

University Testing Office - Test Processing Form

Instructor/Individual Name (LAST) _____	(FIRST) _____
Department/Organization _____	Phone # _____
Subject Code (examples: ENG, ACCT, ELED) _____	Course # _____ Section # _____
# Of Questions _____	Maximum # of Responses (example: a through e = 5 responses.) _____
# Of Student Answer Sheets _____	Omits on Key (specify) _____
E-Mail Address _____	

Grading Tests ***Check all that apply***

Test Statistics include:

- **Standard Frequencies:** Number of tests graded, Number of graded items, Total points possible, Maximum score, Minimum score, Median score, Percentile, Mean score, Variance, Standard Deviation, Kuder-Richardson Formula 20, and Mean Percent Score.
- **Respondent Statistics:** Total score, Percent score, Z score, Deviation IQ, Number Correct, Number incorrect, and Number Missing.
- **Frequency Distribution:** Percent score, Frequency, and Frequency Distribution Graph.

_____ **Item Statistics** include individual questions: Sample Size, Number Missing, Mean, Variance, Standard Deviation, Standard Error, Median, T-value, P-value, and ***Point Biserial***.

_____ **Item Analysis** include individual questions: Value, Frequency, Percent, and Point Biserial.

_____ **Individual Printouts of Student Grade Reports**

_____ **Weighted questions** (Identify questions and weight on the back of this form)

Delivery Option ***Check and Circle all that apply***

_____ **Email** (Show address above): **Excel** (*.xls) **ASCII** (*.txt) **PDF** (whole report)

_____ **Courier** (Our courier will return your exam to your departmental office **NEXT DAY AFTER 2:30 PM**)

Comments: _____

For Office Use Only	(University Testing Office ext. 7666)
Arrival Date and Time: _____	
Type of Sheets:	BLUE _____ GREEN _____ OTHER _____
Picked-up by Courier:	YES _____ NO _____
To be delivered by Courier:	YES _____ NO _____

Weighted Questions: If weight is 1, leave blank.

Q#	Weight
1	
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Q#	Weight
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Q#	Weight
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