

Exam/Test Scoring Request Form
Information Technology
Carlson Library, IT/Circulation Desk

(This form must be typed and printed, please do not use abbreviation)

Information Technology Use only

Receipt #: _____

Received: _____

Pick-Up or Inter-Office Mail

Completed: _____

Requestor Information:

Name (First and Last): _____ Department: _____ (for the delivery of the results)

Email: _____@utoledo.edu Extension: HSC MC _____ Cell Phone: ____-____-_____

Return of Original Packet:

Scores will be emailed in a .TXT file format. Please identify if you are picking up your original packet or if you would like us to inter-office mail the packet to you.

Pick-Up: by Requestor by Other (full name here) _____

Inter-Office Mail: Building: _____ Room No.: _____ Mail Stop: _____

Exam Scoring Information:

I have confirmed that I have bubbled in all the zeroes on the Identification Number field located on the back of the Key

_____ Number of questions on the Exam/Test

Yes Are there any questions that will be omitted?
If yes, please list the question number(s) here: _____

Yes My Exam/Test has questions that have more than one correct answer. If yes, on the answer key, only bubble in **ONE** of the correct responses. Below list the question number and both of the correct responses. Note that the system can process up to 4 correct answers per question with a limit of 4 questions per test/exam.

Question # _____ Answers: __, __ & __ Question # _____ Answers: __, __ & __

Question # _____ Answers: __, __ & __ Question # _____ Answers: __, __ & __

Yes My Exam/Test is weighted. The default is 1pt. per question. Please identify the question range and the value for both correct and incorrect answers:

Start at: _____ End at: _____ Value if Correct: _____ Value if Incorrect: _____

Start at: _____ End at: _____ Value if Correct: _____ Value if Incorrect: _____

Start at: _____ End at: _____ Value if Correct: _____ Value if Incorrect: _____

Start at: _____ End at: _____ Value if Correct: _____ Value if Incorrect: _____

Sorting Options, please select: Alphabetically by name (default) Numerically by ID number

Yes Secondary sort by Special Code

*For questions, please call (419) 530-4352 or email
CCSCAN@UTOLEDO.EDU*

Turnaround time for exam scoring is 24 Business Hours excluding