



- ◆ 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 _____ Requester(s) _____
(if other than instructor) _____
School/College _____ Dept. _____ Phone _____ UAlbany Email _____

EXAM INFORMATION

Class Call # _____ # of Versions (4 max) _____ **Blank Questions?** **YES**
(If YES, indicate version/question #s in Special Instructions section)

Exam # _____ Total # of Questions _____ **Multiple Answers?** **YES**
(Including blanks, extra credit, etc.) (If YES, indicate version/question #s in Special Instructions section)

Drop Off Date _____ Points per Question _____

Drop Off Time _____ Total Possible Points _____ **If YES to Multiple** **OR** (only one correct response must be chosen)
Answers, which type? **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
<small>(Student name, ID and response for each question)</small> | <input type="checkbox"/> Class Response
<small>(Student test responses sorted by student ID. Includes answer key at top of sheet)</small> |
| <input type="checkbox"/> Roster - Student ID/Text Format
<small>(Student ID, student name, student score for each exam)</small> | <input type="checkbox"/> Item Analysis
<small>(Statistical Report that provides detailed distractor analysis based on raw scores)</small> |
| <input type="checkbox"/> Roster - Student ID/Excel Format
<small>(Student ID, student name, student score for each exam)</small> | <input type="checkbox"/> Roster - Sorted by Last Name
<small>(Includes full student name and ID, student's score for each exam and their total score, and class average)</small> |
| <input type="checkbox"/> Roster - NetID/Excel Format (For Blackboard)
<small>(Student NetID, student name and student score for each exam)</small> | <input type="checkbox"/> Score Distribution
<small>(Analysis of how student scores are distributed for the current exam and for all exams)</small> |

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"/>	
Ref. #: _____	Rejects Checked: <input type="checkbox"/> Net ID: <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"/>	