UNIVERSITY OF WISCONSIN
WHITEWATER

ICIT Test Scoring Services
Request Form
Questions? Email us at opscan@uww.edu

Please complete one form per version of an exam. Each version of an exam will be scored separately. If the same version of an exam is used for multiple sections, only one request form is needed

Instructor's name:	
Department, Building and Office #:	
Phone:	
Date request made:	
Date exam given:	
Course and section number (###-##):	
Number of exam sheets:	
Number of questions:	
Number of keys:	

Check any as applicable:

   X5 Answer Sheets (green)

   Exam with weighted key

   Key intentionally missing some answers, explain below

   Special instructions, explain below

Special Instructions:

Format of results (must select 1):

Reports are emailed to the instructor and include an Item analysis, a Distribution of scores, a List of students and their scores in rank order, and an Alphabetical list of students with their incorrect responses.

   Microsoft Excel format (four worksheets in a workbook)

   Notepad .txt format (four text files)

Email results to:_____

Email results to students?   Yes   No

All test result reports are sent by email. Scan sheets are sent back by campus mail within a few days.

For Office Use Only
Scanned date: Sent back date: