

**MEDICAL CENTER**

Exams will be graded within 24 hrs

**Exam Grading Scan Request Form**

Data Center: 859-257-2222  
Last modified: 05/14/2019

http://www.uky.edu/its/enterprise-systems/data-center

Date:

Last Name:

First Name:

Department:

Phone #:

Authorized person(s) to pickup test/scan results (must show ID):

Person 1:

Person 2:

On the back of the **KEY** sheet, fill in 'A' and 'I' in the "DO NOT WRITE" space.  
On the **WEIGHT** sheet (if there is one), fill in the 'B' and the 'II' in the "DO NOT WRITE" space.

**COMPLETE THE FOLLOWING:**

Acct/Project # (optional):

Test Identification:

Number of Exam Questions :

Number of Rejected Questions:

List Rejected Questions here: \_\_\_\_\_

**Question Grouping** - If you're grouping questions, identify which questions are associated with each group:

Qty:  Group 1:   
Qty:  Group 2:   
Qty:  Group 3:   
Qty:  Group 4:   
Qty:  Group 5:

Qty:  Group 6:   
Qty:  Group 7:   
Qty:  Group 8:   
Qty:  Group 9:   
Qty:  Group 10:

**SCAN RESULT OUTPUT OPTIONS:**

**INSTRUCTOR OUTPUT:**

Number of Copies of Instructor Output:

Do you want Frequency Distribution & Statistical Output?  Yes  No

Sort by: Name  Yes  No

Raw Score  Yes  No

Special Codes  Yes  No

Weighted Score  Yes  No

UK ID Number  Yes  No

**STUDENT OUTPUT:**

Do you want a report for each student showing their results?  Yes  No

Sort by:  NAME (or)  SPECIAL CODES

**E-MAIL OUTPUT:**

Output files to be e-mailed:  .csv  .out  .dat  .pdf

Append to email-1: [ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]

E-mail 1:

E-mail 2:

Comments:

**DO NOT WRITE IN THIS AREA - FOR DATA CENTER USE ONLY.**

\* Deliver to MC Library Circulation Desk

Scanner Program Name:  Test  Tenresp

Dataset Name:

If Rescanned:

Scanning completed by: \_\_\_\_\_

Sheets: \_\_\_\_\_