





## **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.**