

Test Scoring Cover Sheet

Test scoring cover sheet for tests and questionnaires.
Please complete all information. Each test and/or
questionnaire must have a cover sheet.

Date _____

Re: 2.10.04

Contact Info

Investigator / Instructor _____

Department _____

Contact Person _____

Contact Phone _____

Contact Email _____

Job Info

Course ID or job name _____

Number of Examinees _____ (The number of forms in the job)

Number of questions _____

Only 1 form per examinee

Type of Form

5 Choice (blue form) Reorder: Warehouse number 22357

10 Choice (green form) Reorder: Warehouse number 22358

Type of Processing

Test Sort test results by Student name (default)

Questionnaire Student number

Type of Output

Paper printout (default)

E-mail attachment

Job Drop-Off and Pick-Up

Bring scan jobs to the Auditoria Center BC-129. The scan jobs will be completed within 24 hours from when you brought it. Questions or comments can be addressed to Ed Hendrix (x4000) or Lauren Francisco (x6265).

Contact person signs when job is picked-up: _____