

Information Technology Services
University of Wisconsin – La Crosse
Enterprise Computing Systems: Exam Requests

Instructor: _____ Phone #: _____

Department: _____ Course: _____ Section: _____

University Email Address: _____

Date Submitted: _____ Time Submitted: _____

_____ Number of Questions on the Exam

_____ Number of Blank Questions in the Exam.

*Please Specify the Question Numbers of Blank Questions: _____

_____ Scored Only: (No Reports)

IF COMPUTER PRINTOUTS ARE DESIRED PLEASE FILL IN THE FOLLOWING:

_____ Print report alpha by name sequence. *(Please Specify YES or NO)*

_____ Print report ID sequence. *(Please Specify YES or NO)*

_____ Print report rank sequence. *(Please Specify YES or NO)*

_____ Print Test Item Distractor, Difficulty and Discrimination Analysis. *(Please Specify YES or NO)*

_____ Email Results File to Instructor – ID#, Name, and Score. *(Please Specify YES or NO)*

_____ Number of Copies of printout.

Name of Person Picking up the Completed Work: (Please Print) _____

Signature: _____ Date and Time Received: _____

Please Note:

1. Normal turn-around time is once a day for exams brought in before 4pm.
2. Turn-around time during Final Exam periods is twice a day.
3. While machine reliability is very high and many checks are built into the hardware itself and our programs, the possibility does exist for machine malfunction. Please notify us if there is the slightest suspicion that this is the case.
4. The most common source of error, and one which occurs very frequently, is poorly recorded responses (i.e. too light, poorly erased, too sloppy, etc). The wary instructor will do well to scan exams for these obvious problems before sending them to the computer center and to be attuned to excessive student complaints after the tests are returned.