



- ◆ Only those listed under Instructor or Requestor may pick up output – Photo ID is required.
- ◆ Reports requested via email will be sent to a University email address **only**.
- ◆ Test Scanning staff will make every effort to ensure accuracy, however it is the **instructor's responsibility** to review all results.

**REQUESTOR INFORMATION**

Instructor Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Requestor(s) \_\_\_\_\_  
(if other than instructor)

School/College \_\_\_\_\_ Dept. \_\_\_\_\_ Phone \_\_\_\_\_ UAlbany Email \_\_\_\_\_

Notify me by phone when exams have been processed:

**EXAM INFORMATION**

Class Call # \_\_\_\_\_ # of Versions (4 max) \_\_\_\_\_ **Blank Questions?**  **YES**  
(If YES, indicate version/question #s in Special Instructions section)

Exam # \_\_\_\_\_ Total # of Questions \_\_\_\_\_ **Multiple Answers?**  **YES**  
(Including blanks, extra credit, etc.) (If YES, indicate version/question #s in Special Instructions section)

Drop Off Date \_\_\_\_\_ Points per Question \_\_\_\_\_

Drop Off Time \_\_\_\_\_ Total Possible Points \_\_\_\_\_ **If YES to Multiple Answers, which type?**  **OR** (only one correct response must be chosen)  
(Select only one type)  **AND** (all correct responses must be chosen)

**SPECIAL INSTRUCTIONS**

- Mark all multiple answers incorrect  Correct clearly marked multiple answers

**REPORT OPTIONS** (please select those you wish to receive by email)

**ALL REPORTS ARE NOW AVAILABLE ONLY BY EMAIL (UAlbany Email Address Only)**

- Student Response/Text Format (Student name, ID and response for each question)
- Roster - Student ID/Text Format (Student ID, student name, student score for each exam)
- Roster - Student ID/Excel Format (Student ID, student name, student score for each exam)
- Roster - NetID/Excel Format (For Blackboard) (Student NetID, student name and student score for each exam)
- Class Response (Student test responses sorted by student ID. Includes answer key at top of sheet)
- Item Analysis (Statistical Report that provides detailed distracter analysis based on raw scores)
- Roster - Sorted by Last Name (Includes full student name and ID, student's score for each exam and their total score, and class average)
- Score Distribution (Analysis of how student scores are distributed for the current exam and for all exams)

Output Received By \_\_\_\_\_ Time and Date Picked Up \_\_\_\_\_

Scanned By: _____	Checked By: _____	Staff Comments:
Date/Time: _____	Date/Time: _____	
Scanner: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Key Checked: <input type="checkbox"/> Sheets Checked: <input type="checkbox"/>	
Ref. # (Exam 1): _____	Rejects Checked: <input type="checkbox"/> Net ID: <input type="checkbox"/>	
Secondary User: <input type="checkbox"/>	Exports Formatted: <input type="checkbox"/> Backup Checked: <input type="checkbox"/>	
Backup Name: _____	Number of Sheets: _____	
Key(s): <input type="checkbox"/>	Database Updated: <input type="checkbox"/>	
Error Log: <input type="checkbox"/>	Notified By: _____	
Reports: <input type="checkbox"/>	Instructor Notified: <input type="checkbox"/> Email <input type="checkbox"/> Phone	