

# Course Exam Score Request Form

INSTRUCTOR/COURSE INFORMATION			
Date		Course Title & Number	
Instructor		Section Numbers (valid section number required)	
Department			
Phone Number	E-mail Address	Test Number	Number of Keys

PERSONS AUTHORIZED TO RECEIVE SCORES
Please list T.A.s or other persons authorized to receive these scores: _____ _____

SCORING SERVICES	SCORING FORMULA (CHECK ONE ONLY)
<input type="checkbox"/> Name and ID Roster (Student Score Report) <input type="checkbox"/> Score Distribution <input type="checkbox"/> Simplified Item Analysis <input type="checkbox"/> Student Response Report (SRR) <input type="checkbox"/> Scan to: Disk Size: <input type="checkbox"/> 3.5" <input type="checkbox"/> Zip <input type="checkbox"/> USB <small>Must provide your own disk</small> <input type="checkbox"/> Scoring only <input type="checkbox"/> E-mail Scores to _____ <small>We can <b>ONLY</b> send scores to UH Email Accounts</small>	<input type="checkbox"/> Score = # (Correct Items) <input type="checkbox"/> Score = # (Correct Items) — # (Incorrect Items) <input type="checkbox"/> Score = # (Correct Items) — $\frac{1}{2}$ # (Incorrect Items) <input type="checkbox"/> Score = # (Correct Items) — $\frac{1}{3}$ # (Incorrect Items) <input type="checkbox"/> Score = # (Correct Items) — $\frac{1}{4}$ # (Incorrect Items) <input type="checkbox"/> WebCT conversion to disk

SPECIAL INSTRUCTIONS
_____ _____ _____

## PRIVACY NOTICES ON UNIVERSITY FORMS

"State law requires that you be informed of the following:  
 (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form;  
 (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and  
 (3) under sections 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

SUBMIT	RECEIVE
Your signature below certifies that the services requested are for the course listed above.	Your signature below signifies that you have received all the test materials submitted for scanning and scoring.
_____ Name (Print)	_____ Name (Print)
_____ Signature	_____ Signature
_____ Date	_____ Date

OFFICE USE ONLY	
File Name	Number of records

Download forms and view our services at [www.las.uh.edu/MEC](http://www.las.uh.edu/MEC).