

# Test Scoring Center Request Form

UCI Academic Testing Center, 3040 AIRB, Zot: 4425, Fax: x43832, Phone: x45371

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Dept./Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Code: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_ Faculty: \_\_\_\_\_

No. of students: \_\_\_\_\_ No. Test Sessions (e.g., midterm, final, etc) \_\_\_\_\_

Scantron Form (Please select one): F-288\* F-289\* F-1712\* F-3652\*

\*Available through UCI bookstore

+Available through Scantron at [www.scantron.com](http://www.scantron.com)

Recharge Account Number\*: \_\_\_\_\_

(\* Cost: \$50.00/hour, full service)

Billing Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Report/Data Requests (please select appropriate options below):

Date/Time needed (please allow at least **48 hours**): \_\_\_\_\_

Statistics Reports Request (Hardcopies Only):

- |   |  |
|---|--|
| <input type="checkbox"/> Class Response Report (w/ key)       | <input type="checkbox"/> Score Distribution Histogram Report |
| <input type="checkbox"/> Roster Report on Total Grade         | <input type="checkbox"/> Test Item Analysis                  |
| <input type="checkbox"/> Score Distribution Percentile Report | <input type="checkbox"/> Other: _____                        |

Data Export Requests (Roster w/grade available electronically):

- Format (e.g., Excel, Tab-delimited Text file) \_\_\_\_\_

Delivery Options (Data file):

- Email Delivery  
 User Pickup

Delivery Options (Scantron Forms):

- Campus Mail  
 User Pickup

Special Instructions (if any): \_\_\_\_\_

## For Office Use Only - Test Scoring Center Use Record

User: \_\_\_\_\_ Date of use: \_\_\_\_\_

Course: \_\_\_\_\_ No. of Scantrons Forms: \_\_\_\_\_

Time: \_\_\_\_\_ Time out: \_\_\_\_\_ Total Time (to the nearest quarter hour): \_\_\_\_\_

Type of Service:  Full Service (\$50/hr.)

Type of use:  Quiz  Midterm  Final  Training

Comments (if any): \_\_\_\_\_

Total Charge: \_\_\_\_\_ hrs. @ \_\_\_\_\_ rate = \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_