Test & Data Report Request Form

Welcome to Scanning Services. Please fill out this form if this is the first time you have used our services or you wish to change which reports you receive. Please provide the following information so that we may better serve you.

(Note: Teaching or Graduate assistants do not need to fill out this form. Simply indicate:
Assistant Name: _____ E-Mail :_____)

Faculty Name: _____

Department (3 Letter Code): _____ **Phone:** _____

Email: _____ **Return Campus Mail** ◯ **Location:** _____

Reports Requested: (See http://undergraduate.uncg.edu/colleagues/sample_reports.php for examples.)

Select from the following reports:

101 – Student Statistics Report (Individual student grades)	PRINT ◯ or	PDF ◯
103 – Class Frequency Report (Bar graph of all grades)	PRINT ◯ or	PDF ◯
104 – Test Statistics Report (General statistics of test and grades)	PRINT ◯ or	PDF ◯
207 – Test Item Statistics Report (Displays summary statistics for each question)	PRINT ◯ or	PDF ◯

Select only one of the following reports:

201 – Detailed Item Analysis (Individual question statistics with bi-serial analysis)	PRINT ◯ or	PDF ◯
203 – Item Analysis Graph Report (Simplified version of **201**)	PRINT ◯ or	PDF ◯
204 – Condensed Item Analysis Report (Individual question analysis)	PRINT ◯ or	PDF ◯

Basic Package

101, 103, 104, 207, 204, 301, textual excel

PRINT ◯ or PDF ◯

The following are available via electronic version only; please choose Text OR Numeric Excel:

◯ **Textual Excel Spreadsheet** with student answers in textual format with grades at the end. (Answers in form: MULT, BLANK, A, B, C, D, E)

◯ **Numeric Excel Spreadsheet** with student answers in numerical format with grades at the end. (Answers in form: -1, 0, 1, 2, 3, 4, 5)

◯ **301 – Student Grade Report PDF** (lists incorrect answer, correct answer, and grade for each student)