



# the university of akron computer based assessment & evaluation

Schrank Hall North 153, + 5002  
Phone: 330 972 2454  
<http://cbt.uakron.edu>

Test Scoring Services    Receipt Number  
Request Form            (Internal Use Only)  
Email: test-score@lists.uakron.edu

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Date:

Instructor Name:

Department/Course/Section (smallest section num)

Course Name:

Test Number:

Instructor UA email address: @UAKRON.EDU

Instructor Phone Number:

How many sections? (Be sure to bundle all sections together)

Please select the number of answer keys? (please circle) **1**      **2**      **3**      Number of Questions

Are there alternative answers? (please circle the following)      **Yes**      **No**

Would you like individual reports for your students?      **Yes**      **No**

Would you like a basic statistics report?      **Yes**      **No**

**Notes:**    Required sheet order:

- i.    Answer key(s) are first (A key, B key, C key)
- ii.    Divider sheet for the first section behind the answer key(s).
- iii.    Student sheets for that section after the section divider sheet.

*If you have multiple sections, repeat steps ii and iii for each section.*

Tests must be hand delivered to SHN Room 153. A ticket will be issued to you when you drop off test(s) for processing. Liability issues require that this ticket be presented before we can release your test results.

The test scores and scan sheets will be returned to you. Please retain these sheets for your records.

Note:    We **DO NOT** keep the student data sheets or a record of the sheets. The scan sheets are your only record of the students' answers. If the test needs to be re-scored you will have to re-submit the scan sheets.