Date: _____

CLARKSON UNIVERSITY

Office of Information Technology
Test Scoring Set-up Form

1. **In LEGIBLE characters, provide the information requested below.**
2. **Complete an ANSWER KEY on the same test scoring form the students are given.**
3. **On the ANSWER KEY only, bubble in TEST ID with a maximum of 8 characters.**
4. **Students are listed by STUDENT NAME in the grade report. Be sure the STUDENT NAME is bubbled in on their test form.**
5. **TEST FORM USED: _____ 240 Question Test (Blue Form)**

   _____ 120 Question Test (Green Form)
6. **Test set-up information (PLEASE PRINT):**

   - **Instructor Name:**

     _____

   - **Email address and phone number:**

     _____

   - **Answer Key Name as specified in NAME section of Answer Key form**

     _____

   - **QUESTION # thru QUESTION # POINTS PER QUESTION**

     _____ _____ _____

     _____ _____ _____

     _____ _____ _____

     _____ _____ _____

   - **Grade Report information desired:**

     - **Test Statistics _____**
     - **Respondent Statistics _____**
     - **Frequency Distribution _____**
     - **Item Statistics _____**
     - **Item Analysis _____**
     - **Grade Reports _____**

Number of forms scanned: _____

Scanned by: _____

Please, allow 24 hours for processing.