

L-0319

ADMINISTRATIVE SERVICES
UNIVERSITY OF WISCONSIN-LA CROSSE
COMPUTER CENTER
TEST SCORING REQUEST

INSTRUCTOR: _____ PHONE #: _____

DEPT: _____ COURSE: _____ SECTION: _____

DATE SUBMITTED: _____ TIME SUBMITTED: _____

_____ Number of questions on test.

_____ Number of blank questions included in test.

_____ Scored only.

IF COMPUTER PRINTOUTS ARE DESIRED PLEASE FILL IN THE FOLLOWING.

_____ Print report alpha by name sequence (report A)
Specify YES or NO

_____ Print report ID/SSN sequence (report B) or rank sequence (report C)
Specify B or C or NONE

_____ Print Test Item Distractor, Difficulty and Discrimination Analysis.
Specify YES or NO

_____ Number of copies of printout.

Signature of Person Receiving Completed Work:

Date Received: _____ Time Received: _____

NOTE 1: Normal turn-around time is once a day for exams brought in before 4:00 P.M. Special arrangements can be made for special cases.

NOTE 2: Turn-around time during examination periods is twice a day. Again, special requests can be honored in most cases.

NOTE 3: While machine reliability is very high and many checks are built into the hardware itself and our programs, the possibility does exist for machine malfunction. Please notify us if there is the slightest suspicion such is the case.

NOTE 4: The most common source of error, and one which occurs very frequently, is poorly recorded responses: too light, poorly erased, too sloppy, etc. The wary instructor will do well to scan the exams for these obvious problems before sending them to the computer center and to be attuned to excessive student complaints after tests are returned.