Request for Evaluation Scanning

To ensure that all scanned items provide the expected results, please:

- submit a copy of this form
- provide a list of names and corresponding course numbers for each separate batch of evaluations to be scanned
- ensure all answer sheets are facing the same direction within each batch
- ensure all forms have been completed using pencil

Date Submitted: _____   **Department: _____**

Contact: _____   **Phone Number: _____**

Email Address: _____

Number of batches being submitted: _____
Please be aware that completion time is dependent on the number of batches being submitted, as well as the date of submission. End of semester evaluations, especially after the fall semester, can take anywhere from two weeks to two months. If any results are needed sooner due to faculty review, please let us know at the time of submission.

Desired Statistics from Scanned Data : _____
Testing and Evaluation Services will automatically create individual reports in **MS WORD** that lists the frequency count and percent of respondents for each item. Items and values are generic unless a sample of the evaluation has been turned in to the Testing and Evaluation Services office. Please place a check on the corresponding blanks below if you wish to have additional statistics included with your report.

_____   Other descriptive statistics--Circle: Mean - SD - MIN - Max - Valid Percent

_____   Questions printed with statistics*

_____   Values of items listed (Excellent, Good, etc.)*

_____   Other (Please Explain)

* If the department uses a custom form or if the form changes in any way, it would expedite scanning and report return time if the a copy of the form is sent to the office of Testing and Evaluation Services at least one month prior to the arrival of the evaluations. If you have questions, please call the Testing and Evaluation Services office at 1246.