

# Exam Scoring Request Form

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

Department: \_\_\_\_\_

e-mail: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**When scoring is complete, contact me via (check one):**

e-mail     Phone (local): \_\_\_\_\_

**Results/scanned forms may be picked up by:**

Instructor only     Department representative

Other (please specify): \_\_\_\_\_

**Results Output Format (choose 1 option only):**

Printed     Electronic (results will not be printed at OAAT – you will need to pick up scanned forms)

**Exam Title:** \_\_\_\_\_

## Available Reporting Options:

**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 form  
Results **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**)

**Exam utilizes 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

## Grade Scale Values



You may assign percentage values to the grade scale that prints on your report. This percentage score is based on the number of items answered correctly. 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