

Q U I C K U S E R G U I D E

888P+ TEST SCORING MACHINE

The 888P+ Test Scoring Machine can save teachers time and labor with its fast and accurate method for automating the scoring of objective tests. Our TSM Forms Catalog illustrates a variety of scannable forms for use with the 888P+. For a complimentary copy of the catalog, contact the Customer Service Department.

OPERATING INSTRUCTIONS

FOUR SIMPLE STEPS

1. Prepare Teacher's Key to program the 888P+ machine.
2. Feed the Key through the machine.
3. Feed the student forms.
4. Feed an Item Analysis form.



Power ON/OFF:
Two beeps indicate the machine is working properly.
(Power OFF clears the machine's memory).

PREPARING TEACHER'S KEY

- Create the Key using the same form used by the students.
- Using a No. 2 pencil, fill in the correct answers with dark marks. Make clean erasures if you change any marks.
- Select one of the **Scoring Programs** below and fill in the appropriate bubble(s). Always mark bubble "**5**" to signify that the form is the "**Key**."

Scoring Programs:

PROGRAM #1 % 2 3 5

Error mark incorrect answers and print a **raw score**.

PROGRAM #2 % 2 3 5

Print **alpha correct answer** and a **raw score**. Asterisk indicates more than one correct answer.

PROGRAM #3 % 2 3 5

Print **numeric correct answer** and a **raw score**. Asterisk indicates more than one correct answer.

PROGRAM #4 % 2 3 5

Count **ballots** or tabulate **surveys** and print a **serial number** from 1-999 on the form.

OPTIONAL PROGRAM

Add a **percentage score**. Mark the percent bubble **in combination** with a program above.

NOTE: Programs #2 & #3 require forms that are 5 or 6 lines per inch and have 3/4" free space on the bottom.
Examples: 815-E, 882-E, 882-N-E, 882-E-LOVAS, 882(4-6), 883-E, 884-E and 888-E.



SCORING STUDENT TESTS

888P+ Test Scoring Machine

- Flip the switch to **Power ON**.
- Feed **Teacher's Key** through machine.
- Feed **student forms** through machine.
- Leave power ON and feed an **Item Analysis form**.
- To score a **second test**, turn power OFF to clear the memory, then repeat process.

PROCESSING FORM ERRORS

If the machine **beeps once**, or the document **alarm sounds** and lamp is **illuminated**, do **not** turn the machine off. Simply remove the problem form, examine it, make corrections and feed it through the machine again. Potential trouble areas:

- Bubble **"5"** is not marked on the Key.
- Form is upside down (i.e. **timing track** must be on the **bottom**).
- Erasures are not clean.
- Extraneous marks are outside the bubble(s) or in timing track.

COUNTING BALLOTS—TABULATING SURVEYS

- Feed through ballot or survey **Key** (see Scoring **Program #4**).
Note: You have no correct answers to fill in on a ballot or survey Key.
- Feed through ballot or survey **forms** (up to **999 forms**).
- Leave power ON and feed through a **Tally** form.

NOTE: Machine memory capacity is **999** forms per batch. For an additional batch, turn machine OFF to clear memory. Turn power ON; feed Key a second time; feed next batch up to 999 forms; then feed a **new** Tally form. Repeat process as often as needed.

COMBINING SIDE 1 AND SIDE 2 SCORES

Marking Teacher's Key: Mark Key bubble **"5"** on both **side 1 and side 2**. Fill in other program bubbles only on side 1. Then fill in with the correct test answers.

For example: If you mark these two bubbles on side 1,
(side 1) % 2 3 5
 then side 2 should be marked like this.
(side 2) % 2 3 4 5

Scoring Tests: Feed side 1 of Key immediately followed by side 2. **Next, score the student's test form by feeding side 1 immediately followed by side 2.** Repeat this process for each student. Last, feed through an Item Analysis form.

COMBINING SUBJECTIVE AND OBJECTIVE SCORES

Marking Teacher's Key: Fill in total possible subjective points. Maximum point total is **163** as in example. Only **one bubble per line** may be filled in. If box is not marked, this area will not be scored. Then fill in the correct answers for the objective portion of the test.

Scoring Tests: Mark the student's subjective score on the test form **after** the student has completed the objective part of the test. Feed the Key, then the student's test forms, followed by the Item Analysis form.

SUBJECTIVE SCORE INSTRUCTOR USE ONLY					
<input checked="" type="checkbox"/> 100	<input type="checkbox"/> 90	<input type="checkbox"/> 80	<input type="checkbox"/> 70	<input type="checkbox"/> 60	391
<input checked="" type="checkbox"/> 50	<input type="checkbox"/> 40	<input type="checkbox"/> 30	<input type="checkbox"/> 20	<input type="checkbox"/> 10	
<input checked="" type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5	
<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0	