

All scanning requests can be dropped off and picked up at the ITS Helpdesk, 104 Job Hall

## Required Requester Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_ (Building & Room) Campus Phone: \_\_\_\_\_

Department: \_\_\_\_\_ IC Email: \_\_\_\_\_@ithaca.edu

## Test Scoring

Name of Test: \_\_\_\_\_

Internal Use Only – TEST ID

Number of Items on Master/Assessment Key:   
(Required for ALL Tests)

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Number of Items on each Sub-Test Key:

Sub-Test A

Sub-Test B

Sub-Test C

Sub-Test D

Sub-Test E

Sub-Test F

Sub-Test G

Sub-Test H

Sub-Test I

Sub-Test J

Is this an Assessment?  Yes  No

Are there Questions with Multiple Answers?  Yes  No If Yes, which Questions? \_\_\_\_\_

## Test Results

Email Reports: (PDF Format)

All Requests Include an Email of Report 101 by Default.

101 Student Statistics

103 Class Frequency Distribution

104 Test Statistics

201 Detailed Item Analysis

203 Item Analysis Graph

207 Test Item Statistics

301 Student Grade

101 OMIT Student Statistics (If Selected – Sign Authorization Below)

Print Reports:  101  103  104  201  203  207  301  101 OMIT (Sign Below)

Email Raw Data: (Comma-Delimited ascii File)

Text (Default) or  Numeric

Internal Use Only – Template

Authorized Special Procedures: \_\_\_\_\_

## Report 101 OMIT Authorization

I am in compliance with The Family Educational Rights and Privacy Act (FERPA). [www.ithaca.edu/sacl/services/ferpa](http://www.ithaca.edu/sacl/services/ferpa)

- Student test identification numbers must be unique numbers known only by the student and professor.
- Grades may not be posted by full or partial Social Security Number, Student ID or by Student Name.

Signature: \_\_\_\_\_