

TEST SCORING REQUEST FORM

Instructor: _____

RIT Username: _____

Telephone: _____

Course #: _____

Scantron sheets should be dropped off at the TLS Support Desk. Results will be available for pickup within 24 hours. You will be emailed when scoring is complete.

PLEASE NOTE: If completed Scantron forms are not picked up within a week after completed, they will be shredded.

TLS Support Desk, Bldg.5 (WAL), room A-600

SCORING INFORMATION	
Check Type of Scoring Note: Do not combine scoring types on forms Check only one option:	<input type="checkbox"/> Exam <input type="checkbox"/> Survey
Number of questions to be processed.	
Number of questions with multiple answers on key	
Printout Options: Please check ONLY one option below indicating which printing option is preferred for reporting student scores. A. Name Order (Alphabetical) B. Student Number order (Numeric) C. No Special Order.	A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/>

OFFICE USE ONLY:
Received date and time:
Received by:
Completed/Notified date and time:
Pickup date and time:

Email: tlsupport@rit.edu

Phone: 585-475-2551 (voice)