



LAUPUS LIBRARY

OpScan Grading Request

(Remark Software)

Professor's Printed Name: _____

Phone #: _____

Department: _____

Number of Sheets (including key): _____

Course Name/Number: _____

Section #: _____

Type of Report(s): Printout Options

- Test Statistics Respondent Statistics Frequency Distribution
- Item Statistics Item Analysis Grade Reports

PDF File Options (CD or USB drive provided by client)

- Test Statistics Respondent Statistics Frequency Distribution
- Item Statistics Item Analysis Grade Reports

RTF File Options (CD or USB drive provided by client)

- Test Statistics Respondent Statistics Frequency Distribution
- Item Statistics Item Analysis Grade Reports

Excel File Options (CD or USB drive provided by client)

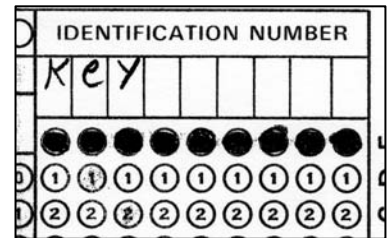
- Test Statistics Respondent Statistics Frequency Distribution
- Item Statistics Item Analysis

Special Instructions:

Things to Remember for Efficient OpScan Test Grading

When bringing in tests to be graded, remember to do the following:

1. Have OpScan Request Form filled out completely.
2. Have your answer key on top with the identification code bubbled in "000000000," as shown to the right.
3. Make sure all of your tests are facing up in the same direction with the timing marks on the same side.
4. Have your tests bound together by a rubber band, paper clip, or some type of folder or envelope. Do not staple the tests together.
5. Do not include any sheets other than the OpScan sheets. We are not responsible for copies of the test, roll sheets, or anything else that may be accidentally included with your tests.



Complete this section when picking up graded exams. A valid picture ID is required.

Client's Signature: _____

Date: _____

Exams graded by: _____