	Institutional Research and Assessment (IRA) - Exam Services Alternate Forms Examination Designation Sheet																			
IRA Job Number:															1					
IRA JOD N	-										Alter	nate Te	st Code	Test	Code					
Instructor:															Prir	mary Te	st Code			]
DIRECTIONS:																				
For each item in the alternate form, fill in the corresponding number that the item has on the primary form.																				
FORM										ITEN	1 NUME	BERS								
					_		~	•	•	40		10	40		45	10	47	40	40	
Alternate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Primary																				
Alternate	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Primary																				
Alternate	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
Primary																				
	64			64	05		07	<u> </u>	00	70	74	70	70	74	75	70	77	70	70	00
Alternate	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
Primary																				
Alternate	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Primary																				
Alternate	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
Primary																				
Alternate	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
Primary	121	122	120	127	120	120	121	120	120	100	101	102	100	10+	100	100	107	100	100	1.10
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Alternate	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
Primary																				

# ALTERNATE FORMS DESIGNATION FOR MULTIPLE CHOICE EXAMS

# BACKGROUND

In order to decrease the possibility of cheating, it is possible to rearrange the same items of an exam into two different orders or "forms." Institutional Research and Assessment (IRA) will provide a single item analysis report (IAP) on the combined data from up to five such forms of one exam. Such an exam is referred to as an Alternate Forms Examination.

# FORM CONSTRUCTION

Certain steps must be followed in order to produce an IAP on an Alternate Forms Examination:

- 1. There may be up to four forms of one exam.
- 2. One form must be designated the "Primary" form and the others must be designated as "Alternate" forms.
- 3. The same items (questions) and responses are used for all forms; however, the order of the items will vary between the forms of the exams.
- 4. The order of the response options must be the same for each item on all forms.

### FORM DESIGNATION ON ANSWER SHEETS

The test code ("11" for the primary form and "22", "33", etc. for the alternate forms) must be indicated in the two columns of the "TEST CODE" section found in the upper right hand column of each answer sheet.

### **REQUIRED INFORMATION FOR PROCESSING**

- 1. The answer sheets for the primary and alternate forms must be separated **before** the exam is turned in for processing.
- 2. The instructor must prepare scoring keys for each form. Prepare one key indicating the correct answers for the primary form and a separate key for each alternate form. All keys should be clearly identified (i.e., "PRIMARY", "ALTERNATE 22", "ALTERNATE 33", etc.).

The answer sheets are machine scored in separate batches. After scoring, the data from the batches are combined for the item analysis report (IAP). To obtain the report, the correspondence between the items must be indicated on the Alternate Forms Examination Designation Sheet.

#### Direct questions concerning this service to IRA's Exam Services staff at ext. 1-8611.