

**Exam Scoring Request Form**

Instructor Name: \_\_\_\_\_ Department: \_\_\_\_\_

e-mail: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**How do you wish to be contacted when scoring is complete?** e-mail  Phone (local): \_\_\_\_\_**Results/scanned forms may be picked up by:** Instructor Only  Department Representative  Campus Mail (**Electronic output only**) Other (please specify): \_\_\_\_\_**Results Output Format (choose 1 option only):***if electronic results requested:* Printed  Electronic ("Exam Title" is required)  Gradebook Report**Exam Title:** \_\_\_\_\_**Reporting Sets:** **Standard Report Set**

Includes:

Student Statistics Report  
Class Frequency Distribution Report  
Condensed Item Analysis Report **Student Report Set**

Includes:

Student Statistics Report  
Class Frequency Distribution Report  
Student Grade Report **Statistical Report Set**

Includes:

Student Statistics Report  
Class Frequency Distribution Report  
Detailed Item Analysis Report  
Test Statistics Report  
Test Item Statistics Report**Individual Reports:** Student Statistics Report Class Frequency Distribution Report Test Statistics Report Student Grade Report Detailed Item Analysis Report Condensed Item Analysis Report Item Analysis Graph Report Test Item Statistics Report**If exam has multiple test forms/versions:** Comparative Grade Report by test formResults **must** be combined, Item Analysis will **not** be available**If exam has more than one test form/version:** Do not combine results Combine results\*(\*Item Analysis will **not** be available) Exam utilizes Learning Objectives  
(If checked, **please complete Side 2**) Questions have multiple point values  
(If checked, **please complete Side 2**) Score with non-standard grade scale (Standard grade scale: 90% = A, 80% = B, 70% = C, etc.)  
(If checked, **please complete Side 2**)**Special Instructions:*****For Office Use Only:***

Date/Time Received: \_\_\_\_\_ by: \_\_\_\_\_ Date/Time Completed: \_\_\_\_\_ by: \_\_\_\_\_

Date/Time Contacted: \_\_\_\_\_ by: \_\_\_\_\_ Date/Time Picked Up: \_\_\_\_\_ by: \_\_\_\_\_

Picked up by (signature): \_\_\_\_\_

## Learning Objectives/Subtests

If your exam contains learning objectives, please complete the table below. Under the "Learning Objective Title" heading, write the name of the learning objective/subtest as you would like it to appear on your reports. Then, in the corresponding row, write the question numbers, separated by a comma, under the "Questions" heading. If you wish for any Learning Objective to have multiple point values/weighted scores, please complete the "Multiple Point Values" section below. If you have more than 5 learning objectives, please attach another sheet of paper.

Learning Objective Title	Questions
1.	
2.	
3.	
4.	
5.	

## Multiple Point Values/Weighted Scores

You may assign point values to questions and/or entire learning objectives on your exam. Please write the question numbers (from your key), separated by a comma, or learning objective number (from the "Learning Objectives" table above) under the "Questions/Learning Objectives" heading. Then, write the point value for the items under the "Point Value" heading in the corresponding row.

Questions/Learning Objectives	Point Value
<b>Total Point Value:</b>	

## Grade Scale Values

You may assign percentage values (based on the number of items answered correctly) to the grade scale that prints on your report. **The percentage value must be a whole number.** Please write the desired minimum percentage correct for each letter grade indicated below (for example, 94% = A, 88% = B, etc). If you wish to indicate Pass/Fail **only**, then indicate the minimum passing percentage value in the last row. **You may not indicate both letter grades and pass/fail status on results reports.**

Minimum Percent Correct	Grade Value
	A
	B
	C
	D
	Pass/Fail