

Exam Scoring Request Form

Instructor Name: _____ Department: _____ College: CLAS/ CEHHS / LCBT

Instructor Email Address: _____ Phone: _____

Best Contact Number

Exam Title: _____ Course/Section: _____

☐ Exam utilizes multiple versions/test forms. If checked, please indicate # of Exam Keys: _____

Score multiple versions/test forms (please, choose if applicable): ☐ Separate ☐ Combined

Test Results will be uploaded to a secure shared drive and an email with a link to test results will be sent to the instructor once scoring is finished. How do you wish to receive the scanned forms once grading has been completed?

☐ Send through campus mail ☐ Pick up in Testing Office.

Designee to pick up exam(s): ☐ Instructor ☐ Dept Rep/Other (Enter Name): _____

Reporting Options - *See page 2 for enhanced exam options

Each instructor will receive a full report in an Excel file format that includes the following worksheets within the workbook:

- 1) **Results Grid** (matrix list of students & their responses, raw score, percentage score and basic item analysis)
- 2) **Class Results** (containing student raw score, percentage score and letter grade)
- 3) **Item Analysis Worksheet** for each exam key (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- 4) **Detailed Item Analysis** for each exam key (contains statistical analysis of each question of the exam, response frequencies and point biserial)

Additional Reports for exams without Learning Objectives (pdf files):

- ☐ **Student Test Results Report** (contains a full-page report detailing individual student raw score, percentage score, and student incorrect responses with correct key answers and points possible)
- ☐ **Item Analysis Report** (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- ☐ **Histogram Report** (includes graphical representation of high/low/median/mean scores)
- ☐ **Gradebook Report for D2L** (CSV FILE ONLY – importable student scores)

Additional Reports for exams with Learning Objectives/Standards (pdf files):

- ☐ **Standards Question Alignment Report** (lists how the standards are aligned to exam questions)
- ☐ **Student Proficiency Report** (student information report detailing how their exam responses aligned to standards)
- ☐ **Class Proficiency Report** (summary report as to how students were considered proficient with a standards-aligned exam)
- ☐ **Class Proficiency Item Analysis Report** (contains statistical analysis of each question of the exam, response frequencies and point biserial)
- ☐ **Non-Proficient Students By Group Report** (summary report that shows non-proficient students for each group of the Learning Objective/Standard Category of the exam)
- ☐ **Non-Proficient Students By Standard Report** (summary report that shows non-proficient students for each Learning Objective/Standard Category of the exam)

Special Instructions:

For Office Use Only:

Date/Time Received:	By:	Date/Time Completed:	By:
Date/Time Contacted:	By:	Date/Time Picked Up / Mailed:	By:
Picked UP By: Instructor / Department Rep		Signature / Date:	

*Enhanced Exam Options:

Please complete corresponding item(s) below if your exam contains any of the following:

- Questions with values other than 1 point
- Questions with more than 1 correct answer
- Learning Objectives/Standards
- A Custom Grade Scale
Default grade scale: 90% = A; 80% = B, etc.

Questions with Values other than 1 Point

Please indicate which questions have point values other than 1, and their point value(s) below:

Question #'s	Point Value
Total Point Value:	

Questions with more than 1 correct answer:

Please write which items have more than one correct answer **and** indicate how item(s) is to be scored below:

Question(s): _____

- ☐ **All** – Students must select every correct option to receive credit.
- ☐ **Either / Or** – Student may choose either/or correct answer to receive credit. However, if the student selects both answers, they will not receive credit.
- ☐ **Both** – Student may select any or all of the answers and get the question correct. Any combination of answers with this selection, the student will receive credit.

Learning Objectives/Standards

Title of Standards Set: _____

Proficiency Standard for this exam: 90% 80% 70% 60% Other: _____

Write the title of the learning objective/subtest as you would like it to appear on your reports. In the corresponding row, write the question numbers, separated by a comma. If you have more than 5 learning objectives, please attach another sheet of paper.

Prefix Title For Each Standard (Course #)	Learning Objective Title	Question #'s
Example: 2100	Phonetics	1-5
1.		
2.		
3.		
4.		
5.		

Grade Scale Values

If exam grade scale is not the default (A = 90%, B = 80%, etc.), please write the desired **minimum percentage value** for each letter grade indicated below (for example, A = 93%, B = 86%, etc).

A = _____% B = _____% C = _____% D = _____%

Updated 07/30/2026