

BMCHSD Lexmark Testing Administrator User Guide District Baseline/Final Exams

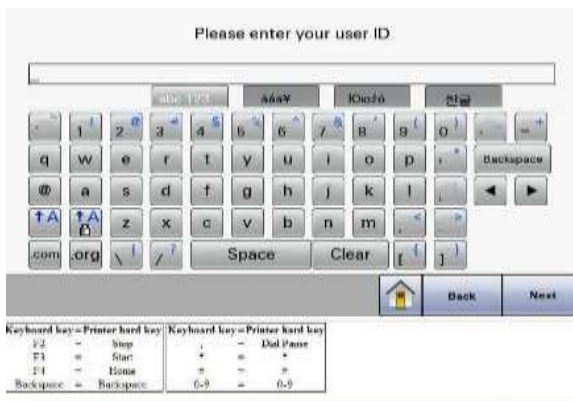
There are 2 Lexmark scanners located in each school dedicated for Testing and Scanning teacher/administrative use. These scanners are designed for creating answer documents, answer keys and scanning completed student answer sheets.

Printing answer documents for District Baseline/Final exams:

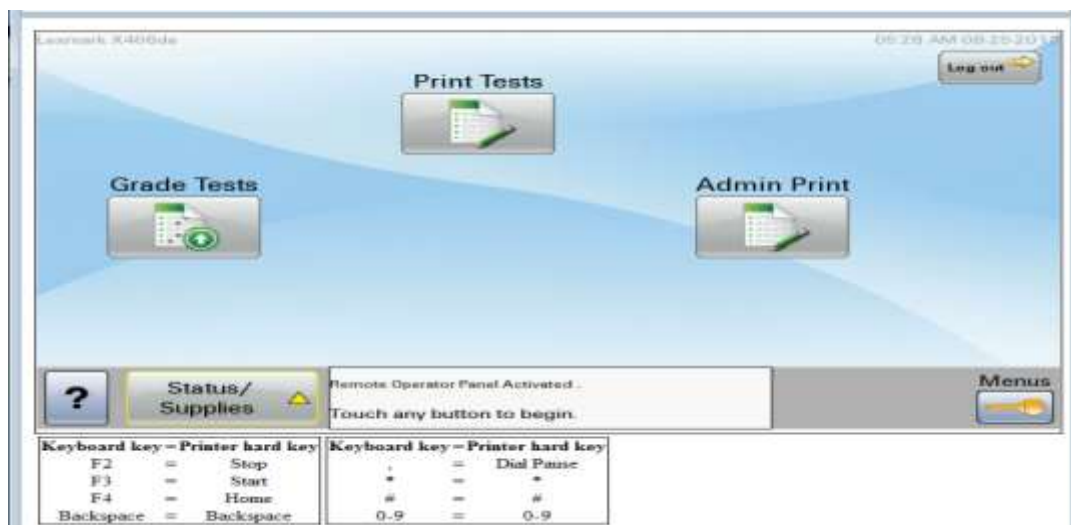
Use your Swipe ID card to log into the Lexmark Testing and Grading machines or manually:

Enter your District **user ID**, (network User name)

Enter your **District Password**



Select **Admin Print**. You will then be prompted to enter an Administrator username:

