FACULTY REQUEST FOR TYPING, COPYING, EXAMS, ETC.

Submitted by: (your name):   **Date Submitted**:   **Date/Time Needed:**

Course No./Section(s):   Received by:

Note: **Make sure to allow 2 days for your job to be completed. If no time is listed, your job will be finished by 5:00PM.**

Typing *(Describe what is needed):*

Copying:

How many Copies?   **Your copy number:**

Paper:
- _____ Plain white paper
- _____ 3-hole white paper
- _____ Transparency
- _____ Letterhead
- _____ Labels
- _____ Colored paper: _____
- _____ Other (describe)

- _____ Single-sided
- _____ Collated
- _____ Stapled
- _____ Other (describe)

- _____ Duplexed (1→ 2 sided)
- _____ NOT collated
- _____ Paper clip/binder clip

- _____ V1 = White Paper
- _____ V2 = Colored Paper

Notes:

Exam Prep:

- _____ Insert scantrons ("bubble" sheets)
- _____ 60P-M (8x10) or 100 P-M (8½x14)?
- _____ Number scantrons (bubble sheets)
- _____ Number tests
- _____ Interweave versions

Test Central:

- ___ **Student Statistics Report (101)**
- ___ **Condensed Item Analysis Report (204)**
- ___ **Individual Grade Report (301)**
- ___ Test Statistics (104)
- ___ Detailed Item Analysis (201)
- ___ Alphabetize names on report
- ___ Scan by SECTION
- ___ Scan by VERSION
- ___ How many points per question?
- ___ Email Excel spreadsheet?
- ___ Turn off auto grade function

DSS:

- ___ Send exam to DSS
- ___ Expect exam from DSS

Notes:

EXAMS AND FINISHED REPORTS WILL BE LOCKED IN THE EXAM CABINET

RETURN TO:

- _____ Mailbox/Mailroom
- _____ E-mail to me
- _____ Locked exam cabinet (**all exams will be locked in the exam cabinet)**
- _____ Other _____

Scanned/typed/copied by (initials)	(date):	Proofed/checked by (initials)	(date):

Additional Notes: