

TEST SCORING REQUEST
STOCKTON UNIVERSITY
Daily Run Times 9:30 AM & 2:00 PM

Instructor's Name (Last) _____
(First) _____
(Phone) _____
(School) _____

Date submitted: _____ Due date: _____

NOTE: Test not picked up by "Grade Submission Date" for the current semester. Will be sent to the Provost Office.

Course acronym, number and section: _____

Number of **questions** on answer key: _____

Number of **answer sheets** _____ (Not counting key)

Special instructions: _____

To save paper, results are only printed when requested. If you need hard copies, check the reports that you want printed.

- _____ 101 Student Statistics Report
- _____ 104 Test Statistics Report
- _____ 207 Test Item Statistics Report
- _____ 301 Student Grade Report (Student Results, 1 page per student)
- _____ 204 Condensed Item Analysis

Picked up by

Date picked up

COMPUTER SERVICES USE ONLY

Test reference:

Day - M T W R F

Week - A B C D E F G H I J K L M N O P

Test # - 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

46 47 48 49 50

INSTRUCTIONS FOR TEST SCORING

- Use a regular answer sheet for your **key**. On the answer sheet under NAME, enter KEY_INSTRUCTOR'S USER NAME using a #2 pencil. Example: KEY_SMITHJ
- Fill in answer sheet with the correct responses. When changing an answer, please make sure to **thoroughly erase the old answer**.
- **To omit a question**, leave all bubbles blank for that question.
- **You may submit more than one possible answer for a question.**
Example: To submit both A and B as correct answers, fill in the appropriate bubbles for each.
- Make a note in the special instructions if “**must have**” **multiple answers are required** for the question to be considered correct.
- **To give credit for any response**, fill in all of the bubbles for that question.
- On the answer sheets, students should fill in Name: LAST_FIRST with the corresponding circles filled in for each letter. **Check to make sure students bubble in their name**; otherwise, the reports will have no name listed for that student. Leaving the space between names will make it easier to read the reports.
- Answers crossed out on student answer sheets are counted as incorrect. Although the answer sheet indicates black or blue pen is acceptable, **have your students use a #2 pencil** to allow for erasure.
- **DO NOT USE Liquid white-out**
- When submitting tests, keep answer sheets **neat** and **clean** and all going in the **same direction**.
- Be sure to remove all blank sheets. **Blank sheets affect the test statistics report**.
- Use only **one envelope** when you have more than one test to submit unless it is a large class and/or print outs are requested.
- **Please be sure to retrieve your scanned forms** even though the results are e-mailed to you. Per FERPA guidelines, we cannot dispose of them.
- **This form is available online in a fillable format.** From the Stockton homepage, click site map, click e-forms, and go to Information Technology Services, Test Scoring Request Form.