

Information Technology Services

Scantron Test Processing Request

Instructor's Name :

Campus ID (e.g., jsmith) :

Email :

Department :

Course :

Scoring

Question numbers used on this form (e.g., 1-50; 101-150) :

Is **special scoring** used on this form (values are **NOT** equal to **Correct=1** and/or **Incorrect=0**)? **YES** | **NO**

If YES, please describe the special scoring values on reverse.

Electronic Reports

Please indicate which reports are required. **All reports are provided via email.**

Class Response Report : PDF | CSV | Not Required

Item Analysis : PDF | CSV | Not Required

Roster Report by Student # : PDF | CSV | Not Required

Score Distribution : PDF | Not Required

Test marks with the Student ID in CSV format will be available for download on the [my.brocku.ca portal](https://my.brocku.ca). You can import this file into BrockDB and/or Brightspace, or use it in your own reports.

Other notes (please indicate if you are waiting for SAS tests and would like all processing done together) :

I hereby authorize the return of the completed forms via interoffice mail and acknowledge the inherent risks associated with this method of delivery.

Signature :

