

Computing Technologies Center Opscan Request Form

<p>Requestor Info</p> <p>Name: _____</p> <p>Department: _____</p> <p>Ship Email: _____@ship.edu</p> <p>Date: _____</p> <p style="font-size: small;">*Please have Opscan sheets turned and facing the same direction before submitting.*</p>	<p>All results will be provided by PDF files e-mailed to the course instructor via their <i>Ship email accounts only</i>.</p> <p>Completed tests that are not picked up by Friday of the following week will be automatically sent back to the instructor via campus mail.</p>
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<p>Request Type</p> <p>One correct answer only (GPAS Score)</p> <p style="padding-left: 20px;">Multiple points per question _____</p> <p style="padding-left: 20px;">Previous # of points added _____</p> <p style="padding-left: 20px;">Base point adjustment _____</p> <p>One correct answer, multiple point sets (Requires a specific answer key per point set)</p> <p style="padding-left: 20px;">Set 1 point value _____</p> <p style="padding-left: 20px;">Set 2 point value _____</p> <p>Multiple versions of the same test (Requires a key for each version)</p> <p>Survey/Questionnaire (No answer key required)</p>	<p>Immediate Campus Mail Return</p> <p>Please Sign here to have exams returned</p> <p>Signature: _____</p> <hr/> <p>ICTC USE ONLY</p> <p>Date Completed: _____</p> <p>NCS Operator: _____</p> <p>Number of Forms Scanned: _____</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center; font-size: small;"># of Student Forms</th> <th style="text-align: center; font-size: small;"># of Questions</th> <th style="text-align: center; font-size: small;">DAT File Name</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	# of Student Forms	# of Questions	DAT File Name	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<p>Requested Output Reports</p> <p>Score Only (Printed on student form)</p> <p>Printed List of Scores (NCS01)</p> <p>Item Analysis (NCS20)</p> <p>Grade Report (NCS30)</p> <p>Mini Item Analysis (NCS32)</p> <p>Individual Student Response-Condensed (NCS33)</p> <p>Individual Student Response-1 per page (NCS33B)</p> <p>Survey/Questionnaire Results (NCS40)</p> <p>Email Scanner Output DAT File</p>																																		

Contact the Technology Help Desk with Opscan questions at 717-477-HELP (4357) option 2.