

# Request for Test Scoring

Results will be returned within 5 business days unless otherwise notified. The OSU Testing Center will delete all data within one week.

Answer sheets **MUST** be **ORANGE** Scantron sheets all facing the same direction, with the labeled answer key(s) on top!

Department \_\_\_\_\_ Date \_\_\_\_\_

Course Prefix \_\_\_\_\_ Course Num \_\_\_\_\_ CRN \_\_\_\_\_

Instructor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Questions # \_\_\_\_\_ to \_\_\_\_\_ @ \_\_\_\_\_ points each

Questions # \_\_\_\_\_ to \_\_\_\_\_ @ \_\_\_\_\_ points each

Questions # \_\_\_\_\_ to \_\_\_\_\_ @ \_\_\_\_\_ points each

Questions to Omit \_\_\_\_\_

Person authorized to pick up results: \_\_\_\_\_

The Student Statistics Summary will be emailed to the address above.

Also email Full \*Batch Report? Yes No

If yes, choose a file format: PDF Excel

\*A Batch Report contains student stats, class frequency distribution, test statistics, \*\*condensed item analysis, \*\*test item statistics, & individual student grade reports.

\*\*Combine Statistics for Multiple Version Test: Yes No

How many test versions do you have (Ex: 1; 0-1; 1-5)?: \_\_\_\_\_

\*\*Combined reports are only possible if the "Test Version" field is bubbled in correctly by students when testing and by the instructor on answer keys submitted for each test version. Combined statistics reports for multiple version tests CANNOT include the condensed item analysis report or the test item statistics report.

(For Test Center staff use only)

Call back (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**Please have ID available when picking up test results.  
Sign below ONLY when picking up results.**

Signature \_\_\_\_\_ Date of Pick-Up \_\_\_\_\_

Print Name \_\_\_\_\_ Revised 8/2019