



Date _____	Job # _____
Instr _____	S.I. _____

Exam Processing Request Form

The Testing Center is not responsible for any materials other than exam answer sheets and keys. Exams will be processed within 24 hours from the time they are dropped off. Exams that are not picked up from the Testing Center within a month of the processing date will be shredded.

Please print clearly

Date: _____ Time: _____ Delivered by: _____

Department: _____ Course Number: _____

Instructor: _____ New Testing Center user

Contact phone # _____ Contact e-mail: _____

of Questions _____ # of Sections _____

Check here if you have weighted questions, multiple responses for question(s), and/or extra credit questions. You must identify questions and weight on the back of this form. For Multiple response questions, indicate whether all answers are required to be correct or any answer is correct.

Reporting Sets: (Select set or individual reports)

Standard Report Set

- 101 Student Statistics Report
- 103 Class Frequency Distribution Report
- 204 Condensed Item Analysis Report

Student Report Set

- 101 Student Statistics Report
- 103 Class Frequency Distribution Report
- 301 Student Grade Report

Statistical Report Set

- 101 Student Statistics Report
- 103 Class Frequency Distribution Report
- 104 Test Statistics Report
- 106 Condensed Test Report
- 201 Detailed Item Analysis Report
- 207 Test Item Statistics Report

Individual Reports:

- 101 Student Statistics Report
- 103 Class Frequency Distribution Report
- 104 Test Statistics Report
- 106 Condensed Test Report
- 201 Detailed Item Analysis Report
- 204 Condensed Item Analysis Report
- 207 Test Item Statistics Report
- 301 Student Grade Report

Data File(s): D2L file Excel file

Check items to include in the data file:

Name	ID	Total Score	Responses
Special Codes	# Correct	Percentile	Percent Score

Questions? Contact Lisa Fugina at 6388 or call 4689.
DEStest@uwm.edu; www.testingcenter.uwm.edu

Weighted Questions

Questions	Point Value

Total point value of exam is: _____

Multiple Responses

Questions	Acceptable Responses

Extra credit for questions: _____

Comments: _____

For Office Use Only:

Job # : _____ File Name: _____ Course #: _____
Number Scanned: _____ Time: _____ By: _____