Test Grading with Grade Your Test Desktop

Last updated on October 7th 2015.

Automate Test Grading

- Prepare Answer Sheet
- Load Completed Answer Sheets
- Grade, Review and Analyze Results
- Prepare Printouts for Students and Export Test Results to Excel

Prepare Answer Sheet

New Test - Grade Yo	our Test Desktop	- • •
File Help		
Prepare Answer Sheet	Load Completed Sheets Grade Analyze Results Printout Notes	
Answer Sheet Title: B Student Info For Student Id Allow	iological Psychology • Midterm • 10/25/2012 up to: 9	
Student Id Prompt:	Student Id (specify up to 9 first characters of your e-mail as in <i>student_id</i> @school_r	name.edu):
Allow to Skip up to: List of all Questions, f	0 🚽 Questions.	
Footer		
Please use black per To skip a question, I	n or #2 pencil, and avoid scribbling on your answer sheet, because the sheet will be auto pro eave corresponding answer row blank.	cessed.
Page		
Paper Size: Letter - 8		
	Generate Answer Sheet	

Prepare Answer Sheet

- Specify answer sheet title.
- Specify number of test questions and number of choices per question.
- Specify type and length of our student id, e.g., student id is to be 7 digits long.
- Optionally, update other fields, e.g., update the text of student id prompt or of the footer.
- Press Generate Answer Sheet... button.

Generated Blank Answer Sheet

🕑 New Test - Gra	🔁 AnswerSheet.pdf - Adobe Reader	
File Help	File Edit View Window Help Minimize x	
Prepare Answer S		
Answer Sheet Titl	Biological Psychology - Midfarm - 10/25/2012	
Student Info	Index Mix	
For Student Id A	Name places strill	•
Student Id Pron		_name.edu): ^ +
Test Info		
Number of Test		
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Save our Work

Save As		×
) — 📕 « Ві	iological Psychology + Midterm + 47 Search Midterm	2
File name:	Bio-Midterm	•
Save as type:	Grade Your Test Files (*.gyt)	-
Browse Folders	Save Cancel	e.edu):
Number of Test Ques	stions: 58 + Number of Choices Per Question: 4 + 0 + Questions. for which Two or More Filled Circles per Answer are Allowed:	
Number of Test Ques Allow to Skip up to:	stions: 58 The Number of Choices Per Question: 4 The Questions. 0 The Questions. for which Two or More Filled Circles per Answer are Allowed:	
Number of Test Ques Allow to Skip up to: ist of all Questions, f cooter Please use black pen To skip a question, lo	stions: 58 - Number of Choices Per Question: 4 - 0 - Questions. for which Two or More Filled Circles per Answer are Allowed: n or #2 pencil, and avoid scribbling on your answer sheet, because the sheet will be auto leave corresponding answer row blank.	processed.
Number of Test Ques Allow to Skip up to: ist of all Questions, f cooter Please use black pen To skip a question, li 'age 'aper Size: Letter - 8	stions: 58 - Number of Choices Per Question: 4 - 0 - Questions. for which Two or More Filled Circles per Answer are Allowed: n or #2 pencil, and avoid scribbling on your answer sheet, because the sheet will be auto leave corresponding answer row blank. 8.5 x 11 in •	processed.

Administer the Test

- Administer the Test and Collect Completed Answer Sheets
- Fill out a Grader's Answer Sheet
- Scan Answer Sheets Using Any Available Scanner

Load Completed Answer Sheets

Load Completed Answer Sheets

- Open Grade Your Test application and the current exam file, e.g., Bio-Midterm.gyt.
- Go to "Load Completed Sheets" tab.
- Press "Load completed forms..." button and select answer sheets that you want to process.

