

Exam Scoring Request Form

Instructor Name: _____ Department: _____ Phone: _____
Best Contact Number

Exam Title: _____ Course/Section: _____

- Exam utilizes multiple versions/test forms. If checked, please indicate # of Exam Keys: _____
 Score multiple versions/test forms (please, choose if applicable): Separate Combine

How would you like to obtain your results and be contacted when scoring is finished? (select one)

- Reports uploaded and link e-mailed to your EIU e-mail address: _____
 - Scanned forms will be sent back to you via campus mail, unless you specify otherwise in special instructions.
- Reports printed at Testing Office. We will contact you to pick up your exam. Phone #: _____
 - Please designate who may pick up **printed reports or exam forms**: Instructor Dept Rep/Other: _____

Reporting Options - *See page 2 for enhanced exam options

Student Exam Scores:

- #101 Student Statistics (Alpha-list) Report (containing student raw score, percentage score, letter grade)
- #105 Student Response Report (matrix list of students & their responses, raw score, % score, letter grade, basic item analysis)
- #150 Student Grade Report (individual student grade reports, student incorrect responses w/correct key answers)
- Gradebook Report for Desire2Learn (D2L) (Importable Student Scores - ***Student E-numbers are required***)
- Gradebook Report in Excel file format (Importable Student Scores)

Analysis of Whole Exam:

- #103 Class Frequency Distribution Report (includes mean score and graphical display of distribution)
- #310 Test Statistics Report (includes mean score, standard deviation, percentiles, and test reliability data)
- #206 Condensed Test Report (includes mean/median, standard deviation, response frequencies, item analysis)
- #100 Test Analysis Report (overview of test data that may require additional attention)

Analysis of Exam Questions:

- #201 Detailed Item Analysis Report (includes graphical representation of response frequencies, and point biserial)
- #204 Condensed Item Analysis Report (includes graphical representation of response frequencies, and distractors)
- #320 Test Item Statistics Report (statistical data related to each test questions - includes reliability statistics)

Special Instructions:

For Office Use Only

Date/Time Received: _____ by: _____ Date/Time Completed: _____ by: _____

Date/Time Contacted: _____ by: _____ Date/Time-Picked Up/Mailed: _____ by: _____

Picked up by (Instructor/Dept. Rep signature): _____

*Enhanced Exam Options:

Please complete corresponding item(s) below if your exam contains any of the following:

- Questions with values other than 1 point
- Learning Objectives
- Extra Credit items
- A Custom Grade Scale
- Questions with more than 1 correct answer
- Default grade scale: 90% = A; 80% = B, etc.

Questions with Values other than 1 Point

Please indicate which questions have point values other than 1, and their point value(s) below:

Question #'s	Point Value
Total Point Value:	

Extra Credit

Please indicate which questions are to be scored as extra credit and indicate their point value(s) below:

Question #'s	Point Value
Total Point Value:	

Questions with more than 1 correct answer:

Please write which items have more than one correct answer **and** indicate how item(s) is to be scored below:

Question(s): _____

- All correct answers must be chosen for response to be considered correct
- Select this option if all selected answers **must be chosen** in order for the question to be considered correct.
- Any answer(s) chosen is correct
- Select this option if every answer **does not have to be chosen** in order for the question to be correct.
 - Select this option if you wish for all examinees to receive credit for a question, then, on the test key, bubble in all answer options for that question.

Learning Objectives/Subtests

Write the title of the learning objective/subtest as you would like it to appear on your reports. In the corresponding row, write the question numbers, separated by a comma. If you have more than 5 learning objectives, please attach another sheet of paper.

Learning Objective Title	Question #'s
1.	
2.	
3.	
4.	
5.	

Grade Scale Values

If exam grade scale is not the default (A = 90%, B = 80%, etc.), please write the desired **minimum percentage value** for each letter grade indicated below (for example, A = 93%, B = 86%, etc).

A = _____%; B = _____%; C = _____%; D = _____%