

# Scantron Scoring Request Form

Please Print and Fill in Completely.

(Use a Separate Request Form for each course/section unless ONE answer key is being used for all sections.)

Professor/Instructor: \_\_\_\_\_

Your email address: \_\_\_\_\_@jcu.edu

Contact Phone #: (216) 397-\_\_\_\_\_ Cell Phone #: (optional) \_\_\_\_\_

Department: \_\_\_\_\_

Course#: \_\_\_\_\_ Section#: \_\_\_\_\_

(How it appears in Banner - i.e. RL 101)

Authorized Personnel to Transport: \_\_\_\_\_

Who shall we notify upon completion?

Professor       Secretary Ext: \_\_\_\_\_       Other \_\_\_\_\_

Is grading by a student supervisor acceptable?       Yes       No

Any questions with more than one CORRECT answer?       Yes       No

If yes, please specify  A & B (Must select all the correct choices for credit)

A OR B (Credit is given if any of the correct choices are selected)

Are all Questions worth 1 point? If not, please specify: \_\_\_\_\_

## Reports

Output Format: (Choose one option)      Email       OR      Print

Reports Requested:       ALL

Answer Key       Class Response       Item Analysis

Roster Report       Score Distribution       Student Test Report

## Office use only:

ITS Scantron Scoring  
Request Form  
10/26/2011

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_