

**Testing, Evaluation and Research Services
Scoring Services Intake Form**

Examination for: Course Name and Number: e.g., CRS1000 _____

Other: _____

Contact Information

Department: _____

Instructor Name: _____

Phone Number: _____

Exam Scoring Details

• Scoring Key Enclosed: Yes No
If no, what is status of key? _____

• Item Range: First question to last question, e.g., 1 – 50 _____

• Omitted items: List any items to be dropped. _____

• Valid item response options: e.g., “1 – 5”, “1 – 4”, “1 – 2”, etc. _____

• Multiple correct answers: Indicate item number and correct answers, e.g., “Item 12, 2 or 3 correct,”
“Item 3, any valid response” (*note the valid response options above*). _____

• Item Weighting: Points per item = _____

Maximum raw score = _____

Raw score refers to the number of questions.

Maximum points = _____

Maximum points is the raw score multiplied by the points per item.

Output and Document Handling

• Report title: e.g., “Exam 1,” “Quiz 2,” “Final,” _____

• Output options:

1) Excel [.xls] file sent via WSU email to _____@wayne.edu
For security reasons test results are ONLY sent to WSU email addresses.

2) Paper copy of the reports. (The paper copy is the same report as the email file.)

• Answer Sheets:

- Do you want the scanned sheets back? Yes No

Note: Answer sheets are the instructor’s property. Answer sheets not picked up within sixty days will be disposed of in a non-secure manner.

Special directions. Please list on the back of this form.

Materials delivered by: _____

Date: _____ Time: _____

Received by: _____

