



# University of Colorado Boulder

Testing and Assessment Center  
University Memorial Center, Room 1B72B

\_\_\_\_\_  
Professor/ Instructor

\_\_\_\_\_  
Course Number Section

\_\_\_\_\_  
Additional Contacts

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Professor Email

\_\_\_\_\_  
Additional Emails

Exam #/Title: \_\_\_\_\_ # of Versions: \_\_\_\_\_ Versions: \_\_\_\_\_  
☐ Best Version?

☐ Re-grade?

\_\_\_\_\_  
Initials

## Key Information:

Received by: \_\_\_\_\_  
Initials Time Date

\_\_\_\_\_  
Number of Questions

\_\_\_\_\_  
Weight(s) per question (specify below)

Double Bubbles

☐ Either Answer \_\_\_\_\_

☐ Both Answer \_\_\_\_\_

\_\_\_\_\_  
Maximum Score Possible

☐ Subjective score \_\_\_\_\_

\_\_\_\_\_  
Total possible score

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Office Use Only:

Batch: \_\_\_\_\_

Scan #: \_\_\_\_\_ # Scanned: \_\_\_\_\_

Filename: \_\_\_\_\_

Scanned by: \_\_\_\_\_  
Initials Time Date

Invoice #: \_\_\_\_\_

Billing Dept.: \_\_\_\_\_ ST: \_\_\_\_\_

Update Database ☒ \_\_\_\_\_  
Initials

## Reports:

Processed by: \_\_\_\_\_  
Initials Time Date

☐ Full Reports ☐ Printed

Results Grid

Alphabetic List

Histogram

Item Analysis

Detailed Item Analysis

☐ Individual Score Reports ☐ Printed \_\_\_\_\_  
# of pages

☐ Sort by Section

☐ Full by Section

## Canvas:

☐ Upload to Canvas

Uploaded by: \_\_\_\_\_  
Initials Time Date

Gradebook Name: \_\_\_\_\_

Exam Title: \_\_\_\_\_

Grade Category: \_\_\_\_\_

Highest Possible Score: \_\_\_\_\_ ☐ Can exceed?

☐ Wait to upload?

☐ CSV

## Graded Forms:

☐ Pick Up ☐ Shred ☐ Deliver to Leeds

Forms will be shredded if not retrieved by: \_\_\_\_\_