

## 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
  - Extra Credit items
  - Questions with more than 1 correct answer
  - Learning Objectives
  - A Custom Grade Scale
- 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	
<b>Total Point Value:</b>		

#### Extra Credit

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

Question #'s	Point Value	
<b>Total Point Value:</b>		

#### 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 = \_\_\_\_\_%