MEDICAL CENTER

Exams will be graded within 24 hrs

Exam Scan Request Form

Data Center: 859-257-2222 http://www.uky.edu/its/enterprise-systems/data-center **Date:**

Last modified: 05/14/2019

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 each **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:

Test Identification: .....

Number of Objective Questions (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 6:	
Qty:	Group 2:		Qty:	Group 7:	
Qty:	Group 3:		Qty:	Group 8:	
Qty:	Group 4:		Qty:	Group 9:	
Qty:	Group 5:		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 : ◯ **N**AME *(or)* ◯ **S**PECIAL CODES

E-MAIL OUTPUT: Output files to be e-mailed: ◯ .csv ◯ .out ◯ .dat ◯ .pdf

e-mail 1 : **@uky.edu** e-mail 2: **@uky.edu**

Additional 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: _____