

Test Scoring Work Request

Polk 4

Phone: 424-0070

Name :	Dept. #:	Course #:	Section(s):	Phone:	Date:
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Basic Instructions

Detailed Directions on back

☆ If you are a first time user of test scoring services, please follow the detailed instructions on the back of this form.

FIRST TEST: Submit this test form. Also, please use large, green ParSCORE STUDENT ENROLLMENT SHEETS for student responses to test questions.

SUBSEQUENT TESTS: There is no need to submit this form again during the semester, unless you are submitting a re-score or make-up (see #7), OR unless you are making a change to your original work request. Simply specify the following information on the test key: your name, dept./course/section(s), roster item being scored, and "AND"/"OR" (if applicable). Use the blue ParSCORE Test Form-200, ½ sheet for student answer sheets.

Essay scores can be bubbled into the *instructor use* space and will be added to the multiple-choice portion, or recorded as separate scores if there is no multiple-choice portion. Bubble the total possible essay points in the *instructor use* slot on the key.

DID YOU REMEMBER TO:

- * Label and enclose answer keys for all test forms submitted?
- * Make sure students have used their **seven-digit** ID number in the ID number area on the answer sheet?
- * Separate tests by section if tests are scored without sections combined?
- * Include disk if using ParTEST/ParSCORE software?

Additional Comment/Information:

You must complete items 1 through 5 and 11; complete items 6 through 10 only if they apply.

1. Number of roster columns needed for semester (i.e. 3 exams, etc.):

__ Quizzes	__ Exams
__ Labs	__ Pretest
__ Essays	__ Reports
__ Papers	__ Ex. Credit
__ _____	__ _____
2. Score with sections combined?
Y (in one roster) N (in separate rosters)
3. Test forms used. If only using one form, circle A, and bubble A on the answer key.

A	B	C	D
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4. Points per question
5. Roster scores reported as:
 - Actual (Raw)
 - Percents
 - T-Scores
6. Multiple Answers: (optional)
 - AND OR
7. This batch is for: (optional)
 - Re-scoring an existing test
 - Make-ups for an existing test
8. Minimum **percent** of cumulative points to earn: (you may use decimals. Ex. 92.5) (Optional)

A	AB	B	BC	C	CD	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Weighting for roster columns: (optional)

__% Quizzes	__% Exams	__% Labs	__% Pre-test
__% Essays	__% Reports	__% Papers	__% Ex. Cr.
__% _____	__% _____	__% _____	__% _____
10. **Drop low grades:** (optional) If you wish to drop low scores from a certain column, list roster column to drop scores from, and how many scores to drop from each column in the smaller box:

	▶	
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11. **REPORT SELECTION:**

You have the option of receiving the Class Response, Item Analysis and Roster reports (with and without names) via e-mail **OR** hard copy. Please check only one box for each report (*Exception: roster with names*). If both e-mail and hard copy are checked for the same report, only a hard copy will be issued. Percentile and Histogram distribution reports can **NOT** be e-mailed.

Class Response:	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy
Ind. Student Response Reports	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy only
Item Analysis:	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy
Roster Reports:		
Without Names	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy
With Names	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy
Percentile Distribution Report	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy only
Histogram Distribution Report	<input type="checkbox"/> e-mail	<input type="checkbox"/> hard copy only

If reports are being e-mailed, please provide your e-mail address here: _____

○	I will pick up scored materials at Testing Services.
OR	
○	Deliver scored materials to _____ (Department Name)