Exam Scoring Request Form

You must submit a paper version of this form for each batch.

Drop-Off & Pick-Up Location:
585 Student Academic Services Building
281 West Lane Avenue

*Highlighted fields cannot be left blank:

**INSTRUCTOR INFORMATION**

*OSU Email: BUCKEYE.3 @osu.edu
*Room/Building: 100 OHIO STADIUM
*Street Address: 411 WOODY HAVENS DR
*Department: BIOLOGY
*Phone: 614-292-9830
*Name of Person Dropping Off Exams: SALLY STUDENT-ASSISTANT

**EXAM INFORMATION**

*Course: BIO 1000
*Total # of Batches Submitted: 4
*Exam Description: MIDTERM 2
(Example: Midterm; Blue; 1:30 MW)

**REPORTING OPTIONS**

☐ 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
☐ Comma Delimited File

Other Instructors or Teaching Assistants to receive results (OSU email addresses only):
Email 1: SMITH.20000 @osu.edu Email 2: ____________________________ @osu.edu

**SPECIAL REQUESTS**

USE KEY "A" TO SCAN ALL BATCHES.

**NOTES**

Student SSNs must not be printed or bubbled on their answer sheets.
Requesting both Group 1 and Group 2 Reporting Options will result in being charged twice per batch.
The Comma Delimited File can be added to Group 1 or Group 2 for free.
Exam reporting will be alphabetical by student last name.
Exams will be mailed to your campus mailing address if not retrieved within one week (or less during finals week).