



Information Technology

All work is performed on a first come basis.
Please fill out all sections.

Vanderbilt University Information Technology Request for Test Scoring

Chart of Accounts:
Department:

Contact Person:	Phone #:
Email:	

**Put extra contact individuals in the additional information section.*

Instructor:	
Course #:	Section:

Number of questions on the test:
Number of the first question to be graded:
Number of the last question to be graded:

What to do with the output files (<i>check all you need</i>)?	Item Analysis	Individual Analysis
Upload to BOX (<i>done by default for all files</i>)		
Print		

*Have you responded to all above questions?
Have you included a properly marked answer key sheet?
Are all your sheet in the same order and face in the same direction?*

Additional Information:

Please do not write below this line.

# of sheets scanned:	Processed by:	Date:
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