

Test Scoring Request Form

Instructor		Subject	Course #	Section	Year Term Code
Name:					e.g., 2201
Username:	Phone:				If multiple sections, select one below
Special Instructions e.g., version B					<input type="checkbox"/> Separate Reports
					<input type="checkbox"/> Combined Reports
					<input type="checkbox"/> Combined & Separate
Select ALL Report(s) Wanted			Report Information		
<p>Report 1 - Standard Test Scores</p> <input type="checkbox"/> Name order <input type="checkbox"/> Campus ID order <input type="checkbox"/> Score order			<p>Separate Reports: Each section must be physically separated with a paper clip, binder clip, rubber band, etc. and you MUST include all section numbers.</p> <p>Combined Reports: If running ONLY this report, you do not need to physically separate the sections, but you MUST include all section numbers.</p> <p>Combined & Separate Reports: Each section must be physically separated with a paper clip, binder clip, rubber band, etc. and you MUST include all section numbers.</p>		
<p>Report 2 - Student Answers</p> <input type="checkbox"/> Name order <input type="checkbox"/> Campus ID order <input type="checkbox"/> CSV Attachment			<p>Report 1 is the report most instructors will request. It contains the students' test scores by points, percentage, and standard score (standard score expresses a score's distance above or below the mean of the group).</p> <p>Report 2 is a bird's eye view of how each student answered the test questions. An "E" is added when the answer is wrong.</p>		
<p>Report 3 - Frequency and Percentages</p> <input type="checkbox"/> Question order only			<p>Report 3 is used to analyze each test question for quality. The frequency, percentage of each question is listed. Use this to find poor questions or verify main ideas were understood.</p>		
<p>Report 4-Item Analysis</p> <input type="checkbox"/> Graphic Format <input type="checkbox"/> Numeric Format			<p>Report 4 is used to analyze test question by difficulty and discrimination. This report shows the percent of responses for the upper group of students ("+27%" column) and the lower group of students ("-27%" column).</p>		
<p>Report 5 - Score Distribution</p> <input type="checkbox"/> Question order only			<p>Report 5 shows distribution of scores, includes the frequency of each score with percentile rank and corresponding standard score. Composite statistics are also given including mean, standard deviation, and Kuder-Richardson Reliability.</p>		
IMPORTANT SCORING INFORMATION					
Enter # of Questions		This number should equal the number of answers filled in on the answer key submitted.			
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.			
Enter (1,2,3,4, or 5):					
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 Number of Questions	Group1	Group2	Group3	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.	
Group Point Value (1, 2, 3, 4, or 5)				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.	
For Office Use Only Updated 3/30/2021			<p>Date Received:</p> <p>Signature:</p> <p>Print Name:</p>		