

Test Scoring Request

Date _____

Instructor's Name _____ Phone No.: _____

First Last

Class: _____ Dept. Name to Bill _____

Class Name Number Section

Instructor's e-mail _____

Instructor's GID No. (if 1st time using grade book) _____

Name of Test (i.e. Test 1, Quiz 2, Mid-term): _____

No. of Questions _____ each question is worth _____ points to = _____ total points.

NEW - Reports and Excel files will be posted on the web and a link will be sent to you when exams are scored.

What reports would you like from this test:

- ____ Statistical Reports (includes Test Statistics & Item Analysis)
- ____ Alphabetical name list (with GID #) with student's score
- ____ Full (8-digit) GID # list (no names) with student's score
- ____ Partial (last 4-digits) GID # list with student's score (**only** with grade book)
- ____ Individual Student Score Reports (a report for each student, showing their score, mean, high & low scores, & questions missed)
- ____ Excel file with student's name, GID # and score from this test

____ Grade Book - Test scores from this test entered into the grade book? (The instructor's and/or TA's can have web access to their grade book to make corrections, updates, enter scores & do printouts). Please enter the components for the grade book below when you bring in your first test of the semester.

____ **D2L** - Excel file that is set up to be imported directly into D2L

____ **WebCT** - Excel file that is set up to be imported directly into WebCT (available though spring semester '09).

Do you want reports?

- ____ Posted on web and link sent to you
- ____ Printed on paper

Mark-sense Test forms?

- ____ You will pick them up here
- ____ Mail in campus mail to: _____

Please list the grade book components (Test 1, Quiz 1) for the whole semester below: Will any components be dropped or weighted? _____

1 _____	4 _____	7 _____	10 _____
2 _____	5 _____	8 _____	11 _____
3 _____	6 _____	9 _____	12 _____