** This form is to be filled out using Adobe Acrobat Reader. There's a separate form for hand-written entries. If you hand write on this form, it may be rejected.

Campus

OpScan 21
Last modified: 12/18/12

Exam Grading Scan Request Form

Date: 04/01/2013

Last Name: | First Name:

Department: | Phone #:

Authorized person(s) to pickup test/scan results (must show ID):

Person 1: | Person 2:

On the back of each **KEY** sheet, fill in '**A**' and '**I**' in the "DO NOT WRITE" space.
On the **WEIGHT** sheet (if there is one), fill in the '**B**' and the '**II**' in the "DO NOT WRITE" space.

COMPLETE THE FOLLOWING:

Test Identification: ..... | Acct/Project # *(optional)*: .....

Number of Objective Questions (Exam Questions): ..... | Number of Rejected Questions: .....

Number of Verbal Questions : ..... | List Rejected Questions here: .....

Question Grouping - If you're grouping questions, identify which questions are associated with each group:

Qty:		Group 1:	Qty:		Group 2:
Qty:		Group 3:	Qty:		Group 4:
Qty:		Group 5:	Qty:		Group 6:
Qty:		Group 7:	Qty:		Group 8:
Qty:		Group 9:	Qty:		Group 10:

SCAN RESULT OUTPUT OPTIONS:

INSTRUCTOR OUTPUT: Number of Copies of Instructor Output: | Print output? ◯ Yes ◯ No

Do you want Frequency Distribution & Statistical Output? ..... ◯ Yes ◯ No

Sort by :
- **N**ame ..... ◯ Yes ◯ No
- **R**aw Score ..... ◯ Yes ◯ No
- **S**pecial Codes ..... ◯ Yes ◯ No
- **W**eighted Score ..... ◯ Yes ◯ No
- **U**K ID Number ..... ◯ Yes ◯ No

STUDENT OUTPUT: Do you want a report for each student showing their results? ..... ◯ Yes ◯ No

Sort by : ◯ **N**AME *(or)* ◯ **S**PECIAL CODES

E-MAIL OUTPUT: Output files to be e-mailed: ◯ .csv ◯ .out ◯ .dat ◯ None

e-mail 1 : | **@uky.edu** | e-mail 2: | **@uky.edu**

Additional Comments:

DO NOT WRITE IN THIS AREA - FOR DATA CENTER USE ONLY.

Scanner Program Name: ☐ Test ☐ Tenresp

Sheets: _____

Dataset Name: | | | | | | | | |

Scanning completed by: _____ Time: ____ : ____

If Rescanned: | | | | | | | | |