

Scoring Office After Hours Check-in Form

This form can be used after the initial setup of your Grader III account in the Scoring Office.

Instructor name _____ Date _____

Dept. and Course # _____ Sections _____

Name and phone # for questions _____

Test Information

Test # _____ # of Keys _____ # of Questions _____ # of Omits _____

of Multiples _____ Weight per Item _____

Individual feedback to students (circle only one):

PIDMail → HOLD or SEND

OR

Student feedback file for instructor to print.

CAPA Users

Filename _____

File sent to (indicate one only):

LON CAPA

OR

MSU email account _____