

Exam Scoring Request Form

Dropoff/Pickup: [150 Lincoln Tower](#),
1800 Cannon Drive
Email: testing@esue.ohio-state.edu
Phone: 688-8323

You must submit a PAPER version of this form for each **batch** of exams. 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.

Note that student SSNs must not be printed or bubbled on their answer sheets.

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

***Highlighted fields cannot be left blank**

***OSU Email** _____@osu.edu

***Department** _____

***Course Number** _____

Exam Description _____
(optional; examples: Blue, Midterm 1, 1:30 MW)

***Total # of Batches Submitted Today** _____

***Identifier Letter** for this specific batch (A for batch 1, B for batch 2, etc.) _____

Name of person dropping off exams _____
(required only if someone else delivered your exams)

Score reports will be sent to a **maximum of 2 email addresses**. If you are submitting multiple batches today but want all reports sent to the same address(es), you may provide the address(es) for batch A only, if you prefer. **If you leave the email fields blank on batch A's request form**, the reports are sent to the OSU address listed above.

Email1 _____

Email2 _____

Special Requests:

(Example: use key for Batch A to score all batches)

Indicate your preferences for this batch of exams below. If you wish to use the defaults you selected on your Customer Profile, you may leave this side blank.

Sorting Options	Select ONE sorting option for this batch's report(s).
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- 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

Reporting Options	Select any combination of the following reporting options.
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- 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)

Exam Form Return Options	According to the University Archivist, instructors must retain exams for 2 quarters.
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- Store scored exams (for up to 3 weeks) until they are picked up, or until email is sent to testing@esue.ohio-state.edu requesting they be returned via campus mail. (This is the default.)
- Send scored exams via campus mail 1 week after scanning

Request Reporting by Groups (requires student cooperation in completing the "special codes field")	This option is available only when all 4 conditions are met: <ol style="list-style-type: none">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.
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- Students bubbled the special codes field on their answer sheets. Organize the pdf report using the special codes.