Complete this form and submit it to Healey Library, IDS Department, 4th floor, 7-5912. 

**Results will be emailed within 2 to 4 business days**

Today’s Date: 

Dept/Course: 

Faculty: 

Contact Person: Phone: 

Reports automatically included:
101 – Student Statistics Report (SSR) – Displays statistical data related to performance of each student  
103 – Class Frequency Distribution Report (CFDR) – Shows dispersion of students over grade scale  
104 – Test Statistics Report (TSD) – Shows stats related to overall test & each learning objective  
105 – Student Response Report (SRR) – Displays a matrix of students & their responses  
106 – Condensed Test Report (CTR) – Shows a condensed statistical analysis of each question on test  
204 – Condensed Item Analysis Report (CIAR) – Shows condensed breakdown of student selections for each item  
207 – Test Item Statistics Report (TISR) – Shows statistical data related to each grade test question  

~Please contact IT (7-7924 or 7-5303) if you have any questions about the formatting~  
~All files will be emailed~

Email: 

Please check if you would like these sent back via interoffice mail (please give location): 

If not picked up within 2 weeks, reports automatically sent back via IOM

Notes to Scanning Staff: 

****Please have ID ready when picking up results; otherwise, we cannot release exams. If someone other than faculty or contact is picking up exams, please call 7-5912 as well as email library.ill@umb.edu. This ensures that confidentiality and responsibility will be maintained. We appreciate your cooperation.****

Office use only

Operator: Date: Number of Sheets Scanned: 

Picked up by (please print): 

Sign Name: Date: 

If not picked up within two weeks, scan sheets will be returned to you via campus mail 

Revised on July 27th, 2012