Instructor’s name (Last) _________________________________
(First)_________________________________

TEST SCORING REQUEST
RICHARD STOCKTON COLLEGE

Date submitted: ________________ Due date: ________________
School: ______________________ Phone #: ____________________________
Course acronym, number and section: __________________________________
Number of questions on answer key: _________________________________
Number of student answer sheets (NOT COUNTING KEY): ________________
Special instructions (e.g., questions to omit, multiple answers, etc.):
____________________________________________________________________
____________________________________________________________________

All reports will be sent to your Stockton email address by default. If you prefer to use a different address, please enter it here:
____________________________________________________________________

Hard copies are available only upon request. Check reports you want printed:

____ 101 Student Statistics Report
____ 104 Test Statistics Report
____ 207 Test Item Statistics Report
____ 301 Student Grade Report
____ 204 Condensed Item Analysis

Picked up by ________________________ Date picked up ______________________

COMPUTER SERVICES USE ONLY

Test reference:

Day - M T W R F
Week - A B C D E F G H I J K L M N O P
Test # - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32
33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48

Revised: 4/5/10
INSTRUCTIONS FOR TEST SCORING AND DATA ANALYSIS

- Using a NO. 2 pencil, blue or black ink, fill in a General Purpose Answer Sheet with the correct responses to be used as the answer key. When changing an answer, please make sure to thoroughly erase the old answer or use wite-out.

- Please code the following on the answer key:
  KEY_(INSTRUCTOR’S LAST NAME) or you may choose your own reference under Name.

- The key must have a 1 encoded under the letter J in the Identification Number box. A key must be submitted for each course and section even if the key is the same for different tests.

- To omit a question, leave the appropriate bubbles blank on the answer key.

- Use “A” and “B” for True and False questions, respectively.

- To give credit for a question, code in all of the bubbles for that question. Any bubbles left blank will be coded as incorrect responses.

- You may submit more than one possible answer for a question. To submit both A and B as correct answers, fill in the appropriate bubbles for each.

- On the answer sheet, students should code Name: LAST NAME_FIRST INITIAL with the corresponding circles filled in for each letter.

- Please be sure to retrieve your scan forms, even if the results are e-mailed to you, as you may need them in the event of student grade dispute.

- This form is available online. From the Stockton homepage, click site map, click e-forms, and go to Computer Services, Test Scoring Request Form.