

Exam Scanning Request

Insert to Time Stamp ->

REQUIRED INFORMATION

5 Digit Class Number (SLN): _____	Contact Info (Phone/Email) _____
Instructor Last Name: _____	Answer Sheet Return Options
Subject and Catalog Number (MGT 301): _____	<input type="radio"/> Via campus mail to mail code: _____ Department: _____
Test Name/Test #/Version (Exam 5A): _____	<input type="radio"/> I/my rep. will pick them up from UTSS
Total # of Questions: _____	#: _____ date: _____ Office Use process post notify <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

RESCORE (skip if N/A)

Changes Additional sheets included (send in new answer sheets)

Sheets reorganized (ex: keys swapped / answer sheets mixed in wrong version)

Modify answers on key:
 3 changes or less (sheets not necessary for rescore)
 _____ (Q 45 B -> A)
 4 or more changes (resubmit answer sheets and corrected key)

Advanced Scoring in your previous request? No Yes (Don't fill out the Adv. Options again)

New Advanced Scoring for this rescore? No Yes (Fill out the Adv. Options below)

ADVANCED SCORING OPTIONS

Multiple Responses (bubble all correct answers on the key)
Credit "All" (any answers): _____
"Or": _____
"And": _____

Omit Questions
(Leave Q's blank on key)

Weighting/Subtests/Extra Credit
All Q's are worth one point unless weighting is noted below. **Extra Credit (Y)** will give students credit if they answered correctly but **will not** be counted into the total number of possible exam points. ↓

Subtest Name	Group of Q's -or- Single Q (Q 1-10) (Q 51)	Point Value (whole integers)	Extra Credit? (Yes/No)
1.			
2.			
3.			

ADDITIONAL COMMENTS

★ A PDF Report Bundle & Excel File will be uploaded to MyASU; accessible to persons with 'grade' rights in PeopleSoft.

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