Testing Services Scantron Test Scoring Work Request Form

Contact Information:

First Name: _____

Last Name: _____

Telephone: _____

Email: _____

Department: _____

Batch Information:

Course Name:

Course Number:

Total number of forms to be processed (including the test key form):

Please check all Scantron forms for the following information before submitting them to Testing Services.

- **Student information:** student ID, Test form, and student name must be clearly printed on the form.
- **Instructors Information:** Instructor's name, the word "KEY" placed at the top of the Scantron form, Test Form marked (A,B,C,D), and on the subject line; write the course name and course number.

Scantron form types that can be used in the Testing Services office: 88483 (8.5" x 11" form with name blanks) or **F289 ParL** (narrow red test form)

Scantron Work Request Orders will be accepted Monday - Friday from 8:00 a.m. to 4:30 p.m. in person (KT 232) or by email at ptesting@pfw.edu.

Scantron forms must be delivered in person to the Testing Services office (KT232) Monday - Friday from 8:00 a.m. to 4:30 p.m.

Please allow a minimum 1 business day turnaround time for all orders to be processed.

*Any missing information or material(s) may prevent and/or delay the processing of the order.

Test scoring reports will be provided electronically to the email provided on the request form.

Please provide any special instructions. (e.g. List any "And" or "Or" type questions, any changes in point value, multiple answers to questions etc.).

All student forms must have the ID number section completed. All IDs within a batch must be unique for each student and contain the same number of digits. Forms delivered to Testing Services without ID numbers will not be processed until the ID numbers have been added to the forms.

All forms, including keys, must have the Test Form section completed. Up to 4 different test forms can be processed as a single batch. A separate key must be provided for each test version.

Multiple answers to questions must be noted in the special instructions above or with separate instructions attached to each key stating each question number that contains more than one answer and the acceptable answer set(s)for each question. DO NOT WRITE "AND" OR "OR" DIRECTLY ON THE KEY, AS THIS WILL RENDER THE KEY UNREADABLE AND UNSCANABLE,

"And" questions are questions in which all answers indicated must be filled in for the response to be counted as correct.

"Or" questions are questions in which only one of the answers indicated on the key must be marked in order for the response to be considered correct

All test forms, including the key must be completed using a #2 lead pencil.