23. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	14. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	24. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
5. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	15. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	25. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
6. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	16. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	26. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
7. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	17. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	27. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
8. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	18. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	28. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S
9. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	19. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	29. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
10. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	20. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S	30. <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S

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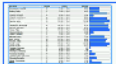
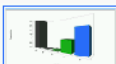


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3. Student answer document.

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.

### Select your reports for each class

		Email	
	CSV Responses and Results	<input checked="" type="checkbox"/>	
	Student Statistics Report	<input checked="" type="checkbox"/>	
	Class Frequency Distribution	<input checked="" type="checkbox"/>	
	Student Grade Report (Condensed)	<input checked="" type="checkbox"/>	


**Deselect All**
**Select All**
Back
**Next**

## 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%20-%20October%202011\\_Oct\\_17\\_2011\\_15\\_57\\_37\\_956.csv](http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/responses_English%20-%20October%202011_Oct_17_2011_15_57_37_956.csv)

CSV Test Item Data [http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/testItemData\\_English%20-%20October%202011\\_Oct\\_17\\_2011\\_15\\_57\\_37\\_956.csv](http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/testItemData_English%20-%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%20-%20October%202011\\_Oct\\_17\\_2011\\_15\\_57\\_37\\_956.csv](http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/resultData_English%20-%20October%202011_Oct_17_2011_15_57_37_956.csv)

Student Statistics Report [http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/StudentStatistics\\_English%20Class%20Quiz%20-%20October%202011\\_Oct\\_17\\_2011\\_15\\_57\\_37\\_956.pdf](http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%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%20Class%20Quiz%20-%20October%202011/RHS/CARLTON,%20KIMBERLY%20-%204611/ClassFrequency\\_English%20Class%20Quiz%20-%20October%202011\\_Oct\\_17\\_2011\\_15\\_57\\_37\\_956.pdf](http://lxmlbdb1:9780/grading//English%20Class%20Quiz%20-%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](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](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](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](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](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](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](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.