

# Course Exam Score Request Form

Type of Answer Sheet:  Blue  Green  Purple  Scantron 882-E  Other: \_\_\_\_\_

## INSTRUCTOR/COURSE INFORMATION

<b>Date</b>		<b>Course Title &amp; Number</b> (e.g. PSYC 1300)	
<b>Instructor</b>		<b>Class Numbers (5 digit valid class number required)</b>	
<b>Department</b>	<b>Building/Room #</b>		
<b>Phone Number</b>	<b>E-mail Address</b>	<b>Test Number</b>	<b>Number of Keys</b>

## PERSONS AUTHORIZED TO RECEIVE SCORES

Please list T.A.s or other persons authorized to receive these scores:

## SCORING SERVICES

Name and ID Roster (Student Score Report)

Score Distribution

Simplified Item Analysis

Student Response Report (SRR)

Multiple Answers per item (**raw data file (.dat) only**)

Scoring only (**No report**)

E-mail Scores to \_\_\_\_\_  
We can **ONLY** send scores to UH Email Address

## SCORING FORMULA (CHECK ONE ONLY)

Score = # (Correct Items)

Score = # (Correct Items) — # (Incorrect Items)

Score = # (Correct Items) —  $\frac{1}{2}$  # (Incorrect Items)

Score = # (Correct Items) —  $\frac{1}{3}$  # (Incorrect Items)

Score = # (Correct Items) —  $\frac{1}{4}$  # (Incorrect Items)

WebCT conversion to disk

Scan to:  USB Must provide your own device. USB will be formatted to prevent viruses

## SPECIAL INSTRUCTIONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRIVACY NOTICES ON UNIVERSITY FORMS

"State law requires that you be informed of the following:  
 (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form;  
 (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and  
 (3) under sections 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

**If you do not want to wait and prefer to drop off your answer sheets, please pick up the answer sheets within ONE WEEK of scoring. Any answer sheets not picked up within one week of scoring will be returned via inter-office mail and you WILL BE BILLED \$5.00 per envelope through your academic department, unless an inter office envelope or large envelope is provided. We are not responsible for the loss of answer sheets sent via inter-office mail.**

## SUBMIT

Your signature below certifies that the services requested are for the course listed above.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## RECEIVE

Your signature below signifies that you have received all the test materials submitted for scanning and scoring.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

<b>File Name</b>	<b>Number of records</b>
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