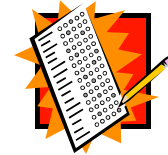# CCS Online TestScoring System

The Online TestScoring System allows instructors submitting a TestScoring job to access grades, generate reports and files, and rescore tests remotely. For more information, regarding the types of reports available please look at the CCS TestScoring support page <http://www2.uoguelph.ca/ccs/services/das/test_scoring.cfm>.

Availability

This service is available to all instructors at the University of Guelph using TestScoring sheets for a quiz/test/examination containing multiple choice questions.

Job Submission

In order to process a TestScoring job, please take the following items to the CCS Help Centre located in the Animal Science building room 037.

1. Request for TestScoring Form
2. TestScoring header sheets
3. Completed Answer Key – Instructions can be found on the back of this sheet.
4. Blank pre-formatted diskette
5. Completed student Testscoring sheets

Results

Results will be available for physical pickup within one business day. Alternatively, results can be remotely retrieved using the **Online TestScoring System** <https://as.cs.uoguelph.ca:7443/DATA/WWWDOCS/sasweb/tscore/verify.htm>. The **User Guide** is available, if you need help using this online system <http://tdr.uoguelph.ca/DATA/WWWDOCS/sasweb/tscore/tscore_manual.html>.

Questions

If you have any questions regarding the TestScoring service, please **call** the Stats Help Line at x58002 or **look online** <http://www.uoguelph.ca/ccs>.

How to Complete an Answer Sheet for the CCS Online TestScoring System

Fill in instructor's last name and initial.

Enter the instructor's central login id followed by **one blank space** and then a one-word scanner filename.

Fill in the correct answers to the test questions.

LAST NAME   **INIT**

COSTANZO

E-mail ID

LCOSTANZ TEST2

UNIVERSITY of GUELPH

USE NO. 2 PENCIL ONLY

STUDENT I.D. NUMBER   **SECTION**

01   010

IMPORTANT DIRECTIONS FOR MARKING ANSWERS

- Use #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 on the answer sheet.

Enter the digits 0 and 1, then after **two blank spaces** the number of questions as a **three digit number** (e.g. shade in the bubbles 010 to specify ten questions)