

# Exam Scoring Customer Profile

Dropoff/Pickup: [150 Lincoln Tower](#),  
1800 Cannon Drive

Email: [testing@esue.ohio-state.edu](mailto:testing@esue.ohio-state.edu)

Phone: 688-8323

You must submit a PAPER version of this form in 150 Lincoln Tower. You can

- complete this form on the web and print it, or
- print this form and then complete it by hand, or
- visit 150 Lincoln Tower and fill out a paper form there.

[Click on any blue text for more information.](#)

**\*Highlighted fields cannot be left blank.**

**\*OSU Email** \_\_\_\_\_ @osu.edu  
(lastname.number)

**\*Are you a faculty member?**      Yes      No  
(Circle One)

**\*First Name** \_\_\_\_\_


**\*Last Name** \_\_\_\_\_

**\*Department** \_\_\_\_\_

**\*Room and Building** \_\_\_\_\_

**\*Street Address** \_\_\_\_\_

**\*Phone** \_\_\_\_\_

 **Note: Instruct your students not to print or bubble their Social Security Numbers (SSNs) on their answer sheets. Sets of exams with SSNs will not be machine-scored.**

## Account Information

Your department will be billed at the end of the quarter, at a rate of \$10 per batch. We will use the account information on file for your department unless you wish to specify other chartfield information below.

| Org | Fund | Acct |
|-----|------|------|
|     |      |      |

**Optional: Choose your default preferences below.**

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Sorting Options</b> | ONE sorting option allowed per batch. |
|------------------------|---------------------------------------|

- Alphabetically by students' last names (This is the default.)
- Numerically by students' ID numbers (This requires the ID field to be bubbled for each student.)
- Using the order in which they were submitted and scanned

|                          |  |
|--------------------------|--|
| <b>Reporting Options</b> | Select any combination of the following reporting options. |
|--------------------------|--|

- An [alphabetical list of student scores](#) (This is the default value.)
- [3 comma-delimited text files](#), providing [student](#), [overall](#), and [item](#) statistics (suitable for importing for analysis)
  - Save the 3 comma-delimited text files to a disk.  
**PC-FORMATTED DISK MUST BE PROVIDED.**
- An [Adobe Acrobat \(pdf\) file](#) (suitable for printing, but not for importing or data management)
  - Print the Adobe Acrobat (pdf) file on paper for an **ADDITIONAL \$10-per-batch charge.**
- The [DAT file](#) (the scanner output file, an importable non-delimited text file with no analysis or summaries)

|                                 |  |
|---------------------------------|--|
| <b>Exam Form Return Options</b> | According to the University Archivist, instructors must retain exams for 2 quarters. |
|---------------------------------|--|

- Store scored exams (for up to 3 weeks) until they are picked up, or until email is sent to [testing@esue.ohio-state.edu](mailto:testing@esue.ohio-state.edu) requesting they be returned via campus mail. (This is the default.)
- Send scored exams via campus mail one week after they've been scanned.

|   |  |
|---|--|
| <b>Request Reporting by Groups (requires student cooperation in completing the "special codes" field)</b> | <b>This option is available only when all 4 conditions are met:</b>  |
|   | 1. A single scoring key applies to more than one "group" of answer sheets.   |
|   | 2. All "groups" of exams are submitted at the same time as a single batch.   |
|   | 3. Each student's group membership is indicated by the value bubbled in the special codes field (columns K – P) of his or her answer sheet.  |
|   | 4. The instructor wishes to receive a pdf file in which results are sorted alphabetically by students' last names, first for the entire batch, and then within each defined group. |

- Students bubbled the special codes field on their answer sheets. Organize the pdf report using the special codes.