Computing Technologies Center
Opscan Request Form

Requestor Info

Name: _____

Department: _____

Email: _____

Date: _____

Please have Opscan sheets turned and facing the same direction before submitting.

Preferred Output

Email PDF ☐

-OR-

Printed ☐

Request Type

☐ One correct answer only (GPAS Score)

☐ Multiple points per question _____

☐ Previous # of points added _____

☐ Base point adjustment _____

☐ One correct answer, multiple point sets
(Requires a specific answer key per point set)

Set 1 point value _____

Set 2 point value _____

☐ Multiple versions of the same test
(Requires a key for each version)

☐ Survey/Questionnaire (No answer key required)

Requested Output Reports

☐ Score Only (Printed on student form)

☐ Printed List of Scores (NCS01)

☐ Item Analysis (NCS20)

☐ Grade Report (NCS30)

☐ Mini Item Analysis (NCS32)

☐ Individual Student Response-Condensed (NCS33)

☐ Individual Student Response-1 per page (NCS33B)

☐ Survey/Questionnaire Results (NCS40)

☐ Email Scanner Output DAT File

Campus Mail Return

☐ Please return exam envelope through campus mail.

Signature: _____
(Only available with PDF results. Printed results will not be mailed)

ICTC USE ONLY

Date Completed: _____

NCS Operator: _____

Number of Forms Scanned: _____

# of Student Forms	# of Questions	DAT File Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____