Instructor Name ______________________________________ School ______________________

Course _____________________________________  Title of Job: ____________

Email _______________________

Yes   No  1. Do you want these scores used in the IDP Course Records Management Service (CRMS)?

Do you want a CRMS report now? ___ Yes ___ No If yes, please complete a gold CRMS request form.

Yes No  2. How many scoring keys are there? (All keys must have the same number of items. Answer sheets must be bundled separately with their respective keys.) Names of key__________________________

Yes No  3. How many sections are there? (If you want sections reported separately, they must be bundled separately or the section field must be coded in on the sheets correctly.) Names of sections ____________________

Yes No  4. What is the last item to be scored?

Yes No  5. Are any items omitted on the key(s)? Specify: ____________________________________________

Yes No  6. Are any items “either/or” scored, i.e., is there more than one correct answer marked on the key(s) for any items? (The student must choose only one answer.) Specify ____________________________________________

Yes No  7. Should items be weighted, i.e., count for other than one point each?

Specify ____________________________________________ Total points w/wo decimal____________________

Yes No  8. Is there a penalty for wrong answers? (A fraction of the items wrong can be subtracted from the score as a correction for guessing.)

Specify ____________________________________________

Yes No  9. Do you want a report of names, student identification numbers, and scores?

A. Check how you would like scores reported:

PAPER: ___Original scores ___ Converted to Percentages  Blackboard Upload: ___Original Scores ___Percentages

B. If you are using CRMS, check the type of scores you want stored:

___Original scores ___ Converted scores

C. Check how your report is to be sorted:

All keys and sections combined ___ Name ___ Score
Each key separately ___ Name ___ Score
Each section separately ___ Name ___ Score

Yes No  10. Do you want a score distribution report, i.e., table of summary statistics and plot of scores?

Check report desired if you have multiple keys or sections:

___ All keys/sections combined ___ Each key separately ___ Each section separately

Yes No  11. Do you want an item analysis report, i.e., table showing the pattern of answers chosen for each item?

Check report desired if you have multiple keys or sections:

___ All sections combined (must all use the same key) ___ Each key separately Contact if Bad IA: Yes_____ No_____

For IDP Internal Use Only

Check In: Date________ Time_________ Log #_________ Initials________

Scanned: Date________ Initials________

Form: 5 _____ 10 _____ PS_____ Quiz_____ ATT_____ N__________

FileLocker: ____________________

FILELOCKER Career Account Login (username) for one person ________________________________

BLACKBOARD Please provide Job Number linked to your account ________________________________