

TEST SCORING REQUEST  
6 7 2 & . 7 2 1 8 1 , 9 ( 5 6 , 7 <  
Daily Run Times 9:30 AM & 2:00 PM

Instructor's Name (Last) \_\_\_\_\_  
(First) \_\_\_\_\_  
(Phone) \_\_\_\_\_  
(School) \_\_\_\_\_

Date submitted: \_\_\_\_\_ Due date: \_\_\_\_\_

NOTE: Test not picked up by "Grade Submission Date" for the current semester. Will be sent to the Provost Office 30 To(f)42i \_\_\_\_\_

Special instructions: \_\_\_\_\_  
\_\_\_\_\_

To save paper, results are only printed when requested. If you need hard copies, check the reports that you want printed.

- \_\_\_\_\_ 101 Student Statistics Report
- \_\_\_\_\_ 104 Test Statistics Report
- \_\_\_\_\_ 207 Test Item Statistics Report
- \_\_\_\_\_ 301 Student Grade Report (Student Results, 1 page per student)
- \_\_\_\_\_ 204 Condensed Item Analysis

\_\_\_\_\_  
Picked up by

\_\_\_\_\_  
Date picked up

COMPUTER SERVICES USE ONLY

Test reference:

Day - M T W R F

Week - A B C D E F G H I J K L M N O P

Test # - 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

## INSTRUCTIONS FOR TEST SCORING

- Use a regular answer sheet for your key. On the answer sheet under NAME, enter KEY\_INSTRUCTOR'S USER NAME using a #2 pencil. Example: KEY\_SMITHJ
- Fill in answer sheet with the correct responses. When changing an answer, please make sure to thoroughly erase the old answer .
- To omit a question, leave all bubbles blank for that question .
- You may submit more than one possible answer for a question.  
Example: To submit both A and B as correct answers, fill in the appropriate bubbles for each.
- Make a note in the special instructions if “must have” multiple answers are required for the question to be considered correct.
- To give credit for any response , fill in all of the bubbles for that question.
- On the answer sheets, students should fill in Name: LAST\_FIRST with the corresponding circles filled in for each letter. Check to make sure students bubble in their name ; otherwise, the reports will have no name listed for that student. Leaving the space between names will make it easier to read the reports.
- Answers crossed out on student answer sheets are counted as incorrect. Although the answer sheet indicates black or blue pen is acceptable, have your students use a #2 pencil to allow for erasure.
- DO NOT USE Liquid white -out
- When submitting tests, keep answer sheets neat and clean and all going in the same direction .
- Be sure to remove all blank sheets. Blank sheets affect the test statistics report.
- Use only one envelope when you have more than one test to submit unless it is a large class and/or print outs are requested.
- neat