Open Grade Your Test File

le	Help		
11	New Open	Ctrl+N Ctrl+O	lyze Results Printout Notes
	Save Save As 1 Ric-Midterm out	Ctrl+S	013
	1 Bio-Midterm.gyt		-
	2 AnswerSheet.gyt 3 Stevens-2013-Spring-Bio-Make-up.gyt		rs of your e-mail as in <i>student_id</i> @school_name.edu):
	4 Stevens-2013-Spring-Bio-Final.gyt 5 BioFinal.gyt		er Question: 4 👳
Lis	exit t of all Questions, for which Two or More Fill	ed Circles p	per Answer are Allowed:
Fo	oter		
P	ease use black pen or #2 pencil, and avoid so o skip a question, leave corresponding answe	ribbling on er row blank	n your answer sheet, because the sheet will be auto processed.
Pa	ge ber Size: Letter - 8.5 x 11 in →		
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Load Completed Answer Sheets

repa	re Answer Sheet	Load Com	pleted Sheets	Grade	Analyze Results	Printout	No	tes		
Load	d completed form	(3···				1	Char	nge # of	Questions	Clear all sheets
id	# Completed	# Skipped	Student Name	stude	ent Name Image	Orig Sou	rce	Error		

Answer Sheets are Loaded

epare Answer S	Sheet Load C	ompleted Shee	ts Grade Ar	alyze Results Printout	Notes	
Load completed	d forms				Change # of Questions	Clear all sheets
id	# Completed	d # Skipped	Student Name	Student Name Image		
012345	58	0		Grader		
CLARKEIL	58	0		Eileen Clark		
FERGUSONJ	58	0		Jan Ferguson		
IONESWILL	58	0		William Jones		
LEEJACK	58	0		Jack Lee		
MCARTHURC	58	0		Christa McArthus	·	
NOWAKR	58	0		Stenard Nowak		
(m			

Load Students Class List

- It is an optional, but highly recommended step.
- Student list is a simple csv file with two columns: Student Id and Student Name.
- There are numerous benefits in loading student class list:
 - the program keeps track of who has not yet taking the exam
 - actual student names are shown in printout and Grade tab
 - many minor id entry errors are fixed automatically
 - and more.

Load Students Class List

repare Answer S	heet Load Cor	mpleted Sh	Load Expor	t to Excel Help	Notes		
Load completed	d forms		Id	Name	hange # of Questions	Clear all sheets	
id # Completed forms	CLARKEIL Eileen Clark FERGUSONJ Jan Ferguson JONESWILL William Jones LEEJACK Jack Lee MCARTHURC Christa McArthur NOWAKR Richard Nowak						
			ок.	Cancel		•	

Students Class List is Loaded

repare Answer S	sheet Load	Completed 9	heets	Grade	Analyz	te Results	Printout	Notes	
Load completed	d forms						[Change # of Questions	. Clear all sheets
id	# Complet	ed # Skipp	ed St	udent Na	ime	Student M	lame Ima	ige	
012345		58	0			Grader			
CLARKEIL		58	0 Ei	leen Clark	¢	Eileen (lark		
FERGUSONJ		58	0 Ja	n Fergus	on	Jan Ferg	uson		
IONESWILL		58	0 W	illiam Jor	nes	Willia	m Jone	s	
LEEJACK		58	0 Ja	ck Lee		Jack Le	e		
MCARTHURC		58	0 CI	hrista Mc	Arthur	Christa	McArth	ur	
NOWAKR		58	0 Ri	chard No	wak	Richard	Nowak		
				6					
				m					,

Save our Work

e	Help				-						
	New			Ctrl+N	lyze Results	Printout	Notes				
	Open			Ctrl+O		ſ	Change # of Quest	tions	Clear all sheets		
	Save			Ctrl+S			change - or ques		cical di silects		
	Saveras				Student I	Name Ima	ge				
	1 Bio-Midterm.gyt 2 AnswerSheet.gyt 3 Stevens-2013-Spring-Bio-Make-up.gyt 4 Stevens-2013-Spring-Bio-Final.gyt 5 BioFinal.gyt				Grader Eilen Clork Jan Forguson William Jones Jack Lee r Christa McArthur						
	Exit				NUTITI	л <i>г</i> жак.					

Grade and Analyze Results

Grade

- Go to Grade tab.
- Select a Grader's answer sheet a completed answer sheet with correct answers.
- The program will grade our test and show us results.

