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.
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.
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.
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.
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.

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

You can update an individual answer here and save your selection

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

PDF download of this student score sheet
REPORTS Tab

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**.

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.
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.

<table>
<thead>
<tr>
<th>QTN</th>
<th>Answer Key</th>
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<tbody>
<tr>
<td>1</td>
<td>B</td>
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<tr>
<td>2</td>
<td>ABCDE</td>
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<tr>
<td>3</td>
<td>BC</td>
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<td>8</td>
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<td>9</td>
<td>B</td>
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<td>10</td>
<td>D</td>
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Always “UPDATE” and “SAVE” then RESCORE when prompted.

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

Select your course and section. Add your TA using their PID.
How will students get their grades?

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](#).