

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

Examination for: Course Name and Number (e.g., CRS 1000) _____

Contact Information -----

Department: _____

Instructor Name: _____

Phone Number: _____

Exam Scoring Details -----

- Scoring Key Enclosed: Yes No
- Item Range: First question to last (e.g., 1–50) _____
- Omitted items: List any items to be dropped.

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- Multiple correct answers: Indicate item number and correct answers, e.g., “Item 12, 2 or 3 correct,” “Item 3 any valid response.”

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- Item Weighting: Points per item = _____

Maximum raw score = _____

Maximum points = _____

Raw score refers to the number of questions.

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

Other special directions list on back of form. Check if used _____

Output and Document Handling -----

- Report title: e.g., “exam 3,” “quiz 1,” “final,” etc. _____
- Output:

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

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

Materials delivered by: _____

Date: _____ Time: _____

Received by: _____

Special Directions
