

Classroom Scoring and Analysis Services Request

University and Community Testing Services * Clark Howell Hall * 706-542-3183

Today's Date: _____

Contacts and Billing

Testing Contact: _____ Email Address: _____

Campus Mail Address: _____

College: ☐ Franklin ☐ Other: _____ Department: _____

Billing Contact: _____ Email Address: _____

Speedtype/Accounting Tag: _____

Or Chart String: Fund _____ Program _____ Department _____ Class _____

Scoring Services

Number of Test Sets/Versions to be Scored _____

Choose one option:

☐ Scoring – Excel File Only: \$15.00 per Test Set/Version

☐ Scoring & Reports: \$20.00 per Test Set/Version

Includes Excel File, Individual Test Results Student Name Sort, Individual Test Results Student ID Sort, Individual Item Response, Item Analysis, Relative Frequency Distribution, Test Score Distribution

All Excel files and reports will be emailed to the testing contact email specified above. Please allow 24 hours to receive scoring reports.

Test Returns

Choose one option:

☐ Pick Up: No cost

☐ Campus Mail: \$5.00 *Note: If scored tests are not picked up within 48 hours, they will be returned by campus mail and a \$5.00 charge will be assessed.*

If it is necessary to organize or modify answer sheets for scoring purposes, UTS will assess charges at the rate of \$75.00 per hour for this service.

By dropping off tests for scoring by University and Community Testing Services, I agree that my department will be charged as described above and that I am authorized to incur these charges.

Signature: _____

Name (Print): _____

UCTS Use Only

Total Charges _____

No Pickup Mail Back Fee Only