

# Test Scan Request Form

OHIO Testing Services · Test Score Office

Phone: 740.593.1040

Email: testingservices@ohio.edu

## IMPORTANT INFORMATION

- ♦ Tests left after 30 days will be shredded.
- ♦ Notify Testing Services immediately of any discrepancies in your results.
- ♦ Test data may not be posted or publicly disseminated with student names or full ID number (per OU Student Records Policy).
- ♦ You are responsible for data once transferred to your computer account.
- ♦ We will try for a 24-hour turnaround time.
- ♦ We cannot process unreadable or damaged sheets, sheets with stray marks or sheets not completed with a number 2 pencil.
- ♦ You will receive an email with a link to your reports.

## REPORT OPTIONS

- Portable Document Format (pdf):**
  - ♦ Student Grade Report
  - ♦ Test Statistics Report
  - ♦ Student Response Report
  - ♦ Class Frequency Distribution Report
  - ♦ Condensed Test Report
  - ♦ Test Item Statistics Report
- Plain Text (.txt):** contains student information and scores.
- Comma-separated Values (CSV):** contains ungraded raw data and student information.

### Staff use only

Test Scan Date: \_\_\_\_\_ Test Expiration Date: \_\_\_\_\_

## EXAM INFORMATION

Report name \_\_\_\_\_ No. of Questions \_\_\_\_\_ Submit Date \_\_\_\_\_ Submit Time \_\_\_\_\_

- Blank Questions:** List the number to all questions left blank \_\_\_\_\_  
Leave a question blank on the answer key only if you want to drop it. Leaving a question blank on the answer key will ignore the question on the student answer sheet if it is filled in. For each question left blank, subtract one from the total number of questions.
- Multiple Answers:** List the number to all questions that have multiple answers \_\_\_\_\_  
Choose this option if you have more than one correct response for a question or want to count the question correct for all responses. Multiple correct answers can only be marked on the answer key only. If the correct answer to question 1 is A or B, bubble in A and B on the answer key. Students who answer A or B will get the question correct. If the correct answer to question 1 can be any answer, bubble in A B C D and E on the answer key. Students who mark any answer will get the question correct.
- Bonus Questions:** The answers to bonus questions must be completed on a separate key from the test answer key.
- Learning Objective:** Choose this option if you want to test a students' knowledge on a subset of questions. Complete the number of learning objective keys section if choosing this option.
- Number of learning objective keys:** \_\_\_\_\_ (must include an overall answer key with answers to all questions completed and additional answer keys with the subset of questions completed).

**\*We only scan the blue 5 choice, form no. 4521 and the green 10 choice, form no. 6703 answer sheets from Scantron\***

## REQUESTOR INFORMATION

OHIO email address \_\_\_\_\_ Phone \_\_\_\_\_ Department \_\_\_\_\_

Instructor Name \_\_\_\_\_ Other persons authorized to pick up \_\_\_\_\_

Test picked up by (signature) \_\_\_\_\_ Date picked up \_\_\_\_\_