

Subject: Learning Center  
Re: Test Analysis Requests

Dear Faculty:

I hope you are having a great start to the semester. I am writing this note about a process we ask our students to initiate when they are struggling on test performance.

When a student does not perform well on a test in your class, you may be asked by the student if it is possible to share the graded test with the Learning Center Comprehensive Advisor or Mentor to complete a test analysis. Following is a short description of the test analysis process we complete with our students.

Performing a test analysis on a graded test provides information the student can use to prepare for future tests. One area of the analysis, the content of the test, helps the student determine what to study as well as the level of knowledge expected. In this part of the analysis, the advisor and the student look at the questions to determine the source: lecture notes, textbook, PowerPoint presentations, handouts, speakers, etc. They also determine the level of knowledge the professor expects to elicit from the student by using a modified Bloom's Taxonomy for the Cognitive Domain: literal, interpretive, and applied.

In another area of the test analysis, the advisor and the student analyze the incorrect answers to determine the reason the student missed the question. This item analysis allows the student to discover whether the mistake came from test preparation skills or from test taking skills. Hopefully, the information will help the student plan for the next test.

If you agree to release the test to the Learning Center, the student will ask how you would like to handle this. The following options are available.

**Options if you are concerned about protecting the test:**

- Bring the graded test to our Administrative Assistant, Marion Sparks (Haymond-215 B), who will file it in a locked cabinet and notify the student's Comprehensive Advisor.
- If you are unable to deliver the test, call Marion Sparks (304.473.8563) who will arrange for pick-up of the graded test.
- In both cases above, Marion Sparks will arrange for the test to be delivered back to you after the analysis is completed.

**Options if you do not need to protect the particular version of the test:**

- Give the graded test to your student to bring to the Comprehensive Advisor or Mentor to analyze with the student.
- The student will either deliver the test back to you, or
- Request that the student ask the Comprehensive Advisor or Mentor to have the Learning Center (Marion Sparks) to arrange delivery to you, per your instructions.

Thank you for your assistance with this process. Please let me know if you have questions or concerns.

*Shawn*

Shawn Mahoney Kuba, Ed.D, LPC  
Director of the Learning Center