

Creating an Exam Answer Sheet

Step One

Choose the exam you are administering in DataDirector. Once you are on the page that should look similar to the screenshot on the right, you have two options:

1- There is a link for printing the answer sheets with or without student names in the navigation bar on the left side.

The screenshot shows the 'Exams' section of the DataDirector interface. The navigation bar at the top includes 'Assessments', 'Exams', 'Reports', 'Standards', 'Communication', 'Students', and 'Programs'. The left sidebar contains several categories: 'EXAM EDIT OPTIONS', 'DATA MANAGEMENT', 'EXAM GENERAL', and 'ANSWER SHEETS'. The 'ANSWER SHEETS' category is circled in red and contains two options: 'With Student Names' and 'Without Student Names (Generic)'. The main content area displays the 'Practice Exam' details, including the exam date (Nov 2nd, 2009) and the term (2010-2011). A warning message at the top states: 'Since automatic exam export to assessment is disabled your assessment data may become out of sync with exam data. Click here'. Below the warning, there are options to 'Show All Exams' and a list of reports. A message indicates that reports are disabled because no data exists for the 2010-2011 students. An 'Exam Summary' table provides details about the exam, including its ID (588), title, description, exam date, subject area, grade levels, and scope.

Assessments Exams Reports Standards Communication Students Programs

EXAM EDIT OPTIONS
Basic Information
Modify Questions/Items
Permissions/Sharing
Standards
Clusters/Bubble Sheets
Links to Clusters
Performance Bands
Clear Student Responses
Answer Key

DATA MANAGEMENT
Enter/Edit Data (Multiple)
Enter/Edit Data (Single)
Upload Data
Add/Remove Additional Materials

EXAM GENERAL
Create a New Exam
Duplicate
Delete
Upload Exceptions

ANSWER SHEETS
With Student Names
Without Student Names (Generic)

EXAM EDIT OPTIONS

Since automatic exam export to assessment is disabled your assessment data may become out of sync with exam data. [Click here](#)

Available Exams: Practice Exam
 Show All Exams

Practice Exam
Exam Given: Nov 2nd, 2009
A Practice Exam for DataDirector
Showing results for AY: 2010-2011 Term(s): no terms found for 2011 Update

Reports are disabled because no data exists.

- District Exam Report
- School Exam Report
- Classroom Exam Report
- Classroom Exam Report (Response Matrix)
- Classroom Performance Summary Report
- Student Exam Report (Complete)*
- Student Exam Report (Abbreviated)*
- Student Exam Responses*
- Parent Letter*
- Spanish Parent Letter*

No data is available for your 2010-2011 students.
[Click here to add student responses page by page](#)
[Click here to add student responses one student at a time](#)
[Click here to upload student responses by file](#)

Exam Summary

| Status | Edit | Description |
|--------|------|--|
| ✓ | | ID: 588 |
| | | Title: Practice Exam |
| | | Description: A Practice Exam for DataDirector |
| ✓ | | Exam Date: Nov 2nd, 2009 |
| | | Subject Area: Science |
| | | Grade Levels: 12, 11, 10, 9, 8 |
| | | Scope: User-Created |
| ✓ | | Defined performance bands: For Below Basic: 0-20% |

OR

2- Scroll to the bottom of the page and print the answer sheets from there.

Exam Student Feedback*

*These reports are not intended for exams with large result sets.

Grading Summaries and Statistical Analysis

- Data Entry Status Report
- Test Statistics
- Respondent Statistics
- Frequency Distribution
- Item Statistics
- Item Analysis
- All Statistics Reports (Excel download)

Defined performance bands:

| | |
|------------------|--------------|
| Far Below Basic: | 0 - 20% |
| Below Basic: | 20.01 - 40% |
| Basic: | 40.01 - 60% |
| Proficient: | 60.01 - 80% |
| Advanced: | 80.01 - 100% |

Exam contains 9 questions.

Answer key exists.

BETA Exam consists of 1 version (form).

Exam contains cluster(s):

- MC (0 points)
- SA (0 points)
- Calc (3 points)
- ES (5 points)

Linked standard(s):

- CH.1.b (9,10,11,12)
- CH.1.d (9,10,11,12)
- CH.1.e (9,10,11,12)
- CH.1.h (9,10,11,12)
- PC.3.a (8)

This exam IS NOT shared.

