UCF Test Scoring Request

Email testscor@ucf.edu or call 407-823-5493 if you have any questions.

Contact Information

Instructor's Name: _____
First   Last

UCF Email (required): _____

Phone (required): _____ ❑ Call when the test is ready for pick up

Dropped Off By

Name: _____
First   Last

Signature: _____ Date: _____

Course and Test Information

Course Prefix + Number: ___ ___ ___ ___ ___ ___ ___ ___   Section: ___ ___ ___ ___
(Please include the course suffix when applicable – usually C, L or H)   (1st char during summer terms should be A.B,C, or D)

Test Name / Gradebook Column Name: _____

Number of Questions: _____   ❑ This is a Re-grade

Number of Versions: _____   ❑ Use the same answer key(s) for multiple sections

Test Scoring Results

The grades are automatically posted to the online course gradebook unless you request otherwise. Please pick up your test forms and results as soon as possible. You will need to manually enter the grades (found in the error report) for students that had test forms with missing or incorrect ID numbers or test versions.

❑ **USB Drive** - Copy all files, including the individual student reports, to a USB drive.

❑ **Print** the individual student reports, one sheet per student.

Special Instructions

Pick Up Authorization

Our policy is to only release test materials and results to the instructor or the person that dropped them off. If you would like any additional people to be able to pick them up, please list their names below (or "department staff").

Release to: _____

Picked Up By

Name: _____
First   Last

Signature: _____ Date: _____

Additional information is available on the UCF Test Scoring web site located at http://www.cst.ucf.edu/resources/testscoring.