UMKC Information Services

Questionnaire/Evaluation Request Form

When a questionnaire or evaluation is scanned, reports can be provided for each group and/or a composite of multiple groups. The raw data from the scan forms can be provided as an electronic file for later processing or storage. Please complete the items indicated below and include this form with your scan sheets.

Submitted by: ___________________________________________  □ Faculty  □ Student  □ Staff

Campus Address (building and room number): ________________________________________________________________

Phone: ____________________

Department/Course Number: ________________________________________________________________

Please select the following options:

Report for Each Group?  □ No  □ Yes – Number of Copies: __________

Composite for Each Group?  □ NO  □ Yes - Number of Copies: __________

Send electronic files to my UMKC email?  □ Reports File  □ Raw Data File

UMKC email address: ________________________________________________________________

Highest number of Questions (1-200): ________________________________________________________________

Total Number of Sheets to be Scanned: ________________________________________________________________

Total Number of Cases: ________________________________________________________________

Sheets Received and Scanned
(IS Staff)  Date: _______________  Initials: ____________________

Exam Sheets and Results Picked Up  Date: _______________  Initials: ____________________