Check-in Details Form

- *The Check-in Details Form MUST accompany all tests submitted for scoring. ✉Please type or print legibly.*
- It may be found on our website at: http://www.oid.ucla.edu/content/eip-test-scoring-service

Appointment Instructions:

- All test scoring appointments <u>must</u> be scheduled at least <u>two working days</u> in advance.
- The IDENTIFICATION # field on student response sheets is REQUIRED.
- If more than one answer key is used, answer sheets must be separated by answer key.
- No tests are to be left unattended. Please be prepared to wait 15 - 20 minutes for processing.

Contact Information:

Exam Date:	Department & Course Number:

Instructor Name:	
Last	*First*
E-mail Address:	

Assistant Name:	
Last	*First*
E-mail Address:	

Report Options:

Send <u>PDFs and Excel Files</u> To:	Print PDFs? ☐
Instructor ☐ Assistant ☐	(Excludes "Student Detail" Report)

Test Information:

		FOR EIP STAFF ONLY:
	CLASS SIZE Approximate number of students to score	
	NUMBER OF TEST VERSIONS (Maximum 6 answers keys - labeled A-F)	
	NUMBER OF QUESTIONS ON TEST TO SCORE	
	NUMBER OF SUBTESTS (If applicable) (Maximum 10 subtest keys - labeled A-J)	
☐	**WEIGHTED QUESTIONS (check if applicable)** Please specify question #s and weights below	

rev. **May** 2018