

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:	_____					
	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Fund</td> <td style="width: 20%;">Organization</td> <td style="width: 20%;">Account</td> <td style="width: 20%;">Program</td> <td style="width: 20%;">Activity</td> </tr> </table>	Fund	Organization	Account	Program	Activity
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: (Click to select one only)	And	Or
	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) A: B: C: D:
Item Analysis <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D					
Student Test (printed 1 or 2 students per page) <input type="checkbox"/> WG					
Student Response (comma-separated data)					
Roster Spreadsheet (comma-separated data) <input type="checkbox"/> WG					
Canvas (comma-separated data)					

NOTES	Weighted Questions (List by Answer Key – attach additional info if necessary): A: B: C: D:
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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:	_____