

Computing Technologies Center Opscan Request Form

Requestor Info

Name: _____

Department: _____

Email: _____

Date: _____

Please have Opscan sheets turned and facing the same direction before submitting.

All results will be provided by PDF files e-mailed to the course instructor.

Completed tests that are not picked up by Friday of the following week will be automatically sent back to the instructor via campus mail.

Request Type

One correct answer only (GPAS Score)

Multiple points per question _____

One correct answer, multiple point sets
(Requires a specific answer key per point set)

Set 1 point value _____

Set 2 point value _____

Multiple versions of the same test
(Requires a key for each version)

Survey/Questionnaire (No answer key required)

Immediate Campus Mail Return

Please Sign here to have exams returned

Signature: _____

ICTC USE ONLY

Date Completed: _____

NCS Operator: _____

Number of Forms Scanned: _____

Generated Output Reports

Please be aware that we have a new opscan machine. Going forward we will be sending a copy of all available reports by email.

Old reports to new

- Printed List of Scores (NCS01)
 - Student Statistics 101
- Item Analysis (NCS20)
 - Detailed item Analysis 201
 - Item Analysis Graph 203
- Grade Report (NCS30)
 - Student Statistics 101
- Mini Item Analysis (NCS32)
 - Condensed item Analysis 204
- Individual Student Response-Condensed (NCS33)
 - Student Response 105
- Individual Student Response-1 per page (NCS33B)
 - Student Grade 150
- Survey/Questionnaire Results (NCS40)
 - Item Analysis Graph 203
- Email Scanner Output DAT File
 - Replaced with export to excel

# of Student Forms	# of Questions	DAT File Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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