



Exam/Survey Scanning Request Form

Instructor's name: _____
FIRST LAST

Department: _____ Course no.: _____ Project name: _____

Contact information (if other than instructor): _____ Phone: () _____
FIRST/LAST

Email results to: (Only hawaii.edu accounts accepted)

1: _____@hawaii.edu 2: _____@hawaii.edu
 3: _____@hawaii.edu 4: _____@hawaii.edu

Special Instructions: _____

Scan type (✓one): Exam Survey

Form type (✓one): General Purpose Blue Penn State Half Form NCS Orange Form

Exam type (✓one): Exam with **KEY SHEET*** Exam without Key Sheet

* The **Key Sheet** is indicated with consecutive "99" in the left most column of the Student Number (Penn State Form) or Identification Number (General Purpose Form).

Standard Reports (Exams with Key Sheet)

- Spreadsheet of student's answers and scores (# correct, incorrect, missing, total, percent, percentile, T, and Z). Faculty are responsible for scanning results for "multi-mark" or "no response" errors and correcting accordingly.
- Condensed Item Analysis of questions
- Test Statistics Report (min, max, mean, sd, percentiles, confidence intervals, test reliability (Kuder-Richardson Formula 20 & 21 and Coefficient Cronbach Alpha)

For CIS Use Only

Batch #: _____ Date: _____
ASSIGNED BY DATABASE

Scan request entered by: _____ Time: _____
TECHNICIAN'S INITIALS

Scan performed by: _____ Date: _____
TECHNICIAN'S INITIALS

No. of forms scanned: _____ Time: _____

Notes: _____

Database updated/
 Instructor emailed by: _____ Date: _____
TECHNICIAN'S INITIALS