



UNIVERSITY OF WISCONSIN
WHITEWATER

IT Services Test Scoring Services Request Form

Questions? Email 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 that apply:

X5 Answer Sheets (green)

Exam with weighted key

Key intentionally missing answers, explain below

Special instructions, explain below

Explanation:

Format of results (must select 1):

Reports are emailed to the instructor and include: 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: