Copy and Scantron Request
School of Psychological Science

Please use this form to accompany requests turned into the Work Request bin
or email student.psychology@oregonstate.edu

Please allow 24 hours lead time

Date: Requested by: Need by Date:

Copies

• # of Originals: _______ # of Copies needed: _______

Please check appropriate tasks:
  ____ As is  ____ Double-sided  ____ Collate  ____ Staple  ____ 3-Hole Punch
  ____ Colored Paper : Yes  No  Color(s): ____________________________

Test Grading (Scantron)

• Alphabetized: Yes  No

• Please Check Which Reports You Would Like To Receive:
  (Reports will be uploaded to your Faculty folder in the Shared Drive)
  O Student Response Report: Displays a matrix of students and their responses
  O Student Statistics Report: Displays statistical data related to the performance of each student
  O Item Analysis: Displays a break down of respondent selections for each item in a condensed format
  O Student Grade Report: Displays individual grade results for each student
  O Condensed Test Report: Displays a condensed statistical analysis of each question on the test

Scanning

  O E-Mail to My OSU  O Send to Shared Drive

• How would you like your documents named: ____________________________________________
  (Author, Journal, Date, etc.)

Other Requests or Details ___________________________________________________________

_____________________________________________________________________________
_____________________________________________________________________________
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_____________________________________________________________________________

Completed by: __________________________