

## Testing Services Transmittal Form And Drop Box Usage

Testing Services has a transmittal form to be used when submitting tests for processing via our drop box, campus mail or when brought to our office by someone other than the instructor. Using a transmittal form ensures that we have all of the necessary information to scan and process your exams correctly. A sample form is displayed below and available in our office. If you like, feel free to make copies of the form for your use.

If test sheets are submitted via our drop box or campus mail, please enclose the answer sheets, key(s), transmittal form and any other information we may need in a sealed envelope. When packaging these materials for drop box submittal, please keep in mind the drop box slot is approximately 10 ½" x 1 ½".

The Testing Services drop box is located on the west side of Adams Hall across from the Holmes Student Center on Normal Road, to the left of the north doors. The drop box is checked Monday thru Friday during the academic semester at 8 AM and 1 PM.

If you have any questions, please call us at 753-1203.

### TEST PROCESSING TRANSMITTAL FORM (For mailed or courier delivered tests)

DEPT	COURSE	SEC	INSTRUCTOR	PHONE NUMBER
<input type="checkbox"/> EMAIL EXCEL ROSTER <input type="checkbox"/> STATISTICS BY SECTION ALSO (if multiple sections are submitted)			NIU EMAIL ADDRESS	
<input type="checkbox"/> PDF (Emailed)		<b>OR</b>		<input type="checkbox"/> PRINT (Pickup)
TEST STATS – (includes Item Analysis/Distribution/Roster) ISR'S – Exclude: <input type="checkbox"/> %LE <input type="checkbox"/> KEY <input type="checkbox"/> RESPONSES				
_____	TEST NUMBER	FORMS: A B C D E F <small>(Please circle)</small>		_____
_____	NUMBER OF QUESTIONS			_____
_____	POSSIBLE MAXIMUM SCORE (Excluding omits)			_____
_____	OMITTED QUESTION NUMBERS			_____
<input type="checkbox"/> CAMPUS MAIL REPORTS AND/OR ANSWER SHEETS (Please provide a pre-addressed sealable envelope)				
<input type="checkbox"/> Indicate here if the back of this form was used for assigning weights or special instructions.				