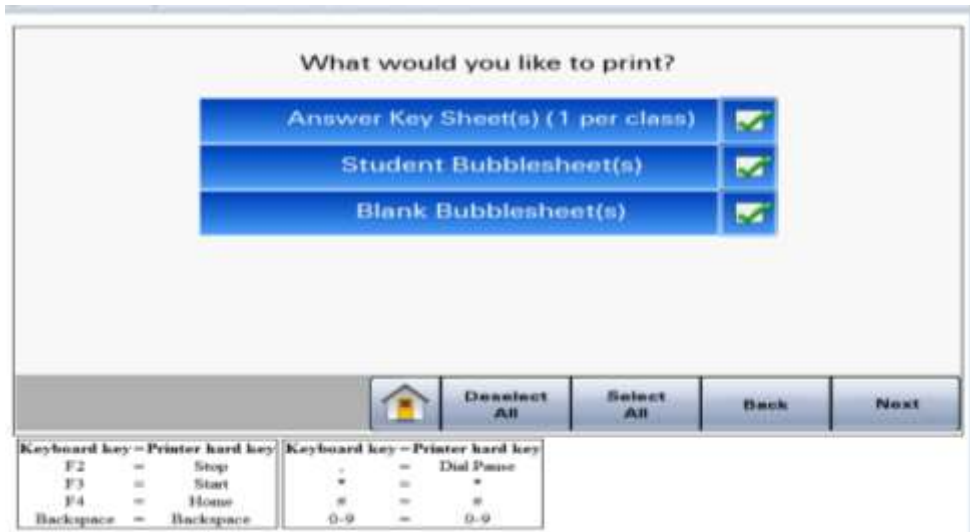


Admin Print Username: clerical

Once logged in, you will need to create the following documents for District Baseline/Final Exams:

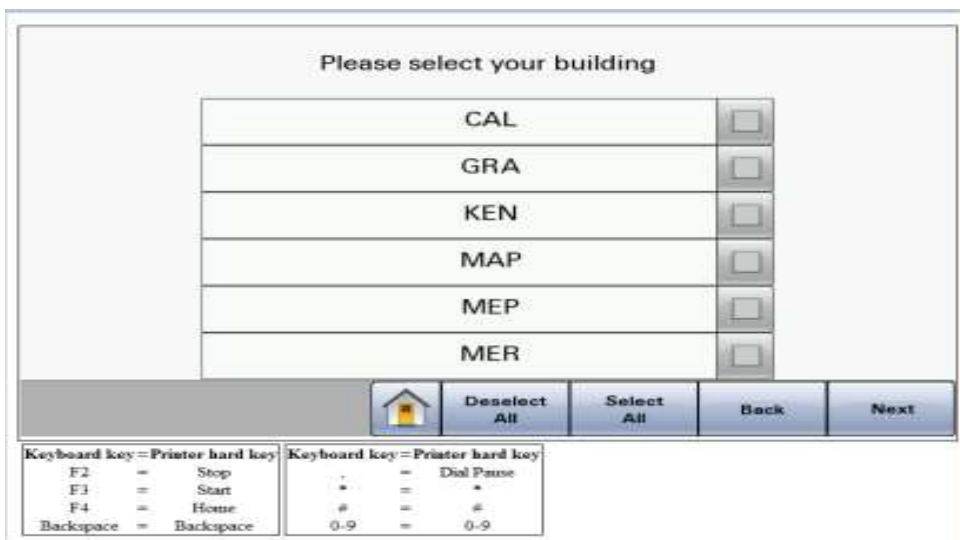
1. **Student Bubble sheets** for students to record their answers
2. **Answer Key Sheet** which you must complete in order to score the results
 - * Blank Bubble sheets will not be tied to any student, unless you have each student write their name in the appropriate box and then manually add each student's eSD ID# when you scan for grading

Please Note: We will be using the standard 100 multiple choice test form for all District Baseline/Final Exams



USE ONLY WHITE, ORIGINAL ANSWER KEYS AND STUDENT ANSWER DOCUMENTS. DO NOT USE COPIES OF DOCUMENTS. THEY WILL NOT BE READ BY THE MACHINE. THE MACHINE WILL NOT READ COLORED PAPER

You will then be prompted to select a building:



Select a department:

Please select your department

Art	<input type="radio"/>	▲
Business	<input type="radio"/>	
English	<input type="radio"/>	
Foreign Language	<input checked="" type="radio"/>	
Health	<input type="radio"/>	
Mathematics	<input type="radio"/>	▼

Keyboard key = Printer hard key	Keyboard key = Printer hard key
F2 = Stop	. = Dial Pause
F3 = Start	* = *
F4 = Home	# = #
Backspace = Backspace	0-9 = 0-9

You will then select a teacher:

Please select your teacher

	<input type="checkbox"/>	▲
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	▼

Keyboard key = Printer hard key	Keyboard key = Printer hard key
F2 = Stop	. = Dial Pause
F3 = Start	* = *
F4 = Home	# = #
Backspace = Backspace	0-9 = 0-9

You will then be prompted to select a course:

