

# Welcome to UNCG! If you plan to administer tests with Scantron bubble-sheets, you'll become very familiar with **Scanning Services**.

For your first test, we recommend bringing this form and your tests to our office at 1100 West Market St, but afterwards you may want to use the dropbox located in Jackson Library. We're open **8am-5pm Monday through Friday** during normal university operating hours, including summers and winter break.

Your grades should be available within 24 hours of your tests arriving at our office. Please use the space below to share your contact information and indicate your report preferences (we have sample reports on our website at [utlc.uncg.edu/scanning](http://utlc.uncg.edu/scanning), as well as tips for using Scantron tests). We'll keep your preferences saved on file, but you're welcome to make changes at any time.

**Faculty Name:** \_\_\_\_\_

**Department (3-letter code):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_ **Hold for pickup:** ☐

## Reports Requested

*(See sample reports on our site at [utlc.uncg.edu/scanning](http://utlc.uncg.edu/scanning))*

### ☐ **Basic Package**

A comprehensive package of reports, requested by most instructors  
*Includes 101, 103, 150, 204, 310, 320, and Textual Excel file*

**or**

### **Select ANY from the following reports**

- ☐ **101 - Student Statistics Report** *(Individual student grades)*
- ☐ **103 - Class Frequency Report** *(Bar graph of overall class performance)*
- ☐ **150 - Student Grade Report** *(Breakdown of students' answers for individual review)*
- ☐ **204 - Condensed Item Analysis Report** *(Individual question analysis)*
- ☐ **310 - Test Statistics Report** *(General statistics of class performance)*
- ☐ **320 - Test Item Statistics Report** *(Summary statistics for each question)*

**Excel Data** - *Excel file with students answers and grades listed in last column*

Select one: ☐ **Textual** *(A,B,C,D,E,MULT,BLANK)* ☐ **Numerical** *(1,2,3,4,5,-1,0)*