Select Grader's Answer Sheet

		Land Carr	alated S	hanta	Grade	Anal an Desults	Deinter	at Natas		
repa	are Answer Sneet	Load Com	ipieted S	neets	Glade	Analyze Results	Printou	IT Notes		
elec	t answer sheet wi	th correct a	nswers:			•			G	rading Options
id	StudentName	# Correct	# Inco	01234	5	Pct Correct	Score	Total Score	Letter Grade	
				CLAR	ÆIL					
				FERGI	JSONJ					
				LEEJA	CK					
				MCAR	RTHURC					
				NOW	AKR					

Exam's Total Scores and Results

		1.10	Grade	Las Dan ti				
repare Answer	Sheet Load Comple	eted Sheets	Grade Ani	alyze Results	Printout	otes		
elect answer sh	eet with correct ans	wers: 012345	•				G	rading <u>O</u> ptions
id	StudentName	# Correct	# Incorrect	# Skipped	Pct Correct	Score	Total Score	Letter Grade
CLARKEIL	Eileen Clark	52	6	0	89.7%	89.7%	89.7%	n/a
FERGUSONJ	Jan Ferguson	45	13	0	77.6%	77.6%	77.6%	n/a
JONESWILL	William Jones	55	3	0	94.8%	94.8%	94.8%	n/a
LEEJACK	Jack Lee	52	6	0	89.7%	89.7%	89.7%	n/a
MCARTHURC	Christa McArthur	50	8	0	86.2%	86.2%	86.2%	n/a
NOWAKR	Richard Nowak	50	8	0	86.2%	86.2%	86.2%	n/a

Adjust our Grading Options

	the land course		Grade	- b - D - b		Later .			
repare Answer	Sheet Load Comp	eted sheets	orade A	nalyze Kesults	Printout	totes			_
elect answer sh	eet with correct ans	wers: 01234	5 •				G	rading Options	
id	StudentName	# Correct	# Incorrec	t # Skipped	Pct Correct	Score	Total Score	Letter Grade	
CLARKEIL	Eileen Clark	52	6	5 0	89.7%	89.7%	89.7%	n/a	
FERGUSONJ	Jan Ferguson	45	13	3 0	77.6%	77.6%	77.6%	n/a	
JONESWILL	William Jones	55	3	3 0	94.8%	94.8%	94.8%	n/a	
LEEJACK	Jack Lee	52	6	5 0	89.7%	89.7%	89.7%	n/a	
MCARTHURC	Christa McArthur	50	8	3 0	86.2%	86.2%	86.2%	n/a	
NOWAKR	Richard Nowak	50	8	3 0	86.2%	86.2%	86.2%	n/a	

Numerous Grading Options

- For example, provide your own Letter Grade table, e.g., A+ is for scores above 97%.
- Assign different points to different questions, e.g., questions 20-30 are to be scored at double points.
- Provide alternative correct answers for any question.
- Add bonus/extra points to a total score, e.g., for a separately scored short essay question.
- And more.

Specify our Own Letter Grade Table

repare Answer	Sheet Load Compl	eted Sh	Edit L	etter Gra	x	Notes		
elect answer sh	eet with correct ans	wers:	Load	Export to Excel	Help		G	rading <u>O</u> ptions
id	StudentName	#Co	Grade	Min Pct (0-100%)	-	t Score	Total Score	Letter Grade
CLARKEIL	Eileen Clark		A+	96.5% & above		89.7%	89.7%	n/a
FERGUSONJ	Jan Ferguson		A	92.5% & above		5 77.6%	77.6%	n/a
JONESWILL	William Jones		A-	89.5% & above	=	6 94.8%	94.8%	n/a
LEEJACK	Jack Lee		B+	85.5% & above		\$ 89.7%	89.7%	n/a
MCARTHURC	Christa McArthur		В	82.5% & above		\$ 86.2%	86.2%	n/a
NOWAKR	Richard Nowak		B-	79.5% & above		\$ 86.2%	86.2%	n/a
			C+	75.5% & above				
			с	72.5% & above				
			C-	69.5% & above	-			
				Can	cel			

Review Students' Results

	hast	Load Comple	tad Sheets	Grade	0.00	han Parulta	Drintout	Motor		
repare Answer	neet	Load Comple	eted sheets	orduc	And	siyze Results	Printout	ivotes		
elect answer sh	eet wit	th correct answ	vers: 01234	5	•				G	rading <u>O</u> ptions
id	Stud	entName	# Correct	# Inco	rrect	# Skipped	Pct Correc	t Score	Total Score	Letter Grade
JONESWILL	Willi	am Jones	55	55 3		0	94.8%	94.8%	94.8%	Α]
CLARKEIL	Eilee	n Clark	52		6	0	89.7%	89.7%	89.7%	A-
LEEJACK	Jack	Lee	52		6	0	89.7%	89.7%	89.7%	A-
MCARTHURC	Chris	sta McArthur	50		8	0	86.2%	86.2%	86.2%	B+
NOWAKR	Rich	ard Nowak	50		8	0	86.2%	86.2%	86.2%	B+
FERGUSONJ	Jan F	erguson	45		13	0	77.6%	77.6%	77.6%	C+
						3				

