

UCF Test Scoring Request

Email testscor@ucf.edu or call 407-823-5493 / 407-823-2908 if you have any questions.

Contact Information

Instructor's Name: _____
first *last*

UCF Email (required): _____

Phone number (required): _____ Call when the test is ready to be picked 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)

Quiz or Test Name: _____ (The column name in the gradebook)

Number of Questions: _____ This is a re-grade.

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

Print the individual student reports, one page per student.
Do not mark this checkbox unless you need printouts.
This file will be available in your Webcourses@UCF account.

Special Instructions (point values, etc)

Test Scoring Results

All output files, including the individual student reports, will be copied to your Webcourses@UCF "Files" area automatically after scanning is completed. No special instructions are needed for this to occur. The grades will also be posted to your gradebook, unless you request otherwise.

Please pick up your test materials and results as soon as possible. You will need them in order to match any scores found in the error report to the forms that contain those students' names.

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.

Release to: _____

Picked Up By

Name: _____
first *last*

Signature: _____ Date: _____

Additional information is available on the UCF Test Scoring web site located at <https://it.ucf.edu/our-services/test-scoring>.