# Request for Faculty Testing Services

Instructor: __________________________ Phone: ________________ Exam Date: _____/_____/_____  
Department: __________________________ Course: __________ Section: ________

Any Questions Omitted? [ ] Yes [ ] No  
Total Questions to be Scored: _______

Question(s) Omitted: ______________

**Note:**

Have the students fill out all fields namely LAST and FIRST NAME, DEPT, COURSE CODE, SECTION, and UNIQUE ID.  
On the Answer Key, write KEY in the "FIRST" field and leave the UNIQUE ID field blank. Fill out the rest of the fields as required.  
Use a separate envelope for each course and section. Don’t use paper clips or rubber bands around packets because it may make a crease on bubble sheet and it may jam at the scanner.

**Report Options:**

- [ ] 101 – Student Statistics Report ➔ Displays statistical data related to the performance of each student.
- [ ] 103 – Class Frequency Distribution Report ➔ Illustrates the dispersion of students over the selected grade scale.
- [ ] 150 – Student Grade Report ➔ Displays individual grade results for each student.
- [ ] 201 – Detail Item Analysis Report ➔ Displays statistics related to each question response.
- [ ] 203 – Item Analysis Graph Report ➔ Displays limited response totals and graphs for each question.
- [ ] 204 – Condensed Item Analysis Report ➔ Displays a breakdown of respondent selections in a condensed format.
- [ ] 206 – Condensed Test Results ➔ Displays a condensed statistical analysis of each question on the test.
- [ ] 310 – Test Statistics Report ➔ Displays statistics related to the overall test
- [x] 320 – Test Item Statistics Report ➔ Displays statistical data related to each graded test question

- Email – Test Results
- Print test results
- Excel File and E-mail

E-Mail ____________________________  
Instructor’s Signature: ____________________________

Scanned By: ___________ Date: _____ /_____ /______
Date Notified: _____/_____/_____ Time Notified: ____ : ___
Picked Up By: _______________________ Date _____/_____/_____