



- ◆ Only those listed under Instructor or Requestor may pick up output – Photo ID is required.
- ◆ Reports requested via email will be sent to a University email address **only**.
- ◆ Test Scanning staff will make every effort to ensure accuracy, however it is the **instructor's responsibility** to review all results.

REQUESTOR INFORMATION

Instructor Last Name _____ First Name _____ Requestor(s)
(if other than instructor) _____

School/College _____ Dept. _____ Phone _____ UAlbany Email _____

Notify me by phone when this edit has been processed:

EDIT INFORMATION

Class Call # _____ # of Versions (4 max) _____

Exam # & Edit _____ Total # of Questions _____

Drop Off Date _____ Points per Question _____

Drop Off Time _____ Total Possible Points _____

Add more student exams

Add/subtract points for all exams
(Indicate point changes in Special Instructions)

Modify answer key(s)
A modified key will rescore all student exams.
(Indicate changes in number of versions, number of questions, points per question, total possible points, etc. in Special Instructions)

Blank Questions? **YES**
(If YES, indicate version/question #s in Special Instructions section)

Multiple Answers? **YES**
(If YES, indicate version/question #s in Special Instructions section)

If YES to **Multiple Answers**, which type? **OR** (only one correct response must be chosen)
 AND (all correct responses must be chosen)
(Select only one type)

SPECIAL INSTRUCTIONS

REPORT OPTIONS (please select those you wish to receive by email)

ALL REPORTS ARE NOW AVAILABLE ONLY BY EMAIL (UAlbany Email Address Only)

- | | |
|--|---|
| <input type="checkbox"/> Student Response/Text Format
(Student name, ID and response for each question) | <input type="checkbox"/> Class Response
(Student test responses sorted by student ID. Includes answer key at top of sheet) |
| <input type="checkbox"/> Roster - Student ID/Text Format
(Student ID, student name, student score for each exam) | <input type="checkbox"/> Item Analysis
(Statistical Report that provides detailed distracter analysis based on raw scores) |
| <input type="checkbox"/> Roster - Student ID/Excel Format
(Student ID, student name, student score for each exam) | <input type="checkbox"/> Roster - Sorted by Last Name
(Includes full student name and ID, student's score for each exam and their total score) |
| <input type="checkbox"/> Roster - NetID/Excel Format (For Blackboard)
(Student NetID, student name and student score for each exam) | <input type="checkbox"/> Score Distribution
(Analysis of how student scores are distributed for the current exam and for all exams) |

Output Received By _____ Time and Date Picked Up _____

Scanned By: _____	Checked By: _____	Staff Comments:
Date/Time: _____	Date/Time: _____	
Scanner: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Key Checked: <input type="checkbox"/> Sheets Checked: <input type="checkbox"/>	
Pre-edit: <input type="checkbox"/>	Rejects Checked: <input type="checkbox"/> Net ID: <input type="checkbox"/>	
Rescore Roster: <input type="checkbox"/>	Exports Formatted: <input type="checkbox"/> Backup Checked: <input type="checkbox"/>	
Backup Name: _____	Number of Sheets: _____	
Key(s): <input type="checkbox"/>	Database Updated: <input type="checkbox"/>	
Error Log: <input type="checkbox"/>	Notified By: _____	
Reports: <input type="checkbox"/>	Instructor Notified: <input type="checkbox"/> Email <input type="checkbox"/> Phone	