



## IT Services Test Scoring Services Request Form

Questions? Email [opscan@uww.edu](mailto: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: \_\_\_\_\_