



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

File Help

Prepare Answer Sheet [Load Completed Sheets](#) [Grade](#) [Analyze Results](#) [Printout](#) [Notes](#)

Answer Sheet Title: Biological Psychology • Midterm • 10/25/2012

Student Info

For Student Id Allow up to: 9 Letters and Numbers

Student Id Prompt: Student Id (specify up to 9 first characters of your e-mail as in <i>student_id</i>@school_name.edu):

Test Info

Number of Test Questions: 58 Number of Choices Per Question: 4

Allow to Skip up to: 0 Questions.

List of all Questions, for which Two or More Filled Circles per Answer are Allowed:

Footer

Please use black pen or #2 pencil, and avoid scribbling on your answer sheet, because the sheet will be auto processed.
To skip a question, leave corresponding answer row blank.

Page

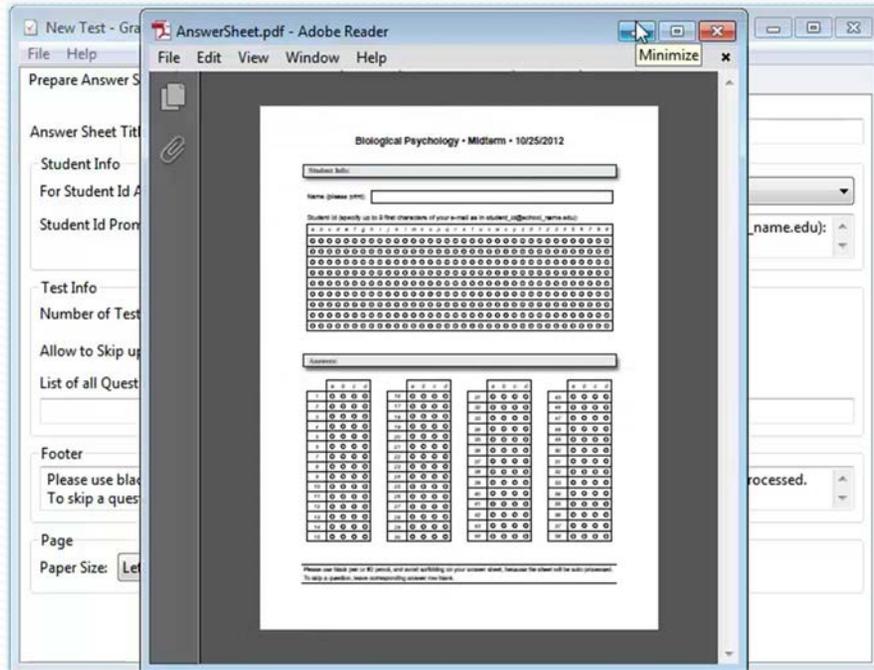
Paper Size: Letter - 8.5 x 11 in

[Generate Answer Sheet...](#)

