

**SCORING SERVICES JOB COVER SHEET**  
**650-3081 - OM 230**

Date: \_\_\_\_\_  
 Instructor: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Subject/Course #: \_\_\_\_\_  
 CRN: \_\_\_\_\_  
 Class Meets: M  T  W  R  F   
 Time Class Begins: \_\_\_\_\_

Test Type	Test Key(s)	Test Number
<input type="checkbox"/> Exam	<input type="checkbox"/> A	<input type="checkbox"/> 1 <input type="checkbox"/> 5
<input type="checkbox"/> Quiz	<input type="checkbox"/> B	<input type="checkbox"/> 2 <input type="checkbox"/> 6
<input type="checkbox"/> Midterm	<input type="checkbox"/> C	<input type="checkbox"/> 3 <input type="checkbox"/> 7
<input type="checkbox"/> Final	<input type="checkbox"/> D	<input type="checkbox"/> 4 <input type="checkbox"/> _____

**DRS - disAbility Resources for Students**

\_\_\_\_\_ # of Exams coming to Scoring from DRS

**TEST KEY INSTRUCTIONS**

**TOTAL POINTS possible :** \_\_\_\_\_

**RAW SCORE** (default)

**CONVERT** scores to percent; total 100%  
 Don't check this box if you want raw scores

**WEIGHT :** Per Question

**ONE POINT** (default)

**OTHER WEIGHT**, specify here : \_\_\_\_\_

**ESSAY: Total Essay points :** \_\_\_\_\_

Include essay points in total possible pts.

Score essay separately (separate column)

**List questions with more than one correct answer and check whether to score them as :**

**OR** : either answer correct  
 OR

**AND** : both answers required

*We cannot score both the "or" and "and", it must be one or the other.*

**OMIT** question(s) #: \_\_\_\_\_

**REPORTS**

**Reports will be sent as email attachments**

Excel Spreadsheet Roster

Excel Spreadsheets for CANVAS upload

Student Roster (name, ID#, score, cum. points)

Student Roster for Posting (no name, ID 4 digits)

Item Analysis

Score Distribution (This Test Only)

Score Distribution (Cumulative)

Histogram (This Test Only)

Histogram (Cumulative)

Class Response Report PDF format

Class Response Report TXT format

Individual Student Test Reports

**DO NOT INCLUDE KEY** on Individual Reports

**SPECIAL INSTRUCTIONS**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_