Please select your course

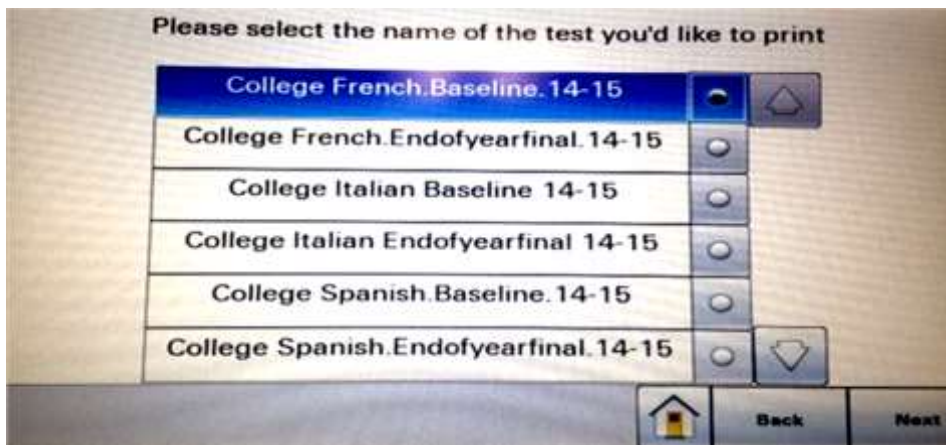
AP Spanish Language	<input type="checkbox"/>
Spanish 4 H	<input type="checkbox"/>

Keyboard key = Printer hard key	Keyboard key = Printer hard key
F2 = Stop	. = Dial Pause
F3 = Start	* = *
F4 = Home	# = #
Backspace = Backspace	0-9 = 0-9

Select the section(s):



Select the name of the District Baseline/Final exam you will be printing:



You will then be prompted to either print more or complete your print:



Grading District Baseline/Final Exams

Please note the following when using Lexmark student answer sheets and answer keys:

- Only use #2 pencils to complete Lexmark forms. Do Not use pens or markers
- Be sure to erase completely when changing an answer

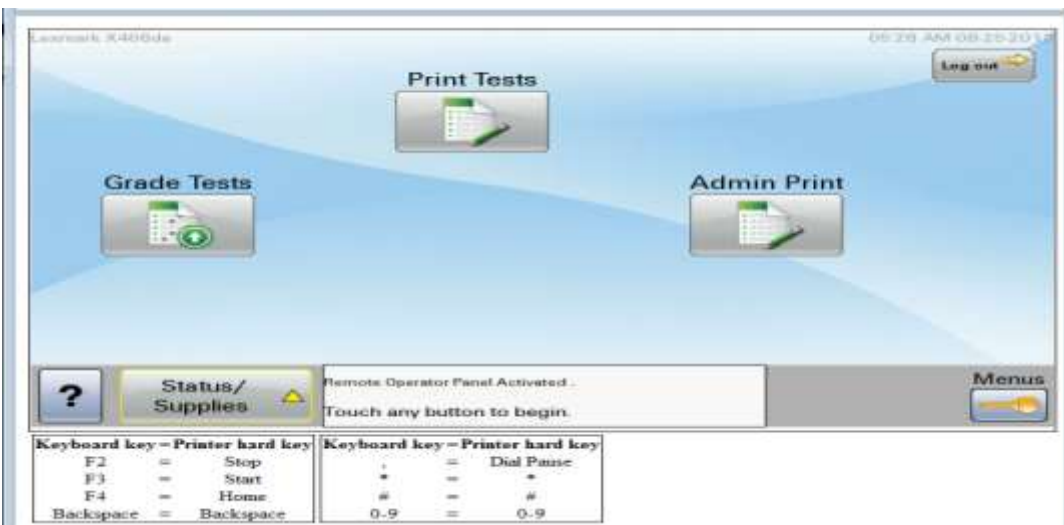
Scoring:

- You must print out a separate answer key for each specific baseline exam/section. You cannot use a single answer key for multiple exams/sections. Each exam/section should have its own answer key when completing Lexmark grading.
- Scan in batches of 50 sheets or less, preferably one section at a time
- At the completion of each scanning session, an “Exception Report” will be produced if there are any issues with student answer sheets, multiple bubbles filled for an item, items left blank or bubbled too lightly to score.
- Use the Exception Report to review the student sheets and make corrections as appropriate

