

Office of Measurement and Evaluation of Teaching

Request for Scanning Service

Please complete this form and submit it with the ParScore sheets to be scanned.

Date

Job Number _____
For OMET use only

Instructor's Name

Contact Person and Phone Number (must show id)

Phone Number

Department and Course Number

Form Type: Test

Please choose one of the following 3 options:

- Printout of report(s)
- Copy PDF report(s) to CD or flash drive
**Please provide CD or flash drive*
- E-mail PDF report(s)
**Must fill out "Request for PDF Report" form and use a Windows family operating system*

Raw data
**Data will be provided as an Excel file*

Please choose one of the following 2 options:

- Copy data to CD or flash drive
**Please provide CD or flash drive*
- E-mail data to the following address:

Questionnaire

Provide printout of frequencies and percentages

Raw data
**Data will be provided as an Excel file*

Please choose one of the following 2 options:

- Copy data to CD or flash drive
**Please provide CD or flash drive*
- E-mail data to the following address:

Answer Key: Number of Items

Comments or Special Instructions (e.g. multiple answers, essay questions, bonus questions, automatic credit) _____

Reports

Class Response: (List answers by students, sorted by ID)

Item Analysis:

Roster Report: Alphabetically or Numerically (List of names, ID numbers, and grades)

Score Distribution: Histogram and/or Percentiles

Student Test Report: (Report to return to each student)

Please make certain that STUDENT ID and NAME are completed and all ParScore sheets are facing the same direction.