

University Testing Office – Test Processing Form

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

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

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.

Do you want our Courier to return your Scantrons?

_____ YES. Our Courier will return your Scantrons to your Departmental Office within 24 hours. Signature will be required.

_____ NO. We will call you for pick-up when grading is complete. Signature will be required.

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:

- an **Excel file** 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
- **pdf files** which consist of the following six reports:
 - **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
 - **Respondent Statistics:** Student's Name, 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 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
 - **Individual Student Grade Reports:** 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 Testing is located in the Welcome Center, Room 126.
If you have any questions, please call us at 237-7666.*