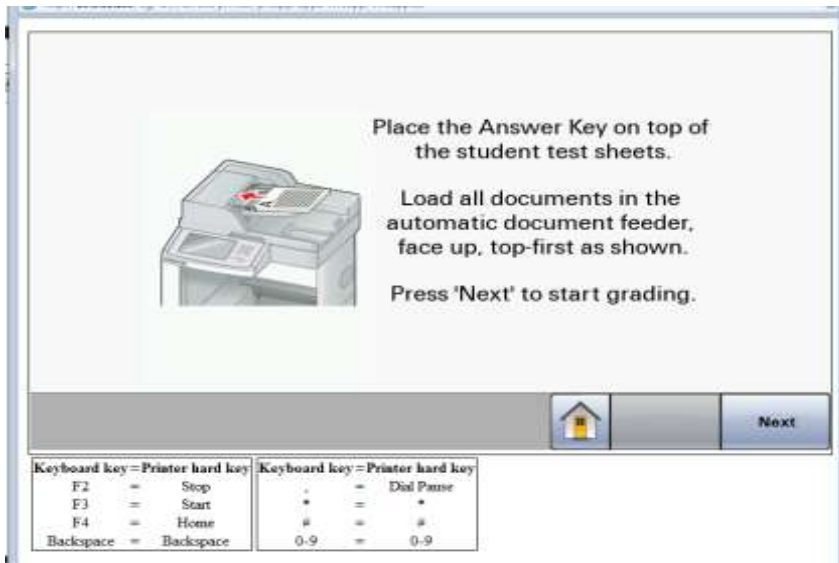
Scanning completed District Baseline/Final Exams:

Enter your District user ID, (network User name) and your District Password

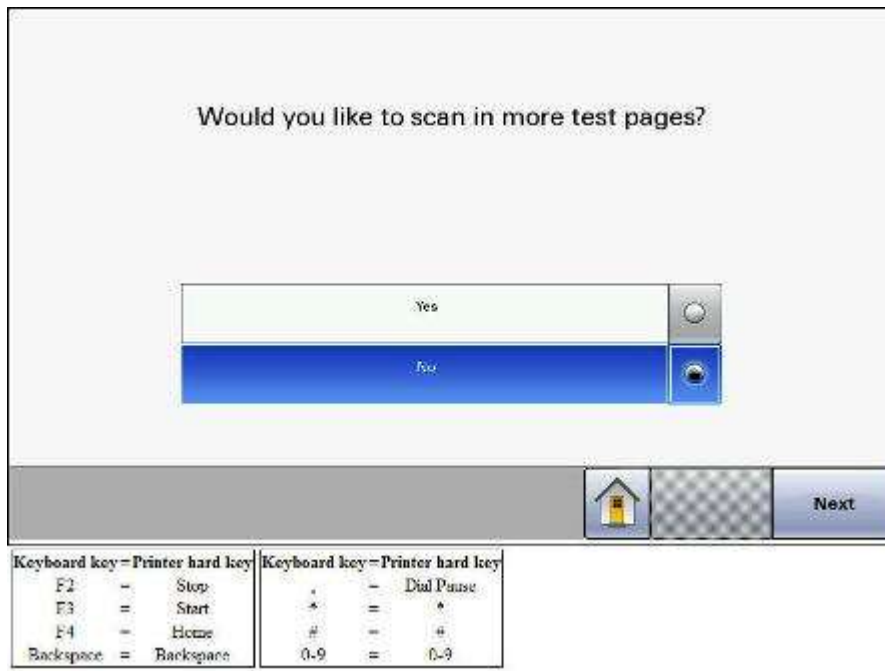
Select Grade tests:



Place the completed Answer Key on top of the student test sheets. All documents must be aligned face up, top first:



The machine will scan the documents in the feeder. When the scanner finishes reading the documents in the feeder, it will ask if you want to scan more. If you have more to be scored using the same answer key, just feed the next batch of student answer sheets as before. **DO NOT** rescan the Answer Key. Continue until all student sheets are scanned.

