The test scanning program can produce several reports, including an individual student error report and a question analysis report. Reports are available in printed or electronic formats. Please complete the items indicated below and include this form with your exam sheets and answer key.

Submitted by: ____________________________________________  □ Faculty  □ Student  □ Staff
Phone: ___________________________________ Instructor: ____________________________________________
Department/Course Number: ____________________________________________
Campus Address (building and room number): ____________________________________________
Highest Number of Questions (1-200): ________  Total Number of Answer Keys (normally one): ________
Individual Student Error Report?  □ Yes  □ No
■ Percentage Score  OR  ■ Raw Score
Report Title: ____________________________________________
Skip Question(s): ____________________________________________
Point Value(s) – point values must be whole numbers from 1 to 9. Do not include skipped questions.
Points for Question(s): ____________________________________________
Points for Question(s): ____________________________________________
Points for Question(s): ____________________________________________
Points for Question(s): ____________________________________________
Points for Question(s): ____________________________________________
Points for Question(s): ____________________________________________
Points for Question(s): ____________________________________________

Printed Reports?  □ Yes  □ No
Send electronic file(s) to your UMKC email?  □ Scores Report Only  □ All Reports
UMKC email address: ___________________________________________________________________

Sheets Received and Scanned (IS Staff)  Date: ____________  Initials: ____________
Exam Sheets and Results Picked Up  Date: ____________  Initials: ____________