Scantron Job Request Form

Media Services 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/hour for the use of the equipment plus $15/hour for student staff time if a student worker is available or $48 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: _____ Time of Request: _____
Date needed _____ Time needed: _____
Name(s): _____
Phone Number(s): _____
Email Address(es): _____
Department/Course Number:
FOAPAL number:

Fund	Organization	Account	Program	Activity

Financial Assistant: _____
Billing Address: _____

Display Score as: ☐ Raw ☐ Percent* (available only for By Last Name report)
Number of forms: _____ ☐ Exact ☐ Approximate
Number of Answer Keys _____
Treat Multiple marks as: ☐ and ☐ or ☐ None

Reports	Emailed PDF (.pdf)	Emailed Text (.txt)	Emailed Excel (.xls)
By Last Name*	☐		
Score Distribution and Histogram	☐		
Item Analysis	☐		
Student Test (printed 1 or 2 students per page)	☐		
Class Response (consolidated Student Test)	☐		
Student Response (comma-separated data)		☐	
Roster Spreadsheet			☐ Standard ☐ Web CT

Special Requests

Scan by Section ☐
Sections:

Bonus Questions ☐
(List by Answer Key):
A:
B:
C:
D:

Weighted Questions ☐
(List by Answer Key - attach additional info if necessary):
A:
B:
C:
D:

NOTES

Media Staff Use Only

Course number as entered in Parscore	
Parscore Reference #	
Number of forms scanned	
Name of staff scanning forms: Staff ☐	
Student ☐	
# hours scoring exam (to the nearest .25)	
Recharge Reference #	