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

Select ALL Report(s) Wanted

Report Information

Report 1 - Standard Test Scores
- Name order
- Campus ID order
- Score order

Report 2 - Student Answers
- Name order
- 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

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.

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.

Date Received:
Signature:
Print Name:

For Office Use Only
Updated 3/30/2021

Separate Reports: Each section must be physically separated with a paper clip, binder clip, rubber band, etc. and you MUST include all section numbers.

Combined Reports: If running ONLY this report, you do not need to physically separate the sections, but you MUST include all section numbers.

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.

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).

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.

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.

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).

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.