

Exam Scoring Request Form



THE OHIO STATE UNIVERSITY

Enrollment Services
University Registrar

Request Number:

You must submit a paper version of this form for each key you want scored.

Drop-Off & Pick-Up Location:

281 W. Lane Ave. Student Academic Services Building, Suite 585

Instructors OSU Email:

of Batches

Department

Course #:

Exam Description:

EX.: Midterm\Blue\1:30 MW

Name of Person

Dropping Off

Other instructor or TA's OSU-Affiliated e-mail addresses getting a copy of results:

E-mail 1

E-mail 2

REPORTING OPTIONS:

Note: Exam Scoring Requests can only receive Group 1 OR Group 2 results in combination with the Comma Delimited File - If you want Group 1 AND Group 2 you will be charged twice.

Group 1: (DEFAULT) Student Statistics/Test Statistics/Student Response/Condensed Test

Group 2: Student Grade/Test Item/ Class Frequency Distribution/ Item Analysis Graph/ Condensed Item Analysis/ Comparative Grade Report by Sections (contains a copy of the scantron)

Comma Delimited File (can be used to import into Carmen)

All exams will be reported alphabetically by the student's name they bubbled in first.

SPECIAL REQUESTS:

(Ex.: Use Key A to score all batches.)

If SCANTRON'S are not picked up after two weeks, they will be shred.

Testing Center, 585 Student Academic Services Building, 281 W. Lane Ave., Columbus, OH
testing.osu.edu | esue-testing@osu.edu | 614-292-2160