## Procedure for requesting Test Scoring Services:

Faculty can obtain test scoring forms from Faculty Services - Carol Prichard (AB 239) or Linda Nielsen (PH 105), or Office Services.

Once the test scoring forms have been obtained and the exams have been given to the students, please have the student's fill in their names and the corresponding bubbles on the back of their answer sheets.

Prior to submitting the exam sheets for grading, faculty members will need to create an answer key that includes the number of test questions bubbled in the "birth date" field. The number of test questions must include leading zeros. For example: 100 test questions would be filled in as 0100, 50 test questions would be filled in as 0050, etc. Please note: Instructors should write "key" on the answer key and also make sure that all tests are facing in the same direction.

When the exams are ready to be scored, faculty members must obtain a "Request for Test Grading Services" (pink sheet) from the Information Technology Department (IT 139). The "Request for Test Grading Services" will need to be filled out with the appropriate information and included with the exams when they are submitted (IT 139) for grading. Normal turnaround time for test scoring services is 24 (business) hours. If there are any questions regarding test scoring procedures, please call the Information Technology Help Desk at x5711.