

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): Printed Electronic ("Exam Title" is required)

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

Gradebook Report (only available w/Electronic output)
(.xls file with raw data) **NEW!**

If exam has multiple test forms/versions:

Do not combine results Combine results*
(*Item Analysis will **not** be available)

Comparative Grade Report by test form
Results **must** be combined, 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
Total Point Value:	

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