Test Scoring Request – COVER SHEET

This cover sheet must accompany all tests submitted for scoring. Please ensure that it is filled out completely, otherwise your job may be delayed. When the scoring report is ready, we will notify you via your UT or UTSC email address you provide. TEST SCANNING REQUESTS THAT ARE BOOKED 5 BUSINESS DAYS IN ADVANCE ARE GUARANTEED A 2 BUSINESS DAY TURNAROUND.

Course Code: _____   Instructor's Phone: _____

Instructor's Name: _____

E-mail Address: _____

_____ **@utsc or @utoronto email addresses only please**

Department: _____   Total number of student sheets: _____

Date of Submission: _____   Total number of test versions: _____

Number of QUESTIONS on test:

1 – 30 ☐   31 - 50 ☐   51 – 100 ☐   101 – 200 ☐

After collecting the student "bubble-sheets", put the entire set, with the Answer Key on top, in an envelope. Staple this Test Scoring COVER SHEET to the front of the envelope. Once the test has been properly secured in an envelope with Test Scoring cover sheet attached, please deliver it to the Library drop-box

Additional Instructions:

- Email scan-services@utsc.utoronto.ca with the name of the class, an estimate of the number of answer sheets (e.g. # of students taking test), and any other details such as multiple test versions
- *The process has changed – no longer do you need to complete the HEADER sheet*
- Every test-scanning job requires an ANSWER KEY, and a COVER SHEET
- The last name section of the ANSWER key should be marked "KEY", and correct answer choices must be marked in Q1-200 as required. No other sections on the key are required on the key
- For multiple test versions, an answer key is required for each version
- Attach this cover sheet to the front of EACH envelope – if multiple envelopes are required, please number each, e.g. "1 of 2", "2 of 2"

Questions? Please contact scan-services@utsc.utoronto.ca or Adon Irani, airani@utsc.utoronto.ca

Additional Comments for Scan Services:

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Envelope ___ of ___