Exam Materials Download

- Answer Sheets With Student Names
- Answer Sheets Without Student Names (Generic)

Step Two

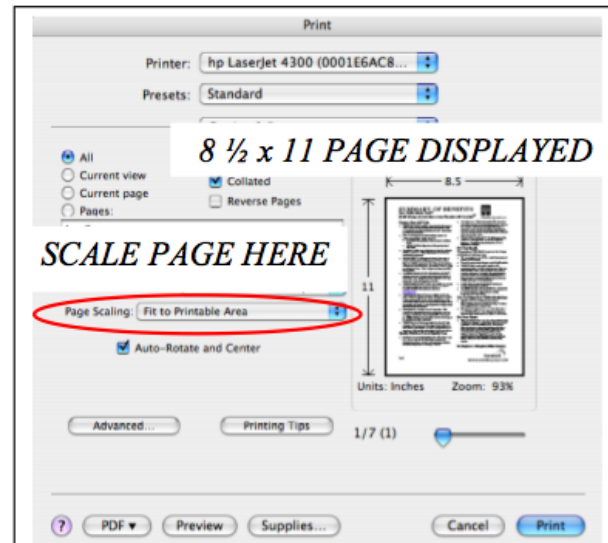
DataDirector will give you a sheet of instructions for printing the student answer sheets so a scanner can grade them.

Make sure to carefully follow the directions on the sheet.

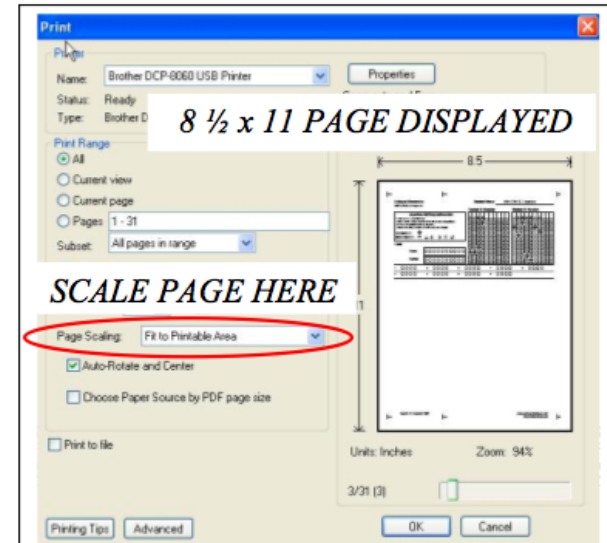
ATTENTION: PLEASE FOLLOW ALL DIRECTIONS

- 1) **Letter Paper** - Print on white, **8 ½ X 11** paper only.
- 2) **Laser Printer** - Use a laser printer only. Do NOT make photocopies of answer sheets.
- 3) **T's** - All 6 Registration Marks (T's) must be clearly printed on the top and bottom of the paper. The T's must sit approximately ½" from the top and bottom and ¼" from the sides.
- 4) **Adobe Reader (PC or MAC)**
 - Use Adobe Reader 7 or later.
 - From Page Scaling in the Print screen, select 'Fit to Printable Area/Margins' or 'Reduce to Printable Area/Margins'.
 - If a Letter sized image (8 ½ x 11) is not displaying on the Print screen, STOP printing.
 - Go to File -> Page Setup (Mac) or Print Setup (PC) and select Letter paper. Now print.

MAC



PC



Step Three

This is the answer sheet without pre-printed names. If you chose to print the answer sheet with student names, the name for each student would appear at the top of the sheet.

La Costa Canyon High

Practice Exam

Student Name: _____

Important Marking Instructions

- * Use a No. 2 pencil only.
- * Mark dark, heavy marks that fill ovals completely.
- * Erase unwanted marks cleanly.
- * Make no stray marks on this answer sheet.

CORRECT: ●

INCORRECT: ◐ ◑ ◒ ◓ ✕ ◔

Form

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | J | K |
|---|---|---|---|---|---|---|---|---|---|

Period

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|

Teacher ID Number

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |

Student ID Number

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |

MC

1 (A) (B) (C) (D) 2 (A) (B) (C) (D) 3 (A) (B) (C) (D) 4 (A) (B) (C) (D)

SA (Write your answer in the space provided. Do NOT fill in the bubbles in this section.)

1 (Y) (N) Answer : _____

Calc

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>1</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> </table> | 0 | 0 | 1 | 1 | 2 | 2 | 3 | 3 | 4 | 4 | 5 | 5 | 6 | 6 | 7 | 7 | 8 | 8 | 9 | 9 | <p>2</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> </table> | 0 | 0 | 1 | 1 | 2 | 2 | 3 | 3 | 4 | 4 | 5 | 5 | 6 | 6 | 7 | 7 | 8 | 8 | 9 | 9 | <p>3</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> </table> | 0 | 0 | 1 | 1 | 2 | 2 | 3 | 3 | 4 | 4 | 5 | 5 | 6 | 6 | 7 | 7 | 8 | 8 | 9 | 9 |
| 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |