



TEST GRADER Processing Form

ITS
301 Hayes Hall

This form must be filled out and submitted with the respective answer key(s).

Arrange all sheets so that they face the same direction.
The key must be the first sheet in the batch.

Several sections for one course can be graded together if the same primary answer key and optional keys (secondary answer key and weight key) are used for all sections. This is done by keeping all students' answer sheets together by section.

Unless stated otherwise, all instructions on this form are required to be provided to ITS by the client. Clients can expect their exams to be graded by ITS in 24 hours or less from the drop off time and date. Please print all information/instructions legibly.

Call 372-7734 to see if your test is ready to pick up.

NAME _____ DEPT _____

DATE _____ PHONE _____

Special Instructions:

- 1 - 3 Section Number - the numerically smallest section number of the course.
 (3 characters) - *Optional*
- 10 - 12 Course Number
 (3 characters)
- 21 - 23 Number of last question
 (3 characters)
- 24 Reporting Options (choose 0 or 1)
 (0 = printed report only; 1 = file emailed only, xls format)

E-mail address _____
Full pathname required! Example: ffalcon@bgnet.bgsu.edu

NOTE: If you have a test question where all the responses are to be counted as correct, please indicate the question number here _____.

- 25 Type of Answer Sheet (F) for Five or (T) for Ten response
- 26 Secondary Answer Key (Y) yes or (N) no
- 27 Weight Key (Y) yes or (N) no
- 28 Student Detail Report (Y) yes or (N) no
- 29 Grade Distribution by Section (Y) yes or (N) no
- 30 Grade Distribution by Course (Y) yes or (N) no
- 31 Item Analysis by Section (Y) yes or (N) no
- 32 Item Analysis by Course (Y) yes or (N) no
- ____% Difference Score to compare the item responses of the upper and lower
34 - 35 percent of the score. Enter the percent. Use 00 if you do not want this report.

Title of Printed Report - enter the title in the spaces below
(e.g. UNIV 100 Exam 1 9-15-2004):

36 - 62 (27 character limit)