

SCOREPAK®: BOOKKEEPING ACCOUNTS

Office of Educational Assessment
University of Washington
430 Roosevelt Commons B – Box 354987
56 Mary Gates Hall – Box 352807
Seattle, WA 98195-5837

e-mail: scorepak@u.washington.edu
<http://www.washington.edu/oea/score1.htm>
voice: 206.543.9899 / fax: 206.543.3961
voice: 206.616.7750 / fax: 206.616.9934

ScorePak® bookkeeping is a service available through the Office of Educational Assessment in conjunction with ScorePak® test scoring. A bookkeeping account allows the maintenance and manipulation of exam scores throughout the academic quarter. Clients may use this personal account file to store exams, quizzes, homework, and extra credit scores to be use in determining a final score for each student. Since each item scanned and scored is saved, clients are able to correct past student rosters, average exams, drop low scores, or compare exams over the course of a quarter. We have a variety of score modification options that can help you calculate your final grades if you are using objective criteria. (Please refer to the bulletin **Score Modifications**.)

Bookkeeping services can save valuable time for those classes which have multiple test versions, weighted test answers, or a large number of exams and quizzes throughout the quarter. Likewise, bookkeeping may not be as valuable if you have a small class with few tests.

Saving Scores in the File

Scores are saved every time a batch of answer sheets is scored, or new scores are calculated using score modification options. Additional information such as essay scores, attendance scores, and extra credit scores may be entered using the Bonus field on the student answer sheets. This field may also be used to enter non-score data such as age, sex, or high school grade point average. Under some circumstances, similar information may be added to a bookkeeping account from an Export File generated by ScorePak®. Please check with OEA staff (or see **Importing Additional Scores**) if you wish to explore this option. Keep in mind as you create your score names that each score name must be unique. A duplicate score name will result in the deletion of the first score name and its corresponding data.

Correcting Your Bookkeeping File

To be useful, your bookkeeping file must be current and accurate. Most errors are due to students who have either missed exams, or who have entered their ID numbers or exam versions incompletely or otherwise incorrectly.

If an entire exam was incorrectly scored.

Resubmit the batch of answer sheets with the corrected Key Sheet(s). Use the same Score Name, and the correct scores will replace the incorrect scores.

If there are errors in individual student scores.

Option 1: If you have only a few corrections, you may note the changes in the Special Instructions box on a ScorePak® Service Request form.

Option 2: Mark the changes clearly in colored ink on an alphabetized or student number (with names) ScorePak® roster. We will not return the roster to you, so if you need a copy, make one prior to submitting it to us.

If there are make-up exam scores.

You may score make-up exams by hand and submit the student scores to us.

If there is an incorrect ID number.

On your latest student roster, cross out the incorrect ID number and draw an arrow showing how scores are to be moved from one student record to the other.

If new students need to be added to the roster.

New students can be added to your ScorePak® file at any time by writing them in at the bottom of your most current roster or in the Special Instructions box on a Service Request form.

Note: These correction methods apply to raw or bonus scores. Modified scores should generally be corrected by re-running the appropriate modification steps for the entire class.