



BOISE STATE UNIVERSITY

SCANTRON SERVICES

DROP-OFF FORM

Personal Information

Name: _____
Professor's Last Name *Professor's First Name*

Phone: _____ Email Address: _____

College: _____ Department: _____

Class: _____ Test Name: _____
Example: Music 101 *Example: Exam 2, Versions A & B*

Reports

Reports should be generated as (Select a file preference):

- PDF Files – This file type takes a “snapshot” of the information and gives you an unalterable document (this is the file type that we have used on all previous semesters).
Please check what reports you would like to be created in PDF Format on the back of this form.
- Excel Files – **NEW & IMPROVED!** This file type provides the information in an Excel Spreadsheet for those who like to re-use the data in other ways.
When you request Excel Files you will automatically get:
Student Statistics Report; Class Frequency Distribution Report; Test Statistics Report, Student Response Report, Condensed Test Report, Detailed Item Analysis Report, Item Analysis Graph Report, Condensed Item Analysis Report, Test Item Statistics Report in one Excel File!
Please Note, any additional files can only be made in PDF Format and are not available in Excel. If you need reports in addition to the ones included in the Excel file in PDF Format, please check those on the back of this form.

Reports will be sent to the email address listed above immediately after processing. If you'd like hard copy printouts, please make the request below. Any other important notes or requests can also be made in the section below. By default, original Scantron forms can be picked up in Simplot Micron Academic Success Hub; 2nd Floor; Room 213 after processing. We can also campus mail them back to you. If you'd prefer this, please select the option below and provide your mailstop. Note that it may take 3-5 business days after processing to receive by mail.

Yes! Please campus mail to MS _____

Special Comments/Requests for your exam/survey:

Please note, we recommend using scantron forms provided by the Instructional Design & Educational Assessment (IDEA) Dept. (**Blue #30423** or **Green #4887**).



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PDF Reports Only	Description of Reports
BASIC OPTION REPORTS	
<input type="checkbox"/>	Student Statistics Report Testers names and scores
<input type="checkbox"/>	Condensed Item Analysis Report Details about each questions and the answers chosen by the students
<input type="checkbox"/>	Test Statistics Report Student score statistics
<input type="checkbox"/>	Class Frequency Distribution Report Illustrates the dispersion of students over the selected grade scale a.k.a. the bell curve chart
<input type="checkbox"/>	Student Grade Report <i>Only Available in PDF Format</i> Individual student exam scores and answers – one page per student
SURVEY/EVAL REPORT	
<input type="checkbox"/>	Survey/Evaluation Report Item Analysis of Survey/Evaluation ONLY
ADVANCED REPORTS	
<input type="checkbox"/>	Raw Data Report Basic Raw Data (.txt file only)
<input type="checkbox"/>	Item Analysis Graph Report Graph of the Condensed Item Analysis Report (Details about each questions and the answers chosen by the students)
<input type="checkbox"/>	Detailed Item Analysis Report Statistics about to each question response
<input type="checkbox"/>	Test Item Statistics Report Summary of individual question statistics
<input type="checkbox"/>	Student Response Report Displays a class-wide chart of students and their responses (recommended)
<input type="checkbox"/>	Condensed Test Report Displays a condensed statistical analysis of each question on the test
GRADEBOOK REPORTS	
<input type="checkbox"/>	CUSTOM Gradebook File Excel Gradebook File (excel format only)
<input type="checkbox"/>	BLACKBOARD compatible Gradebook File Special file that can be loaded into the “Remark Grade Import” Building Block in your Blackboard Course Site (.rbx file only) For this file we recommend having all students fill in their Student ID #s on the exam – this file must match the information in your Blackboard Gradebook exactly, otherwise it could require some manual manipulation on the faculty member’s part. Always double check the student grades to verify the information has loaded correctly. When selecting this file, please specify here how you would like the Blackboard Gradebook File to be created: <input type="checkbox"/> Use “Student Names” OR <input type="checkbox"/> Use “Student ID Numbers”

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