

SCANNING SERVICE ORDER FORM
DISCOVERY COMMONS: Medical Sciences Building, Room 3172
416-978-8586

EXAM ID:

OFFICE USE ONLY

SECTION A

Examiner:	Examiner Phone#: and/or Email:
Faculty:	Department:
Contact For Pickup:	Contact Phone#: and/or Email:
Billing Contact:	Billing Contact Phone#:

SECTION B

Course Name:	Exam Date:	#of Student Response Forms:
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Student Faculty	MEDICINE <input type="checkbox"/>	KINESIOLOGY & PHYS ED <input type="checkbox"/>	NURSING <input type="checkbox"/>	PHARMACY <input type="checkbox"/>	ARTS & SCI <input type="checkbox"/>	DENTISTRY <input type="checkbox"/>	OTHER <input type="checkbox"/>
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SECTION C

Output Options	SORT BY		POSTING COPY <input type="checkbox"/>	SCANNED DATA TEXT FILE <input type="checkbox"/>	STUDENT SCORES		ITEM ANALYSIS EXCEL FILE <input type="checkbox"/>	OVERALL REPORT PDF FILE <input type="checkbox"/>
	NAME <input type="checkbox"/>	or STUDENT# <input type="checkbox"/>			TEXT FILE <input type="checkbox"/>	and EXCEL /or FILE <input type="checkbox"/>		

SCALE MODIFICATION FOR GRADES				
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>

IMPORTANT: Please note that any files requested will now be only available through ShareFile.
 Only utoronto e-mail accounts will be accepted for file transfers. Please provide that here: _____

SECTION D

OVERALL EXAMINATION TITLE (as printed on reports)	FOR ALTERNATE SCORES		FOR NORMALIZED SCORES		REPORT PRINT OPTIONS													
	ALTERNATE BASE	MEAN (Def.70)	STD DEV (Def.10)	NAME	STUDENT #	RAW SCORE	% SCORE	STANDARD			NORMALIZED					STUDENT LIST 2	# COP IES	
								ALTERNATE SCORE	GRADE	HISTO- GRAM	% SCORE	ALTERNATE SCORE	GRADE	HISTO- GRAM	Z SCORE			ITEM ANALYSIS

SUBTEST / OBJECTIVE TITLE

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(SEE REVERSE)