Analyze Results

- Analyze Result tab shows detailed information on each test question, including:
 - Percent correct/incorrect/skipped.
 - Breakdown for each answers, e.g., %a, %b, etc.
 - Correlation between each question and the rest of the test; it can be an excellent tool in identifying potentially weak or faulty questions.

Analyze Results: Sort by % Incorrect

ile	Help									
repa	re An	swer Sheet	Load Comple	ted Sheets	Grade	Analyze Results		rintout No	otes	
q	a	% Correct	% Incorect	% Skipped	% 8	s%b	% c	% d	p [GD v Oth]	
10	d	50.0%	50.0%	0.0%	50.0%	0.0%	0.0%	50.0%	-36.6%	
2	а	66.7%	33.3%	0.0%	66.7%	33.3%	0.0%	0.0%	65.3%	
9	а	66.7%	33.3%	0.0%	66.7%	0.0%	0.0%	33.3%	37.5%	
13	с	66.7%	33.3%	0.0%	0.0%	33.3%	66.7%	0.0%	65.3%	
16	d	66.7%	33.3%	0.0%	0.0%	16.7%	16.7%	66.7%	0.0%	
23	b	66.7%	33.3%	0.0%	0.0%	66.7%	33.3%	0.0%	-44.0%	
25	c	66.7%	33.3%	0.0%	16.7%	0.0%	66.7%	16.7%	37.5%	
36	b	66.7%	33.3%	0.0%	16.7%	66.7%	0.0%	16.7%	37.5%	
50	а	66.7%	33.3%	0.0%	66.7%	0.0%	33.3%	0.0%	-44.0%	
58	b	66.7%	33.3%	0.0%	16.7%	66.7%	0.0%	16.7%	0.0%	
1	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-2.5%	
3	с	83.3%	16.7%	0.0%	0.0%	16.7%	83.3%	0.0%	-2.5%	
4	b	83.3%	16.7%	0.0%	0.0%	83.3%	0.0%	16.7%	-70.3%	
6	d	83.3%	16.7%	0.0%	0.0%	0.0%	16.7%	83.3%	79.1%	
8	а	83.3%	16.7%	0.0%	83.3%	0.0%	16.7%	0.0%	79.1%	
11	d	83.3%	16.7%	0.0%	0.0%	16.7%	0.0%	83.3%	-2.5%	
12	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-2.5%	
18	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-30.9%	
24	а	83.3%	16.7%	0.0%	83.3%	16.7%	0.0%	0.0%	-30.9%	
26	d	83.3%	16.7%	0.0%	0.0%	16.7%	0.0%	83.3%	79.1%	
27	b	83.3%	16.7%	0.0%	0.0%	83.3%	0.0%	16.7%	-70.3%	
28		83 3%	16.7%	0.0%	82 2%	16.7%	0.0%	0.0%	-2 5%	

