ParScore GRADING INSTRUCTIONS
Please complete one form per scoring job and include it with your ParScore test forms and keys.

<table>
<thead>
<tr>
<th>Instructor's Name</th>
<th>Course &amp; Section Number (MGT 3013.004)</th>
</tr>
</thead>
</table>

**Grading Criteria:**

<table>
<thead>
<tr>
<th>Exam #</th>
<th>Quiz #</th>
<th>Other</th>
</tr>
</thead>
</table>

**Answer Keys:**

- # of Keys
- # of Versions
- # Student Test Forms

**Point Value:**

- # of Questions
- X
- Point per Question
- Total Points

**Blackboard:** Instructor is responsible for uploading their own grades/ParScore data into their Blackboard Grade Book.

Comments/Special Instructions (e.g. multiple answers, essay questions, bonus questions)

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**Reports**

Make report selections or no reports will be generated.

- **Roster Report:**
  - All Categories
  - Selective Categories

- **Item Analysis:**
  - Standard
  - Detailed

- **Score Distribution:**
  - Percentile
  - Histogram

- **Class Response:**
  - With Answer Key
  - Without Answer Key

- **Student Test Report:**
  - With Answer Key
  - Without Answer Key

**Staff Use Only**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Start</th>
<th>Time End</th>
<th>Grader</th>
<th># of Students</th>
<th>Report</th>
<th>Email Sent</th>
</tr>
</thead>
</table>

Form Reuse!