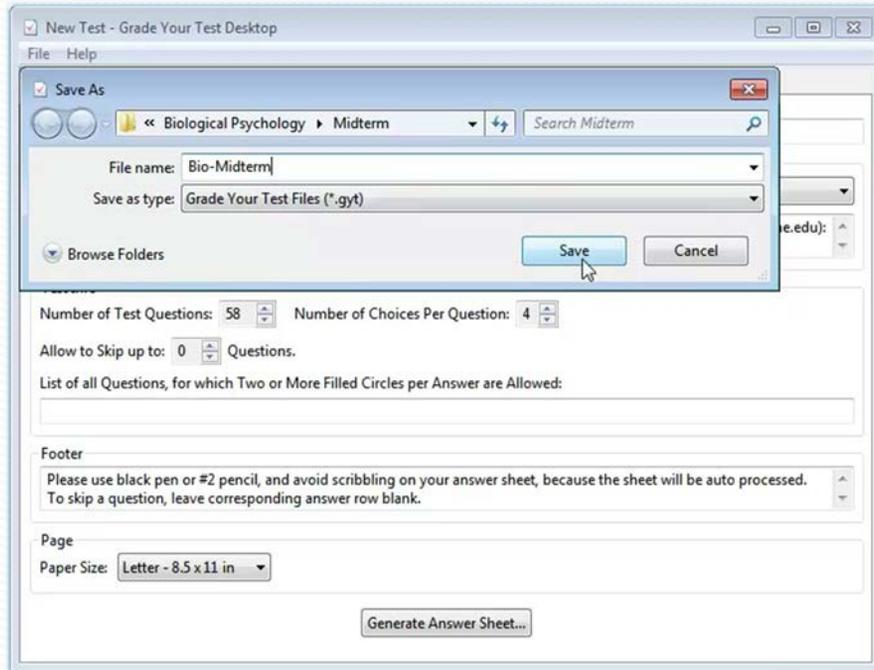
Prepare Answer Sheet

- 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



Save our Work



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

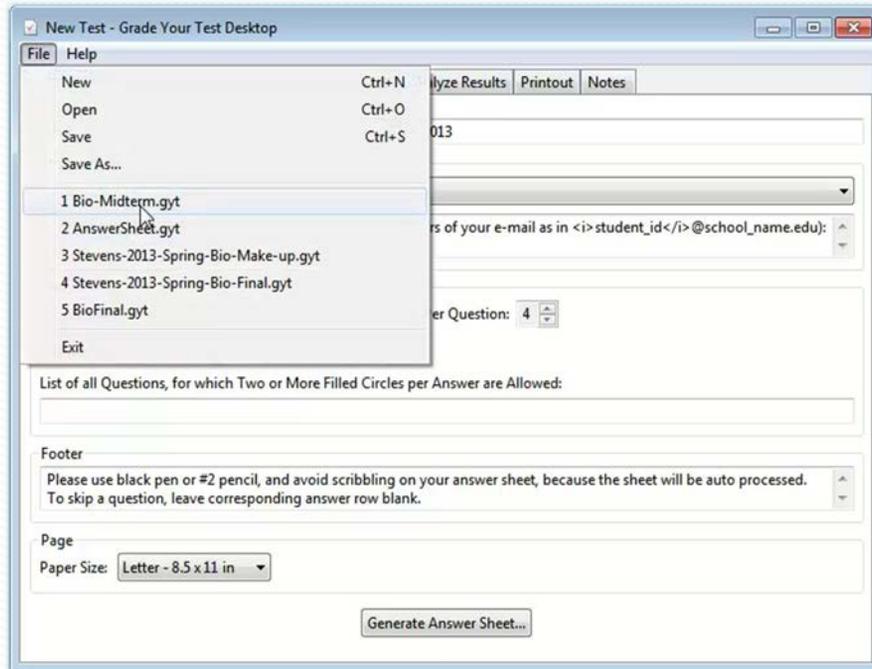


Load Completed Answer Sheets

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



Answer Sheets are Loaded

The screenshot shows a software window titled "Bio-Midterm.gyt - Grade Your Test Desktop". The window has a menu bar with "File" and "Help". Below the menu bar are several tabs: "Prepare Answer Sheet", "Load Completed Sheets", "Grade", "Analyze Results", "Printout", and "Notes". The "Load Completed Sheets" tab is active, and a sub-tab "Load completed forms..." is selected. To the right of this sub-tab are two buttons: "Change # of Questions..." and "Clear all sheets".

The main area of the window contains a table with the following columns: "id", "# Completed", "# Skipped", "Student Name", and "Student Name Image". The table contains the following data:

