

IUP Test Scoring Request Form

Name: _____ Username: _____

Department: _____ Phone number: _____

Instructions: Select the appropriate type of Exam you need scored. Fill in the appropriate fields for the selected Exam Type. Each set of exams must have its own Test Header sheet and Answer Key. Only select the Reports that you actually need printed by the IT Support Center. All reports are available on the Dispatch Share regardless of what you select in the PRINT OPTIONS section. The link for the exam's results will be sent to you via e-mail.

Additional Information can be found at <http://www.iup.edu/itsupportcenter/testscoring/>.

SINGLE VERSION EXAM: Unless specified differently below, all questions are assigned (1) point each.
Point values: Questions can be assigned different whole number point values (2, 3, etc.), no decimal values.

- All questions should use point value of _____
- Different point values should be used as follows:
 - Question 1 through _____ should use point value of _____
 - Questions _____ through _____ should use point value of _____
 - Questions _____ through _____ should use point value of _____
 - Questions _____ through _____ should use point value of _____

Bonus questions: Up to six questions can be designated as bonus questions with different point values and no penalty for an incorrect answer. Please indicate the bonus question numbers and the point value awarded for correct answers.

Q _____ has a bonus value of _____ Q _____ has a bonus value of _____
 Q _____ has a bonus value of _____ Q _____ has a bonus value of _____
 Q _____ has a bonus value of _____ Q _____ has a bonus value of _____

Multiple response options: If the answer key has questions with multiple responses, to receive credit, students must respond with:

All responses on the answer key (AND) One of the responses on the answer key (OR)

MULTIPLE VERSION STANDARD EXAM: Multiple versions will be combined into one results file and one set of reports. **Not all reports can be generated for this option and all questions must have the same point value.** Fill out information to the right for the Version numbers.

Please indicate the number of versions: _____
 Seat #1 _____ Seat #2 _____ Seat #3 _____
 Point Value (if not 1): _____

Bonus questions: Up to six questions can be designated as bonus questions with different point values and no penalty for an incorrect answer. Please indicate the bonus question numbers and the point value awarded for correct answers.

Q _____ has a bonus value of _____ Q _____ has a bonus value of _____
 Q _____ has a bonus value of _____ Q _____ has a bonus value of _____
 Q _____ has a bonus value of _____ Q _____ has a bonus value of _____

Multiple response options: If the answer key has questions with multiple responses, to receive credit, students must respond with:

All responses on the answer key (AND) One of the responses on the answer key (OR)

PRINT OPTIONS: Only select reports that you would like printed on paper. Reports will still be available on Dispatch Share. Report options marked with && are not available with multiple version exams.

<input type="checkbox"/> 101 Student Statistics Report	<input type="checkbox"/> 207 Test Item Statistics Report&&
<input type="checkbox"/> 105 Student Response Report&&	<input type="checkbox"/> 301 Student Grade Report
<input type="checkbox"/> 106 Condensed Test&&	

IT Services Use Only

Date and Time Received	Batch Number	Job ID