

Classroom Scoring and Analysis Services Request

University Testing Services * Clark Howell Hall * 706-542-3183

Today's Date: _____

Contacts and Billing

Note: Tests will not be scored until billing contact and chart string information are provided.

Professor/ Instructor: _____ Telephone: _____

Email Address: _____

Campus Mail Address: _____

Department: _____

Billing Contact: _____ Telephone: _____

Email Address: _____

Speedtype/Accounting Tag: _____

Or

Chart String: Fund _____ Program _____ Department _____ Class _____

Services

The \$10.00 base scoring fee includes an emailed excel file. A printed report is available for an additional fee of \$1.00. Each additional report can be delivered via email or in print. Specify your preferred delivery method.

Service	Quantity	Cost	Total	Print	Email
Test Sets (each version or key is a test set)		\$10.00 each			
Individual Test Results Student Name Sort		\$1.00 each			
Individual Test Results Student ID Sort		\$1.00 each			
Individual Item Response		\$1.00 each			
Item Analysis		\$1.00 each			
Relative Frequency Distribution		\$1.00 each			
Test Score Distribution		\$1.00 each			
Campus Mail Returns		\$5.00 each			
Organizing or Modifying		\$75.00 per hour			
Total					

Please allow 24 hours to receive scoring reports.

By dropping off tests for scoring by University Testing Services, I agree that:

- I understand that my department will be charged as described above and that I am authorized to incur these charges.
- If scored tests are not picked up within 48 hours, they will be returned by campus mail and a \$5.00 charge will be assessed.
- All answer sheets must be turned in the same direction and a unique, left-justified ID at least two digits long must be filled in the ID. If these conditions are not met, UTS will organize or modify answer sheets as needed for scoring purposes and assess charges at the rate of \$75.00 per hour for this service.
- **Tests will not be scored until complete billing contact and chart string information is provided.**

Signature: _____ Name (Print): _____