Analyze Results: Sort by Question's Correlation with the Rest of the Test

ile	Help									
repa	re An	swer Sheet	Load Comple	Grade	Analyze Re	sults Pr	otes			
q	а	% Correct	% Incorrect	% Skipped	% a	% b	% c	% d	p [GD y Oth]	
4	b	83.3%	16.7%	0.0%	0.0%	83.3%	0.0%	16.7%	-70.3%	
27	b	83.3%	16.7%	0.0%	0.0%	83.3%	0.0%	16.7%	-70.3%	
47	d	83.3%	16.7%	0.0%	0.0%	0.0%	16.7%	83.3%	-70.3%	
23	b	66.7%	33.3%	0.0%	0.0%	66.7%	33.3%	0.0%	-44.0%	
50	а	66.7%	33.3%	0.0%	66.7%	0.0%	33.3%	0.0%	-44.0%	
10	d	50.0%	50.0%	0.0%	50.0%	0.0%	0.0%	50.0%	-36.6%	
18	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-30.9%	1
24	а	83.3%	16.7%	0.0%	83.3%	16.7%	0.0%	0.0%	-30.9%	
44	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-30.9%	
1	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-2.5%	
3	с	83.3%	16.7%	0.0%	0.0%	16.7%	83.3%	0.0%	-2.5%	
11	d	83.3%	16.7%	0.0%	0.0%	16.7%	0.0%	83.3%	-2.5%	
12	b	83.3%	16.7%	0.0%	16.7%	83.3%	0.0%	0.0%	-2.5%	
28	а	83.3%	16.7%	0.0%	83.3%	16.7%	0.0%	0.0%	-2.5%	
39	с	83.3%	16.7%	0.0%	0.0%	0.0%	83.3%	16.7%	-2.5%	
41	с	83.3%	16.7%	0.0%	16.7%	0.0%	83.3%	0.0%	-2.5%	
55	b	83.3%	16.7%	0.0%	0.0%	83.3%	16.7%	0.0%	-2.5%	
57	а	83.3%	16.7%	0.0%	83.3%	0.0%	0.0%	16.7%	-2.5%	
5	d	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	
7	c	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	
14	с	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	
15	h	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	

Generate Students' Printout and

Export Results to Excel

Wrap-up

Generate students printout.Export detailed results to excel.

Printout Tab: Wrapping up

epare Answer Sheet	Load Completed Sheets	Grade	Analyze Results	Printout	Notes	
Generate Students' Pr	intout					
Seperate Detailed Res	ults for Excel					
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Generate Students' Printout

Bio-Midterm.g	Printout.pdf - Adobe Reader	
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Generate Studen	$\begin{array}{c} \hline \\ \hline $	

Export Detailed Results to Excel

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Ce	Home In	sert Page Lay Form	ula	Data	Re	view	Vier	w D	evelo	pi l	Add-I	ins I	Nuar	ice i	Acro	bat	Nua	nce l	0	-	•	×
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	A1	• ()	fx	Id																		¥
	A	В	С	D	Ε	F	G	Н	J.	J	K	L	M	N	0	P	Q	R	S	Т	U	E
1	ld	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
2	CLARKEIL	Eileen Clark	В	A	C	В	D	D	C	A	D	A	D	В	С	С	D	D	С	В	D	
3	FERGUSONJ	Jan Ferguson	В	В	C	В	D	C	С	C	D	D	D	В	B	С	D	D	С	В	D	
4	JONESWILL	William Jones	В	A	С	D	D	D	С	A	Α	D	D	8	С	С	D	D	С	В	D	
5	LEEJACK	Jack Lee	В	Α	С	В	D	D	С	Α	A	A	D	В	С	С	D	D	С	A	D	
6	MCARTHURC	Christa McArthur	A	В	С	В	D	D	С	Α	A	D	D	A	В	С	D	В	С	В	D	
7	NOWAKR	Richard Nowak	В	Α	В	В	D	D	С	Α	A	A	B	В	С	С	D	C	С	В	D	
8																						11
9	the second second																					
10	Scoring details:	9																				1
11	ld	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
12	CLARKEIL	Eileen Clark	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	0.0	0.0	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	
13	FERGUSONJ	Jan Ferguson	1.7	0.0	1.7	1.7	1.7	0.0	1.7	0.0	0.0	1.7	1.7	1.7	0.0	1.7	1.7	1.7	1.7	1.7	1.7	
14	JONESWILL	William Jones	1.7	1.7	1.7	0.0	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	
15	LEEJACK	Jack Lee	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	0.0	1.7	1.7	1.7	1.7	1.7	1.7	1.7	0.0	1.7	
16	MCARTHURC	Christa McArthur	0.0	0.0	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	0.0	0.0	1.7	1.7	0.0	1.7	1.7	1.7	
17	NOWAKR	Richard Nowak	1.7	1.7	0.0	1.7	1.7	1.7	1.7	1.7	1.7	0.0	0.0	1.7	1.7	1.7	1.7	0.0	1.7	1.7	1.7	
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19																						
20	-		-																			
21																						Y
14	< ► ► Stud	ents / Questions	De	hails	19	3/					1 4		ü	1				-			> 1	
Re	ady 🛄			10								1			80%	e)	U	î.		•	

Complete Test Grading

- All answer sheets are graded.
- Printouts for students to review are prepared.
- All results are saved and exported to Excel.

For More Please Visit <u>www.GradeYourTest.com</u>