TESTING CENTER WORK ORDER

Today's date: _____   Semester: _____

Course instructor(s): _____

Contact person: _____   Contact phone ext. or cell#: _____

Email address: _____

Course #(s): _____

Test Name and #: ❏ Quiz#_____ ❏ Exam#_____ ❏ Midterm ❏ Final -or- ❏ _____

ROSTER

<u>CHOOSE ALL THAT APPLY:</u>
(if this is the first test scored by HPDTC this semester then list the roster(s) from which this class is comprised)
(FL=Ft. Laud.; TA=Tampa; BP=Baptist; KN=Kendall; FM=Ft. Myers)

❏ AA-1-FL	❏ BMS-1	❏ BSN-BP	❏ D-1	❏ M-1	❏ MBS-1	❏ OD-1	❏ OT-1	❏ PH-1	❏ PT-1-FL	
❏ AA-2-FL	❏ BMS-2	❏ BSN-FL	❏ D-2	❏ M-2	❏ MBS-2	❏ OD-2	❏ OT-2	❏ PH-2	❏ PT-2-FL	
❏ AA-1-TA		❏ BSN-FM	❏ D-3	❏ M-3		❏ OD-3		❏ PH-3		
❏ AA-2-TA		❏ BSN-KN	❏ D-4	❏ M-4		❏ OD-4	❏ PA-1	❏ PH-4		
		Cohort:__					❏ PA-2			

## TEST GENERATION REQUESTS	## TEST COPYING REQUESTS

❏ **Generate test from new test questions.**
 Submit on flash drive or by e-mail in MS Word or .txt format.
 File name: _____
 	
 ❏ **Generate test from questions stored in bank.**
 Question bank name: _____
 Item #s: _____
 _____
 	
 ❏ **Add new questions to saved bank.**
 Question bank name: _____
 ❏ **Print out question bank.**
 Question bank name: _____
 Number of test questions: _____
 *Please indicate **special scoring options** (e.g., multiple responses, weighted points, extra credit) in **Score Requests** section.*
 	
 Date requested for final review: _____
	*After final review, **please** notify HPD Testing Center of **Final Approval**.*
	 After final approval, test copying requests can be completed.
	
	 ❏ **Copy test.** Total number of copies needed: _____
	     Number of test versions requested: ❏ 1 ❏ 2 ❏ 3 ❏ 4
	     Use **scrambled** answers on test versions: ❏ Yes ❏ No
	
	 <u>Special Requests:</u>
	 ❏ Print test double-sided. (*Save paper, check this box.*)
	 ❏ Use colored paper for cover sheets.
	     Different color for each version? ❏ Yes ❏ No
	 ❏ Use special cover sheets. (Please attach.)
	 ❏ Insert or append extra sheets. (Please attach.)
	
	 Date/time test will be administered: _____

Special instructions: _____

_____

_____

_____

SCORE REQUESTS

❑ Score test.
Test generated by HPDTC? ❑ Yes ❑ No
If test was **not** generated by HPDTC, how many test keys are provided? ❑ 1 ❑ 2 ❑ 3 ❑ 4
Number of student score sheets submitted: _____
Total number of questions: _____
Total points test is worth: _____

❑ Questions with weighted point values.

Question #	Point value
_____	_____
_____	_____
_____	_____
	❑ *Extra credit points.*

❑ Multiple responses accepted.

Question #	Responses accepted
_____	_____
_____	_____
_____	_____

❑ Multiple responses <u>required</u>.

Question #	Responses required
_____	_____
_____	_____
_____	_____

RE-SCORE REQUESTS

❑ Re-score test.
❑ Add students to previously scored test.
Number of student score sheets submitted: _____
❑ Credit all student responses.
Question(s) #: _____
❑ Omit question(s) #: _____

❑ Multiple responses accepted (either/or).
(Any of the following answers may be selected to give credit.)

Question #	Responses accepted
_____	_____
_____	_____
_____	_____
_____	_____

❑ Gradebook alteration requests. _____
_____
_____

❑ Other requests. _____
_____
_____
_____

SCORES & STATISTICAL REPORTS

Standard reports *(Scores, Item Stats, Histogram)* ❑ Print ❑ Email
Gradebook reports: _____
 ❑ Print ❑ Email
Additional reports: _____
 ❑ Print ❑ Email

Special instructions: _____
_____
_____
_____
_____
_____

Access instructions:
❑ **Anyone** has permission to pick-up, view, or edit my tests, scores, or statistics.
❑ Permission to pick-up, view, or edit my tests, scores, or statistics is **limited** to the following people:
_____
❑ **No one** has permission to pick-up, view, or edit my tests, scores, or statistics.