

(OEA Use Only)	<input type="checkbox"/> MGH	<input type="checkbox"/> RC
Job (file name):		
<input type="checkbox"/> L	<input type="checkbox"/> M	<input type="checkbox"/> N

	Received	Scanned	Processed	Emailed	Accounting	Shipped/ Shelved	Shipping Billed
Date:							
Time:							
Initials:							

**ScorePak® EZ Service Request** – Use this short form to quickly order our most popular reports and data files.  
**Note:** Any missing or incorrect information may cause a delay in processing your exams. Please fill out this form thoroughly and accurately, including contact information for one or more persons with authorization.

**Step 1 – Provide job details:**

Course Title: \_\_\_\_\_ Exam Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ SLN: \_\_\_\_\_

Budget Number: \_\_\_\_\_  
*Required for UW clients* If this course has more than one SLN or you are scoring two or more sections as one batch, please provide the additional SLN number(s) below:

**Bookkeeping Account:**  Yes  No SLN: \_\_\_\_\_

*Maintains a student score database for exams, quizzes, homework, and extra credit scores to be used in computing cumulative grades, GPAs, etc.*

SLN: \_\_\_\_\_

**Catalyst Score File:**  Yes  No *Check "YES" if you will be importing the Score file into the online Catalyst Gradebook.*

**Step 2 – Provide contact information (PRINT CLEARLY):**

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 First Last

Email address: \_\_\_\_\_ Box #: \_\_\_\_\_

**Step 3 – Choose handling procedures** (Check all that apply):

- I will pick up my exams and/or reports.
- Return exams and/or reports to (check one):  Instructor  Contact  Other \_\_\_\_\_  
 via Campus Mail. (All materials not picked up within one month of submission to OEA may be returned via campus mail.)
- Express Service** (3-hour turnaround.) A \$15 fee will be added to my bill. (OEA Use Only: Have job ready by: \_\_\_\_\_)
- Restricted Access** Picture identification will be required to pick up completed exams or make corrections or additions to this exam. Please fill out the pink Restricted Access form.

**Step 4 – Indicate special scoring instructions:**

If you used the Bonus field on the answer sheets, write a Score Name for it here: \_\_\_\_\_

**Step 5 – Reports and data files:**

You will automatically receive the Standard Report and the Item & Score Files via email. Please indicate if you would also like another method. Also, please indicate if you would like the Individual Student Reports (ISRs). *Bookkeeping accounts will receive rosters with all scores in account.*

- Standard Report** (PDF format), which includes the following features:
  - Roster ordered by last name (student number also displayed)
  - Roster by last 4 digits of student number (no names)
  - High-to-low roster (with name and student number)
  - Frequency Distribution
  - Item Analysis for all versions

**File transfer method(s):**  Email  Print

- Item and Score Files** (Excel file), which include the following:
  - Item file (Includes students' names, IDs, and responses to each question)
  - Score file (Includes students' names, IDs, and scores)

**File transfer method(s):**  Email

- Individual Student Reports / ISRs** (PDF format), includes each student's answers & the correct answers for **current exam** scores:

**Student order** (check one):  Name  Student Number  Last 4 Digits of Student Number  
 Section  Name (Omit Answers)

**File transfer method(s):**  Email  Print