



Scanning Request

University of Utah
 Testing Center
 Student Services Building
 201 South 1460 East, Room 498
 Salt Lake City, UT 84112-9059

Phone: 801-581-8733
 FAX: 801-585-1932
 Email: testingcenter@sa.utah.edu
 Web: www.sa.utah.edu/testing

Date:	Hour Turned-in:	Special Instructions:
Department:	Course Number:	
Building & Room Number:	Test Name:	
Instructor:	Teaching Assistant:	
Phone:	Phone:	
Email:	Email:	

					Office Use Only	
Order	Service	Description	Rate	Unit	Quantity	Extension
✓	Setup & Processing	Basic Service with approximate 24 hour turn around.	\$5.00	Key		
✓	Scanning	Running Scantron forms through the scanner.	.10	Form		
	All Reports (Electronic)	All six reports (see list below) sent via email, with the originals returned via campus mail.	1.00	Key		
	All Reports (Paper)	All six reports (see list below) printed on paper and held for pick-up.	.10	Page	XXX	XXX
Individual Reports		<i>Test Statistics</i>	Complete test statistics, such as maximum score, minimum, median, range, etc.	.10	Page	
		<i>Respondent Statistics</i>	A report for the instructor, supplying the names of all the students who took the test, their scores, etc.	.10	Page	
		<i>Frequency Distribution</i>	A breakdown of the number and percentage of students who received a particular score on the test.	.10	Page	
		<i>Item Statistics</i>	Individual question statistics, such as maximum score, minimum, median, range, etc.	.10	Page	
		<i>Item Analysis</i>	Bar graph charts showing the number of students who supplied a particular answer for each question.	.10	Page	
		<i>Grade Reports</i>	Individual reports for each student, supplying their score, their answers, the correct answers, etc.	.10	Page	
	Rush Order	Special Service with approximate 1 hour turn around.	10.00	Key		
	Scantron Forms	Ream (package) of bubble sheets.	50.00	Ream		

Scanning 01 / 00709 / 2000 / 01626 / --- / **40436** / 1 / year
 Scan Forms 01 / 00709 / 2000 / 01626 / --- / **40442** / 1 / year
 scan/scanning-request.doc Stencil: A-4

Campus Order #:

Total