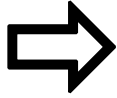


EVALUATION OF INSTRUCTION PROGRAM - TEST SCORING SERVICE
 181 Powell Library, CMC: 155805 (310) 825-6939 • eip@oid.ucla.edu

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 **must** be scheduled at least **two working days** 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:
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Instructor Name:
<i>Last</i> <i>First</i>
E-mail Address:

Assistant Name:
<i>Last</i> <i>First</i>
E-mail Address:

Test Information:

	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)
<input type="checkbox"/>	WEIGHTED QUESTIONS (check if applicable) Please specify question #s and weights below

FOR EIP STAFF ONLY:

Report Options:

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