

Please fill out this form and return the form with your exam to T.I.P.S. (LRC 232). Exams may also be emailed to frenz@lclark.edu or amarion@lclark.edu. No exam will be accepted without this completed form.

STANDARD OR DEFAULT INSTRUCTIONS FOR ESSAY QUESTIONS & PRINTING:

Professor: _____ Class Name: _____

- Scheduled Exam** Date(s) Scheduled: _____ **Contact Info:** _____
- Unscheduled Exam** Available during reading period: Yes No (preferred email, and/or telephone/cell number)

Length of Exam: ____ (In minutes) **Secure** **Non-secure** **Non-secure & Blocking Internet** **Not using ExamSoft**

- Use Default Essay Template:** The ExamSoft default Template is one "essay question window," spell check, cut & paste are enabled, no calculator. This causes the exam to print out with no page breaks between questions. Students must identify the question they are answering as they type the exam. (See below for other essay options and M/C questions.)
- Use Standard Printout:** If you want your exam printed out and with the following defaults check here. (See below for other options.)
The Default Exam is printed single-sided, 1" margins, Times New Roman 12 pt, double-spaced, no page breaks between questions, with Cover Sheet showing Student ID#, Class/Professor, Total Character/Word Count for the exam.
- Use Standard Delivery:** If you want your exam printed out and with the following defaults check here. (See below for other options.)
The Default Delivery: Only student responses are returned to professors (no envelopes or exam materials) as a hard copy printout. Multiple Choice will be delivered as an Excel spreadsheet. (Registrar keeps all materials for reference.)

EXAM DISTRIBUTION

Students are given exam questions in envelopes labeled with the exam, professor and the student exam #. All exams are stored in the Registrar's Office prior to distribution.

Number of hard copies needed:

For students _____ (number will be confirmed with Registrar's Office) Extra copies for professor _____ TOTAL _____

Additional items to be distributed with hard copy exam:

- Paper Attachments to exam (i.e. chart, table) please list: _____
- Paper ScanTron Sheet & Pencil

Other Instructions: _____

Blue Books are placed in all exam rooms. The Registrar's Office also has a supply.

OPTIONAL OR SPECIAL INSTRUCTIONS FOR ESSAY AND MULTIPLE CHOICE QUESTIONS:

If you want a page limit for the exam, or a page or line limit for any individual question or questions, answer the questions below.

- Enable Calculator.**
- Disable Cut & Paste.**
- Use ExamSoft SoftTest to deliver Question(s) Text.** **Do NOT provide a hard copy of the questions to students.**

Essay and Multiple Choice questions can also be delivered to students electronically in ExamSoft. Multiple Choice questions are graded by ExamSoft. Students will be given a hard copy of the questions, unless you state affirmatively that you are using ExamSoft for the delivery of the questions, and you do NOT want the students to get a hard copy of the questions.

Essay: Multiple Question Windows

- More than One Essay Question Window?** If you do NOT want to use the default essay template, state the number of questions, i.e. 2, 5, 10, etc. The exam template will have that many "question windows." This allows the exam to be printed showing a character count (page or line limit) for each question. (For page to character count conversion see information on the back.) Used mostly for Character limits for each question.

Number of Question Windows: _____

- Do you need Page limit conversion for exam?** _____ (TIPS will translate to a character count. Exam will print with character count on cover sheet.)
 - Do you need Page or Line limit conversions for individual questions?** If so, state the line or page limit for each. (TIPS will translate to a character count. Exam will print with count at end of each question.)
- Q1 ___ Q2 ___ Q3 ___ Q4 ___ Q5 ___ Q6 ___ Q7 ___ Q8 ___ Q9 ___ Q10 ___ Q11 ___ Q12 ___ Q13 ___ Q14 ___ Q15 ___ Q16 ___ Q17 ___ Q18 ___

Multiple Choice Questions: using ExamSoft for student responses

No. of M/C Questions: ____ **No. Of M/C Answer Choices:** ____ (maximum number of answer choices or "distractors" up to 10 per question)

OPTIONAL OR SPECIAL EXAM PRINT-OUT & DELIVERY OPTIONS:

- Custom formatting: font, font size, spacing, margins: _____
- Print character count for each question. Print word count for each question. (These options require multiple "question windows")
 Show if answer exceeds _____ number of characters. Show if answer exceeds _____ number of words.
- Put page breaks between question windows. Print unanswered questions.
- Deliver exams as PDF & deliver via: Email address: _____ CD/Flash Drive
- Return exams with student responses AND all materials.

Scanned to PDF: Electronic File Copied by: _____ Packaged by: _____ SoftTest Password: _____ Not using ExamSoft:

Page = Character or Word Limit: Whole exam: _____ Individual Questions: Q1 ___ Q2 ___ Q3 ___ Q4 ___ Q5 ___
Q6 ___ Q7 ___ Q8 ___ Q9 ___ Q10 ___ Q11 ___ Q12 ___ Q13 ___ Q14 ___ Q15 ___ Q16 ___ Q17 ___ Q18 ___

Password and/or Limit(s) added to exam instructions: _____ Special Printing/Return Instructions Added to List: _____

Page Limits in Exams Using Character Counts

Exams printed using *ExamSoft* may have more pages than the amount set as the limit. When exams are printed, additional information is included in the exam that is not included in the student's character count. The exam may contain information noting the start of a question, or additional empty lines may be created by a student hitting the return bar, or there may be additional lines and/or the space bar. No matter how many pages you receive, however, you can check the character count on the cover sheet to be sure the student did not go over the limit.

The character count DOES count spaces and returns. This is because that is the count that will automatically appear on the student screen while the student is typing the exam.

Students typing an exam in *ExamSoft* do not see the text broken down into pages. Instead, ExamSoft provides a "character count" as the student types the exam. These are "page to character" equivalencies assuming Times New Roman, 12 pt font, double-spaced, with 1" margins. This gives 2200 characters per double-spaced page, and 100 characters per line. This is based on hand-counting actual characters in final exams printed by the TIPS staff.

10 pages double-spaced = 22,000 characters

12 pages double-spaced = 26,400 characters

15 pages double-spaced = 33,000 characters

1 line with 1" margins = 100 characters

5 lines, double-spaced = 500 characters

10 lines, double-spaced = 1000 characters

Page Limits in Exams Using Word Counts

ExamSoft counts words by counting the "space" characters. Every space = one word. That means "supercalifragilisticexpialidocious" is the same as "1 ." A conversion of words per line or page is much less exact than a conversion of characters. However, a reasonable average from counting word spaces in a few exams is:

330 words per double-spaced page with 1" margins.

One must choose EITHER a character count or a word count. It will be confusing and difficult for a student to attempt to monitor both, and depending on word length, different people can hit the character limit before they hit the word limit, or vice versa. The character count gives the least variation since everyone has the same character limit no matter the length of the words.

Blue Book Conversions

Transcribing the same exams used to determine the word and character equivalencies, gives the following conversion:

66 characters per line; 28 single-spaced lines per page; 10 words per line

This gives a character count of 1848, rounded to 1850, on a blue book page. Using that figure for the conversion gives the following:

10 *ExamSoft* pages = 22,000 characters/1850 blue book characters = 12 blue book pages

12 *ExamSoft* pages = 26,400 characters/1850 blue book characters = 14 blue book pages

15 *ExamSoft* pages = 33,000 characters/1850 blue book characters = 18 blue book pages