Scantron Job Request Form

Learning Technologies can only score the ParScore form F-1712. Forms must be filled out with a #2 pencil. You must specify a test form (A, B, C or D) on the key and on each test form. If there is only one version, specify form "A." Normal turnaround time is two working days. The charge for Scantron scoring is $10 per hour for the use of the equipment, plus $21.00 per hour for student staff time (pending availability), or $92.00 per hour for regular staff time. All students must bubble in their student ID number and their name or the scanner will not score their test.

Date of Request: ___________

Date Needed: ASAP

Instructor Name(s): ___________

Phone Number(s): ___________

Email Address(es): ___________

Department/Course Number: ___________

FOAPAL Number: ___________


Financial Assistant: ___________

Billing Email: ___________

Display Score as: 

[ ] Raw 

[ ] Grades

Course Enrollment: ___________

Hand Count: ___________

Number of Answer Keys: ___________

Treat Multiple Marks as: 

[ ] And 

[ ] Or 

[ ] None (Click to select one only)

Reports

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<th>Special Requests</th>
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Score Distribution and Histogram

[ ] D

[ ] H

Item Analysis

[ ] A

[ ] B

[ ] C

[ ] D

Student Test (printed 1 or 2 students per page)

[ ] WG

Student Response (comma-separated data)

[ ]

Roster Spreadsheet (comma-separated data)

[ ]

Canvas (comma-separated data)

[ ]

NOTES

[ ]

Weighted Questions

(List by Answer Key – attach additional info if necessary):

A: ___________

B: ___________

C: ___________

D: ___________

Learning Technologies Staff Use Only

Course Number as entered in ParScore: ___________

Number of forms scanned: ___________

Name of staff scanning forms: Staff - ___________

[ ] Student - ___________

# Hours scoring exam (to nearest .25): ___________

Recharge Reference Number: ___________