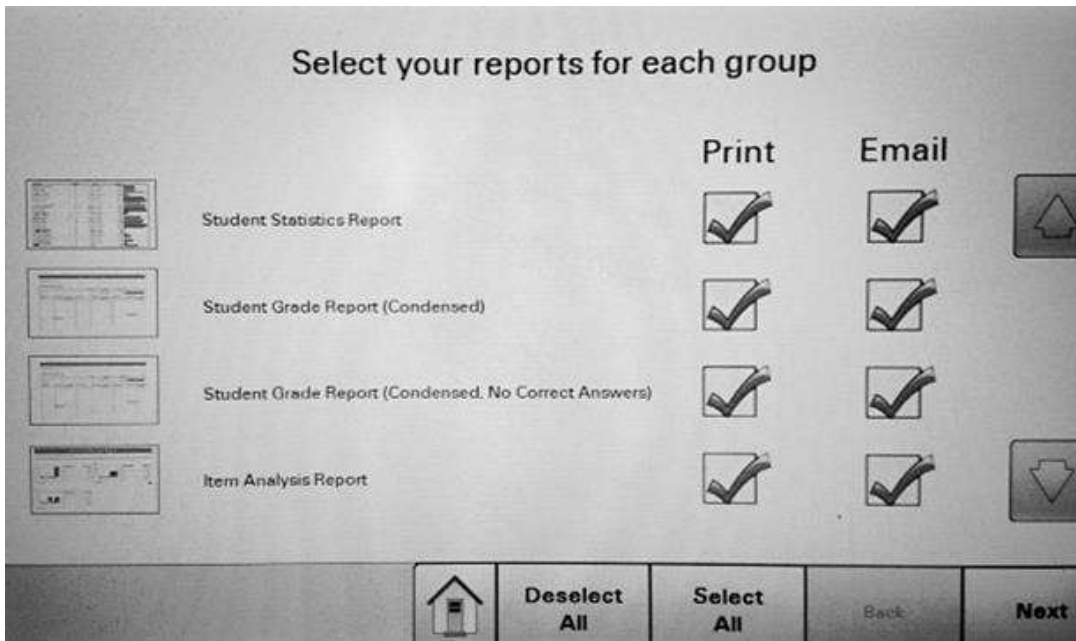


You will have the option of printing/emailing the following data reports:

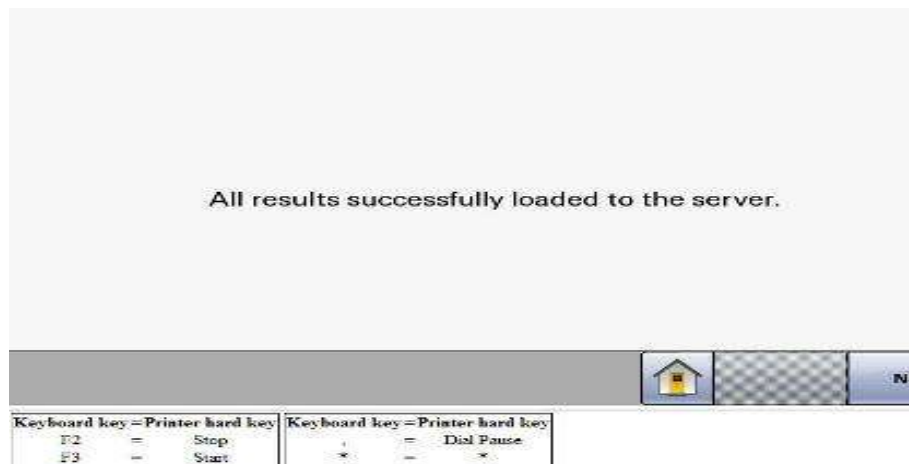
- Student Statistics Report
- Student Grade Report (Condensed)
- Student grade Report (Condensed No Correct Answers)
- Item Analysis

Please Note:

- 1. If you choose the Email option, reports will be mailed to the Teacher linked to the Course/District Exam and to all Department Chairs of the respective Subject Area.**



When you have completed the process, the following screen will appear:



Click Next to return to the home screen.