Revised 12/23/11

Information Technology Services
University of Wisconsin – La Crosse
Exam Scoring Request

Ticket # _____ Initial: _____
For completion by The Eagle Help Desk

**** Complete at time of Drop Off:**

Instructor: _____ Email Address: _____ Phone #: _____

Department:_____ Course: _____ Section: _____

_____ Number of Questions on the Exam

_____ Number of Blank Questions in the Exam. **(LEAVE THESE BLANK ON ANSWER KEY)**

**Please Specify the Question Numbers of Blank Questions:* _____ _____ _____ _____ _____

PLEASE CIRCLE Y or N for Reports: ***(all reports are sent via email)***

Y or N ---- Scored Only. (No Reports)

Y or N ---- Summary report (Please Specify YES or NO)

Y or N ---- Analysis report. (Please Specify YES or NO)

Y or N ---- Stat Report (Please Specify YES or NO)

Y or N ---- Results in format for D2L import – CSV file: Student's 8.4, Score

Note for Electronic Results: It is vital that students correctly bubble their student ID number in order to get useable results

*** PRINT Name of Person Who Will Be Picking up:** _____

(*Campus ID required if pickup by student*) Y or N ---- The name above is a Student

(If NO or blank, a student will not be allowed to pick up this exam)

**** Complete at time of Pick Up:**

Signature: _____ Date Picked Up: _____AM or PM

Please Note:

1. Normal turn-around is 12 business hours for exams. Turn-around during Final Exam periods is 6 business hours if dropped off at The Eagle Help Desk before 4pm.
2. While machine reliability is very high and many checks are built into the hardware itself and our programs, the possibility does exist for machine malfunction. Please notify us if there is the slightest suspicion that this is the case.
3. The most common source of error, and one which occurs very frequently, is poorly recorded responses (i.e. too light, poorly erased, too sloppy, etc). The wary instructor will do well to scan exams for these obvious problems before sending them to the computer center and to be attuned to excessive student complaints after the tests are returned.
4. The master key must be clean and without eraser marks. ITS staff is unable to redo or correct a master key.