### Test Scoring Request Form

**Instructor**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Year Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Username:**

**Phone:**

**Special Instructions:** e.g., version B

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**Report Information**

<table>
<thead>
<tr>
<th>Select ALL Report(s) Wanted</th>
<th>Report Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Separate Reports: Each section must be physically separated with a paper clip, binder clip, rubber band, etc. and you MUST include all section numbers.</td>
</tr>
<tr>
<td></td>
<td>Combined Reports: If running ONLY this report, you do not to physically separate the sections, but you MUST include all section numbers.</td>
</tr>
<tr>
<td></td>
<td>Combined &amp; Separate Reports: Each section must be physically separated with a paper clip, binder clip, rubber band, etc. and you MUST include all section numbers.</td>
</tr>
</tbody>
</table>

**Report 1 - Standard Test Scores**

- [x] Name order
- [ ] Campus ID order
- [ ] Score order

**Report 2 - Student Answers**

- [x] Name order
- [x] Campus ID order
- [ ] CSV Attachment

**Report 3 - Frequency and Percentages**

- [ ] Question order only

**Report 4 - Item Analysis**

- [ ] Graphic Format
- [ ] Numeric Format

**Report 5 - Score Distribution**

- [ ] Question order only

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**IMPORTANT SCORING INFORMATION**

- **Enter # of Questions**: The correct Number of Questions is essential. Do NOT leave blank.
- **Enter Point Value Per Question**: Point Value to be assigned to each question. If left blank the point value defaults to 1. Only 1 through 5 valid.
- **Adjusted Score**: Adjusted Score is used if you want to assign a maximum test score different from the score which is calculated based on your point value entries.

**Group**

<table>
<thead>
<tr>
<th>Number of Questions</th>
<th>Group1</th>
<th>Group2</th>
<th>Group3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Group**

<table>
<thead>
<tr>
<th>Point Value</th>
<th>(1, 2, 3, 4, or 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of questions in GROUP** is used when questions on the test do NOT have an equal point value. Enter the number of questions in each group and assign points below group. If a test has 40 questions, you might have 20 in (group1) and 20 in (group2) for a total of 40 questions.

**Point Value** to be assigned to each group of questions listed above. So, if Group1 had 20 questions you could assign a point value of 1 and group2 had 20 questions you could assign a point value of 2. Only 1, 2, 3, 4, or 5 valid.

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**For Office Use Only**

Updated 10/7/2019

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**Date Received:**

**Signature:**

**Print Name:**