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| Date: | Course Name: |
| Instructor First Name: | Instructor Last Name: |
| Phone Number: | Campus Mail Code: |

Service Requested • ONLY CHECK ONE TYPE •

- 1) **Standard Analysis:** includes ID and Alpha list, frequency distribution, test analysis, response profile, and summary statistics (mean, standard deviation, and median).

_____ **Number of groups/versions/sections of test**

_____ **Number of keys** – Mark each key indicating which key goes with a specific section or version

score as individual exams

score separately but combine the summary statistics and score distribution

Use a colored sheet of paper between sections/versions.

Filename(s):

- 2) **Optional Analysis:** includes standard analysis plus complete analysis of each item.

_____ **Number of groups or versions of test**

_____ **Number of keys** – Mark each indicating which key goes with a specific section or version

score as individual exams

score separately but combine the summary statistics and score distribution

Use a colored sheet of paper between sections/versions.

Filename(s):

Additional Service Requested:

- 3) **Research Data**

Username:

Filename(s):

Exam Scantron sheets will be graded within two business days. They will be returned to the faculty member, in the manilla envelope via campus mail. If you need to pick up your Scantron exams earlier due to timing, please communicate that on this sheet.

Questions regarding Scantron grading can be directed to Michelle Galanits, 013 Gilchrist Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday, or via sastesting@uni.edu.