

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	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"/> _____

DAC - disability resources for students
 _____ # of exams to be delivered to Scoring Services from DAC

TEST KEY INSTRUCTIONS

TOTAL POINTS possible: _____
(Only select one option)

RAW SCORE (default)
 CONVERT scores to percent; total 100%

WEIGHT: Per Question
 ONE POINT (default)
 OTHER WEIGHT, specify here : _____

ESSAY - Total Points: _____
 Include essay points in total possible pts.
 Score essay separate column

List questions with more than one correct answer and check whether to score them as:
(Only select one option)

OR: either answer correct
 OR
 AND: both answers required

OMIT question(s) #:

REPORTS

Reports will be sent as email attachments.

- Excel Spreadsheet Roster Report
- 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: _____