

Test Scoring Request (myUCF Grades)

Please print clearly. Incomplete and illegible requests will be returned.

General Information:

Instructor's Name: _____
Last First Title (Dr., Mr., Ms.)

Email (required): _____

You will receive an e-mail when test is graded.

Phone (required): _____

Call when test is ready for pick-up.

Department/College: _____

Class Information:

Course Prefix: _____ Number: _____ Section: _____
Ex: MAN or ENC Note: Use U, V, C, L or H in the course number or section number when needed.

Test Information:

Test Column Name: _____
(column name in myUCF Grades)

Regrade? Describe below:

Number of Test Questions: _____

Number of Test Versions: _____

Test has ANDs/ORs? (e.g. A AND B or C OR D)

To mark an AND, fill in all appropriate bubbles. To mark an OR, bubble over the question number and fill in all appropriate answers.
To omit a question, do not bubble in an answer.

Additional Requests:

Print individual student reports, one sheet per student?

Adjust class roll? Test Scoring uses a local copy of the class roster generated at the start of the semester. If a student adds or drops the class after the end of the add/drop period, attach a sheet with their name, PID, and NID **exactly** as it appears in myUCF Grades to inform us of the change.

Signature:

- ★ You will be notified if processing is delayed due to technical or other difficulties.
- ★ Tests are processed on a first-come, first-serve basis. There are **no rush jobs**.
- ★ Illegible or incomplete portions of this form may delay processing. Please be accurate and clear.
- ★ The Test Scoring staff will make every effort to ensure the accuracy of the scores; however, **the instructor should double-check the correctness of the test results.**
- ★ **Any forms on "multiple version" exams that do not have a version indicated on them will not be graded.**
- ★ Test must be picked up by the instructor, the person submitting this request, or an authorized person.
- ★ All grades will be uploaded into **myUCF Grades** for your approval and release.
- ★ For questions regarding our services call 407-823-5493 or e-mail testscor@mail.ucf.edu.

Submitted by: _____ Date: _____
(sign)

(print)

Picked up by: _____ Date: _____
(sign)

(print)

Approval for department or authorized person to pick up: _____