

(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® Service Request

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 numbers(s) below:

Bookkeeping Account: Yes No

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

SLN: _____

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: _____

Special scoring instructions:

Step 5 – Choose which scores you would like to see on your reports:

Your score reports, individual student reports, and score file(s) will include all of the scores listed here, in the order in which you list them. For your current score, use the score name selected in Box #3 on your red ScorePak® key sheet.

Score names (e.g., Exam1, Quiz2, Final): _____

Step 6 – Choose ScorePak Report Options:

Please select the report options you would like to receive and indicate how you would like this report to be transmitted.

File transfer method(s):

Email Print

Score Rosters (Below are your options for organizing the student score rosters. All rosters show the scores you indicated in Step #5.)

- By student name By student number (no names)
 By student name within section High-to-low, ordered by score (score name: _____)
 By student number within section By last 4 digits of student number (no names)
(This option is generally for public posting.)
 By student number (with names)

Format type(s):

PDF TEXT HTML

(The following three report options are available in PDF format only.)

- Frequency Distribution** (It shows the number and percentage of students who received various scores on a particular exam.)
 Item Analysis (Item Analysis is a process that examines student responses to individual test questions in order to assess the quality of those questions and of the test as a whole.)
 Correlations - Bookkeeping Accounts Only (A correlation is a matrix showing the relationship among the scores indicated in Step 5. This option is only possible if more than one score is indicated.)

Step 7 – Choose additional reports and/or files:

Individual Student Report (ISR): (This report is available in PDF format only. It includes one sheet per student showing the scores you indicated in Step 5, in addition to each student's answers and the correct answers for your current exam.)

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

File transfer method(s): Email Print

Item and/or Score File(s):

Item (Includes students' names, IDs, and responses to each question)

Format type(s): Excel Fixed length text

Score (Includes students' names, IDs, and scores for each exam specified in Step 5.)

Format type(s): Excel Fixed length text Comma delimited text

File transfer method: Email

Step 8 – Additional scores:

Additional scores, such as homework, essays, etc., can be added to this exam, please indicate if you would like an export file to fill in your additional scores.

Export File: (Excel file of current class roster.)

File transfer method: Email

Thank you for using ScorePak®!