

University Testing Services – Test Processing Form

Please complete the information in the box below in its entirety.

Instructor/Individual Name (LAST) _____ (FIRST) _____ Date _____

Department/Organization _____ Phone # _____

Subject Code (examples: ENG, ACCT, NURS) _____ Course # _____ Section # _____

of Questions _____ # of Student Answer Sheets _____

Omitted Questions: Please identify any questions to be omitted from grading on the line below. Please note we cannot grade questions with more than one correct answer-those questions will be omitted.

Weighted Questions: All questions are worth 1 point by default. Please identify any weighted questions and their weight on the lines below. The weight can be any point value. Please note that weighted questions can be all questions or can only be done in blocks starting with the number 1 and ending with the number 0. For example: 1-50 worth 2 points; 11-20 worth 1.5 points; 41-50 worth 3 points. Weighted questions can also be the last set of questions starting with the number 1. For example: for a 55 question test, 51-55 worth 2 points.

Please read and initial so that we may process your scantrons:

_____ Our Courier will return your Scantrons to your Departmental Office within 3-5 business days.

_____ I understand it may take up to 3 business days before I receive an email with results.

Email Address _____

All reports will be produced electronically only – there will be no paper printouts provided. All reports will be emailed to the email address provided above.

The email will attach the following files which consist of:

- **Excel file - Textual Data and Grade Results** which includes the student's name, ID number (if provided), the student's answer to each question, Deviation IQ, Number Correct, Number Incorrect, Number Missing, Percent Score, Total Score and Z Score
- **Excel file – Other Reports** There are 4 reports in this file each in separate tabs at the bottom of the file.
 - **Test Statistics:** Number of Tests Graded, Number of Graded Items, Total Points Possible, Maximum Score, Minimum Score, Median Score, Percentile (25), Percentile (75), Mean Score, Variance, Standard Deviation, Kuder-Richardson Formula 20 and Mean Percent Score
 - **Frequency Distribution:** Percent Score, Frequency and Frequency Distribution Graph
 - **Item Statistics for individual questions:** Sample Size, Number Missing, Mean, Variance, Standard Deviation, Standard Error, Median, T Value, P Value and Point Biserial
 - **Item Analysis for individual questions:** Value, Frequency, Percent and Point Biserial
- **pdf files – Individual Student Grade Report:** which includes the Student's Name, ID Number (if provided), Percent Score, Total Score, the student's answer to each question and an indication of the correct answer if the student's answer is incorrect

*University scantron drop box is located in Normal Hall, 1st floor lobby
If you have any questions, please call us at 237-9634.*