

SCANNING SERVICE ORDER FORM

DISCOVERY COMMONS: 1 King's College Circle, Medical Sciences Building, Room 3172, 416-978-8504

SECTION A

Faculty:	Department:	
IMPORTANT: Reports will be made available for download through ShareFile. Only UTORONTO Email accounts will be accepted for file transfers.		
Examiner:	Phone#:	Email:
Contact For Pickup:	Phone#:	Email:
Billing Contact:	Phone#:	Email:

SECTION B

Course Name:	Exam Date:	#of Student Response Forms: (Excluding MasterKey, specify EXACT COUNT - only if known)
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Student Faculty	MEDICINE <input type="checkbox"/>	NURSING <input type="checkbox"/>	ARTS & SCI <input type="checkbox"/>	OTHER <input type="checkbox"/> _____
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SECTION C

Output Options	LASTNAME <input type="checkbox"/>	SORT BY or	STUDENT# <input type="checkbox"/>	SCALE MODIFICATION FOR GRADES (if applicable)				
				A ≥ _____ <small>DEFAULT ≥ 80%</small>	B ≥ _____ <small>DEFAULT ≥ 70%</small>	C ≥ _____ <small>DEFAULT ≥ 60%</small>	D ≥ _____ <small>DEFAULT ≥ 50%</small>	F < _____ <small>DEFAULT < 50%</small>

SECTION D

OVERALL EXAMINATION TITLE (as printed on reports):

#	SUBTEST / OBJECTIVE TITLE (if applicable)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

ADDITIONAL NOTES:

REQUIREMENT: Please provide **ONE BLANK COPY OF THE ANSWER SHEET/FORM** (from the same batch as used by your Students) with your order.

SECTION E

TOTAL NUMBER OF QUESTIONS:	<p>IF QUESTIONS HAVE WEIGHTS OTHER THAN THE DEFAULT OF 1.0</p> <p>(a) if all questions have the same weight, use the ALTERNATE BASE to apply the same weight to all questions</p> <p>(b) if questions have different weights, assign weights to each question under the "Weight" column</p>
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#	DELETE	ALTERNATE ANSWER	SUBTEST/OBJECTIVE #	ANSWER CORRECTION	WEIGHT	#	DELETE	ALTERNATE ANSWER	SUBTEST/OBJECTIVE #	ANSWER CORRECTION	WEIGHT	#	DELETE	ALTERNATE ANSWER	SUBTEST/OBJECTIVE #	ANSWER CORRECTION	WEIGHT	#	DELETE	ALTERNATE ANSWER	SUBTEST/OBJECTIVE #	ANSWER CORRECTION	WEIGHT	#	DELETE	ALTERNATE ANSWER	SUBTEST/OBJECTIVE #	ANSWER CORRECTION	WEIGHT	
1						45						89							133						177					
2						46						90							134						178					
3						47						91							135						179					
4						48						92							136						180					
5						49						93							137						181					
6						50						94							138						182					
7						51						95							139						183					
8						52						96							140						184					
9						53						97							141						185					
10						54						98							142						186					
11						55						99							143						187					
12						56						100							144						188					
13						57						101							145						189					
14						58						102							146						190					
15						59						103							147						191					
16						60						104							148						192					
17						61						105							149						193					
18						62						106							150						194					
19						63						107							151						195					
20						64						108							152						196					
21						65						109							153						197					
22						66						110							154						198					
23						67						111							155						199					
24						68						112							156						200					
25						69						113							157						201					
26						70						114							158						202					
27						71						115							159						203					
28						72						116							160						204					
29						73						117							161						205					
30						74						118							162						206					
31						75						119							163						207					
32						76						120							164						208					
33						77						121							165						209					
34						78						122							166						210					
35						79						123							167						211					
36						80						124							168						212					
37						81						125							169						213					
38						82						126							170						214					
39						83						127							171						215					
40						84						128							172						216					
41						85						129							173						217					
42						86						130							174						218					
43						87						131							175						219					
44						88						132							176						220					

INSTRUCTIONS FOR COLUMNS

DELETE	CODE AN "X" TO REMOVE A QUESTION.
ALTERNATE ANSWER	FOR MULTIPLE CORRECT ANSWERS, <u>CODE ALL ANSWERS TO THE MASTERKEY</u> AND MARK AN "X" IN THIS COLUMN.
SUBTEST/OBJECTIVE	FOR QUESTIONS GROUPED INTO SUBTESTS, CODE THE # OF THE SUBTEST TO WHICH EACH QUESTION BELONGS.
ANSWER CORRECTION	TO MAKE CHANGES TO A COMPLETED MASTER KEY, INDICATE IN THIS COLUMN
WEIGHT	FOR QUESTIONS WITH DIFFERENT WEIGHTS, INDICATE THE WEIGHT FOR EACH QUESTION IN THIS COLUMN