

ELECTRONIC GRADING PROCESSING REQUEST FORM

INSTRUCTOR'S NAME: _____

Your faculty member mail room # _____

- | | | |
|---|--|--|
| <input type="checkbox"/> School of Advanced Technology | <input type="checkbox"/> AC Online | <input type="checkbox"/> Language Institute |
| <input type="checkbox"/> Algonquin Centre for Construction Excellence | <input type="checkbox"/> Corporate Training | <input type="checkbox"/> School of Media and Design |
| <input type="checkbox"/> School of Business and Hospitality | <input type="checkbox"/> General Arts and Sciences | <input type="checkbox"/> Police and Public Safety Institute |
| <input type="checkbox"/> Academic Access Centre | <input type="checkbox"/> School of Health Studies | <input type="checkbox"/> School of Wellness, Public Safety and Community Studies |

PLEASE CHOOSE ONE

MAIL ROOM PICK UP : After Scanning, results are emailed to the address below and originals will be sent to the mail room within 48hours. Scanned originals will be available to pick up in Shipping and Receiving (room A182) - as there is no inter office mail delivery

TEST CENTRE PICK UP : Alternatively you may choose to pick up your originals in the Test Centre (room C035) Originals will be kept for 1 week only then sent to the mail room for pick up.

EMAIL RESULTS TO:

_____@algonquincollege.com

**instructions on
reverse side**

for queries please call Electronic Grading at extension 3375 or email marks@algonquincollege.com or visit C035

ELECTRONIC GRADING (E.G.) INSTRUCTIONS FOR TEACHERS

Also found at <https://www.algonquincollege.com/testcentre/faculty-services/>

Self-Access Grading If you would like to process the results yourself at a time convenient for your schedule, a self-access grading machine is also available for faculty use inside the Employee Learning Exchange in C123. This station is fully equipped with a dedicated computer workstation.

You may drop off your Electronic Grading anytime. Test packages must be in an envelope and dropped into the Electronic Grading drop box, just at the bottom of the stairs at Student Central. We strive to provide E.G., results as soon as possible, and within 48 hours upon receipt.

NOTE: **Weighting of questions** (i.e., using a Master Weighting Sheet, MWS) is no longer supported.

REQUIRED PROCESSES INCLUDE THE FOLLOWING:

- **HB pencil** must be used and press firmly (**NO PENS**). Electronic Grading clerk will **NOT** pencil in any bubbles
- **Only 1 answer per question**
- **NO STAPLES**
- Maximum of 200 questions
- **Make sure all sheets are clean, straight and in the same direction.**
- Do not fold or hole punch the sheets
- Do **not erase answers on the MSS form**. The form must be re-done as the scanner is very sensitive to erasing.

EACH TEST PACKAGE MUST INCLUDE THE FOLLOWING:

Use a unique test name and/or section number for each

1. E.G. PROCESSING FORM

2. A TEST HEADER

3. AN ANSWER SHEET (MSS) {No MWS}

4. STUDENT ANSWER SHEETS

NOTE: If you have more than one group to be marked, put a clip on each bundle to separate them, each with their own Test Header & Answer Sheet.

EG PROCESSING FORM

- First & Last Name
- Department for originals to be returned
- Your email address to send the results to (use Algonquin College email)

ANSWER SHEET – MSS SHEET (Blue Scantron Sheet)

Print & Bubbles:

- Instructor's Name
- Test Name & Number (distinct class / ID)
- MSS bubble (master score sheet)
- Options (number of answer choices)
- Section (ALWAYS a 1)
- Number of questions (all 3 bubbles)
- Number of students (all 3 bubbles)

TEST HEADER (Red Scantron

Sheet) Print & Bubbles:

- Instructor's Name
- Test Name & Number (distinct class / ID)
- Test Date
- Number of subtests (ALWAYS a 1)

FOR STUDENTS

Print & Bubbles:

- First Name
- Last Name
- Student ID #
- Answers

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