

EXAM SCORING FORM

Exams must be signed in by an ITS representative for security and must be signed out when they are picked up. We will no longer accept exams dropped off/picked up from the unmonitored inbox. Additionally, all scored exams will be held in the back and must be picked up from an ITS representative. All exams must be submitted in a inter-office envelope, large envelope, or box with the exam scoring request form within. Do not use paper clips, rubber bands, or staples to hold the pages together. Please turn in each exam with one key, one exam scoring request form, and one set of exams per envelope. Please make sure all Scantron forms are facing the same direction. Exams can only be released to the person(s) whose name is listed on the exam scoring request form, unless we receive an email from the instructor indicating otherwise.

Instructor First Name: _____
Instructor Last Name: _____
Class Reference Number: _____
Class Name: (i.e. - PSYC152, CHEM101L-MWF9, etc.) _____
Test Name: (i.e. - Exam 1 Version A, Quiz 2, Final, etc.) _____
of Student Answer Sheets in Test Packet: _____
I would like ITS to print out the Student Grade Report sheets that I will return to my students. (Y/N) _____
Contact Phone Number/Name: _____
Individuals allowed to pick up Test Key, Scantrons and Student Grade Reports from ITS:

Please provide an LSUS email address to which we will send the grades and statistical results of the scoring:

Email 1 (Required) _____
Email 2 (Optional) _____

Dropped off by:

Name: _____ Signature: _____ Date: _____

Accepted by: [TO BE FILLED OUT BY ITS]

Name: _____ Signature: _____ Date: _____

Scanned by: [TO BE FILLED OUT BY ITS]

Name: _____ Signature: _____ Date: _____

Picked up by:

Name: _____ Signature: _____ Date: _____