


# EVALUATION OF INSTRUCTION PROGRAM - TEST SCORING SERVICE

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This cover sheet **MUST** accompany all tests submitted for scoring.  Please print legibly.

This form may be found on our website at: <http://www.oid.ucla.edu/units/eip/testscoring/>

EXAM DATE:	DEPARTMENT & COURSE NUMBER:
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INSTRUCTOR NAME: (last name, first)	
CAMPUS ADDRESS:	CAMPUS MAIL CODE:
TELEPHONE NUMBER:	DEPARTMENT TELEPHONE NUMBER:
E-MAIL:	

ASSISTANT NAME: (last name, first)	
TELEPHONE NUMBER:	DEPARTMENT TELEPHONE NUMBER:
E-MAIL:	

	APPROXIMATE NUMBER OF ANSWER SHEETS
	NUMBER OF TEST VERSIONS (Maximum 6 answers keys - labeled A-F)
	NUMBER OF QUESTIONS ON TEST TO SCORE

If applicable:

	NUMBER OF SUBTESTS (Max. 8 - Labeled A-H) ! You cannot utilize subtests with multiple test versions.
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Number of answers on subtests:

A	B	C	D	E	F	G	H
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- The IDENTIFICATION # field is a REQUIRED field on student response sheets.
- All test scoring appointments must be scheduled at least two working days in advance.
- Please be sure all tests are banded together in an envelope or folder with the appropriate key.
- If more than one answer key is used, answer sheets must be separated by answer key.
- Please use one type of answer form per test.
- No tests are to be left over night. Please be prepared to wait 15 - 20 minutes for processing.

## REPORT OPTIONS:

### Printed:

<input type="checkbox"/> STANDARD SET
Individual Test Results (alphabetical)
Individual Item Response (alphabetical)
Item Analysis
Absolute Frequency Distribution
Test Score Distribution

Instead of a Standard set, please provide:

Individual Test Results	<input type="checkbox"/>
Individual Item Response	<input type="checkbox"/>
Item Analysis	<input type="checkbox"/>
Absolute Frequency Distribution	<input type="checkbox"/>
Test Score Distribution	<input type="checkbox"/>

Alphabetical      Student ID      Raw score

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

### Electronic:

Check here to receive an electronic text file version. An e-mail address or digital storage medium (i.e. CD-R, flash drive, etc.) must be provided:

<input type="checkbox"/> Tab-delimited format	<input type="checkbox"/> Comma-delimited format
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