

**TEST SCORING  
Run Request Sheet**

INSTRUCTOR \_\_\_\_\_ PHONE # \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COURSE \_\_\_\_\_ SECTION \_\_\_\_\_

**Follow this checklist for completing the TEST KEY.**

If you have any questions concerning Test Scoring call Data Control at x2140.

NOTE: A separate TEST KEY is required for each class report, or for multiple tests within a class, even if the correct responses are identical.

1. \_\_\_ In the **NAME** grid code your **USERNAME**.
2. \_\_\_ In the **DO NOT WRITE IN THIS SPACE** grid, you **must** code two ones. Be sure this area is left blank on the students' sheets.
3. \_\_\_ In the **IDENTIFICATION NUMBER** grid, you **must** code the DEPT, COURSE and SECTION numbers for the test.
4. \_\_\_ Code the correct answer to your test items beginning on SIDE ONE and continuing to SIDE TWO if necessary (up to 240 questions). You may only have one correct answer.
5. \_\_\_ If you want to omit an item from the test score, leave that item blank on the key. It will NOT be included in the scoring.
6. \_\_\_ If you are requesting a posting sheet, assign each student a number for the **SPECIAL CODES** field. Numbers must be **3 digits** maximum and entered **right justified**.
7. \_\_\_ If you are requesting an email file you must fill in your test number in the **GRADE** or **EDUCATION** field.

**You may receive your report either printed, emailed, or both. Select the parts of the report you would like to obtain and if you want a printed copy or email.**

- |                            |                                 |                        |
|----------------------------|---------------------------------|------------------------|
| 1 ___ Exam analysis        | 4 ___ Histogram                 | 7 ___ Spreadsheet file |
| 2 ___ Summary of responses | 5 ___ List of student responses | (attachment file)      |
| 3 ___ Student results      | 6 ___ Posting sheet             |                        |

Check below which form of the exam you would like to receive:

\_\_\_ Hard Copy of Reports      \_\_\_ Email w/Spreadsheet file      \_\_\_ Novell File  
\_\_\_ Email File of Reports      \_\_\_ Email and Hard Copy of Report

To receive an email file you must enter your username and test number:

USER ID (Username) \_\_\_\_\_ TEST NUMBER \_\_\_\_\_