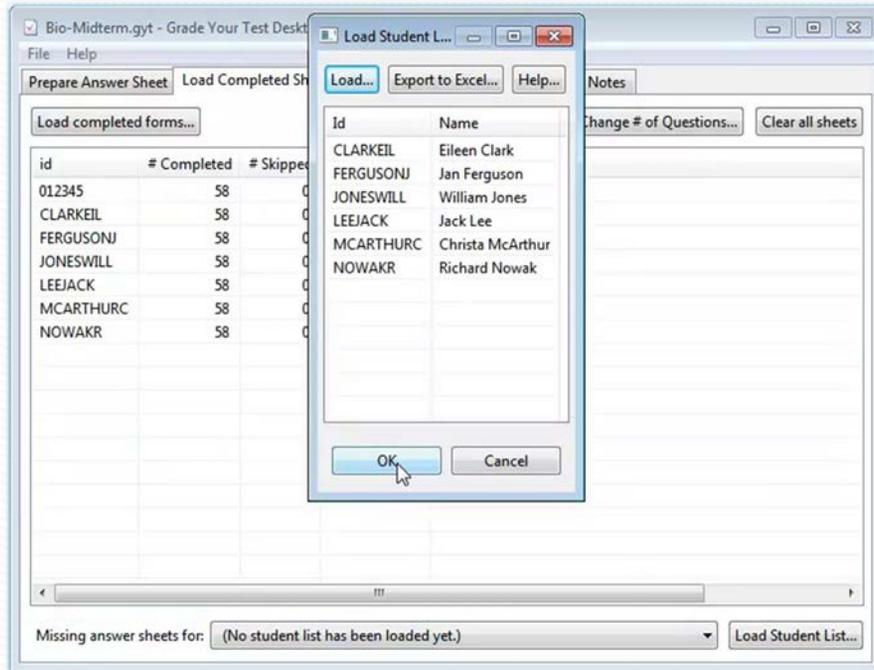
id	# Completed	# Skipped	Student Name	Student Name Image
012345	58	0		<i>Grader</i>
CLARKEIL	58	0		<i>Eileen Clark</i>
FERGUSONJ	58	0		<i>Jan Ferguson</i>
JONESWILL	58	0		<i>William Jones</i>
LEEJACK	58	0		<i>Jack Lee</i>
MCARTHURC	58	0		<i>Christa McArthur</i>
NOWAKR	58	0		<i>Richard Nowak</i>

At the bottom of the window, there is a status bar with a dropdown menu labeled "Missing answer sheets for:" containing the text "(No student list has been loaded yet.)" and a "Load Student List..." button.

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



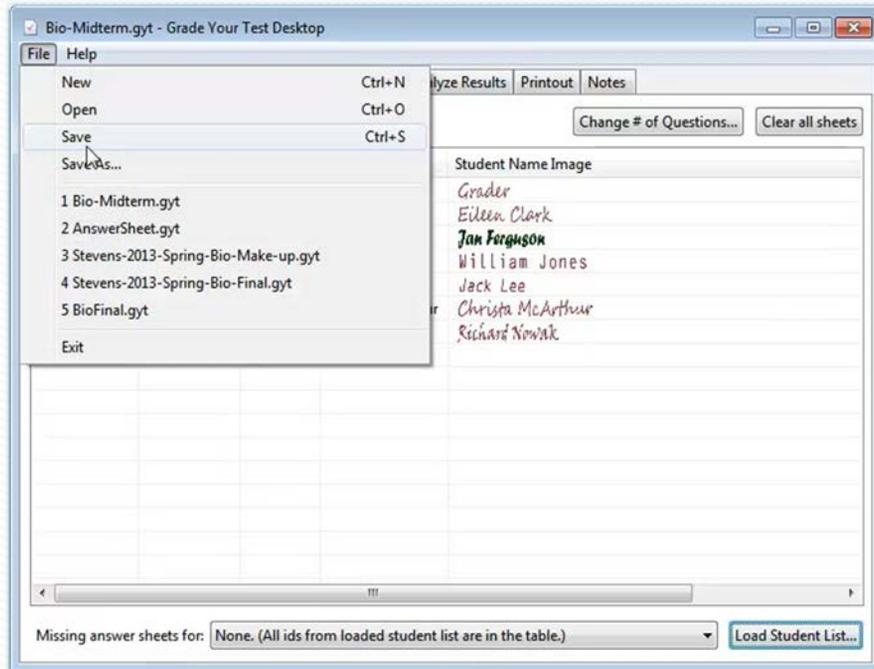
Students Class List is Loaded

The screenshot shows a software application window titled "Bio-Midterm.gyt - Grade Your Test Desktop". The window has a menu bar with "File" and "Help". Below the menu bar are several tabs: "Prepare Answer Sheet", "Load Completed Sheets", "Grade", "Analyze Results", "Printout", and "Notes". The "Load Completed Sheets" tab is active. Inside the window, there are two buttons: "Load completed forms..." and "Change # of Questions...". Below these buttons is a table with the following columns: "id", "# Completed", "# Skipped", "Student Name", and "Student Name Image". The table contains the following data:

id	# Completed	# Skipped	Student Name	Student Name Image
012345	58	0		<i>Grader</i>
CLARKEIL	58	0	Eileen Clark	<i>Eileen Clark</i>
FERGUSONJ	58	0	Jan Ferguson	<i>Jan Ferguson</i>
JONESWILL	58	0	William Jones	<i>William Jones</i>
LEEJACK	58	0	Jack Lee	<i>Jack Lee</i>
MCARTHURC	58	0	Christa McArthur	<i>Christa McArthur</i>
NOWAKR	58	0	Richard Nowak	<i>Richard Nowak</i>

At the bottom of the window, there is a dropdown menu labeled "Missing answer sheets for:" with the value "None. (All ids from loaded student list are in the table.)" and a button labeled "Load Student List..."

