Scantron Grading Cover Sheet

<table>
<thead>
<tr>
<th>Date:</th>
<th>Course Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor First Name:</td>
<td>Instructor Last Name:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Campus Mail Code:</td>
</tr>
</tbody>
</table>

Service Requested • ONLY CHECK ONE TYPE •

1) □ **Standard Analysis**: includes ID and Alpha list, frequency distribution, test analysis, response profile, and summary statistics (mean, standard deviation, and median).
   
   ______ **Number of groups/versions/sections of test**
   
   ______ **Number of keys** – Mark each key indicating which key goes with a specific section or version
   
   □ score as individual exams
   
   □ score separately but combine the summary statistics and score distribution
   
   *Use a colored sheet of paper between sections/versions.*
   
   Filename(s):

2) □ **Optional Analysis**: includes standard analysis plus complete analysis of each item.
   
   ______ **Number of groups or versions of test**
   
   ______ **Number of keys** – Mark each indicating which key goes with a specific section or version
   
   □ score as individual exams
   
   □ score separately but combine the summary statistics and score distribution
   
   *Use a colored sheet of paper between sections/versions.*
   
   Filename(s):

**Additional Service Requested:**

3) □ **Research Data**

   Username:
   
   Filename(s):

Questions regarding scantron grading can be directed to Michelle Galanits, 013 Gilchrist Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday, or via sastesting@uni.edu.