<u>Exam Scoring Request Form</u>

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 <u>specify otherwise in special instructions</u>.*

☐ 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: _____

<u>Reporting Options</u> - *See page 2 for enhanced exam options*

Student Exam Scores:

☐ *#101* <u>Student Statistics (Alpha-list) Report</u> (containing student raw score, percentage score, letter grade)

☐ *#105* <u>Student Response Report</u> (matrix list of students & their responses, raw score, % score, letter grade, basic item analysis)

☐ *#150* <u>Student Grade Report</u> (individual student grade reports, student incorrect responses w/correct key answers)

☐ <u>Gradebook Report for Desire2Learn</u> (D2L) (Importable Student Scores - ***Student E-numbers are required***)

☐ <u>Gradebook Report in Excel file format</u> (Importable Student Scores)

Analysis of Whole Exam:

☐ *#103* <u>Class Frequency Distribution Report</u> (includes mean score and graphical display of distribution)

☐ *#310* <u>Test Statistics Report</u> (includes mean score, standard deviation, percentiles, and test reliability data)

☐ *#206* <u>Condensed Test Report</u> (includes mean/median, standard deviation, response frequencies, item analysis)

☐ *#100* <u>Test Analysis Report</u> (overview of test data that may require additional attention)

Analysis of Exam Questions:

☐ *#201* <u>Detailed Item Analysis Report</u> (includes graphical representation of response frequencies, and point biserial)

☐ *#204* <u>Condensed Item Analysis Report</u> (includes graphical representation of response frequencies, and distractors)

☐ *#320* <u>Test Item Statistics Report</u> (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
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 = _____%