Save our Work



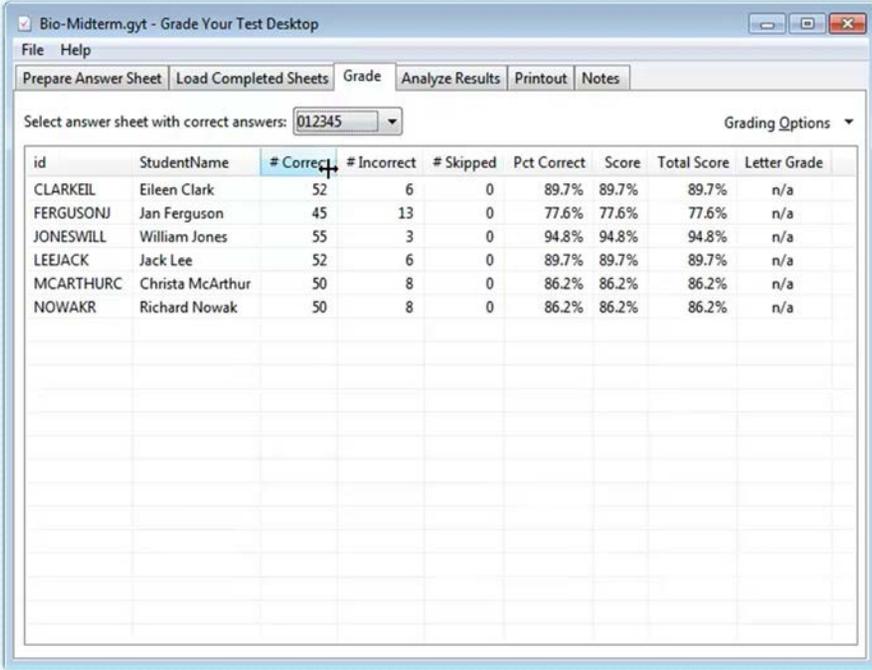


Grade and Analyze Results

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.

