

# ITC SCANNING REQUEST FORM HELP DESK DYNAMICS BLDG.

**Instructor:** Please complete this form and submit it with the sheets to be scanned. You must return it to the Help Desk in the Dynamics Building (Room 116) and pickup your bubble forms within **10 days** of submission or they will be recycled (shredded if you are using the forms with SSN). Thank You.

## Please Print

1. Requestor's Name and Computing ID \_\_\_\_\_

2. Telephone Number \_\_\_\_\_

3. Email Address \_\_\_\_\_

4. Course / Request Title \_\_\_\_\_

5. Approximate number of SHEETS to be Scanned: \_\_\_\_\_

6. Do you wish to have the scanned data scored?

\_\_\_\_\_ NO – EMAIL ME the raw data \_\_\_\_\_ (.DAT) OR \_\_\_\_\_ file ready for ts (.ANS) file

\_\_\_\_\_ YES – Send scored

7. How do you want the results delivered to you?

### Available formats

**.DAT - Raw listing, id information and answers test per line**

**.ANS - User identification and answers in format for ts scoring program**

**.TXT - Identification and 5 digits of score, 2 decimal places (import to toolkit)**

**.PRN - Per question statistics, grade distributions, scoring information**

Print copies of \_\_\_\_\_ .DAT \_\_\_\_\_ .ANS \_\_\_\_\_ .TXT \_\_\_\_\_ .PRN

Email copies of \_\_\_\_\_ .DAT \_\_\_\_\_ .ANS \_\_\_\_\_ .TXT \_\_\_\_\_ .PRN

Email should be sent to

\_\_\_\_\_ Requestor

\_\_\_\_\_ Other (print email address) \_\_\_\_\_

8. Special instructions, requests, or additional information about the scan sheets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Please turn over for scoring information

ITC USE ONLY

Case ID: HD \_\_\_\_\_ Date: \_\_\_\_\_

Greeter: \_\_\_\_\_ HD Staff: \_\_\_\_\_

Customer Pick Up Signature: \_\_\_\_\_ Pick Up Date: \_\_\_\_\_

**SCORING INFORMATION**

For each scoring request, an answer sheet must be submitted for use as a “Key”. The Key varies based on the form (Blue or Green)

**Blue Forms (old – phasing out)**

If the sheets are to be scored by *test number*, enter zeros in the test number field on the key sheet and leave the *SSNO* field blank. If the sheets are to be scored on *SSNO*, enter zeros in the *SSNO* field on the key sheet and leave the test number field blank.

**Green Forms (new)**

If the sheets are to be scored by *test number*, enter zeros in the test number field on the key sheet and leave the *EMAIL* field blank. If the sheets are to be scored on *EMAIL* enter AAAAAAAA in the *EMAIL* field on the key sheet and leave the test number field blank.

Every question to be scored on the test must be answered on the key sheet and there can only be one answer per question on the key sheet. If however, there are multiple correct answers for a question, the scoring questions below will address that situation.

- 9. Score By: \_\_\_\_\_ Identifier (Student ID or Email) \_\_\_\_\_ Test Number
- 10. Number of questions on the test (1-240 – Blue) (1-200 Green): \_\_\_\_\_
- 11. Number of points for this test: \_\_\_\_\_
- 12. Are there any questions to be deleted from scoring?

\_\_\_\_\_ YES Question numbers: \_\_\_\_\_  
 \_\_\_\_\_ NO

- 13. Do any questions have more than one correct answer? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 (Besides the one on the answer key bubble sheet...bubble sheets may have only one answer)

**Note: if all responses should be counted, put “ALL”**

<u>Question Number</u>	<u>Correct Answer(s)</u>	<u>Question Number</u>	<u>Correct Answer(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 14. Are there any questions to be weighted at other than 1.00? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 (Permissible weight range is 0.01 to 9.99)

<u>Question Number</u>	<u>Weight Factor</u>	<u>Question Number</u>	<u>Weight Factor</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____