

Please complete information below for every exam. This information will appear on the exam reports. The contact phone number and email address will not show on the printout but **must** be supplied in order for us to notify instructors when the scoring process is completed.

Instructor's

Name: _____

Course #: _____ Course Name: _____

Description: _____

Time: _____ Day: _____ Term/Year: _____

Contact

Phone #: _____ Email Address for results: _____

Scoring Instructions

TOTAL POSSIBLE POINTS: _____

Point value for questions if more or less than 1: _____

Multiple answers marked on the Key indicates: **EITHER** answer is correct

ALL answers need to be marked to be correct

Other Instructions: _____

Report Options

Do you want Individual Student Test Reports to hand back to students? Yes No

Select the report(s) you would like to receive. These reports will be emailed to the address listed above.

- | | |
|--|--|
| <input type="checkbox"/> Answer Key | <input type="checkbox"/> Score Distribution Percentile |
| <input type="checkbox"/> Class Response (Listed by ID) | <input type="checkbox"/> Score Distribution Histogram |
| <input type="checkbox"/> Error Log | <input type="checkbox"/> Student Profile (Test Results by ID#) |
| <input type="checkbox"/> Item Analysis | <input type="checkbox"/> Student Profile (Test Results alpha by Name) |
| <input type="checkbox"/> Standard | <input type="checkbox"/> Check here if you want this report emailed as an export into Excel. |
| <input type="checkbox"/> Detailed | |

For a description of the reports, see the Scantron section of the IT Knowledgebase at support.sou.edu.

For questions, call the Service Center at 541-552-6700.