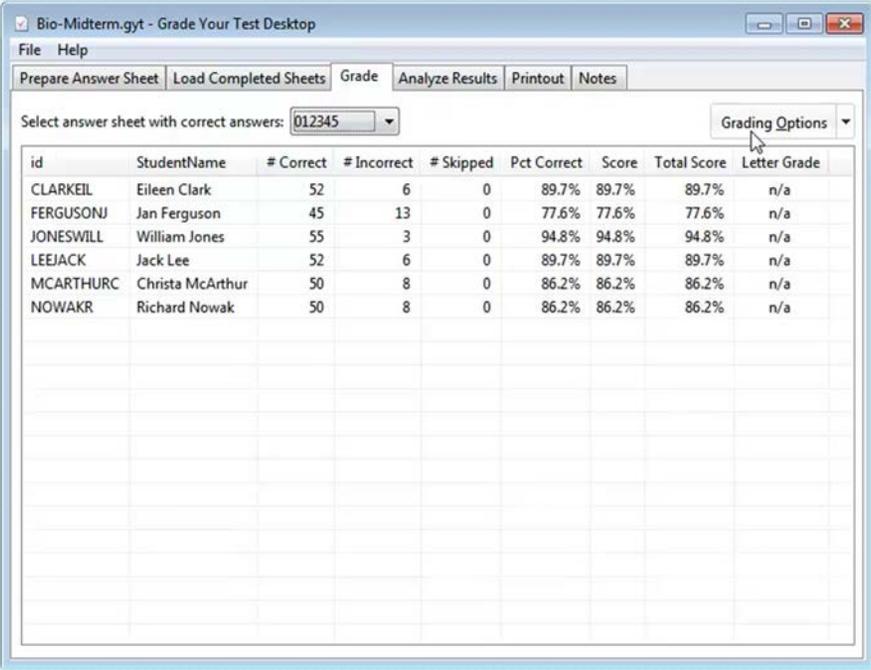
Exam's Total Scores and Results



The screenshot shows a software window titled "Bio-Midterm.gyt - Grade Your Test Desktop". The window has a menu bar with "File" and "Help". Below the menu bar are several tabs: "Prepare Answer Sheet", "Load Completed Sheets", "Grade", "Analyze Results", "Printout", and "Notes". The "Grade" tab is currently selected. Below the tabs, there is a dropdown menu labeled "Select answer sheet with correct answers:" with the value "012345" selected. To the right of this dropdown is a "Grading Options" dropdown menu. The main area of the window contains a table with the following columns: "id", "StudentName", "# Correct", "# Incorrect", "# Skipped", "Pct Correct", "Score", "Total Score", and "Letter Grade". The table contains five rows of data for different students.

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



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

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

The screenshot shows a software application window titled "Bio-Midterm.gyt - Grade Your Test Desktop". The main window has a menu bar with "File" and "Help". Below the menu bar, there are tabs: "Prepare Answer Sheet", "Load Completed Sh...", and "Edit Letter Gra...". The "Edit Letter Gra..." tab is active, and a dialog box is open over it. The dialog box has a title bar "Edit Letter Gra..." and buttons for "Load...", "Export to Excel...", and "Help...". The dialog box contains a table with the following data:

Grade	Min Pct (0-100%)
A+	96.5% & above
A	92.5% & above
A-	89.5% & above
B+	85.5% & above
B	82.5% & above
B-	79.5% & above
C+	75.5% & above
C	72.5% & above
C-	69.5% & above

Below the table in the dialog box are buttons for "OK" and "Cancel".

The background window shows a table with student information and a "Grading Options" dropdown menu. The student table has columns for "id", "StudentName", and "# Co". The student data is as follows:

id	StudentName	# Co
CLARKEIL	Eileen Clark	
FERGUSONJ	Jan Ferguson	
JONESWILL	William Jones	
LEEJACK	Jack Lee	
MCARTHURC	Christa McArthur	
NOWAKR	Richard Nowak	

The "Grading Options" dropdown menu is open, showing a table with columns for "Score", "Total Score", and "Letter Grade". The data in the dropdown menu is as follows:

Score	Total Score	Letter Grade
89.7%	89.7%	n/a
77.6%	77.6%	n/a
94.8%	94.8%	n/a
89.7%	89.7%	n/a
86.2%	86.2%	n/a
86.2%	86.2%	n/a

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

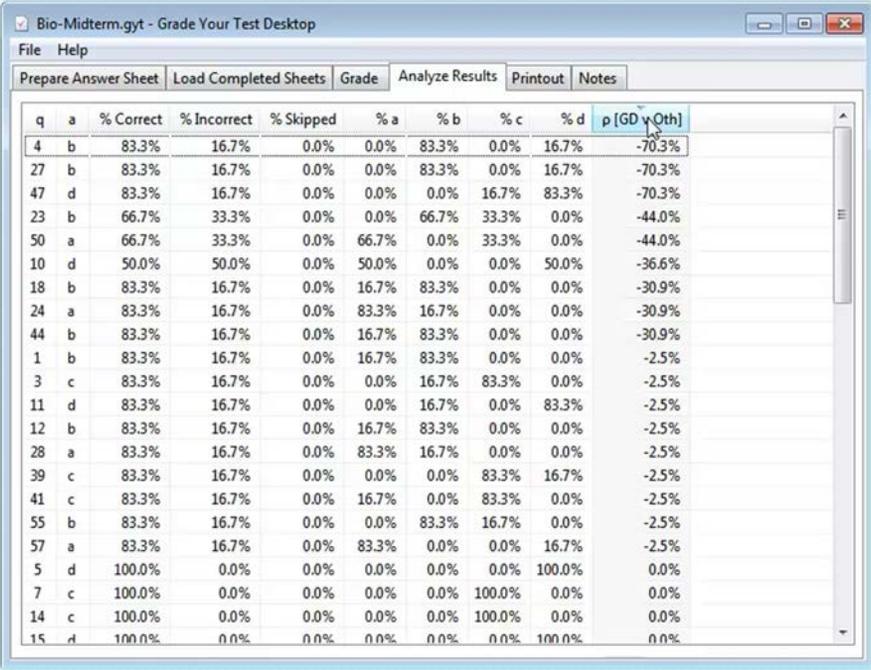
Bio-Midterm.gyt - Grade Your Test Desktop

