

# Scantron Job Request Form

Learning Technologies can only score the ParScore form F-1712. Forms must be filled out with a #2 pencil. You must specify a test form (A, B, C or D) on the key and on each test form. If there is only one version, specify form "A." Normal turnaround time is two working days. The charge for Scantron scoring is \$10 per hour for the use of the equipment, plus \$19.00 per hour for student staff time (pending availability), or \$74.00 per hour for regular staff time. All students must bubble in their student ID number and their name or the scanner will not score their test.

Date of Request:					
Date Needed:					
Instructor Name(s):					
Phone Number(s):					
Email Address(es):					
Department/Course Number:					
FOAPAL Number:					
	Fund	Organization	Account	Program	Activity
Financial Assistant:					
Billing Email:					

Display Score as:	Raw	Grades			
Course Enrollment:	Hand Count:				
Number of Answer Keys:					
Treat Multiple Marks as:	And	Or			
(Click to select one only)	None	(Click to select one only)			
Reports	E-Mailed				Special Requests
	PDF	TXT	CSV	CSV	Scan by Section # Sections:
Score Distribution and Histogram <input type="checkbox"/> D <input type="checkbox"/> H					Bonus Questions (List by Answer Key)
Item Analysis <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D					A:
Student Test (printed 1 or 2 students per page) <input type="checkbox"/> WG					B:
Student Response (comma-separated data)					C:
Roster Spreadsheet (comma-separated data) <input type="checkbox"/> WG					D:
Canvas (comma-separated data)					
NOTES					Weighted Questions (List by Answer Key – attach additional info if necessary):
					A:
					B:
					C:
					D:
Learning Technologies Staff Use Only					
Course Number as entered in ParScore:					
Number of forms scanned:					
Name of staff scanning forms:	Staff -				
	Student -				
# Hours scoring exam (to nearest .25):					
Recharge Reference Number:					