Request for Faculty Testing Services

Instructor: _____   Phone: _____   Exam Date: _____/_____/_____

Department:_____   Course: _____Section: _____

Any Questions Omitted? ☐ Yes   No ☐ ➡ Total Questions to be Scored: _____

Question(s) Omitted: _____

Note:

Have the students fill out all fields namely **LAST and FIRST NAME, DEPT, COURSE CODE, SECTION, and UNIQUE ID.**
On the Answer Key, write **KEY in the "FIRST"** field and leave the **UNIQUE ID field blank.** Fill out the rest of the fields as required.

Use a separate envelope for each course and section. Don't use paper clips or rubber bands around packets because it may make a **crease on bubble sheet and it may jam at the scanner.**

Report Options:

- ☐ **101 – Student Statistics Report** ➔ Displays statistical data related to the performance of each student.
- ☐ **103 – Class Frequency Distribution Report** ➔ Illustrates the dispersion of students over the selected grade scale.
- ☑ **105 – Student Response Report** ➔ Displays a matrix of students and their responses.
- ☐ **150 - Student Grade Report** ➔ Displays individual grade results for each student.
- ☐ **201 – Detail Item Analysis Report** ➔ Displays statistics related to each question response.
- ☐ **203 – Item Analysis Graph Report** ➔ Displays limited response totals and graphs for each question.
- ☐ **204 – Condensed Item Analysis Report** ➔ Displays a breakdown of respondent selections in a condensed format.
- ☐ **206 – Condensed Test Results** ➔ Displays a condensed statistical analysis of each question on the test.
- ☐ **310 – Test Statistics Report** ➔ Displays statistics related to the overall test
- ☐ **320 – Test Item Statistics Report** ➔ Displays statistical data related to each graded test question

⬭ *Email – Test Results*   ⬭ *Print test results*   ⬭ *Excel File and E-mail*

E-Mail _____   *Instructor's Signature*: _____

Scanned By:_____**Date:**_____ /_____ /_____

Date Notified:____/____/ ____**Time Notified:**_____:____

Picked Up By: _____**Date**____/_____/____