File Help

Prepare Answer Sheet Load Completed Sheets Grade Analyze Results Printout Notes

q	a	% Correct	% Incorrect	% Skipped	% a	% 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	a	66.7%	33.3%	0.0%	66.7%	33.3%	0.0%	0.0%	65.3%
9	a	66.7%	33.3%	0.0%	66.7%	0.0%	0.0%	33.3%	37.5%
13	c	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	a	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	c	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	a	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	a	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	a	83.3%	16.7%	0.0%	83.3%	16.7%	0.0%	0.0%	-2.5%

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



The screenshot shows a software window titled "Bio-Midterm.gyt - Grade Your Test Desktop". The window has a menu bar with "File" and "Help". Below the menu bar are several tabs: "Prepare Answer Sheet", "Load Completed Sheets", "Grade", "Analyze Results", "Printout", and "Notes". The "Analyze Results" tab is active, displaying a table of test results. The table has the following columns: "q", "a", "% Correct", "% Incorrect", "% Skipped", "% a", "% b", "% c", "% d", and "p [GD v Oth]". The data is sorted by the "p [GD v Oth]" column in descending order. The first row shows a question ID of 4 with answer choice 'b', 83.3% correct, 16.7% incorrect, 0.0% skipped, and a correlation of -70.3%. The last row shows a question ID of 15 with answer choice 'd', 100.0% correct, 0.0% incorrect, 0.0% skipped, and a correlation of 0.0%.

q	a	% Correct	% Incorrect	% Skipped	% a	% b	% c	% d	p [GD v 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	a	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%
24	a	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	c	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	a	83.3%	16.7%	0.0%	83.3%	16.7%	0.0%	0.0%	-2.5%
39	c	83.3%	16.7%	0.0%	0.0%	0.0%	83.3%	16.7%	-2.5%
41	c	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	a	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	c	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%
15	d	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%

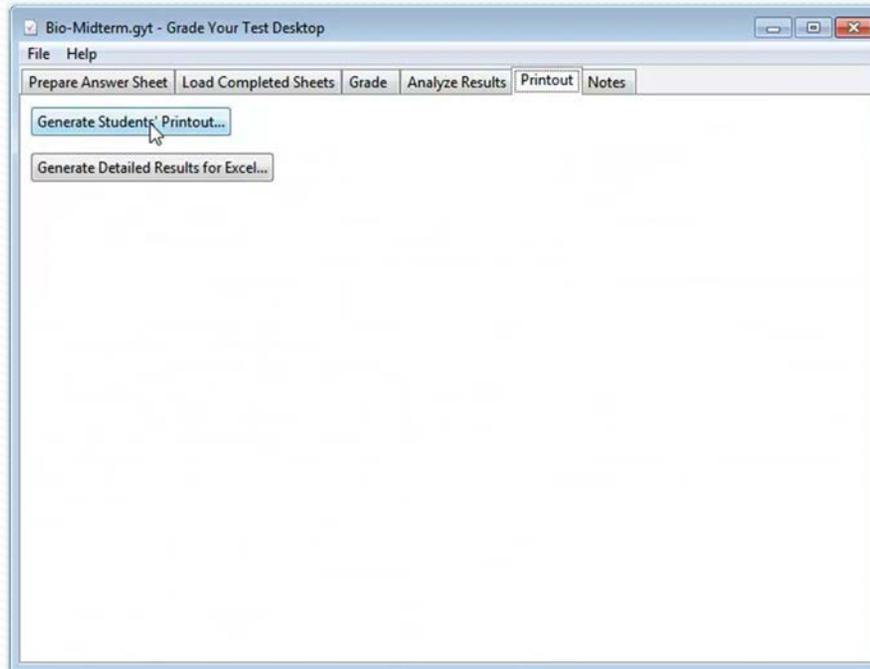


Generate Students' Printout and Export Results to Excel

Wrap-up

- Generate students printout.
- Export detailed results to excel.

Printout Tab: Wrapping up



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

www.GradeYourTest.com