

Updated 3.25

Office of Institutional Research and Assessment

Room 101 Alumni Hall

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**Updated Spring 2025**

**Scoring Services Request Form**

**For the Students: Please be sure only a #2 pencil is used, any errors are thoroughly erased, and name bubbles are all filled in. The scanner cannot read writing, crossed out answers or tell the difference between an answer not thoroughly erased and a filled in answer.**

**Professors/TA’s: Please fill in one answer for every question, note any dropped, bonus questions etc. below. Please also be sure exams are all facing the same way and clipped together.**

Questions may be sent to [kimberley.mentus@maine.edu](mailto:kimberley.mentus@maine.edu) or [debra.allen@maine.edu](mailto:debra.allen@maine.edu).

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Versions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_

Test Name/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A link to the exam results in an Excel file, will be sent to you via email.

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Results will be available within 48 hours.

Exams will be campus mailed to you, or you may pick them up. Please indicate your preference.

I will pick them up.

Please send them back via campus mail. Note: It may take up to a week for campus mail.

Campus address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate below any special instructions such as bonus questions, questions with more than one correct answer, and questions to be dropped with specific directions.

Bonus Question Number(s):

Drop Question Number(s):

Multiple Correct Answers (list Question Number(s) and all the correct answers for each):