**TESTING CENTER WORK ORDER**

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| Please complete the following information and attach test materials. Bring to the HPD Testing Center (HPDTC), located on the 5th floor of the Terry Administration Building, Room 1525. For consultation, please contact a Testing Center staff member: by email, **hpdtc@nova.edu**, or phone: Katrenna, #21522 or Rosario, #21525. |

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| --- | --- | --- | --- |
| Today’s Date | Today’s date. | Semester | Semester Year. |
| Course instructor(s) | Course instructor(s). |
| Contact person | Contact person. | Contact phone: | Phone. |
| Email address | Email address. |
| **Course#(s)** | **Course #(s).** |
| **Test Name and #** | **Test** | **Test# .** |

**Roster**

**CHOOSE ALL THAT APPLY:**

 (BHSF=Baptist Health South Florida; FL=Ft. Laud.; FM=Ft. Myers; MIA=Miami, TA=Tampa)

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| [ ]  AA-1-FL[ ]  AA-2-FL[ ]  AA-1-TA[ ]  AA-2-TA | [ ]  BMS-1[ ]  BMS-2 | [ ]  D-1[ ]  D-2[ ]  D-3[ ]  D-4 | [ ]  M-1[ ]  M-2[ ]  M-3[ ]  M-4 | [ ]  MBS-1[ ]  MBS-2 | [ ]  NUR-BHSF[ ]  NUR-FL[ ]  NUR-FM[ ]  NUR-MIAYear | [ ]  OD-1[ ]  OD-2[ ]  OD-3[ ]  OD-4 | [ ]  OT-1[ ]  OT-2[ ]  PA-1[ ]  PA-2 | [ ]  PH-1[ ]  PH-2[ ]  PH-3[ ]  PH-4 | [ ]  PT-1[ ]  PT-2[ ]  PT-3 |

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| **Test Generation Requests** |
| [ ]  **Generate test from new test questions.** *(Submit in MS Word, .txt, or .rtf format)* | File name: | File name |
| [ ]  **Generate test from questions in bank.** | Question bank | Item #s: | Item #s |
| [ ]  **Add new questions to saved bank.** | Question bank | [ ]  **Print out question bank.** | Question bank |
| **Total number of Test questions:** | # of Test questions | **Date for final review:** | Final review date |

*(Please indicate* ***special scoring options*** *(e.g., multiple responses, weighted points, extra credit) in* ***Score Requests*** *section.*

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| **Test Copying Requests***(After final review,* ***please*** *notify HPDTC of* ***FINAL APPROVAL*** *to print test packets.)* |
| [ ]  **Copy Test**. | Total number of copies needed: | # of copies | **Date/time test will be admistered:** | Test Day & Time. |
| **Total number of Test questions:** | # of questions | Number of test versions requested: | [ ]  1[ ]  2[ ]  3[ ]  4 | Use scrambled answers on test versions:  | [ ]  Yes[ ]  No |
| **Special requests:** |
| [ ]  Print **double-sided**. | [ ]  Use **color paper** for cover sheets. | **Different color** for **each version**? | [ ]  Yes[ ] No |
| [ ]  Use **special cover** **sheet(s).** *(Please attach.)* | [ ]  **Insert or append** extra sheets. *(Please attach.)* |
| [ ]  Include **Answer Key** in test packet. | [ ]  Include **Test(s) with correct answers** in test packet. |
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| **Special instructions:** Click or tap here to enter special instructions. |

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| **Course#(s)** | **Course #(s).** |
| Test Name and # | **Test** | Test# . |
| Contact person | Contact person. | Contact phone: | Phone. |
| **Score Requests** |
| [ ]  **Score test.** | **Total number Student Scantron sheets:** | # of student scantrons |
| Test generated by HPDTC? | [ ]  Yes[ ] No | If NOT generated by HPDTC,**how many answer keys** are provided? | [ ]  1[ ]  2[ ]  3[ ]  4 |
| **Total number of Test questions:** | # of Test questions | **Total points test is worth:** | Total test points |
| [ ]  Questions with **MULTIPLE responses ACCEPTED**. | Question(s) # and **accepted** responses. |
| [ ]  Questions with **MULTIPLE responses REQUIRED**. | Question(s) # and **required** responses. |
| [ ]  Questions with **weighted point values**. | Question(s) # and **point** value(s). |

**Scores & Statistical Reports**

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| Standard Reports (*Group Scores, Item Stats, Histogram)* | [ ]  Print[ ] Email |
| Gradebook Reports | [ ]  Print[ ] EmailAlphabetic, rank order? |
| Additional Reports? | [ ]  Print[ ] EmailExcel? Individual Score Reports? |
| **Re-Score Requests** |
| [ ]  **Re-score test.** | Add students to previously scored test.**Number of additional Scantrons:** | # of scantrons |
| [ ]  Credit **ALL** student responses for question(s)#: | Question(s) # to credit ALL responses. |
| [ ]  **OMIT** question(s) (*change to* *zero points):* | Question(s) # change to **ZERO point** value(s). |
| [ ]  Credit **MULTIPLE responses** for question(s)(*Include responses for* ***EACH*** *test version)*: | **Test version**, Question(s) **#** and **accepted** responses. |

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| **Special instructions:** Click or tap here to enter special instructions. |

**Access Instructions:**

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| [ ]  **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:People allowed access to these test materials |
| [ ]  **No one** has permission to pick-up, view, or edit my tests, scores, or statistics. |